

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

Online & 145 Maple St.
Essex Junction, VT 05452
Wednesday, February 26, 2025
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

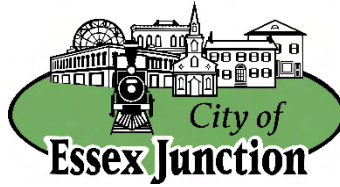
1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **PUBLIC HEARING**
 - a. Public Hearing on the Proposed Land Development Code Amendments [20 Minutes]
6. **BUSINESS ITEMS**
 - a. *Interview and Consideration of Green Mountain Transit Alternate Member [5 Minutes]
 - b. Finance Department and Capital Review Committee Brief to Council [15 Minutes]
 - c. Discussion and Consideration of Stormwater Related Ordinances – Amendments to Ordinance 19 (Stormwater Permit Transfer) and New Ordinance 20 (Stormwater Management) [20 Minutes]
 - d. Discussion and Consideration of Land Development Code Amendments [20 Minutes]
 - e. Discussion and Consideration of the FY26 General Fund Operating and Capital Budgets [20 Minutes]
 - f. Discussion and Consideration of the Informational Hearing and Annual Meeting Warning [5 Minutes]
 - g. **Discussion and Consideration of an Executive Session to discuss Personnel
7. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 2/3/2025 and 2/12/2025
 - b. Acting as the Liquor Control Commission: Approve Liquor Licenses
 - c. Approve Memorial Park Policy Amendment
 - d. Approve Essex Junction Little League Street Closure Application
8. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
9. **READING FILE**
 - a. Check Warrant # 24069 2/21/25
 - b. Police Community Advisory Board Minutes 1/21/25
 - c. Joint Planning Commission/City Council Minutes 2/6/25
 - d. Board of Civil Authority Minutes 2/11/25
 - e. Bike Walk Advisory Committee Minutes 2/13/25
10. **EXECUTIVE SESSION**
 - a. *An Executive Session may be needed for the Appointment of a Public Official
 - b. **An Executive Session may be needed to discuss the City Manager Evaluation and Contract
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 Council Rules for Public Participation
City of Essex Junction**

Vermont's Open Meeting Law protects the public's right to attend and participate in meetings of local public bodies, but the purpose and function of these meetings is for the public body to do the work of the public; they are not meetings of the public (i.e., public forums). Consequently, these rules are necessary to manage the public's participation to ensure an environment in which the public feels safe to express their views on matters considered by the public body while minimizing disruptions so that the public body can get its work done. The full City Council Rules of Procedures for Meetings can be found here: www.essexjunction.org/codes/policies.

1. Please raise your hand to speak, whether in person or attending virtually.
2. You may only speak after you have been recognized by the president.
3. Before speaking, please state your name and address for the record.
4. All remarks must be addressed to the president.
5. Comments must be germane to the agenda item being addressed.
6. Comments under "Public to be Heard" must pertain to the business of the public body.
7. Repetitive and irrelevant comments are not allowed.
8. Please wait your turn; do not interrupt others.
9. Each person will be limited to two minutes of comment. This time may be extended only by permission of the president. The balance of time not used by each person will expire and cannot be reserved or yielded to another.
10. Each person may only speak once on the same agenda item, time permitting, with the consent of the president.
11. Those yet to be heard will be given priority over those who have already spoken.
12. You do not have the right to vote on agenda items.
13. Please obey orders and rulings of the president.
14. Keep your cool. Disruptive people will be asked to leave and removed if necessary.
15. Listen well, pay attention, and participate.



Memo

To: Essex Junction City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: February 26, 2025
Agenda Item: Board and Committee Appointments

Issue: The City has an open position for an Alternate to the Green Mountain Transit Board of Commissioners.

Discussion: The individual listed below has applied for the vacant Alternate position on the Green Mountain Transit Board of Commissioners. They will be available for an interview via Zoom.

- Bethany Clark

Cost: None

Recommendation: It is recommended that the City Council enter Executive Session to consider the appointment of an Alternate to the Green Mountain Transit Board of Commissioners.

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) as an Alternate to the Green Mountain Transit Board of Commissioners with a term expiring on June 30, 2027.

Attachments:

Bethany Clark Application

View results

Respondent

36

Anonymous

05:27

Time to complete

1. Full name *

Bethany Clark

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? *

I am a passionate advocate for public transportation as a non-driver. I want to ensure that access is maintained or even expanded, particularly to Essex Junction, which means I have a vested interest as well in making sure the GMTA is financially sustainable. More broadly, I am looking to be more involved in local issues.

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

I grew up in this city, and as someone who has never driven, I depended then on public transportation and I depend on it now. I also have a Masters in International Development which I believe has taught me to look at a variety of sources for solutions to complex problems, something I believe will serve me well in this committee. Furthermore, I lived for ten years in Boston and Washington D.C., and my broad experience with public transportation systems nationwide will help me in this committee.

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

I want to maintain existing access to GMTA services in Essex Junction and ensure that GMTA finds a way to be financially sustainable enough to expand access again if possible. The closed routes mean that transportation becomes that much more difficult for those without a car or a driver's license.

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

No

Memo

To: City Council

From: Jess Morris, Finance Director

Meeting Date: February 26, 2025

Agenda Item: Finance Department Head Conversation

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

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

- The FY24 audit is complete with no findings and will be presented by the auditors at the March 12th meeting.
- Questica integration with NEMRC was completed and reporting is fully functional for operating budgets. This allows department heads access to more detailed and up to date information.
- Electronic time tracking was rolled out for Brownell staff, and improvements were made to the reporting process to upload data to NEMRC.
- Presentation with Regina at a VLCT staff meeting on the City/Town separation.
- Continued to improve on the annual budget process and prepared preliminary enterprise budgets earlier than has been done previously.
- Key control document prepared for FY24 audit process to detail all financial processes and internal controls currently in place in the City.
- Policy updates completed: Tax Sale, Delinquent Tax, Misc Accounts Receivable, and Fixed Asset.
- Finance staff are working with Chelsea, Regina and Raftelis on a Stormwater Fund, particularly the setup of the utility within our current NEMRC utility billing system.
- Hired (April 2024) and continue to train a new Billing Coordinator; this position also transitioned from part time to full time as of July 1st.
- Completed our first tax billing fully separated from the Town.
- Worked with Open Approach to develop a full inventory of IT related devices and software subscriptions. This was used to develop the FY26 IT and Enterprise budgets.
- Participation in Association contract negotiations.
- Continued working with the State of VT to resolve revenue issues related to separation to ensure the City is receiving correct payments from the State.
- Capital Committee
 - Re-ranked 3 projects due to updated scopes of work and cost estimate updates.
 - Staff worked with City Engineer to update project cost estimates and applied an inflation factor to future year costs for more accurate projections.
 - Staff updated the City's multi-year Capital Plan to incorporate the updated capital project rankings from the Committee. This was approved by the Committee and proposed to the Council in the FY26 budget process.

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

- Complete electronic time tracking setup for remaining departments (Wastewater and Public Works).
- Continue working on various policy updates.
- Continue implementation of Questica for the annual budgeting process and begin exploring capital planning functionality.
- Cross train Finance team members.
- VT will be hosting the NESGFOA (New England States Government Finance Officers Association) fall conference this September at Jay Peak. As a member of the VTGFOA (Vermont Government Finance Officers Association) board, I am involved in the planning and preparation for this event and hope to attend as much of the conference as possible.
- Capital Committee
 - Continue to refine the rankings of existing projects as necessary.
 - Coordinate joint meetings with other City committees/commissions that have an interest in some of the existing capital projects, and learn about potential new projects to come before the Committee.

Anything you think the Council should know

- It was another incredibly busy year for the Finance team. Now that we are fully staffed, we are looking forward to focusing on settling into our roles, working on process improvement, and cross training now that separation is (finally) fully behind us!



Memo

To: Essex Junction City Council
From: Chelsea Mandigo, Water Quality Superintendent
Meeting Date: February 26, 2025
Agenda Item: Discussion and Consideration of Amendment to Municipal Ordinance 19, Adoption of Municipal Ordinance 20

Issue: Review a summary of public comments received. Formally Adopt Chapters 19 and 20.

Discussion: On November 13th and December 11th, 2024, the City Council held a public hearing to discuss amendments to existing and proposed ordinances related to stormwater management in the City. They include the following:

- 1) Municipal Ordinance Chapter 19 Establishing Permit Transfer Authority for Expired and Unpermitted Discharges to Impaired Waterways: an amendment to an existing chapter created in 2014 related to stormwater permit compliance that was previously developed with the Town of Essex
- 2) Municipal Ordinance Chapter 20 Regulation of Stormwater Management: establishes the stormwater ordinance for the City. Most of the material in this chapter came from the Land Development Code which is more related to stormwater management in the City and not parcel development
- 3) Municipal Ordinance Chapter 21 Regulation of Stormwater Utility: establishes the stormwater utility and outlines the structure of the stormwater utility
- 4) Stormwater User Fee Credit Manual: establishes a mechanism for non-single family parcels to apply and potentially receive a reduction in the stormwater user fee assessed for their parcel

After the public hearing, the City Council collected questions regarding the proposed ordinances and asked that a summary of responses be developed. The document is attached to this Memo.

Since the public hearing, it was determined that Global Foundries is not exempt from the utility fee as previously thought. As a result, the utility was updated to incorporate the Global Foundries parcel. The City has discussed the change with Global Foundries but requires a few more weeks to address additional questions. Chapter 19, which establishes permit transfer authority for expired and unpermitted discharges to impaired waterways, and Chapter 20, which regulates stormwater management, remain unchanged and can be adopted at this time. Chapter 21 will have no action at this time.

After approval of the amendment to Chapter 19 and adoption of Chapter 20, a notice of the amendments and additions to the Essex Junction Municipal Code will be placed in the Seven Days newspaper and appear in the minutes.

Title 24 V.S.A. § 1973 grants citizens the right to petition for a vote at a special or Annual Meeting to disapprove ordinance amendments adopted by the City Council. To exercise this right, citizens must present to the City

Council or the City Clerk a petition for a vote on the question of disapproving the amendments signed by not less than five percent (5%) of the City's qualified voters. The petition must be presented within forty-four (44) days following the date of the adoption of the amendments.

Cost: None

Recommendation

It is recommended that the Council adopt the Municipal Ordinance Chapter 19 Establishing Permit Transfer Authority for Expired and Unpermitted Discharges to Impaired Waterways and adopt Municipal Ordinance Chapter 20 Regulation of Stormwater Management as proposed.

Recommended Motions

Should the Council decide to approve the ordinance amendments and adoptions, here is a recommended motion:

“I move that the City Council approve the amendments to Essex Junction Municipal Ordinance Chapter 19: An Ordinance Establishing Permit Transfer Authority for Expired and Unpermitted Discharges to Impaired Waterways; and Adopt Essex Junction Municipal Ordinance Chapter 20: An Ordinance Relating to Stormwater Management Regulations”

Attachments:

- 1) Draft Chapter 19: Establishing Permit Transfer Authority for Expired and Unpermitted Discharges to Impaired Waterways
- 2) Draft Chapter 20: Regulation of Stormwater Management
- 3) Question and Answer Summary from Public Hearings

CITY OF ESSEX JUNCTION, VT**MUNICIPAL CODE****CHAPTER 19****ORDINANCE ESTABLISHING STORMWATER PERMIT TRANSFER AUTHORITY
FOR EXPIRED AND UNPERMITTED DISCHARGES TO IMPAIRED WATERWAYS****SECTION 1901. BACKGROUND**

- A. Adopted on July 22, 2014, as Chapter 19 in the City of Essex Junction Municipal Code, to establish and transfer responsibility for the State of Vermont issued Department of Environmental Conservation authorization to discharge permits under general stormwater permits and for unpermitted discharges to impaired waterways within the City of Essex Junction.
- B. The Vermont Agency of Natural Resources Department of Environmental Conservation (“DEC”) issues Authorization to Discharge Permits under General Permits for area or site-specific stormwater discharges to applicants, including municipalities, private parties, and shared stormwater systems involving both privately owned and publicly owned components.
- C. Valid stormwater system discharge permits have been issued by the DEC for projects in the non-impaired and impaired waterways within the City, and the City has accepted full responsibility for such permits when it involves public infrastructure.
- D. As of the adoption of Chapter 19 of the Municipal Code on July 22, 2014, valid stormwater system discharge permits have not been issued to expired stormwater permit holders in the impaired waterways due to the inability to legally authorize, under State law, renewal of the previously issued Authorization to Discharge Permits.
- E. Current responsibility for previously issued expired stormwater permits and valid stormwater system discharge permits in the impaired watersheds in the MS4 area varies widely. In some cases, there is a well-defined chain of responsibility from the “owner” of the original permit to the current permit holder. In other cases, permit responsibility is either poorly defined or non-existent notwithstanding that permit responsibility runs with the land. Some expired and valid (permit) discharges are defined in the original permit as directly to a stream or waterbody; in others, they are defined as being directed to or connected to a shared stormwater system.
- F. Pre-existing unpermitted stormwater discharges occur within the impaired and non-impaired waterways. These discharges were either never issued permits or the discharges occurred before DEC began issuing discharge permits. Pre-existing unpermitted stormwater discharges into impaired waterways shall obtain legal coverage under the MS4 general permit in the manner outlined in this Ordinance.
- G. The City of Essex Junction regulates stormwater discharges through its Municipal Code.

SECTION 1902. PURPOSE

- A. The City seeks to develop consistent policies and procedures for the determination of stormwater permit responsibility for both valid stormwater system discharge permits, and expired stormwater permits, and to establish minimum requirements for the transfer of expired and future new permit responsibility by and between the appropriate parties.
- B. The City's MS4 responsibility for the operation, repair, and maintenance of stormwater infrastructure extends only to public stormwater infrastructure and proportional shared responsibility on shared stormwater systems. The City may accept permit responsibility if determined by the appropriate legislative body to be in the City's best interest. Factors to be considered when determining whether acceptance of permit responsibility is in the City's "best interest" include, but are not limited to, whether improved water quality is not otherwise obtainable without additional City participation, potential cost savings to the City, or provision of land or easements for treatment or storage of stormwater for shared systems. The non-public contributing stormwater permittee shall be responsible for the operation, maintenance, repair, replacement, and upgrade of the non-public infrastructure unless the City determines that accepting some or all of this responsibility is in its best interests as defined above.

SECTION 1903. AUTHORITY

For purposes of this Ordinance, the "appropriate legislative body" for the City is the City Council.

SECTION 1904. DEFINITIONS

"Authorization to Discharge Permits" shall mean permits issued by the State of Vermont to discharge stormwater into receiving water bodies, which may or may not be valid permits at the time of adoption of this Ordinance.

"Best Management Practices" or "BMPs" shall mean any structural or non-structural site improvements recognized as the most effective and practical means to prevent and reduce stormwater volumes and flows to achieve water quality goals. BMPs include measures to prevent pollution and measures to mitigate pollution. BMPs include schedules of activities, prohibitions of practices, pollution prevention, education practices, natural resource protection, maintenance and operating procedures, management and treatment practices, and measures to control site runoff, spills, or leaks and reduce pollution.

"Expired stormwater permits" shall mean stormwater permits previously issued by the State of Vermont that are no longer current.

"Flow Restoration Plan(s)" shall mean a stream flow plan required by the State of Vermont designed to implement stormwater runoff controls producing runoff characteristics that return stream flows to compliant, stable flow conditions as required to meet the water-quality based Total Maximum Daily Load ("TMDL") requirements for a particular impaired waterway.

"Impaired waterways" means rivers, lakes, or streams that do not meet one or more water-quality standards, and therefore, are considered too polluted for their intended uses.

"Municipal Separate Storm Sewer System" and "MS4" shall mean a collection system or conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs,

gutters, ditches, manmade channels, or storm drains): (i) owned or operated by the City of Essex Junction or another designated MS4 entity that discharges to surface waters or groundwater; (ii) designed or used for collecting or conveying or discharging stormwater and groundwater entering the system; (iii) which is not a combined sewer; and (iv) which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR, Section 122.2.

“National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit” shall mean a permit issued by the Environmental Protection Agency or the State of Vermont under authority delegated pursuant to 33 USC § 1342(b) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

“Non-impaired waterways” shall mean rivers, lakes, or streams that currently meet the designated water-quality standards for the waterbody.

“Non-public contributing stormwater permittee” shall mean a current stormwater permit holder, including homeowner associations and any successors or assigns, of either a valid or expired stormwater permit that is not a public entity.

“Non-public stormwater infrastructure” shall mean stormwater infrastructure not owned, operated, or maintained by the City.

“Non- Structural BMPs” BMPs that use natural measures involving site characteristics to reduce the volume of stormwater or eliminate the source of the pollutant.

“Parcel” and “Property” shall mean any lot, subdivided piece of land, unit of land, any subset of land, land owned in common, or a condominium unit or condominium association in the City of Essex Junction that could legally be sold as a separate entity as of January first of the year the fee is based on, and has a separate parcel identification number, map identification number or is identified as a separate parcel. Included in this definition are all roadways owned by the City, the State, and the Federal Government.

“Private stormwater system owner” shall mean the non-public owner of a stormwater system, including homeowner associations and any successors or assigns, consisting of, but not limited to, culverts, pipes, catch basins, treatment ponds, treatment devices, and/or stormwater infiltration systems.

“Public stormwater infrastructure” shall mean stormwater infrastructure such as, but not limited to, sewers, drains, culverts, pipes, catch basins, treatment ponds, treatment devices, and/or stormwater infiltration systems, all of which are under City ownership or within City easements, and which infrastructure has been accepted by the City as a component of the City stormwater system.

“Residual Designation Authority (RDA)” shall mean the authority granted to the United States Environmental Protection Agency and delegated to the State of Vermont to issue a permit directly to a party or parties discharging stormwater to a waterbody that has a TMDL and where discharges are contributing to water quality violations.

“Shared stormwater system” shall mean a stormwater system such as, but not limited to, culverts, pipes, catch basins, treatment ponds, treatment devices, sewers, drains, and/or stormwater infiltration systems that consist of both public and non-public stormwater infrastructure.

“Stormwater” shall mean any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.

"**Structural**" BMPs are devices engineered and constructed to provide treatment and temporary storage of stormwater runoff.

"**Undeveloped Property**" shall mean any property that exists in a natural state.

"**Unpermitted stormwater discharges**" means a system discharging stormwater to a stream or watercourse that has never been issued any type of authorization to discharge stormwater by either the City or the State of Vermont.

"**Valid stormwater system**" shall mean a system that has been issued a stormwater permit by the City or the State of Vermont that is current concerning the issuance and expiration dates of the permit.

SECTION 1905. NPDES PHASE 2 MS4 REQUIREMENT FOR EXPIRED AUTHORIZATION TO DISCHARGE PERMITS

- A. The Vermont Agency of Natural Resources (VANR) Authorization to Discharge Permit Number 7024-9014 issued to the City under NPDES MS4 General Permit 3-9014 requires the City to submit to the Secretary of VANR a plan for addressing expired stormwater permits discharging to the MS4 permittee's system, which was accomplished through the proposed adoption of this Ordinance.
- B. A compliance date of October 2015 is set within the Authorization to Discharge Permits for verification of the condition of all public and non-public stormwater infrastructure identified in and approved under each original expired permit that was met.
- C. On expired permits within the impaired waterways or with regard to discharges that have no permits in the impaired waterways, it is the intent of the VANR to either have these permits ultimately come under the umbrella of the City MS4 Permit or issue Residual Designation Authority (RDA) permits directly to each permittee or party responsible for the stormwater discharge not covered under the MS4 umbrella permit.

SECTION 1906. CLASSIFICATION OF STORMWATER SYSTEMS WITHIN THE CITY AS RELATES TO AUTHORIZATION TO DISCHARGE PERMITS

Due to the complexity and variety of existing permit "ownership" and types of permits, the City has classified all valid stormwater system discharge permits and all expired stormwater permits into one of the following four types for purposes of determining permit responsibility:

1. **Type 1 Stormwater System** consists of a system of stormwater infrastructure that is entirely on public land (public rights of way, municipally-owned property, or on public stormwater easements) and owned by the City, including residential subdivisions or groups of houses with no non-public stormwater infrastructure, such as privately-owned catch basins or privately-owned stormwater pipelines connected into stormwater systems on public land (excluding private underdrain systems). For purposes of this Ordinance, a "private underdrain system" is stormwater infrastructure serving individual private lots or buildings from the private lot or building to the point of interconnection with public stormwater infrastructure.

- a. Examples of Type 1 stormwater systems include:
 - I. Public buildings such as municipal offices, police stations, fire stations, municipal highway garage complexes, schools, or other educational facilities with no on-site stormwater infrastructure (other than underdrains connected with public stormwater infrastructure) that do not discharge directly into a stream, and/or similar facilities.
 - II. Residential subdivisions with valid or expired permits in the City. Those residential subdivisions presently identified by the City as meeting the Type 1 criterion are listed in Table 1 in the Appendix to this Ordinance. Table 1 may be revised by the City, acting through its Municipal Manager or their designee(s) as such additional systems are identified.
 - b. Type 1 stormwater systems do not include any private lot, residential subdivision, or groups of housing covered under an expired stormwater permit that has non-public stormwater infrastructure such as catch basins and pipelines (excluding private underdrain systems) connected to public stormwater infrastructure.
2. **Type 2 Stormwater System** consists of a system of stormwater infrastructure that is entirely contained on private property, discharges directly or indirectly to a stream or other recognized water body and is not directly connected by piping to a Type 1 or Type 3 stormwater system.
- a. Examples of Type 2 stormwater systems include:
 - I. Private residential, commercial, or industrial systems that retain all stormwater flows onsite as originally designed and have valid or expired permits for such discharge, and private residential, commercial, or industrial systems that discharge some or all of their stormwater flows to a stream or other recognized water body.
 - II. Select stormwater systems in the City. Those private residential, commercial, or industrial systems presently identified by the City as meeting the Type 2 criterion are listed in Table 1 in the Appendix to this Ordinance. Table 1 may be revised by the City, acting through its Municipal Manager or their designee(s) as such additional systems are identified.
3. **Type 3 Stormwater System** consists of a shared stormwater system covered under either valid and/or expired stormwater permits that combines stormwater flow from both public and non-public stormwater infrastructure before discharging stormwater directly or indirectly into a stream, swale, or other method of water conveyance to waters of the State.
- a. Examples of Type 3 stormwater systems include:
 - I. Non-public stormwater infrastructure systems that discharge directly to public stormwater infrastructure; public stormwater infrastructure systems that discharge to non-public stormwater infrastructure; public and non-public infrastructure systems that discharge to a common stormwater pond or open swale on public or private property or an outfall pipe leading to a stream, swale or other conveyance to a recognized water body; other systems that combine stormwater flow from both public and non-public stormwater infrastructure; prior valid stormwater

permits involving both public and non-public components covered under one issued permit with responsibility defined in the permit between public and non-public contributors to a stormwater system.

- II. Those combined public-private systems in the City presently identified by the City as meeting the Type 3 criterion are listed in Table 1 in the Appendix to this Ordinance. Table 1 may be revised by the City, acting through its Municipal Manager or their designee(s) as such additional systems are identified.

4. **Type 4 Stormwater System**

- a. Any other type of stormwater system not covered under Types 1 through 3.
- b. Unique stormwater systems with valid or expired stormwater permits not included in Types 1 through 3 have not been identified as of the date of adoption of this Ordinance. This category is reserved for such systems.
- c. Stormwater systems involving both City and Vermont Agency of Transportation (VTRANS) infrastructure.
- d. Those combined public-private systems in the City that are identified by the City as meeting the Type 4 criterion will be listed in Table 1 in the Appendix to this Ordinance created by the City, acting through its Municipal Manager. Table 1 may be revised by the City, acting through its Municipal Manager or their designee(s) as additional systems are identified.

SECTION 1907. METHODOLOGY FOR ESTABLISHMENT OF PERMIT RESPONSIBILITY FOR EACH TYPE OF STORMWATER SYSTEM

A. Type 1 Stormwater Systems

1. The City accepts responsibility for all valid Type 1 stormwater system permits in the non-impaired waterways, all expired Type 1 stormwater system permits in the impaired waterways, and all future Type 1 stormwater system permits. These permits are consolidated under the City's NPDES MS4 General Permit 3-9014.
2. The City accepts responsibility for the operation, maintenance, repair, replacement, and upgrade of all public stormwater infrastructure included in Type 1 stormwater systems, except for private underdrain systems and overland stormwater flow systems from private lands such as driveways, open swales, and vegetated land. Such private underdrain systems and overland flow systems shall remain the responsibility of the property owner.
3. Acceptance of stormwater permit responsibility by the City does not relieve individual property owner(s) or housing and/or homeowner association(s), or any successor(s) and assign(s), from compliance with other sections of the City's stormwater ordinance or State environmental regulations, including but not limited to sections dealing with illicit discharges, offsite discharge of sediment, site erosion, fertilizer application with respect to phosphorous and overall compliance with best stormwater management practices as defined in adopted regulations or ordinances.

B. Type 2 Stormwater Systems

1. The City shall have no responsibility for the operation, maintenance, repair, replacement, or upgrade of non-public stormwater infrastructure identified in a valid or expired stormwater permit, or non-public stormwater infrastructure added subsequent to the original version of a valid or expired permit, to meet an approved Flow Restoration Plan (FRP) unless it is determined by the appropriate legislative body, in its sole discretion, to be in the City's best interests, as defined in Section 602.B above, to accept some or all of this responsibility.
2. The City may accept MS4 permit responsibility for valid or expired Type 2 stormwater system permits if requested by the current private stormwater system owner provided the following conditions are satisfied:
 - a. The private stormwater system owner under an original valid or expired permit enters into a written agreement with the City, which includes, at a minimum, the requirements set forth in section 1907(B)(2)(b), below. A form of the Type 2 Stormwater System Agreement is provided in Appendix B of this Ordinance. If the private stormwater system owner has not entered into a written agreement with the City, the City will request the State to use its RDA to require permit compliance by the holder of the expired Type 2 stormwater permit.
 - b. The written agreement specified in section 1907(B)(2)(a) by and between the City and a private stormwater system owner shall, at a minimum, require the following:
 - i. All applicable permit fees, including initial fees and all future renewal fees, if any such fees are required, shall be paid by the Type 2 private stormwater system owner.
 - ii. The Type 2 private stormwater system owner shall allow the City to hire a professional engineer, at no cost to the City of the Type 2 stormwater permit, to inspect and certify that the Type 2 non-public stormwater infrastructure complies with the infrastructure requirements as contained in the expired permit. Alternatively, the current holder of the expired non-public stormwater permit may hire a professional engineer, acceptable to the City, to perform the necessary inspection and certification. Future inspections that occur after the initial certification inspection of Type 2 non-public stormwater infrastructure shall be conducted by the City at no charge to the private stormwater system owner.
 - iii. The Type 2 non-public contributing stormwater permittee shall correct any deficiencies noted as a result of the engineer's inspection at their own expense
 - iv. The Type 2 non-public contributing stormwater system permittee shall be responsible for permanent maintenance, repair, replacement, and upgrade, if necessary, of all elements covered under the Type 2 stormwater system permit. The City shall conduct annual system compliance inspections to verify the condition and maintenance of the

- Type 2 stormwater system and report findings, and the responsible party identified under the Type 2 stormwater system permit.
- v. The Type 2 non-public contributing stormwater system permittee shall sweep clean all paved private roadways or parking lots at least twice per year and clean out all private catch basins whenever the depth of deposited material exceeds 50% of the depth of the catch basin sump or enter into an agreement with the City to perform the services for a fee.
 - vi. The failure of the Type 2 non-public contributing stormwater system permittee to perform the required actions under b. iv. and v. shall be deemed a violation of this Ordinance and shall subject the non-public contributing stormwater system permittee to penalties under Chapter 20 of the Municipal Code. The City has the right but not the obligation to take the necessary actions to ensure that the required maintenance is performed and otherwise correct any violation of this Ordinance.
 - vii. The cost of required stormwater system upgrades to the Type 2 stormwater system to meet the City's adopted and State approved FRP shall be borne by the non-public contributing stormwater system permittee unless it is determined by the City to be in its best interests as defined in Section 1902.B above to participate in some or all of the system upgrade project or project costs.
3. Any prior written agreements entered into by the City and non-public contributing stormwater system permittees shall remain in full force with respect to cost sharing and operation, maintenance, repair, and replacement of existing stormwater infrastructure.
 - a. Permit responsibility and upgrades to meet the FRP are separate elements of stormwater responsibility not defined in previous agreements, and therefore, this Ordinance is the controlling document relative to permitting.
 - b. In the event of any conflict between pre-existing agreements and the ordinance, the pre-existing agreements shall control.
 4. Acceptance of partial stormwater permit responsibility by the City shall not relieve non-public contributing stormwater system permittees from compliance with all other elements of the stormwater ordinance or applicable State environmental regulations, including but not limited to sections dealing with illicit discharges, offsite discharge of sediment, site erosion, fertilizer application with respect to phosphorous and overall compliance with best stormwater management practices as defined in adopted regulations or ordinances.
- C. Type 3 Stormwater Systems
1. The City will not accept responsibility for operation, maintenance, repair, replacement, and upgrade to meet an approved FRP of non-public stormwater infrastructure identified in a valid or expired stormwater permit or non-public stormwater infrastructure added subsequent to the original version of the valid or expired permit, unless it is determined by the City Council, in its sole discretion, to be in the best interests of the City, as defined in Section 1902.B above, to accept some or all of this responsibility.
 2. The City will accept MS4 permit responsibility on a proportional basis by relative impervious area contributed within the permitted area of the shared stormwater system for

the valid or expired Type 3 stormwater system permit if requested by the non-public contributing stormwater system permittee and provided the following conditions are satisfied:

- a. The Type 3 non-public contributing stormwater permittee shall enter into a written agreement with the City, which includes, at a minimum, the requirements set forth in Section 1906(b)(i)-(vii) above. A form of the Type 3 Stormwater System Agreement is provided in Appendix C to this Ordinance. If the non-public contributing stormwater system permittee has not entered into a written agreement, the City will request the State to use its RDA to require permit compliance by the Type 3 non-public contributing stormwater system permittee.
 - b. If the Type 3 non-public contributing stormwater system permittee elects not to enter into a shared agreement with the City on MS4 permit responsibility, the City shall comply with the requirements pertaining to the public stormwater infrastructure and may request the State to use its RDA over that portion of the shared stormwater system not included within an agreement with the City.
 - c. All applicable permit fees, including initial fees and all future renewals, if such fees are required, shall be shared between the municipality and the non-public contributing stormwater permittee based on relative impervious area, unless the appropriate legislative body determines that it is in the City's best interests, as defined in Section 1902.B above, that such fees shall be paid either on a larger percentage than relative impervious area or in full by the City. If the City accepts permit responsibility, then the intent is to consolidate the permit under the municipal NPDES MS4 General Permit 3-9014.
3. Any prior written agreements entered into by the City and the Type 3 non-public contributing stormwater system permittee shall remain in full force with respect to cost sharing and operation, maintenance, repair, and replacement of existing stormwater infrastructure.
 - a. Permit responsibilities and upgrades to meet the FRP are separate elements of stormwater responsibility not defined in previous agreements and therefore this Ordinance is the controlling document relative to these issues.
 - b. In the event of any conflict between executed pre-existing agreements and this Ordinance, the pre-existing agreements shall control.
 4. Acceptance of MS4 Permit responsibility by the City does not relieve non-public contributing stormwater system permittees from compliance with other elements of the City's stormwater ordinance or State environmental regulations, including but not limited to sections dealing with illicit discharges, offsite discharge of sediment, site erosion, fertilizer application with respect to phosphorous and overall compliance with best stormwater management practices as defined in adopted regulations or ordinances.

D. Type 4 Stormwater Systems

1. Other stormwater systems with valid or expired stormwater permits that do not qualify as a Type 1, 2, or 3 stormwater system.
2. These systems shall be managed on a case-by-case basis, using the general procedures and methods as applicable from the three system types described herein.
3. Permits involving the City and VTRANS shall fall under this category. VTRANS is a separate MS4 permittee. Under a future adopted FRP for each impaired waterway, the City will negotiate an agreement with VTRANS on the level of shared responsibility and costs for meeting the TMDL requirement of each impaired waterway. In the event an agreement cannot be negotiated with VTRANS, the City will request VANR to use its RDA concerning those VTRANS direct or indirect discharges contributing stormwater flow to the impaired watersheds under the VTRANS MS4 permit.

SECTION 1908. PENALTY

Any person violating any of the provisions of Chapters 19-21 of the City of Essex Junction Municipal Code (“this Ordinance”) shall be subject to a civil penalty of Five Hundred Dollars (\$500) for each violation. Each day that any violation of any of the provisions of this Ordinance or a permit issued hereunder continues shall constitute a separate offense. The City may recover all attorney’s fees, court costs, and other expenses associated with the enforcement of this Ordinance including sampling and monitoring expenses.

APPENDIX A

Table 1: Expired and Valid Storm Water Permits in the City of Essex Junction as of the Date of Ordinance as amended 10/22/2024

Permit #	Project Name	Valid or Expired	Ordinance Type	Watershed
2-0855	Village Knoll-Woods End & Acorn	Valid	Type 1	Indian Brook
2-1103	Pleasant Street & East Street	Valid	Type 1	Indian Brook
1-1074	Countryside II Fairview Farms: Chestnut Lane	Valid	Type 2	Indian Brook
1-1074	Countryside II Fairview Farms: Spruce Lane	Valid	Type 2	Indian Brook
1-1074	Countryside II Fairview Farms: Walnut Lane	Valid	Type 2	Indian Brook
2-0835	Village Glen	Valid	Type 2	Indian Brook
1.1527.0111	Highland Village	Expired	Type 2	Sunderland Brook

1-0236	Brickyard	Valid	Type 2 & 3	Indian Brook
1-1074	Countryside II Fairview Farms: Locust Lane	Valid	Type 3	Indian Brook
2-0863	167 Pearl Street	Expired	TBD	Sunderland Brook

Appendix B

TYPE 2 STORMWATER SYSTEM AGREEMENT

This STORM WATER SYSTEM AGREEMENT (“Agreement”) is made this ____ day of _____ 20__ by and between the [City of Essex Junction], a Vermont municipal corporation with a principal place of business at [City address] [2 Lincoln Street], Essex Junction, Vermont 05452 (the [“City”]), and _____ with a principal place of business at _____ (“Permittee”). The City and Permittee are sometimes each referred to in this Agreement as a “Party” or collectively as the “Parties.”

WITNESSETH:

WHEREAS, the City has adopted Chapter 19 of the City of Essex Junction Municipal Code (“Chapter 19”) entitled Establishing Stormwater Permit Transfer Authority for Expired and Unpermitted Discharges to Impaired Waterways Regulation of; and

WHEREAS, the Storm Water Ordinance amendment identifies the requirements under Section 1907(B) necessary for the City to accept stormwater permit responsibility for a valid or expired Type 2 stormwater permit, as such type is defined in the Ordinance; and

WHEREAS, the Parties have identified that it is in their best interests to have the City accept stormwater permit responsibility by entering into this Agreement; and

WHEREAS, it is in the best interests of the Parties to work together to achieve State of Vermont stormwater permit compliance; and

WHEREAS, the Parties agree that the City has no responsibility for the operation, maintenance, repair, replacement, or upgrade of all non-public stormwater or stormwater-related infrastructure, or non-public stormwater infrastructure added to the original version of a valid or expired stormwater permit; and

WHEREAS, the City may in its sole discretion, if determined by the City Council to be in its best interests, to accept some or all of the operation, maintenance, repair, replacement, or upgrade of all non-public stormwater or stormwater-related infrastructure, at some future date;

NOW, THEREFORE, in consideration of the matters described above, and of the mutual benefits and obligations set forth in this Agreement, and on the express condition that all conditions precedent described below are satisfied, the Parties agree as follows:

SECTION ONE

[CITY] OBLIGATIONS

The City agrees to accept full or shared permit responsibility for valid or expired storm water system permits as follows and also shall:

1. Hire a professional engineer, at no cost to the City, to inspect and certify that the Type 2 stormwater system, including but not limited to catch basins, storm pipes, and treatment facilities, is in compliance with the infrastructure requirements as contained in the expired permit, unless such work is undertaken at no cost to the City by Permittee.
2. Conduct future inspections that occur after the initial certification inspection of Type 2 stormwater systems at no charge to the Permittee.
3. Conduct annual system compliance inspections to verify the condition and maintenance of the Type 2 stormwater system and report findings to the State and the Permittee.
4. Inspect and prepare an annual structural condition survey and extent of debris capture in all catch basins contributing to stormwater flow within the permitted area.
5. At the request of the Permittee, arrange for cleaning of non-public catch basins, and to bill such cleaning costs to the Permittee.
6. Make best efforts to minimize the impact on the Permittee's property and their business operations thereon in performing its obligations under this Agreement.

SECTION TWO

PERMITTEE OBLIGATIONS

Permittee shall:

1. Accept all responsibility for the operation, maintenance, repair, replacement, or upgrade of non-public stormwater infrastructure identified in a valid or expired stormwater permit, or non-public stormwater infrastructure added subsequent to the original version of a valid or expired permit, to meet an approved Flow Restoration Plan (FRP) unless it is determined by the City Council, in its sole discretion, to be in the City's best interests, as defined in Section 1902(B) above, to accept some or all of this responsibility.

2. To pay all applicable permit fees, including initial fees and all future renewal fees, if any such fees are required of the Type 2 stormwater system.
3. Hire a professional engineer, at no cost to the City, to inspect and certify that the Type 2 stormwater system, including but not limited to catch basins, storm pipes, and treatment facilities, is in compliance with the infrastructure requirements as contained in the expired permit, unless Permittee requests such work be performed by the City and the City agrees.
4. Correct any deficiencies identified in the engineer's stormwater system inspection at their own expense prior to the date for system certification.
5. Maintain, repair, replace, and upgrade as necessary all stormwater infrastructure covered under the Type 2 stormwater system permit.
6. Sweep clean all paved private roadways or parking lots at least twice per year and clean out all private catch basins whenever the depth of deposited material exceeds 50% of the depth of the catch basin sump, or enter into an agreement with the City to perform the services for a fee.
7. Bear all costs of required stormwater system upgrades (if needed) to the Type 2 stormwater system to meet the City's adopted and State approved FRP unless it is determined by the City to be in its best interests as defined in Section 1902(B) of the Chapter 19 to participate in some or all of the system upgrade project or project costs.
8. Comply with all other elements of the stormwater Ordinance or other applicable State environmental regulations, including but not limited to sections dealing with illicit discharges, offsite discharge of sediment, site erosion, fertilizer application with respect to phosphorous and overall compliance with best stormwater management practices as defined in adopted regulations or ordinances.
9. Perform any necessary structural repairs to any non-public stormwater infrastructure beyond the annual routine maintenance within at least six (6) months of discovery of such needed structural repair or, if not repaired within six months of discovery, reimburse the City for all its costs for such catch basin repair plus a ten percent (10%) surcharge for associated administrative expenses relating to such repair.
10. Indemnify, defend, and hold harmless the City and its officers, employees, agents, and representatives for and from any claims for liability and or damages arising out of the City's performance of the required annual operations and maintenance and required testing of the stormwater infrastructure, including all catch basins and pipes, that may occur on Permittee's property, except to the extent such claims (a) arise from the gross negligence or intentional misconduct of the City or its employees, agents or contractors.

SECTION THREE

MISCELLANEOUS

1. The City will notify the Permittee at such time as the FRP for the watershed in which the property lies is adopted as to any obligations of the Permittee to make on-site stormwater improvements as required under the FRP.

- 2. All payments required under this Agreement shall be due upon receipt of an invoice. Any payments not made within thirty (30) days of their due date shall accrue interest at a rate of one percent (1%) per month on the past due amount until paid in full.
- 3. The Parties covenant and agree that the conditions and obligations under this Agreement shall run with the land and shall accrue to the benefit of and be binding upon their respective successors and assigns as if they were parties to this Agreement. Any payments required under this Agreement not made when due shall constitute a lien on the property of the Party failing to make payment and shall be collectible in the same fashion as unpaid property taxes.
- 4. In the event a Party resorts to the judicial process to enforce another Party's obligations hereunder, the prevailing Party shall be entitled to recover its reasonable attorneys' fees.
- 5. This Agreement shall be interpreted consistent with and governed by the laws of the State of Vermont.
- 6. This Agreement consists of the entire understanding between the Parties relative to its subject matter, and may not be modified orally, but only by a written instrument signed by all Parties.

IN WITNESS WHEREOF, the Parties have caused their corporate seal to be affixed hereto and these premises to be signed in its name and on its behalf by its duly authorized agent as of the day and date first written above.

_____, VERMONT

 Witness BY: _____
 Duly Authorized Agent

 Witness BY: _____
 Duly Authorized Agent

STATE OF VERMONT)

) SS.

COUNTY OF CHITTENDEN)

At Essex Junction in said County this ____ day of _____, A.D., ____, personally

appeared _____ duly authorized officer of _____, and he acknowledged this instrument, by him sealed and subscribed to be his free act and deed and the free act and deed of the City of Essex Junction.

Before me,

Notary Public

My Commission Expires: _____

STATE OF VERMONT)

) SS.

COUNTY OF CHITTENDEN)

At Essex Junction in said County this ____ day of _____, A.D., ____, personally appeared _____ duly authorized officer of _____, and he/she acknowledged this instrument, by him/her sealed and subscribed to be his/her free act and deed and the free act and deed of _____.

Before me,

Notary Public

My Commission Expires: _____

Appendix C

TYPE 3 STORMWATER SYSTEM AGREEMENT

This STORM WATER SYSTEM AGREEMENT (“Agreement”) is made this ____ day of _____ 20__ by and between the [City of Essex Junction], a Vermont municipal corporation with a principal place of business at 2 Lincoln St Main Street, Essex Junction, Vermont 05452 (the [“City”]), and _____ with a principal place of business at _____ (“Permittee”). The City and Permittee are sometimes each referred to in this Agreement as a “Party” or collectively as the “Parties.” (*NOTE: May be multiple parties to sign*)

WITNESSETH:

WHEREAS, the City has adopted Chapter 19 of the City of Essex Junction Municipal Code (“Chapter 19”) entitled Establishing Stormwater Permit Transfer Authority for Expired and Unpermitted Discharges to Impaired Waterways; and

WHEREAS, Chapter 19 identifies the requirements in section 605(C) necessary for the City to accept shared or full stormwater permit responsibility for a valid or expired Type 3 stormwater permit, as such type is defined in the Ordinance; and

WHEREAS, Permittee (**NOTE: May be multiple parties**) has identified that it is in their best interests to have the City accept stormwater permit responsibility by entering into this Agreement; and

WHEREAS, it is in the best interests of the Parties to work together to achieve State of Vermont stormwater permit compliance; and

WHEREAS, the Parties agree that the City has no responsibility for the operation, maintenance, repair, replacement, or upgrade of all non-public stormwater or stormwater-related infrastructure, or non-public stormwater infrastructure added to the original version of a valid or expired stormwater permit and shared responsibility on stormwater systems consisting of both public and non-public infrastructure; and

WHEREAS, the City may in its sole discretion, if determined by the City Council to be in the City’s best interests, to accept some or all of the operation, maintenance, repair, replacement, or upgrade of all non-public stormwater or stormwater-related infrastructure, at some future date;

NOW, THEREFORE, in consideration of the matters described above, and of the mutual benefits and obligations set forth in this Agreement, and on the express condition that all conditions precedent described below are satisfied, the Parties agree as follows:

SECTION ONE.

CITY OBLIGATIONS

The City agrees to accept full or shared permit responsibility on a proportional basis by relative impervious area contributed by the public and non-public stormwater infrastructure within the permitted area for valid or expired stormwater system permits. The relative impervious area has been agreed as follows: City __%; Permittee __%. The City also shall:

1. Hire a professional engineer, at no cost to the Permittee, to inspect and certify that the Type 3 stormwater system, including but not limited to catch basins, storm pipes, and treatment facilities, is in compliance with the infrastructure requirements as contained in the expired permit, unless such work is undertaken at no cost to the City on non-public stormwater infrastructure by Permittee.
2. Conduct future inspections that occur after the initial certification inspection of Type 3 stormwater systems at no charge to the Permittee.
3. Conduct annual system compliance inspections to verify the condition and maintenance of the Type 3 stormwater system and report findings to the State and the Permittee.
4. Inspect and prepare a structural condition survey and extent of debris capture in all catch basins contributing to stormwater flow within the permitted area.
5. At the request of the Permittee, arrange for cleaning of non-public catch basins, and to bill such cleaning costs to the Permittee.
6. Make best efforts to minimize the impact on any Permittee's property and their business operations thereon in performing its obligations under this Agreement.

SECTION TWO
PERMITTEE OBLIGATIONS

Permittee (***NOTE: May be multiple parties***) shall:

7. Accept all responsibility for the operation, maintenance, repair, replacement, or upgrade of non-public stormwater infrastructure identified in a valid or expired stormwater permit, or non-public stormwater infrastructure added subsequent to the original version of a valid or expired permit, or their portion of a shared stormwater system to meet an approved Flow Restoration Plan (FRP) unless it is determined by the appropriate City Council, in its sole discretion, to be in the City's best interests, as defined in Section 602(B) of the Chapter 19 to accept some or all of this responsibility.
8. Pay their proportionate share of all applicable permit fees, including initial fees and all future renewal fees, if any such fees are required of the Type 3 stormwater system, and
9. Hire a professional engineer, at no cost to the City, to inspect and certify that the non-public or shared portion of Type 3 stormwater system, including but not limited to catch basins, storm pipes, and treatment facilities, is in compliance with the infrastructure requirements as contained in the expired permit, unless Permittee requests such work be performed by the City.
10. Correct any deficiencies on the non-public portion of the stormwater system identified by the engineer's stormwater system inspection at their own expense prior to the date for system certification.
11. Maintain, repair, replace, and upgrade as necessary all non-public stormwater infrastructure and share responsibility for portions of shared stormwater systems covered under the Type 3 stormwater system permit according to the percentages identified above.

12. Sweep clean all paved private roadways or parking lots at least twice per year and clean out all private catch basins whenever the depth of deposited material exceeds 50% of the depth of the catch basin sump on non-public private stormwater infrastructure or enter into an agreement with the City to perform such services for a fee.
13. Bear the cost of required stormwater system upgrades on non-public portions of the shared stormwater systems and to share in the costs of all shared elements of the stormwater system (if needed) to the Type 3 stormwater system to meet the City’s adopted and State approved FRP according to the percentages identified above unless it is determined by the City to be in its best interests as defined in Section 602(B) of Chapter 19 to participate in some or all of the system upgrade project or project costs.
14. Comply with all other elements of the stormwater Ordinance or other applicable State environmental regulations, including but not limited to sections dealing with illicit discharges, offsite discharge of sediment, site erosion, fertilizer application with respect to phosphorous and overall compliance with best stormwater management practices as defined in adopted regulations or ordinances.
15. Perform any necessary structural repairs to any non-public stormwater infrastructure beyond the annual routine maintenance within at least six (6) months of discovery of such needed structural repair or, if not repaired within six (months) of discovery, reimburse the City for all its costs for such catch basin repair plus a ten percent (10%) surcharge for associated administrative expenses relating to such repair; and share in such costs on shared elements of the stormwater system according to the percentages identified above.
16. To indemnify, defend, and hold harmless the City and its officers, employees, agents, and representatives for and from any claims for liability and or damages arising out of the City’s performance of the required annual operations and maintenance and required testing of the stormwater infrastructure, including all catch basins and pipes, that may occur on Permittee’s property, except to the extent such claims (a) arise from the gross negligence or intentional misconduct of the City or its employees, agents or contractors.

SECTION THREE

MISCELLANEOUS

17. The City will notify the Permittee at such time as the FRP for the watershed in which the property lies is adopted as to any obligations of the Permittee to make on-site stormwater improvements as required under the FRP.
18. All payments required under this Agreement shall be due upon receipt of an invoice. Any payments not made within thirty (30) days of their due date shall accrue interest at a rate of one percent (1%) per month on the past due amount until paid in full.
19. The Parties covenant and agree that the conditions and obligations under this Agreement shall run with the land and shall accrue to the benefit of and be binding upon their respective successors and assigns as if they were parties to this Agreement. Any payments required under this Agreement not made when due shall constitute a lien on the property of the Party failing to make payment and shall be collectible in the same fashion as unpaid property taxes.

- 20. In the event a Party resorts to the judicial process to enforce another Party’s obligations hereunder, the prevailing Party shall be entitled to recover its reasonable attorneys’ fees.
- 21. This Agreement shall be interpreted consistent with and governed by the laws of the State of Vermont.
- 22. This Agreement consists of the entire understanding between the Parties relative to its subject matter, and may not be modified orally, but only by a written instrument signed by all Parties.

IN WITNESS WHEREOF, the Parties have caused their corporate seal to be affixed hereto and these premises to be signed in its name and on its behalf by its duly authorized agent as of the day and date first written above.

CITY OF ESSEX JUNCTION, VERMONT

 Witness BY: _____
 Duly Authorized Agent

PERMITTEE
 BY: _____
 Duly Authorized Agent

STATE OF VERMONT)
) SS.
 COUNTY OF CHITTENDEN)

At Essex Junction in said County this ____ day of _____, A.D., ____, personally appeared _____ duly authorized officer of _____, and he acknowledged this instrument, by him sealed and subscribed to be his free act and deed and the free act and deed of the City of Essex Junction.

Before me,

Notary Public

My Commission Expires: _____

DRAFT

CITY OF ESSEX JUNCTION, VT**MUNICIPAL CODE****CHAPTER 20
REGULATION OF STORMWATER MANAGEMENT****SECTION 2001. PURPOSE:**

The purpose of this ordinance is to protect the public health, safety, and welfare of the City of Essex Junction through the regulation of stormwater discharges to the Municipal Separate Storm Sewer (hereafter "MS4") as required by federal and state law and surface water in the City.

This includes:

- a) Adverse effects of erosion and stormwater discharge from new development and redevelopment
- b) Illicit discharges
- c) Impacts from impervious surfaces
- d) Adverse impacts on water quality
- e) Flood risk reduction

SECTION 2002. INTENT:

The intent of this ordinance is to allow no increase in stormwater runoff because of land development activity.

SECTION 2003. APPLICATION:

Any discharge of stormwater from developed property in the City shall be subject to the provisions of this division.

Required Approvals:

- a) No owner of Developed Property in the City shall change or alter, or allow to be changed or altered, the discharge of stormwater from such property without first obtaining a permit or approval required under this or any other City Ordinance, state law, or federal law. As used herein, change or alter shall mean an act done that will result in a direct or indirect impact on the contribution of stormwater into the Public Stormwater System.
- b) No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public storm drain or appurtenance thereof.

SECTION 2004. RELATION TO OTHER ORDINANCES

If the provisions of these regulations conflict with the provisions of another valid and enforceable Ordinance(s), the stricter provisions shall prevail.

SECTION 2005. ADMINISTRATION

Except where specifically noted in this Ordinance, the Water Quality Superintendent shall administer, implement, and enforce the provisions of this Ordinance. The powers and duties granted to and held by the Water Quality Superintendent in Chapters 19-21 of the City of Essex Junction Municipal Code may be delegated by the Water Quality Superintendent, at the Superintendent's discretion, to another qualified employee of the City of Essex Junction if the delegation is deemed appropriate and necessary by the Superintendent to achieve the intent and purpose of these Chapters.

SECTION 2006. DOCUMENTS REFERENCED

- 1) City of Essex Junction Land Development Code

SECTION 2007. DEFINITIONS

“Authorization to Discharge Permits” shall mean permits issued by the State of Vermont to discharge stormwater into receiving water bodies, which may or may not be valid permits at the time of adoption of this Ordinance.

“Best Management Practices” or “BMPs” shall mean any structural or non-structural site improvements recognized as the most effective and practical means to prevent and reduce stormwater volumes and flows to achieve water quality goals. BMPs include measures to prevent pollution and measures to mitigate pollution. BMPs include schedules of activities, prohibitions of practices, pollution prevention, education practices, natural resource protection, maintenance and operating procedures, management and treatment practices, and measures to control site runoff, spills, or leaks and reduce pollution.

“Construction” shall mean any clearing, grading, earthmoving, or excavating activity that results in land disturbance; the erection, placement, or assembly of any building or structure or additions thereto on any parcel; the moving and placement of any building, structure or materials onto any parcel.

“Department of Stormwater” shall mean the employees, contractors, or designees of the City of Essex Junction Water Quality Superintendent.

“Developed Property” shall mean any property that is altered from a natural state by construction, or installation of improvements such as buildings, structures, or other impervious surfaces.

“Illicit Connections” shall mean any drain or conveyance, whether on the surface or subsurface which allows an illegal discharge to enter the MS4, including but not limited to any conveyances that allow any non-stormwater discharge including sewage, process wastewater, laundry, and wash water to enter the MS4, and any connections to the MS4, from indoor drains, and sinks regardless of whether said drain or connection had been previously allowed, permitted or approved by an authorized state agency or by the City.

“Illicit Discharge” shall mean any direct or indirect non-stormwater discharge to the storm drain system.

“Impaired waterways” means rivers, lakes, or streams that do not meet one or more water-quality standards, and therefore, are considered too polluted for their intended uses.

“Municipal Separate Storm Sewer System” and “MS4” shall mean a collection system or conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains): (i) owned or operated by the City of Essex Junction or another designated MS4 entity that discharges to surface waters or groundwater; (ii) designed or used for collecting or conveying or discharging stormwater and groundwater entering the system; (iii) which is not a combined sewer; and (iv) which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR, Section 122.2.

“National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit” shall mean a permit issued by the Environmental Protection Agency or the State of Vermont under authority delegated pursuant to 33 USC § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

“Non-Stormwater Discharge” shall mean any discharge to the MS4 that is not composed entirely of stormwater.

“Parcel” and “Property” shall mean any lot, subdivided piece of land, unit of land, any subset of land, land owned in common, or a condominium unit or condominium association in the City of Essex Junction that could legally be sold as a separate entity as of January first of the year the fee is based on, and has a separate parcel identification number, map identification number or is identified as a separate parcel. Included in this definition are all roadways owned by the City, the State, and the Federal Government.

“Stormwater” shall mean any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.

“Stormwater Runoff” shall mean flow on the surface of the ground, resulting from precipitation.

“Stormwater Treatment Practice (STP)” shall mean measures, either structural or non-structural, that are determined to be the most effective, practical means of preventing or reducing point source or non-point source stormwater pollution inputs to stormwater runoff and water bodies.

“Structural” BMPs are devices engineered and constructed to provide treatment and temporary storage of stormwater runoff.

“Unpermitted stormwater discharges” means a system discharging stormwater to a stream or watercourse that has never been issued any type of authorization to discharge stormwater by either the City or the State of Vermont.

“Water Quality Superintendent” shall mean the person who manages the stormwater and wastewater departments. Also referred to as the Superintendent in this document.

SECTION 2008. TECHNICAL REVIEW

In the event the Superintendent or Zoning Administrator finds, in the discharge of their duties under this Ordinance, that they require the assistance of qualified professionals in stormwater management, erosion control, engineering, or related fields to determine compliance with the provisions of this Ordinance, the Superintendent or Zoning Administrator, as applicable, may require an independent review of one or more aspects of a permit, plan or application, with the cost of the review to be paid by the applicant or permittee.

SECTION 2009. COMPLIANCE WITH EXISTING PERMITS

It shall be a violation of this Ordinance of any owner of Developed Property that is subject to any local, state, or federal permit requirements regarding the discharge of stormwater to fail to comply with such permit requirements.

SECTION 2010. WATERCOURSE PROTECTION

No person shall deposit or cause to be deposited in a watercourse or on the land impacted by runoff to the watercourse any trash, yard debris, or any other material that would pollute and adversely alter the natural flow of water through or can erode into the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse. Natural riparian buffers and manmade watercourses established as part of a development and required by the City regulation shall be maintained.

SECTION 2011. PROHIBITION

- a) Under the authority set forth in 24 VSA Chapter 59 and 24 VSA § 2291 Subsection 14, it is hereby declared that it shall be a public nuisance for anyone to contribute pollutants, illegally connect, or illegally discharge into the Municipal Separate Storm Sewer System (MS4), or otherwise discharge non-stormwater discharges in violation of the requirements of this Ordinance.
- b) Illicit discharge-No person shall throw, deposit, or leave in or upon any premise, parcel, driveway, parking area, street, alley, sidewalk, stormwater systems or surface water in the City of Essex Junction, any object or material, including but not limited to refuse, rubbish, garbage, animal waste, litter, yard waste, or other abandoned objects, that may cause or contribute to pollution, or interfere with the operation, maintenance, and access to the MS4. Wastes deposited in streets in proper waste receptacles for the purposes of collection are exempt.
- c) Illicit connection- the construction, use, maintenance, or continued existence of illicit connections to the MS4 are prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- d) The prohibition in this section shall not apply to any non-stormwater discharges permitted under the NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the United States Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver or order and other applicable laws and regulations, and written approval must be granted for any discharge to the MS4 by the Water Quality Superintendent.
- e) The following discharges are exempt:
 - a. Water line flushing with De-chlorinated Water
 - b. Landscape irrigation

- c. Diverted stream flows
- d. Uncontaminated groundwater, either naturally rising or pumped
- e. Uncontaminated groundwater infiltration into stormwater drains
- f. Discharges from potable water sources
- g. Uncontaminated foundation drains
- h. Air conditioning condensate
- i. Irrigation water
- j. Springs
- k. Uncontaminated water from crawl space pumps
- l. Uncontaminated water from footing drains
- m. Lawn watering
- n. Individual residential car washing
- o. Flows from riparian habitats and wetlands
- p. De-chlorinated swimming pool discharges
- q. Street wash water
- r. Discharges or flows from firefighting activities occurring during emergencies not involving hazardous materials or oil.
- s. Dye testing if approved by the City Engineer.

SECTION 2012. NOTIFICATION OF SPILLS

Property owners or citizens responsible for facility operation and management who know or suspect the release of materials that may result in an illegal discharge to the stormwater system must immediately notify proper emergency response agencies. Release of non-hazardous materials shall be notified to the Water Quality Superintendent, Public Works Superintendent, or their designee.

SECTION 2013. REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORMWATER POLLUTANTS BY USE OF BEST MANAGEMENT PRACTICES

Any person or entity owning, occupying, or having an interest in a property from which there has been an illicit discharge may be required to implement, at said person's or entity's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES permit authorizing discharge of stormwater associated with industrial activity to the extent practicable shall be deemed in compliance with the provisions of this Section.

SECTION 2014. POWER TO INSPECT

Duly authorized representatives of the City of Essex Junction shall be permitted to enter and inspect all properties subject to regulation under this Ordinance for the purposes of inspection, observation, measurement, sampling, and testing as often as needed to determine compliance. Authorized persons shall have the right to set up devices as necessary to conduct monitoring and or sampling of any regulated discharge from a property, Authorized persons may also examine and copy records of a property owner, agent, or manager that must be kept under the conditions of an NPDES permit to discharge stormwater.

SECTION 2015. OPERATION AND MAINTENANCE

All stormwater systems shall have a written, and approved, enforceable operation and maintenance agreement, duly recorded in the City land records with a copy sent to the Water Quality Superintendent, to ensure the system functions as designed. The maintenance agreement shall include a schedule for when and how often maintenance will occur and plans for annual inspections by a qualified individual to ensure proper performance of the facility between scheduled cleanouts. Where required, an annual report, which certifies the system has been inspected and maintained in accordance with submitted plans, must be submitted to the Water Quality Superintendent by September 1st of each year. City Staff may elect to audit some of the permits annually.

SECTION 2016. SUSPENSION

The City may, without notice, suspend MS4 discharge access to a person or entity when such suspension is necessary to stop an actual or threatened discharge that presents or may present danger to the environment, health, and welfare of the MS4.

SECTION 2017. ENFORCEMENT REMEDIES GENERALLY

An action, injunction, or other enforcement proceeding may be instituted in the Vermont Superior Court, Civil Division, by the City of Essex Junction to prevent, restrain, correct, or abate any violation or activity causing a violation or threatening to cause. The relief sought may include the right to enter onto private property to abate or correct the violation, to restrain any activity that would create further or future threatened violations, or to compel a person or persons to perform abatement or remediation of the violation; and to seek fines, penalties or damages for all costs, including reasonable attorney's fees, incurred by the City of Essex Junction in pursuing and obtaining such relief. In addition to any other remedies authorized in law or equity, the City of Essex Junction may seek an order specifically requiring:

- a) The elimination of illicit connections and/or non-stormwater discharges to the MS4;
- b) The discontinuance of practices, activities, or operations that lead to violations of this Ordinance;
- c) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property/parcel;
- d) The implementation of source control or treatment through the use of best management practices; the performance of monitoring, analysis, and reporting.

SECTION 2018. PENALTY

Any person violating any of the provisions of Chapters 19-21 of the City of Essex Junction Municipal Code ("this Ordinance") shall be subject to a civil penalty of Five Hundred Dollars (\$500) for each violation. Each day that any violation of any of the provisions of this Ordinance or a permit issued hereunder continues shall constitute a separate offense. The City may recover all attorney's fees, court costs, and other expenses associated with the enforcement of this Ordinance including sampling and monitoring expenses.

SECTION 2019. APPEALS TO CITY COUNCIL

Any interested person who believes that the staff has committed an error in making a decision or taking an action may appeal such act or decision to the City Council by filing a written Notice of Appeal with the City Clerk within 15 calendar days of the subject action or decision. The Notice of Appeal must identify the decision or action appealed from and identify the issues on appeal.

The Council shall conduct a duly warned Public Hearing. The Council shall take testimony and consider all relevant evidence before it and issue a written decision. A party aggrieved by a decision of the City Council may appeal the decision to the Vermont Superior Court, Civil Division, within 30 days of the date of the decision pursuant to Vermont Rule of Civil Procedure 75.

SECTION 2020. ULTIMATE RESPONSIBILITY

The standards set forth herein and promulgated pursuant to this Ordinance are minimum standards; therefore, this Ordinance does not intend nor imply that compliance by any Person will ensure that there will be no contamination, pollution, or unauthorized discharge or discharge of pollutants.

SECTION 2021. SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, it shall not affect the validity or application of other provisions of this Ordinance.

**City of Essex Junction Stormwater Utility Formation Follow-up to Public Hearing
November 13, 2024, and December 11, 2024**

Below is a summary of questions and comments received by the City from the Public as part of the Public Hearing process. Answers and responses from City staff are included in this document.

1. Impervious surface: the drive and parking are gravel. Is this truly “impervious”? [submitted by Tree Farm Management Group]

If you look at the definition of impervious surface on page two of the proposed Chapter 21 SW utility, gravel surfaces are included. This definition matches the State of Vermont definition and the MS4 permit definition. This is because gravel surfaces act in similar ways to pavement due to compaction and do not allow stormwater to infiltrate through.

2. If a road is a class 4 road, is it included in the impervious surface area? [submitted by Tree Farm Management Group]

We did not include any impervious surfaces associated with public roads in the stormwater ERU calculation. A Class 4 road is a public road so it would not have been included. Also, in this particular example (Tree Farm), the road itself is almost entirely within the Town of Essex boundary so for that reason it is also not included.

3. Can we share the mapping/imagery that determined the ERU value? [submitted by Tree Farm Management Group]

The analysis was conducted by Raftelis (consultant). It was done in a GIS system, so viewers would need that software to view the original product. The easier way to see this is through Google Maps or the ANR Atlas (<https://anrmaps.vermont.gov/websites/anra5/>). The GIS imagery is not any different than what is visible on these services.

4. How will this work for condo associations - meaning a large block of land held in common, but where each individual unit pays their own utility bills. Is the intention to calculate the impervious area of the entire property and then divide by the ERU and then divide by the number of units? Or is it on the owners to determine how much each unit pays? [submitted by Steve Eustis]

For all Non-Single Family Residential (NSFR) properties, the ERUs are determined based on the measured impervious area of the property to determine the total fee for the property. Condos classified as NSFR will be billed on one existing account to the HOA/Property Management Company.

NSFR Condo Developments: Heritage Hill, Sherwood Square, Highland Village, Brickyard (Essex Park East & West, Eastcreek, Southcreek, Northcreek)

Some Condo developments in the City are classified as Single-Family Residential properties (SFR) based on having an individual meter and account in the existing utility billing system. Condos classified as SFR are assigned 1 ERU and will be billed on their current water bill.

SFR Condo Developments: Brookside, Sugartree, Brookfield Woods, Sussex Place, Village Glen, Rivers Edge, Whitcomb Heights

- 5. I have read the Stormwater User Fee Credit Manual, and I am writing to express my concerns regarding the proposed stormwater utility fee structure. While I support efforts to improve stormwater management, I believe the proposed fee structure unfairly penalizes property owners who have proactively invested in upgrading their properties with new or improved stormwater systems.**

The proposed fee structure charges primarily on the impervious area of a property, which fails to adequately recognize the significant financial investments made by property owners who have installed effective stormwater treatment systems in compliance with state and municipal guidelines. While the manual does offer partial credits for such systems, these credits are capped at 50% of the total fee, regardless of the system's performance or the extent of the benefits it provides to the overall stormwater infrastructure. This approach creates several inequities:

- 1. Insufficient Recognition of Contributions: Properties with high-performing stormwater systems that significantly reduce runoff and pollutant load are treated the same as properties with minimal or no stormwater controls.**
- 2. Ongoing Costs Without Fair Relief: We face ongoing maintenance costs to ensure our systems function effectively. The limited credits offered fail to offset these costs, effectively double-charging property owners who are already mitigating their impact on public systems.**
- 3. Limited Incentives for Further Improvement: The 50% cap on credits does not reward property owners who go above and beyond the minimum requirements to achieve significant reductions in stormwater impact. This policy undermines the City's stated goal of incentivizing sustainable stormwater practices.**
- 4. Property Taxes: I understand stormwater improvements are currently funded by property taxes. Since stormwater funding will come from the stormwater utility then property tax bills should be reduced accordingly.**

A fairer approach would be to implement a more robust credit system that better reflects the actual performance and public benefits of stormwater systems. For example:

- Establishing a tiered credit structure that provides greater relief to properties with higher levels of stormwater treatment or runoff reduction.**
- Allowing credits to exceed 50% for properties that achieve exceptional reductions in stormwater volume or pollutant load.**
- Recognizing retroactive investments in stormwater systems, as current policy excludes any credits for fees paid before credit approval.**
- Reduce property taxes by the amount contributed to the utility.**

[submitted by Bradd Rubman, representing the Village at Autumn Pond]

It may be worth considering a larger credit for new construction that has stormwater management systems that treat and eliminate runoff from the property. However, the City is subject to permit requirements in and of itself within its entire municipal boundary. The overall Federal and State requirement is water quality improvement focusing on phosphorus reduction. The State has put requirements on multiple sectors to achieve this goal. One sector's achievement does not eliminate the requirement on the other sectors. At least not now. Hopefully, we do collectively achieve phosphorus reduction and the water quality in Lake Champlain improves; but we'll likely have other pollutant requirements to address at that point. As an example, VTrans has its own stormwater permit requirements, and they are still subject to municipal utility fees in fact, VTrans cannot get more than 35% credit for municipal utility fees. In addition, the City is paying its own stormwater utility fees to the utility and is only eligible for the same credit amount as VTrans.

The current draft of the credit manual grants a higher credit percentage to those who implement enhanced stormwater treatment measures. This is aligned with the State of Vermont Stormwater Manual, which is intentionally designed to prioritize stormwater systems that infiltrate and improve water quality when determining the appropriate stormwater treatment system for a specific parcel.

In addition, the stormwater program has been zeroed out in the FY26 general fund budget; therefore, taxes will no longer be collected for this program.

6. Due to the limited amount of runoff entering City MS4 infrastructure, is there consideration of a significant reduction to the proposed annual City Stormwater Utility Fee. Our parcel is also facing substantial investments in stormwater permit fees, engineering, and future construction for the State's '3-acre site' requirements. [submitted by Champlain Valley Expo]

The stormwater utility is designed to provide a more equitable and sustainable solution for managing stormwater runoff across the community as well as fund our Municipal Separate Storm Sewer System (MS4) program, which is mandated to meet regulatory requirements that go beyond infrastructure needs alone. Reductions in the City's stormwater utility fee can be achieved by the credit manual for stormwater infrastructure installed and certified to be functioning as intended. The credit is good for 2 years with a recertification required to demonstrate the infrastructure is being maintained and continuing to function to allow the credit to remain in place.

NOTE:

We have received questions regarding Global Foundries and the stormwater utility as well; we will have these answers sorted out in a few more weeks.



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: February 26, 2025

Subject: Land Development Code (LDC) Amendments Public Hearing

Issue: Whether to adopt the proposed LDC Amendments as presented.

Discussion:

The subject of this public hearing is a set of Land Development Code (LDC) amendments as discussed by City Council on December 18, 2024 and January 22, 2025. The LDC was also discussed at the joint Planning Commission and City Council meeting on February 6, 2025 but no additional amendments were recommended from that meeting.

The proposed LDC text in searchable pdf format is available at <https://www.essexjunction.org/boards/planning-commission>, under the subsection titled "Proposed Land Development Code (LDC) Amendments for City Council Public Hearing on February 26, 2025". A summary report is available and is attached to this memo.

Note: the previous agenda item included a new Municipal Ordinance 20 Stormwater Management. These regulations are pulled out of the Land Development Code with this amendment; but are being replaced by the new Ordinance 20.

Following the conclusion of the public hearing, the City Council has the following options:

1. Adopt the LDC Amendments as presented,
2. Make further changes to the LDC amendments and warn another public hearing when ready, or
3. Abandon the LDC amendments altogether.

Cost:

There are no costs associated with the proposed Land Development Code amendments.

Recommendation:

1. If the City Council determines that no further changes to the LDC amendments are needed immediately, it is recommended that the City Council adopt the LDC amendments as presented.
2. If the City Council determines that further changes to the LDC amendments are needed prior to adoption, Council should provide direction on the desired changes, and then warn an additional public hearing for March 26, 2025.

Recommended Motion:

Should the Council decide to move on the first recommendation, the Council may consider this recommended motion:

- "I move that the City Council approve the Land Development Code Amendments as presented [or as discussed]."

Attachments:

1. LDC Amendments Summary Report with Council Edits
2. LDC amendments City Summary Slide deck

Essex Junction Planning Commission Reporting Form for Land Development Code Amendments

The original version of this report was approved by the Planning Commission on December 5, 2024. Annotations have been added by City Staff to reflect the changes that the City Council has made to the proposed LDC Amendments on January 22, 2025. These annotations are in red.

This report is in accordance with 24 V.S.A. §4441(c) which states:

“When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. A single report may be prepared so as to satisfy the requirements of this subsection concerning bylaw amendments and subsection 4384(c) of this title concerning plan amendments..... The report shall provide(:)

(A) brief explanation of the proposed bylaw, amendment, or repeal andinclude a statement of purpose as required for notice under §4444 of this title,

Overall purpose of the proposed Land Development Code (LDC) amendments:

1. Replacement and reorganization of sign regulations to be content-neutral, based on 2015 and 2022 Supreme Court caselaw specifying that local governments may only regulate signage based on content neutral criteria such as size, materials, lighting, moving parts, and portability. The text and formatting of the amended sign regulations have been adapted from the zoning text of a nearby municipality (Burlington VT), with specific regulations adjusted based on local context.
2. Adjustment of density limits in residential and Residential-office districts to meet the requirements of the Vermont HOME Act of 2023 (Act 47) and to help meet statewide housing production goals.
3. Adjustment of site layout and dimensional standards to allow and encourage the replication of historic development patterns for duplexes, triplexes, and four-plexes.
4. Removal of certain stormwater regulations from the LDC which fall within the scope of a future City Stormwater Ordinance.
5. Addition of standards for the year-round operation of food carts in areas where similar uses are currently permitted.
6. Adjustment of language and grammar throughout the document to improve consistency and for demographic and cultural inclusivity.
7. Incorporation of recent State Statute changes.
8. Correction of technical inconsistencies, clarification and adjustment of certain design standards and review procedures.

(A)nd shall include findings regarding how the proposal:

1. *Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:*

The proposed amendments conform with the goals and policies of the City's Comprehensive Plan by enabling increased housing stock, encouraging economic development, and reducing environmental impact as called for in the Comprehensive Plan. This is achieved through various technical requirements and procedural adjustments in the zoning bylaw.

2. *Is compatible with the proposed future land uses and densities of the municipal plan:*

The proposed amendments are compatible with the proposed future land uses and densities of the municipal plan, except where superseded by new requirements of state statute.

3. *Carries out, as applicable, any specific proposals for any planned community facilities."*

The proposed amendments do not carry out any specific proposals for planned community facilities and it would not impact any plans for community facilities.

General amendments throughout the LDC include:

- Zoning district acronyms have been standardized for consistency.
- References to "Use Table", "Table of Uses" and "Use Chart" have been standardized to "Use Chart".
- References to "Church" have been changed to "Place of Worship" for more cultural inclusivity.

Chapter 2: Definitions

Specific amendments in this chapter include:

- Removed most sign definitions which were integrated within Sign Standards in Section 714. [Section 201.G]
- Clarified the definition of "Temporary Structure" [Section 201.C]
- Definition of "Family" has been modified to remove limits on unrelated persons living together. This change is intended to enable a diverse spectrum of living arrangements outside of the traditional nuclear family. Since the passage of H.687 (Act 181 of 2024), by the State Legislature, 24 V.S.A. § 4412 now prohibits municipalities from prohibiting unrelated occupants from residing in the same dwelling unit. [Section 201.C]
- Definition of "footprint lot", used for the purposes of ownership and financing, has been added. [Section 201.C]
- Definition of "Hard Surfaced" has been modified to exclude gravel, to match the intent of existing regulations in Section 703 [Section 201.C]
- Definition of "impervious surface" "illicit connection" and "illicit discharge" have been changed or removed to align with the City's future storm water ordinance. [Section 201.C and Section 201.H]
- Definition of "lot coverage" has been clarified to include swimming pools and decks, while excluding stormwater permeable driveways [Section 201.C]
- Definition of "multi-family dwelling" has been modified to exclude triplexes and fourplexes. [Section 201.C]

- Definition of “subdivision” has been modified to exclude multi-family developments that do not involve the subdivision of land, as these are already regulated under the site plan review [Section 201.C]

Chapter 5: Development Review Procedures

Specific amendments in this chapter include:

- Limitations on municipal powers to regulate certain uses such as Schools, Hospitals, and Emergency Shelters have been clarified in accordance with 24 V.S.A. § 4413. [Section 502.C]
- Clarified how development applications that do not fall under a defined category in the Use Chart [Section 622] are to be reviewed. [Sections 502.B - 502.D]
- Extended the option for administrative review of single-family dwellings and duplexes to developments with up to four housing units within one lot to reduce barriers for small-scale development. (Section 502.F)
- Added a requirement for the submission of floor plans for the developments except for applications only involving a single-family dwelling. (Sections 502.A and 502.F)
- Moved approval procedure for sign permits to Section 714 for clarity. [Section 502.H]
- Approval procedures for “footprint lot”, used for the purposes of ownership and financing, has been added. [Section 503.B]

Chapter 6: Zoning Districts Regulations

General amendments in this section include:

- Grammar corrections and minor formatting changes.

Specific amendments in this chapter include:

- Corner lots in all districts are deemed to have two front yards (one on each street), two side yards, and no rear yards. (Section 600.C)
- Increased the number of permissible principal buildings on each lot in the MF1, MF2, R-O, R1, R2 districts from 1 to 2, to allow for the flexibility for building multiple smaller structures, instead of a single, larger structure. Building size and placement would continue to be regulated by lot coverage limits, height limits, and minimum setback requirements. [Sections 601.B, 602.B, 618.B and 619.B]
- Clarified minimum and maximum front yard setback requirements in the MF1, MF2, MF3, VC, R-O, PA, R1, and R2 Districts. [Sections 601.C.1, 602.C.1, 603.C.1, 604.C, 609.C.1, 613.C.1, 618.C.1, and 619.C.A]
- Reduced minimum front yard setback requirements to 15 feet in the MF1, MF3, R-O, and MCU districts. This is intended to more closely matches historic development patterns and would allow for more predictable development outcomes while encouraging duplexes, triplexes, and fourplexes to place parking at the side or rear the house. [Sections 601, 603, 603.C.1, 609.C.1, and 615.C.1]
- The Multi-Family-3 (MF-3) and Residential-Office (R-O) zoning districts’ density limits have been raised to 6 units per lot to enable a smooth density gradient between the city center and the

outlying Residential 1 and Residential 2 (R1 and R2) zoning districts, where four-plexes have been permitted since the passage the HOME Act (Act 47) of 2023. [Section 603.D]

- Simplified the structure of density limits for the Multi-Family 3 (MF3) and Residential Office (RO) districts by removing incremental lot-size requirements for additional units within the same structure. [Sections 603.B and 609.B]
 - These districts serve as transition zones between the denser, mixed-use districts near the City Center and the smaller-scale residential neighborhood districts. Ever since the 2023 HOME Act- related zoning changes allowing up to four (4) total units per lot, the MF3 and RO districts’ density caps have been lower than the R1 and R2 Residential districts.
 - There is no planning justification for this unusual density pattern, and thus MF3 and RO districts were adjusted to match surrounding districts’ density limits.
- Reinstated rear setback minimum for Residential Office (RO) district that was erroneously removed from the from the LDC in 2011. [Section 609.C]
- Added Parking spaces as a use subject to the 15-foot minimum rear setback requirement in the R1 District instead of the 25-foot general rear setback requirement. This is to match the 15-foot minimum rear setback requirement currently in effect for accessory structures, including detached garages. [Section 619.C3]
- For the R1 and R2 Districts, clarified design standard by replacing the requirement for “traditional detached frontage style home” with a requirement that at least one dwelling unit must have a primary pedestrian entrance facing the street. [Sections 618.H.1 and 619.H.1]
- For residential lots with up to four dwelling units, clarified design standard by adjusting regulations on maximum curb cut, driveway, and parking widths. This change is intended to better accommodate small-scale development while maintaining a pedestrian-friendly environment and minimizing visual impact. [Sections 618.H.2, 619.H.2 and 705.B]
- Added requirements for Professional Land Survey for certain development when not otherwise required through a site plan application [Section 502.A.2]
- Added subsection clarifying review process for Uses not Specified in Use Chart outlined in Sections 502.B and 502.C [Section 622.E]
- Added Day Care and Family Care homes and facilities as permitted and conditional uses in the Planned Agriculture (PA) and Highway-Arterial (HA) districts to support existing and future residential development in these districts. [Section 622]
- Added “Aerodrome” as a prohibited use in all zoning districts. Aerodrome includes airstrips and aircraft landing pads (Section 622)

Chapter 7: General Development Standards

General amendments in this chapter include:

- Grammar corrections and minor formatting changes.

Specific amendments in this chapter include:

- Added standards for the review and approval of the year-round siting of food trucks on private properties in zoning districts where “eating and drinking establishment” is a permitted use [Sections 201.C; 502.F; and 727]

- Removed the requirement for one guest parking space per 10 residential units to comply with the requirements of the HOME Act (Act 47) of 2023. [Section 703.C]
- Added language to allow for tandem parking spaces assigned to individual households to allow for more spatially efficient parking lot layouts. [Section 703.K.15]
- Moved regulations regarding holiday lights, and lighting directed at sign surfaces from the Sign Standards Section to the Lighting Section, for clarity and consistency. [Section 704.B and Section 704.E.3]
- Adjusted lighting regulations to allow for use of string lights within certain hours. [Section 704.B.10]
- Adjusted lighting regulations to extend the exemption for the requirement for a zoning permit prior to the installation and replacement of lighting fixtures on single family homes and duplexes, to cover housing developments with five or fewer housing units. [Section 704.C]
- Adjusted technical specifications for lighting on residential and commercial properties. (Sections 704.B, and 704.F)
- Added parking within two feet of the side property line as a set-back exception, as long as they are screened from view from the adjacent property with a fence or hedges. [Section 706.C.1]
- Consolidated regulations on the placement of flagpoles and the display of flags to Section 714 Sign Standards chapter. [Section 706.C.6.d]
- Added Electric Vehicle Supply Equipment to the list of structures exempt from setback requirements [Section 706.C.9]
- Extended the option for the Development Review Board to waive screening and buffering requirements to all districts if the proposed development is not found to cause “undue adverse impact” on adjacent properties [Section 708.B]
- Added a 50-foot minimum setback requirement for outdoor cannabis cultivations, as enabled by Act 166 of 2024 (H.612), starting on January 1, 2025. [Section 726]
- To align with the City’s future storm water ordinance, a reference to the Town of Essex’s Storm Water Ordinance was removed. Requirements to minimize erosion and control sediment from construction sites have been added [Section 713]
- Section 714’s Sign standards have been fully replaced and reorganized to be content-neutral, based on 2015 and 2022 Supreme Court caselaw specifying that local governments may only regulate signage based on content neutral criteria such as size, materials, lighting, moving parts, and portability. The text and formatting of the amended sign regulations have been adapted from the zoning text of a nearby municipality (Burlington VT), with specific regulations adjusted based on local context. [Section 714]
 - Added new permit requirements for neon Window Signs. [714.L]
 - On large lots where a second freestanding sign is permitted, the allowable size for this second sign has been increased from 20 to 30 sq ft to offer a viable pathway to compliance for businesses that currently rely on the permanent display of temporary signs for visibility. [Section 714.L]
 - Wall Signs within 50’ of the nearest public road have been increased to be capped at 80 sq ft. This was a compromise to ensure that signs located at auto-oriented commercial developments can be sufficiently viewed from the road while ensuring that future, human-scale redevelopment with shorter setbacks can limit signs to more reasonable sizes. [Section 714.L]

- ~~Added flexibility for the placement of sandwich board—either within 15’ of the front door of a business or within 15’ from a vehicular or pedestrian entrance to the property on which the business is located. This change is intended to extend the applicability of the regulation to more types of business properties. (This change was removed by the City Council on January 22, 2025; and discussed with the Planning Commission at a joint meeting on February 6, 2025. The LDC has been amended according to the Council direction, and works as amended).~~ Sandwich Boards would still be required to be removed outside of business hours and would not be allowed to be located near other sandwich boards. [Section 714.L]
- Allowed for the use of Marquee Signs in more zoning districts with the added requirement that Marquee Signs located within the Design Review Overlay District (DRO) go through approval by the Development Review Board [Sections 714.L and 714.M]
 - Created a table listing permissible sign types by zoning district [Section 714.M.2]
- Added requirements for fire access for developments requiring site plan review and for developments involving two or more principal structures on a single lot. [Section 716]
- Added requirement for shade trees for triplexes and fourplexes [Section 719.D]
- Modified the language of Planned Unit Development (PUD) open space requirements to allow for balconies in multi-story, multi-unit buildings in lieu of traditional private yard space. [Section 723]

Chapter 8: Non-conformities

Specific amendments in this chapter include:

- Removed Sections 804 and 805 on Non-Conforming Signs, now located in Sign Standards.


Zoning Map

A correction to the zoning map has been made to restore zoning changes made in 2004, which were removed from subsequent versions of the zoning map from 2005 onwards due to an administrative error. The following zoning changes from 2004 have been restored:

1. From Residential/Office (R-O) to Mixed Commercial Use (MCU) at 47 and 48 Park Street.
2. From Multi-Family 3 (MF3) to Residential-2 (R2) for all the properties along Oak Street.
3. From Residential/Office (R-O) to Residential-2 (R2) on the property at 43 Pearl Street
4. From Multi-Family-1 (MF1) to Multi-Family-2 (MF2) at the Green Meadows and Amber Lantern Apartments off Thasha Lane (later renamed called Autumn Pond)
5. From Multi-Family-1 (MF1) to Multi-Family-2 (MF2) at 61-69 Maple Street, the Mapleton Apartments
6. From Residential/Office (R-O) to Residential-2 (R2) on the east side of Park Street between Silver Bow Terrace and River Street.

Appendix A: Public Works Details

Public Works Details have been amended.




City Council Public Hearing
February 26, 2025
2024 Land Development
Code Amendments

1

Background

#1: Transit-Oriented Development Master Plan




~2026 Comprehensive Plan Update


~2027 LDC Amendments

#2: Technical adjustments and minor fixes

2024 LDC Amendments



2

Signs	<h2>What topics are included?</h2> <ol style="list-style-type: none"> 1. Re-write of Sign Regulations 2. Adjustment of residential density limits to meet statutory requirements and to reduce barriers to small-scale housing construction 3. Adjustment of site, dimensional and design standards for small-scale development 4. Changes to stormwater regulations 5. Regulation of food trucks 6. Correction of technical inconsistencies 
Density	
Design	
Stormwater	
Food Trucks	
Other	

3



Signs	<h2>1. Sign regulations</h2> <ul style="list-style-type: none"> • US Supreme Court says municipal sign regulations must be content neutral <p><i>Reed v. Town of Gilbert, 576 U.S. 155 (2015) and City of Austin, Texas, v. Reagan National Advertising of Austin LLC, et al, 596 US (2022)</i></p> <ul style="list-style-type: none"> • Sign regulations are limited to time, place, or manner restrictions 
Density	
Design	
Stormwater	
Food Trucks	
Other	

4

Signs
Density
Design
Stormwater
Food Trucks
Other

Before
After

714.L.3: Blade Sign

Description
This Sign type consists of 1-2 faces, and projects perpendicular from the Building façade on a Primary or Secondary Frontage, or elevation where street frontage is not available.

Specifications

Location (max)	within 4-feet of a principal entrance.
Quantity (max)	1 per ground floor tenant
Width, Sign (max)	3-ft
Height, Sign (max)	3-ft
Depth, Sign (max)	6-in
Offset from Building (min/max)	6-in min and 12-in max from the façade

5

Signs
Density
Design
Stormwater
Food Trucks
Other

Notable Changes


- Signs regulated based on time, place, and manner only
 - “Election period signs”
 - “Construction Site Sign”
 - “Real Estate Sign”

- Wall sign size limits for small storefronts slightly increased

- Election Period Signs within Right-of-Way allowed during the 2 weeks leading up to election.


6

Signs	<h2>What Remains the Same</h2> <ul style="list-style-type: none"> • Sandwich Boards – no change from existing regulations: <ul style="list-style-type: none"> • Only during open hours • Must be within 15 ft of front door • 8 square ft max
Density	
Design	
Stormwater	
Food Trucks	
Other	



7

Signs	<h2>2. Residential Density Limits</h2> <p>Changes to:</p> <ul style="list-style-type: none"> • meet statutory requirements • to reduce barriers to small-scale housing construction • enable a smooth density transition between city center and Residential 1 / 2 Zones
Density	
Design	
Stormwater	
Food Trucks	
Other	



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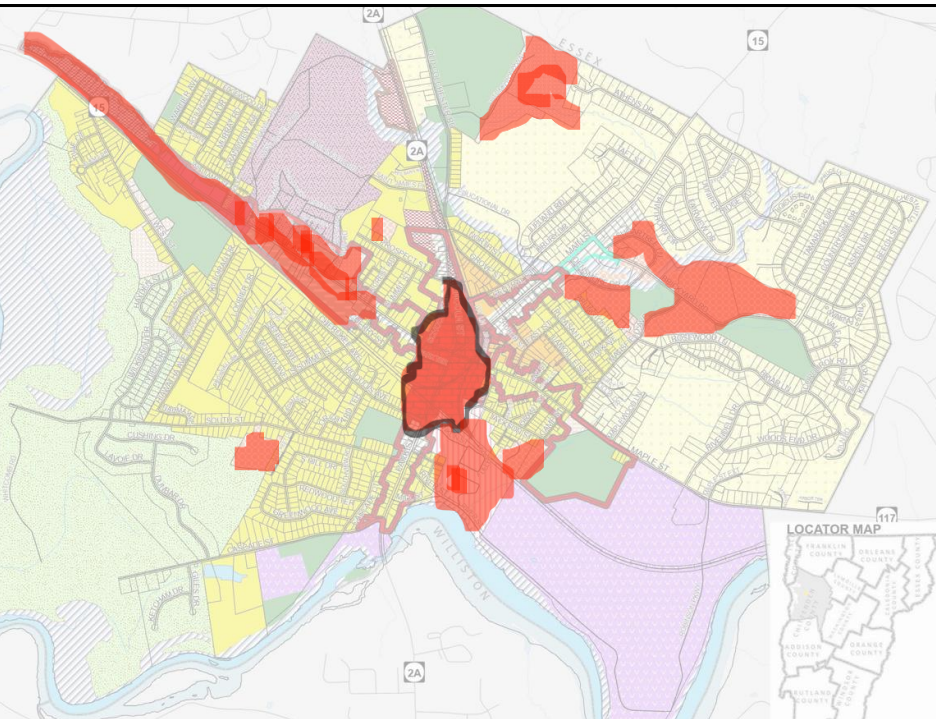
Signs
Density
Design
Stormwater
Food Trucks
Other

2023 HOME Act

- *“In areas served by municipal sewer and water, municipalities must allow multiunit dwellings with three or four units to be a permitted use.”*
- Most required changes already implemented during July 2023 LDC Amendments
- MF3 was overlooked- but will be corrected



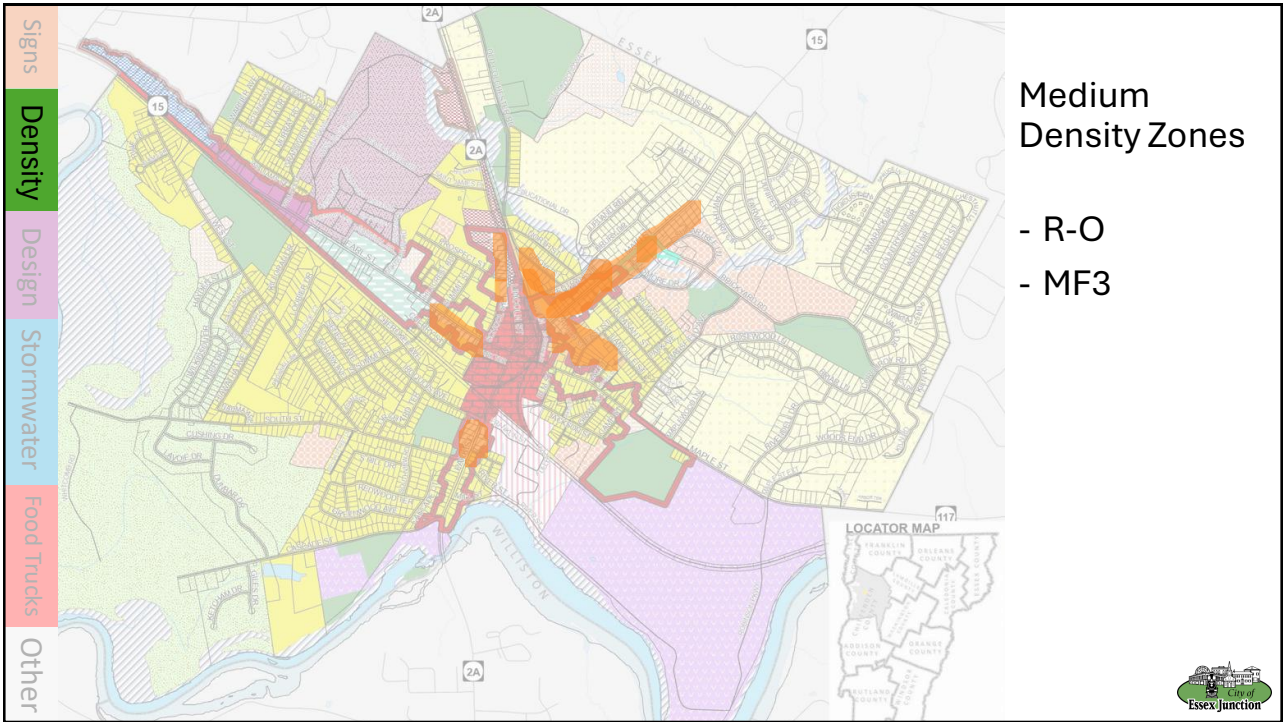
Signs
Density
Design
Stormwater
Food Trucks
Other



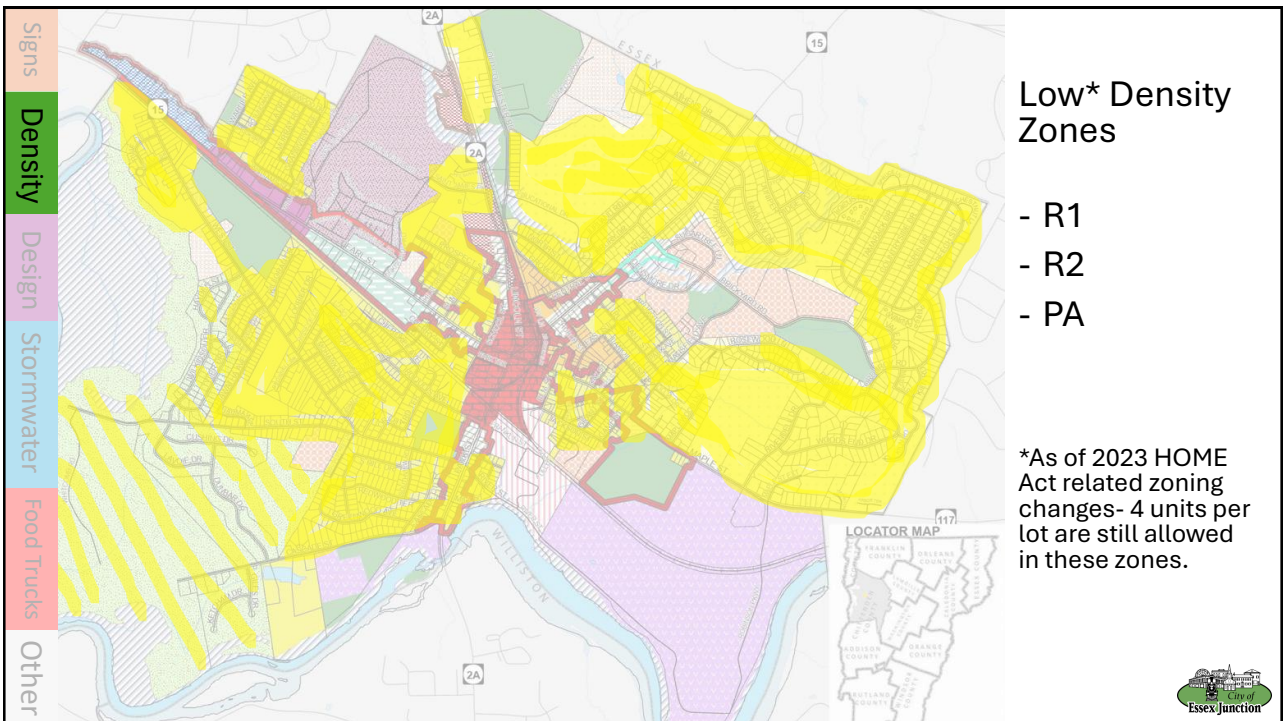
High Density Zones

- VC
- MF1
- MF2
- MF/MU1
- MF/MU2
- MCU
- TOD
- HA





11



12

- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

MF3 and R-O district currently have incremental lot size requirements

- E.g. “The minimum lot size shall be 7,500 square feet for the first dwelling unit plus 3,000 square feet for each additional dwelling unit”
- For a typical 10,000 square foot lot, you are currently only allowed to have two residential units

• LDC amendments would remove this requirement

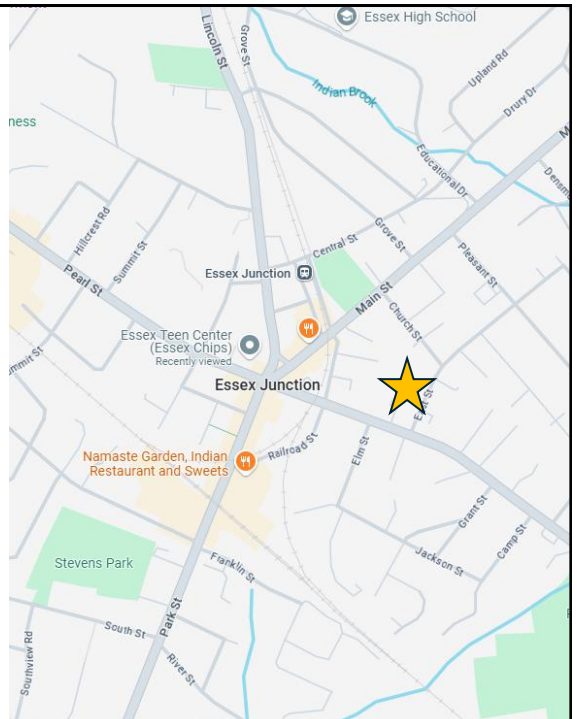


- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Many properties already exceed this limit

Example A:

- 4 East Street

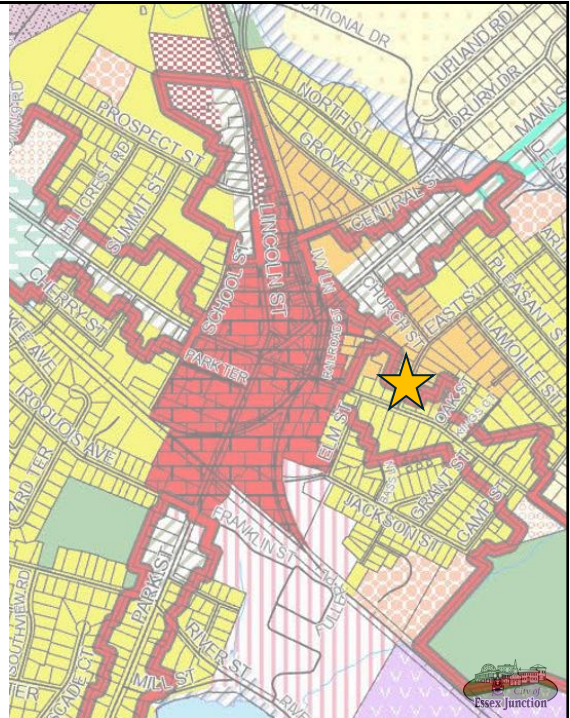


- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Many properties already exceed this limit

Example A:

- 4 East Street



15

- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Many properties already exceed this limit

Example A:

- 4 East Street
- Lot size: 6530 sq ft



16

Signs

Density

Design

Stormwater

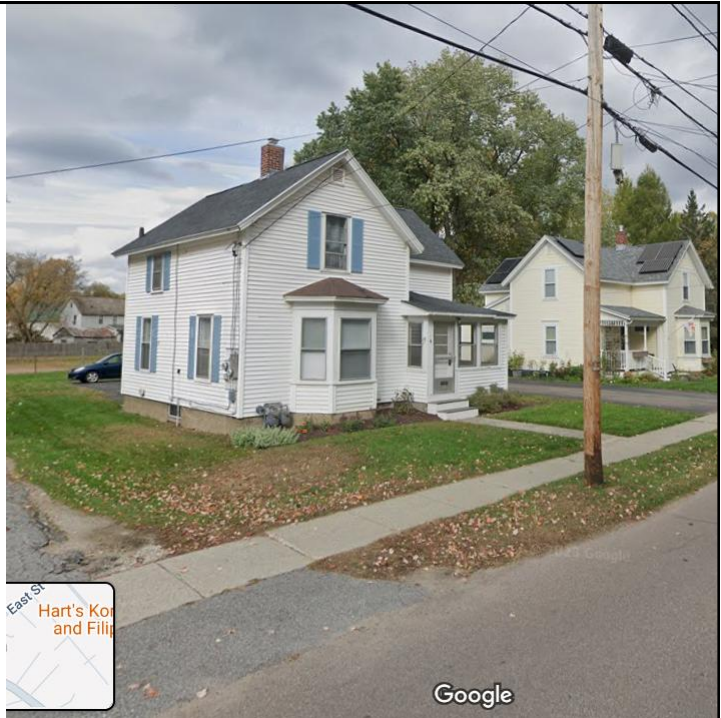
Food Trucks

Other

Many properties already exceed this limit

Example A:

- 4 East Street
- Lot size: 6530 sq ft
- Has **two** units (grandfathered)
- Current regs would only allow **one** unit



17

Signs

Density

Design

Stormwater

Food Trucks

Other

Many properties already exceed this limit

Example B:

- 6 Grove Street
- Lot size: ~9,150 sq ft



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- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Many properties already exceed this limit

Example B:

- 6 Grove Street
- Lot size: ~9,150 sq ft

- Has **two** units (grandfathered)

- Current regs would only allow **one** unit

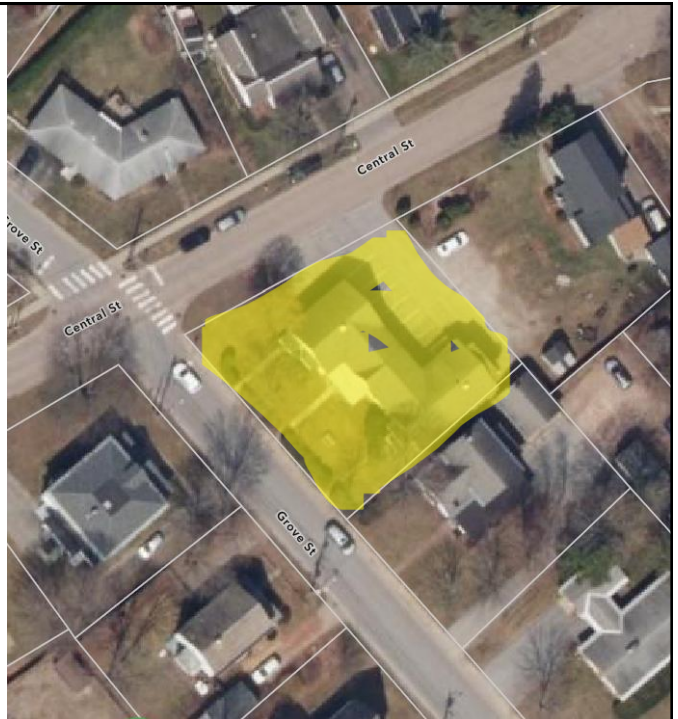


- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Many properties already exceed this limit

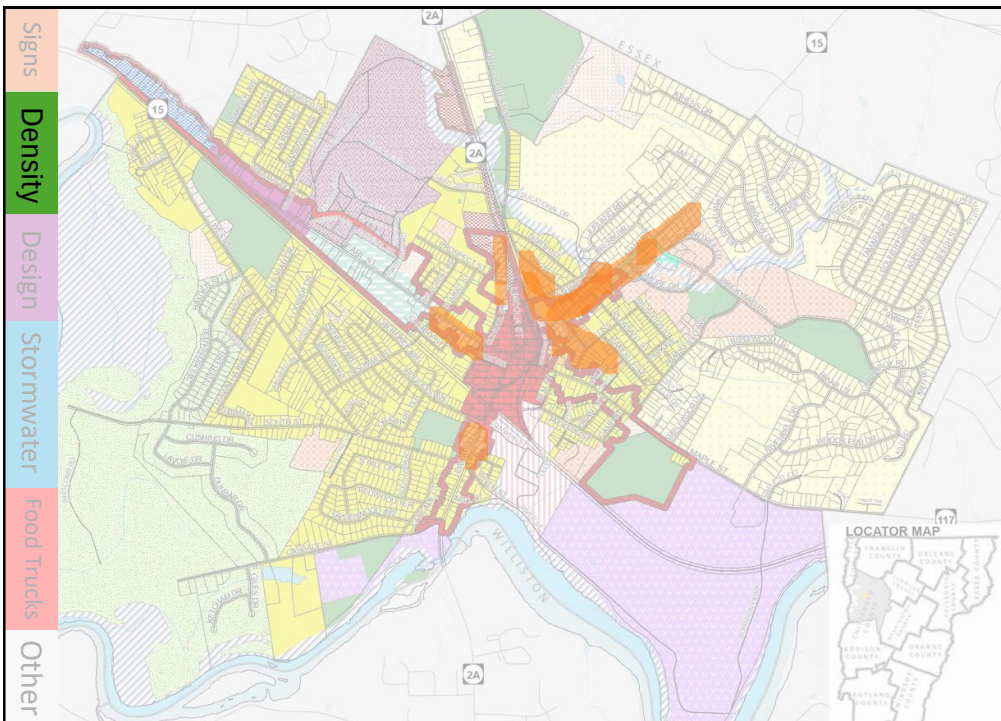
Example C:

- 5 Grove Street
- Lot size: ~11,300 sq ft



Signs	<p>Many properties already exceed this limit</p> <p>Example C:</p> <ul style="list-style-type: none"> • 5 Grove Street • Lot size: ~11,300 sq ft • Has eight units (grandfathered) • Current regs would only allow two units 	
Density		
Design		
Stormwater		
Food Trucks		
Other		

21

Signs		<div style="border: 1px solid red; padding: 5px;"> <p>Max units per lot increased from 4 to 6 in:</p> <ul style="list-style-type: none"> - R-O - MF3 <p>To enable smooth density transition</p> </div>
Density		
Design		
Stormwater		
Food Trucks		
Other		

22



- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

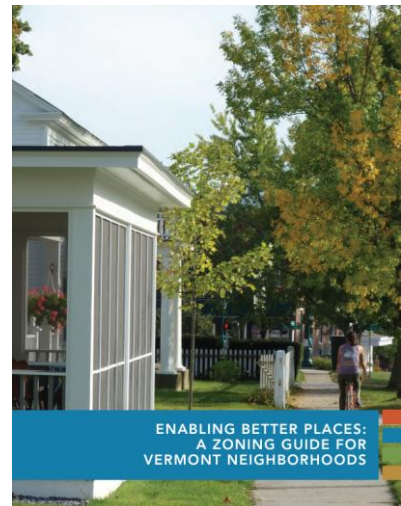
3. Adjustment of site, dimensional and design standards for small-scale development



- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Enabling Better Places (2020)

- **Guide for municipalities to support local bylaw updates for homes in walkable places.**
- Recommends incremental changes to bylaws ; sample language



Signs
Density
Design
Stormwater
Food Trucks
Other

Vermont Homes for All Toolkit

- Provides prototype unit design for 2, 3, and 4 unit homes
- Examples fits Vermont architectural norms

Signs
Density
Design
Stormwater
Food Trucks
Other

Statewide Toolkit Launch & Trainers Summit

Missing Middle Homes Design Guide

Discovered Typologies

Starting with existing Vermont typologies observed during our initial site walks, we developed idealized versions.

Age-In-Place

Narrow Lot

Village

Side-by-Side

"Telescoping Home"
Aggregation Pattern

Vermont Homes for All Toolkit

March 14, 2024 21
Essex Junction

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Signs

Density

Design

Stormwater



Food Trucks



Other


Statewide Toolkit Launch & Trainers Summit

Example of Prototype Unit Design

Side-by-Side Plus One Plus Prototype



Vermont Homes for All Toolkit

March 14, 2024 22


ESSEX/JUNIOR



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Statewide Toolkit Launch & Trainers Summit

Neighborhood Infill Case Studies


Rutland City



Site Plan & Buildout Visualization

- The building matches front setback norms along South Street
- Efficient side parking layout has an integrated ramp to the rear accessible unit and ample usable open space for each unit with potential for south-facing kitchen gardens.
- Other potential customizations: (1) deeper front porches to support a more social neighborhood front porch culture and/or (2) rear-facing second floor outdoor decks extending over the rear unit on the first floor.



Vermont Homes for All Toolkit

March 14, 2024 29

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Signs

Density

Design


Stormwater

Food Trucks

Other

3. Adjustment of site, dimensional and design standards for small-scale development

- Reduced minimum front yard setback to 15 feet in the MF1, MF3, R-0, and MCU districts
- Clarify and adjust design requirements for triplexes and fourplexes in R1 and R2 zones
- Allow up to two principal residential structures per lot



Signs

Density

Design

Stormwater


Food Trucks

Other

Reduced minimum front yard setback in the MF1, MF3, R-0, and MCU districts.

“Neighborhood” Zone Recommendations from Enabling Better Places

Setbacks	
Front	8' min., 12' max.
Side	5' min.
Rear	3' min. with rear lanes or 12' min.



- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Reduced minimum front yard setback in the MF1, MF3, R-0, and MCU districts.

Some setback requirements in Essex Junction:

	Transition				Neighborhood	
	MF1	MF2	MF3	R-O	R2	R1
Front	30'	15'	30'	20'	15'	20'
Side	10'	10'	10'	10'	8'	8'
Back	10'	10'	10'	10'	25' (principal) 15' (accessory)	25'



- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Reduced minimum front yard setback in the MF1, MF3, R-0, and MCU districts.

Residential-Office (R-O) District

	R-O
Front	20'
Side	10'
Back	10'



- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Reduced minimum front yard setback in the MF1, MF3, R-0, and MCU districts.

Residential-Office (R-O) District

	R-O
Front	20'
Side	10'
Back	10'



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- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Reduced minimum front yard setback in the MF1, MF3, R-0, and MCU districts.

Multi-Family 3 (MF3) District

	MF3
Front	30'
Side	10'
Back	10'



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- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Reduced minimum front yard setback in the MF1, MF3, R-0, and MCU districts.

Multi-Family 3 (MF3) District

	MF3
Front	30'
Side	10'
Back	10'



- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Proposed amendments would standardize front yard setback to 15 ft.



Special Design Standards in R1 / R2

From existing LDC:
 Parking shall not take up more than thirty (30) percent or 20 (twenty) feet of the linear frontage of the lot, whichever is less.

Problem: If interpreted strictly, this rule makes triplexes and fourplex conversions impossible on most properties

City of Essex Junction logo

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Special Design Standards in R1 / R2

Area C: < 30% Parking unless screened from view

Area B: < 30% Parking

Area A: 20' Driveway Max*

Principal Building

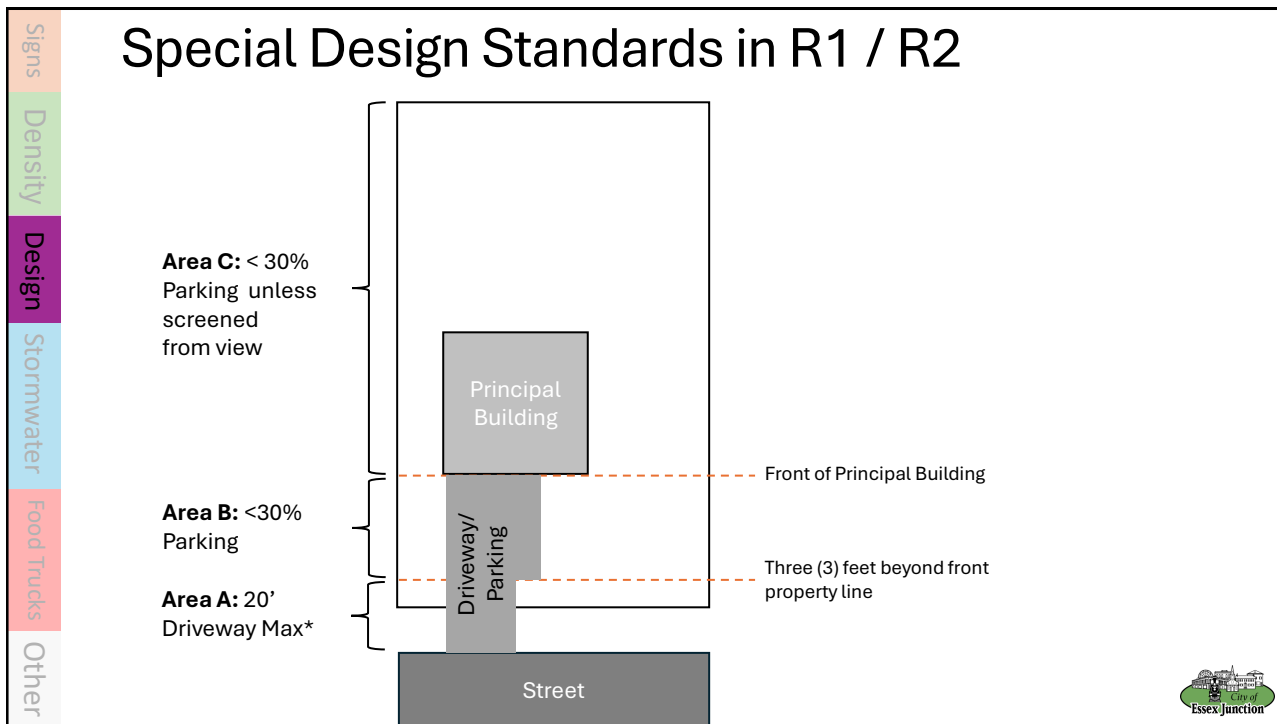
Street

Front of Principal Building

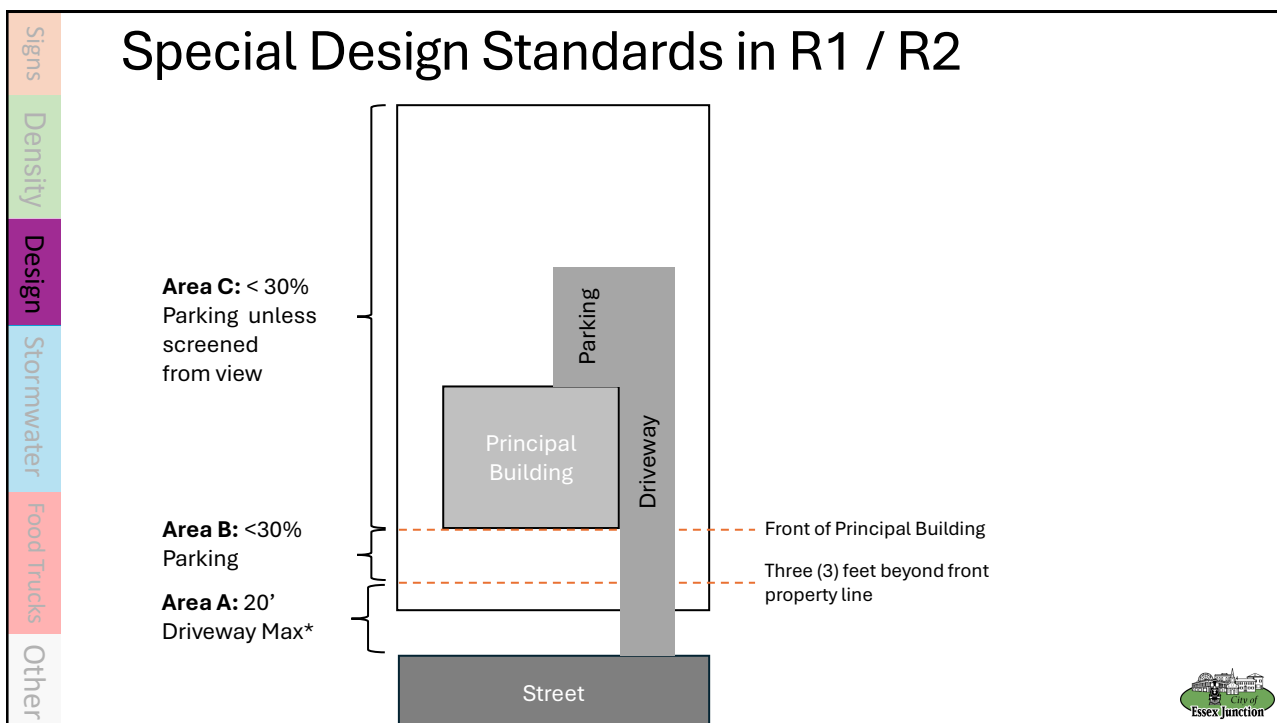
Three (3) feet beyond front property line

City of Essex Junction logo

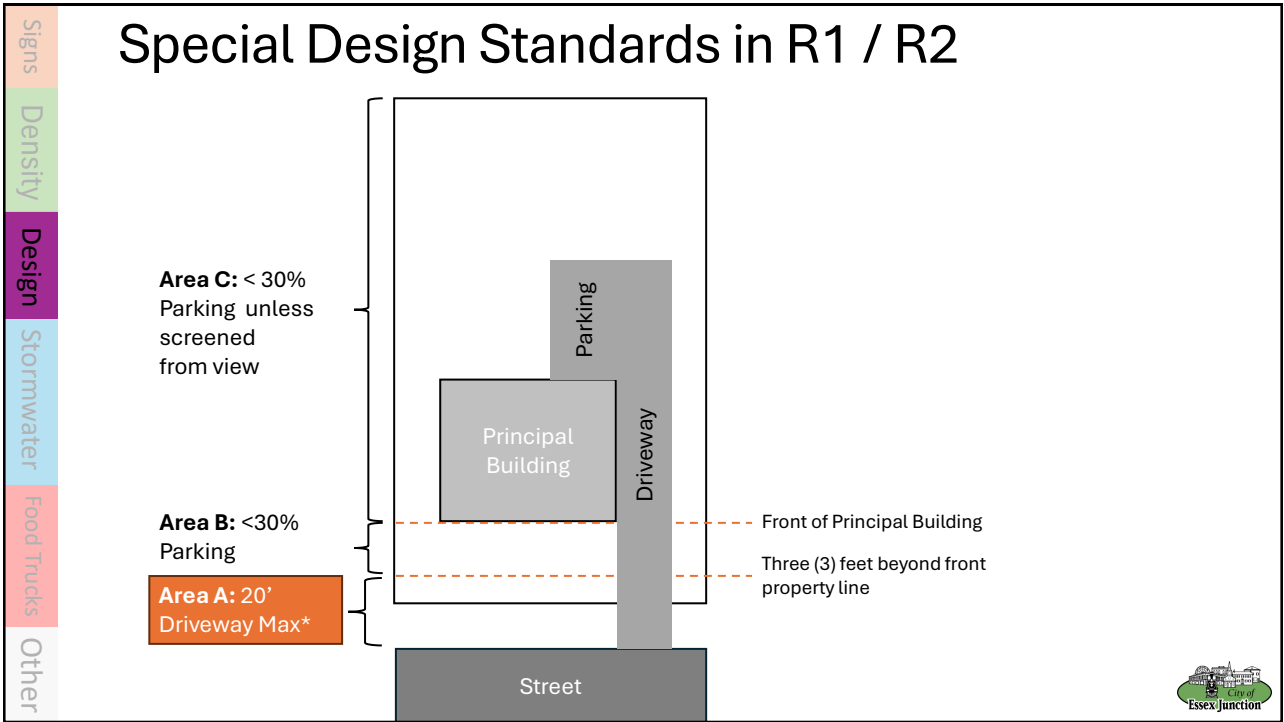
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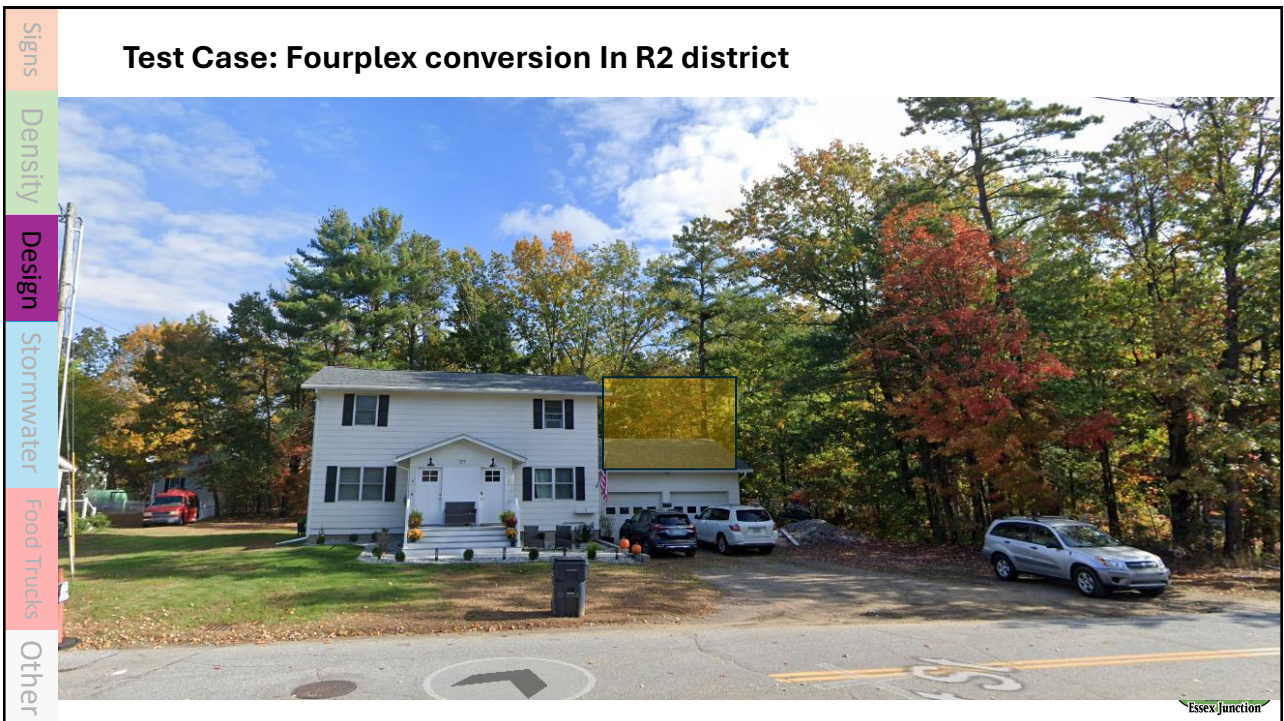
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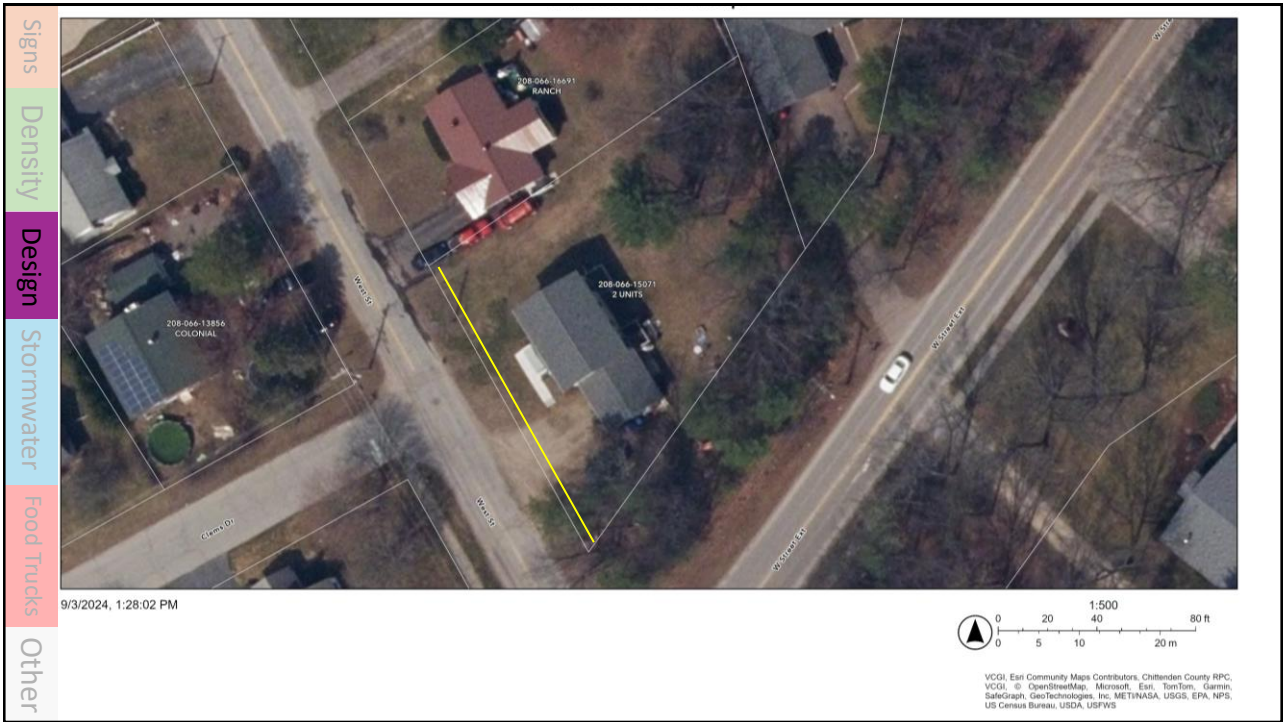
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41



42



43



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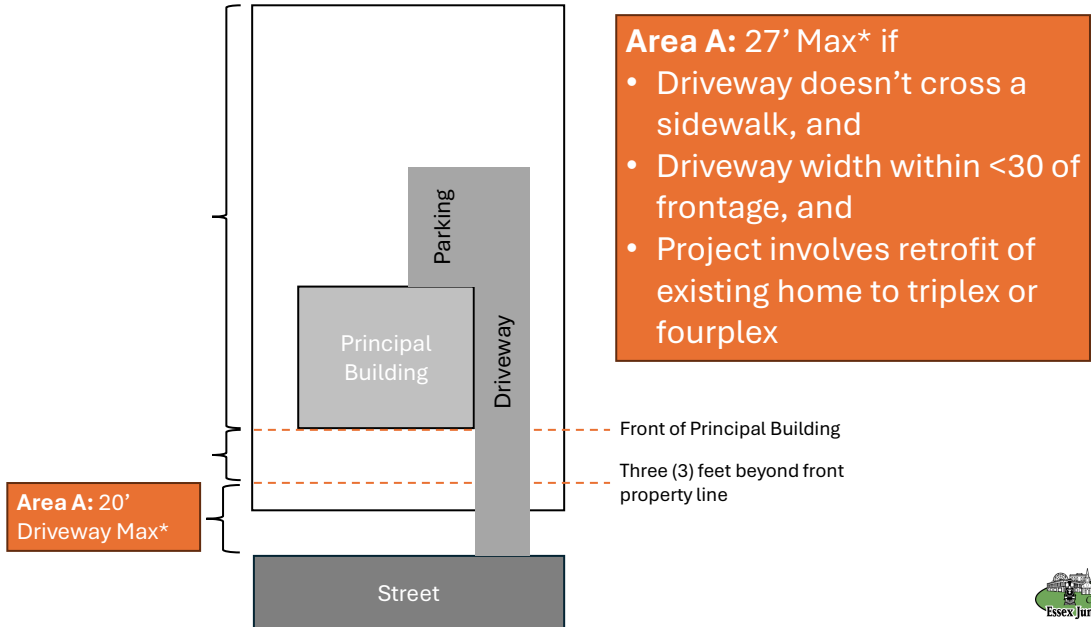
45



46

- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

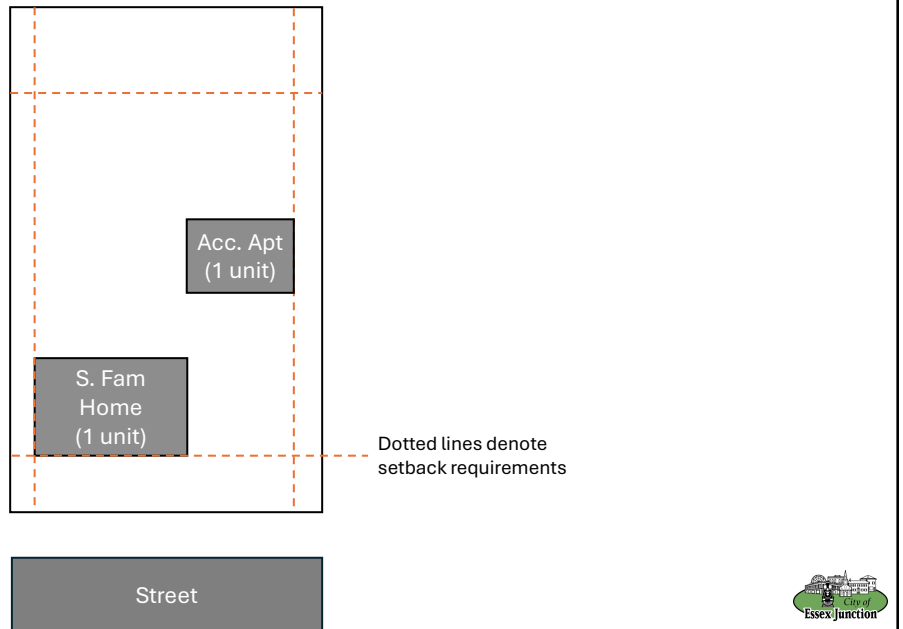
Special Design Standards in R1 / R2



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- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

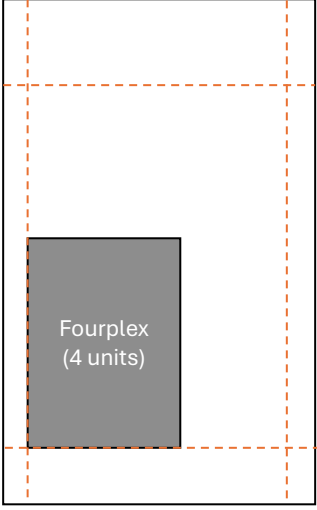
Allowing up to 2 Principal Residential Structures per Lot



48

Signs
Density
Design
Stormwater
Food Trucks
Other

Allowing up to 2 Principal Residential Structures per Lot




Fourplex (4 units)

Street

Dotted lines denote setback requirements

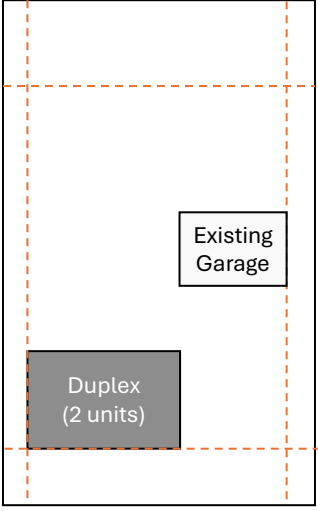
Since 2023 HOME Act / LDC amendments, up to 4 units are allowed on one lot in Residential Zones



49

Signs
Density
Design
Stormwater
Food Trucks
Other

Allowing up to 2 Principal Residential Structures per Lot




Existing Garage

Duplex (2 units)

Street

Dotted lines denote setback requirements




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Allowing up to 2 Principal Residential Structures per Lot

The diagram shows a rectangular lot with a dashed orange border. Inside the lot, there are two grey rectangular structures. The larger one is labeled 'Duplex (2 units)' and is positioned in the lower-left area. The smaller one is labeled '1 Unit' and is positioned in the upper-right area. The text 'Not Currently Allowed' is centered in the upper-left portion of the lot. Below the lot is a grey rectangular area labeled 'Street'. To the left of the lot is a vertical sidebar with colored segments: 'Signs' (orange), 'Density' (green), 'Design' (purple), 'Stormwater' (light blue), 'Food Trucks' (red), and 'Other' (grey).


- Detached Accessory Apartment has to be appurtenant to Single Family Home
- Additional unit would have to be considered principal structure
- Currently only 1 Principal Structure allowed per lot



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Allowing up to 2 Principal Residential Structures per Lot

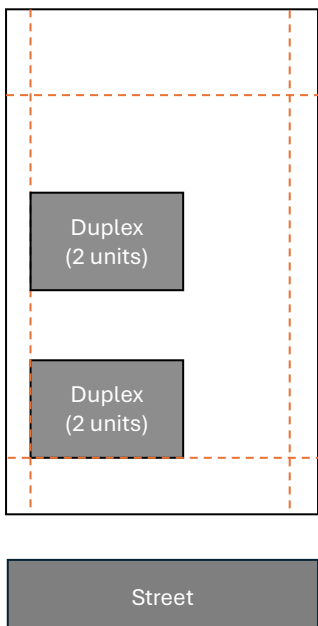
The diagram shows a rectangular lot with a dashed orange border. Inside the lot, there are two grey rectangular structures. The larger one is labeled 'Fourplex (4 units)' and is positioned in the lower-left area. The smaller one is positioned in the upper-right area. The text 'Currently Allowed' is centered in the upper-left portion of the lot. Below the lot is a grey rectangular area labeled 'Street'. To the left of the lot is a vertical sidebar with colored segments: 'Signs' (orange), 'Density' (green), 'Design' (purple), 'Stormwater' (light blue), 'Food Trucks' (red), and 'Other' (grey).



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Signs
Density
Design
Stormwater
Food Trucks
Other

Allowing up to 2 Principal Residential Structures per Lot



- Proposed: allow 2 Principal structures per lot
- Max of 4 units per lot*
- Lot Coverage, Setback, Height limits would still apply

*In R1 and R2 zoning district

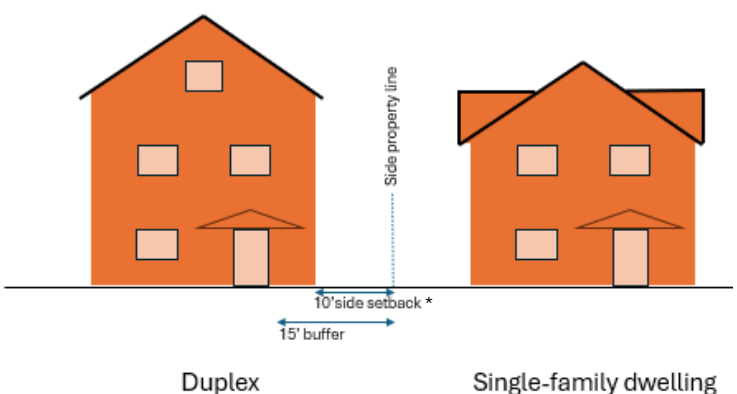


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Signs
Density
Design
Stormwater
Food Trucks
Other

Relaxing buffering requirements for triplex and fourplex


OK



Buffer requirement applies to all multi-family homes.

Multi-family is defined as anything beyond a duplex

*8' allowed in some districts

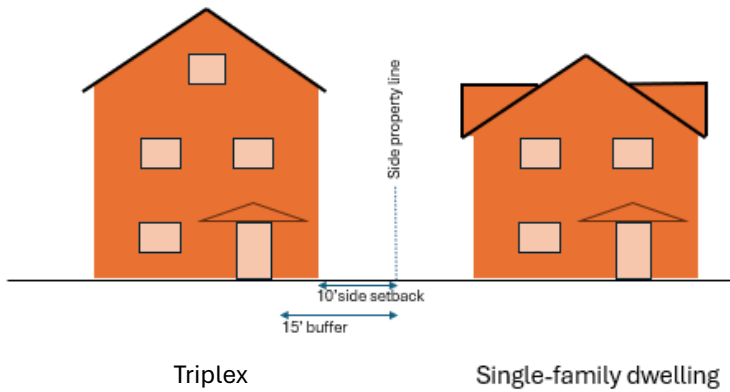


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- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Relaxing buffering requirements for triplex and fourplex

Not Currently Allowed

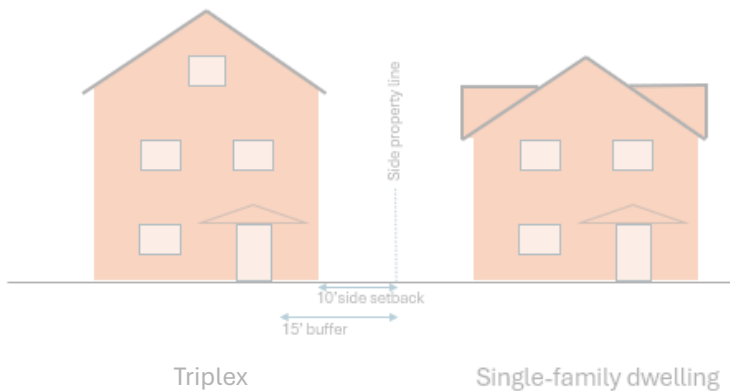


Current rules prevent a Triplex at the same location and of the same size as a Duplex which is otherwise allowed.



- Signs
- Density
- Design
- Stormwater
- Food Trucks
- Other

Relaxing buffering requirements for triplex and fourplex



Proposed change: exclude triplexes and fourplexes from the definition of “multi-family dwelling”



Signs
Density
Design
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Other

Waiver option buffering requirements for Multi-Family Dwellings

OK

Multi-Family dwelling (in a zoning district multi-family allowed)

Single-family dwelling

10' side setback

15' buffer

Side property line

Current buffer requirements address shadow and massing impacts on single-family homes...

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Signs
Density
Design
Stormwater
Food Trucks
Other

Waiver option buffering requirements for Multi-Family Dwellings

Not allowed – building is within buffer zone

Multi-Family dwelling (in a zoning district multi-family allowed)

Single-family dwelling

10' side setback

15' buffer

Side property line

... but they don't necessarily reflect actual impacts.

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Signs
Density
Design
Stormwater
Food Trucks
Other

Waiver option buffering requirements for Multi-Family Dwellings

Multi-Family dwelling
(in a zoning district multi-family allowed)


Single-family dwelling

10' side setback

15' buffer

Side property line


Proposed change: allow DRB to grant waiver to buffering requirements if they find no “undue adverse impacts” to neighbors



Signs
Density
Design
Stormwater
Food Trucks
Other

4. Changes to Stormwater Regulations

- Most stormwater regulations in the LDC are being moved to a separate stormwater ordinance



Signs

Density

Design

Stormwater


Food Trucks

Other

5. Food Trucks on Private Property

Currently:

- Only allowed where restaurants in zones where restaurants are allowed
- Currently permitted as “Temporary Uses” on private property
- Cannot be at the same place for >6 mo. per year
- City has not been strict on this limit since COVID



61

Signs

Density

Design

Stormwater


Food Trucks

Other

5. Food Trucks on Private Property

Proposed:

- Officially allow for the year-round operation
- Use of gasoline / diesel generators would be prohibited under most circumstances




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Signs
Density
Design
Stormwater
Food Trucks
Other

6. Correction of technical Inconsistencies / Other Changes

- Specified how uses not defined in the Use Chart are to reviewed.
- Allow for administrative review of triplexes / fourplexes
- Added provision to enable the use of Planned Unit Development (PUD) review process so for proposals involving multi-family structures




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Signs
Density
Design
Stormwater
Food Trucks
Other

6. Correction of technical Inconsistencies / Other Changes

- Definition of “lot coverage” has been clarified to exclude stormwater permeable driveways
- Removed limits on unrelated persons living together in the same dwelling unit
- Zoning map correction
- 50-foot setback for outdoor cannabis cultivations, as enabled by Act 166 of 2024 (H.612), starting on January 1, 2025.



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City Council Public Hearing

February 26, 2025

**2024 Land Development
Code Amendments**



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: 2/26/2025
Subject: Adoption of the FY26 Proposed Budget

Issue

To adopt the proposed FY26 General Fund Operating and Capital Budgets after the many budget working sessions and public hearing held on 2/12/2025.

Discussion

Proposed General Fund Budget:

There are two modifications to the budget. These modifications include:

1. County tax change - County tax for FY26 (see the attached budget). We anticipated this would go up by 3%, but it is going up by 15%. The actual amount is \$73,911 which is a \$15,307 or 26.1% increase over FY25. The county tax is for the Chittenden County Court system and Sheriff. Their website explains what the Chittenden County Court does: <https://www.chittendencountycourt.org/>. In speaking with the Assistant Judges, the budget went up 14% due to health insurance cost increases, building security for the courthouse, maintenance and repairs to the Sheriff's building, and it includes the cost of the audit which is only done every other year.
2. There is also a correction that has been made to the LOT Fund: In FY24 (by the Council on 6/12/24) \$284,766 was assigned from LOT fund balance to the 2 Lincoln renovation. The budgets and tracking spreadsheets inaccurately reflected only \$256,842; the beginning balance for FY25 has been adjusted to reflect the correct amount.

An outstanding item was the potential of moving the \$125,000 for capital from the stormwater utility enterprise budget to the General Fund (or reassigning the \$110,000 for the unassigned fund balance for this capital purpose). Staff is not recommending a change at this time. The Council does have the authority to make that shift in the future if needed.

Assuming no further changes, the FY26 City General Fund Budget is \$12,419,241; \$11,405,931 of which is to be levied in taxes against the City Grand List.

The estimated tax rate increase is 2.6% over the FY25 tax rate; and the estimated tax increase to a \$280,000 city property is \$73 (which includes the tax agreement rate and economic development rate as well).

As a point of information, collectively the combined property tax and PRELIMINARY utility rates to support the enterprise fund budgets are estimated to increase by approximately 8.6% but will be finalized in late spring (this includes the Stormwater Utility fee).

Proposed Budgets:

The amount of the proposed FY26 City General Fund Operating Budgets is as follows:

General Fund	\$ 12,419,241
--------------	---------------

The amounts of the proposed FY26 Capital Fund Budgets are as follows:

General Fund Capital Reserve	\$1,882,212
Rolling Stock Fund	\$867,492
Recreation Capital Reserve	\$114,103

Recommendation

Staff recommends that the City Council approve the FY26 General Fund Operating and Capital Program Budgets in the amounts listed above.

Recommended Motion

I move that the City Council approve the FY26 General Fund Operating and Capital Program Budgets as presented.

Attachments:

Chittenden County Tax budget

FY26 City of Essex Junction

Updated Preliminary Enterprise and EJRP Programs Fund Budgets and Rates (for Feb 26, 2025 Council meeting)

The Water, Wastewater, Sanitation, and Stormwater fund budgets and rates are in the early stages of being compiled and calculated. **These preliminary estimates will continue to change.** This data is being provided now to give the Council and community an idea of the preliminary overall impact on residents/taxpayers in FY26.

There have been no changes to the Enterprise budgets after January 22nd.

Since the January 22nd Council meeting, the following updates have been made to the Enterprise budgets:

Stormwater

1. The Stormwater budget notes have been updated to explain the presentation of historical budget and actual data. There have been no changes to the actual numbers.
2. See additional notes regarding the Enterprise Fund/Utility setup in the General Fund budget narrative.

Sanitation Capital Reserve

3. The updated project cost estimates for the Maple/River/West St Pump Station retrofits, inflation projections, bond interest estimate, and Town share allocations were not available in time for the preparation of this packet therefore the Sanitation Capital Reserve projection included in this packet does not reflect the updated debt cost or Town share of the debt. Staff is working to update this data and will strive to have information in advance of the Council meeting on 2/12.

Since the January 8th Council meeting, the following updates have been made to the Enterprise budgets:

Water – net increase of \$25,989

1. Added R&M Building line to Water budget with \$1,000 per Ricky
2. Updated PW pay rates (increase of \$23,459 combined pay/benefits)
3. Updated enterprise admin fee for insurance increases (increase of \$1,010)
4. Updated insurance costs based on VLCT actual bills (increase of \$520)

Wastewater – net increase of \$28,429

1. Updated PW pay rates (increase of \$802 combined pay/benefits)
2. Increased capital transfer \$20,000 per Tri-Town request
3. Increased grit disposal \$3,000 for Casella price increase
4. Updated enterprise admin fee for insurance increases (increase of \$505)
5. Updated insurance costs based on VLCT actual bills (decrease of \$4,122)

Sanitation – net increase of \$21,535

1. Updated PW pay rates (increase of \$19,597 combined pay/benefits)
2. Updated enterprise admin fee for insurance increases (increase of \$1,010)
3. Updated insurance costs based on VLCT actual bills (decrease of \$928)

Stormwater – net increase of \$4,394

1. Updated insurance costs based on VLCT actual bills (increase of \$4,394)

EJRP Programs – net increase of \$28,725

1. Updated insurance costs based on VLCT actual bills (increase of \$28,725)

The utility rates combined result in a 14.7% increase which calculates to an increase of \$99.86 per year on an average bill (based on 120 gallons/day usage).

Utility Charges Comparison					
<i>Residential Property using 120 gallons/Day</i>					
	FY22	FY23	FY24	FY25	FY26
Total All Utility Rates, annual	\$ 559.80	\$ 585.91	\$ 656.62	\$678.34	\$778.20
\$ Change	\$ 15.67	\$ 26.11	\$ 70.71	\$ 21.72	\$ 99.86
% Change	2.88%	4.66%	12.07%	3.31%	14.72%

Enterprise Funds Administrative Fees Calculation (for reference)

The Administrative Fees are estimated to increase 4.5% over the prior year. The calculation attributes 25% of Admin and Clerk personnel costs, 50% of Finance and Legislative personnel costs, 25% of IT managed services and subscriptions costs, and 50% of 2 Lincoln building overhead costs. Staff continues to evaluate and refine the calculation of administrative fees to accurately reflect current operations and related costs.

Water Fund

Preliminary Rate Change:

Customer using 120 gallons/Day	FY25	FY26	Increase/ (Decrease)	% Change
Water				
Fixed Charge	142.13	153.84	11.71	8.24%
Usage (120 Gal/day, 5840 c.f./yr)	160.60	178.70	18.10	11.27%
Total	302.73	332.54	29.81	9.85%

The Water operating increase is 8.9% or \$160,107 with a 9.9% increase in user fees. This is primarily a result of the planned increase in the capital transfer, and increased personnel costs as we have updated various position allocations among the Streets/Water/Sanitation budgets to more accurately reflect where time is actually spent. A 3% increase in the cost of water purchased has been estimated. We have received information from CWD on their increase; this will be incorporated into a future update after February utility bills are produced.

Wastewater Fund

Preliminary Rate Change:

Customer using 120 gallons/Day	FY25	FY26	Increase/ (Decrease)	% Change
WWTF				
Fixed Charge	128.26	149.44	21.18	16.51%
Usage (120 Gal/day, 5840 c.f./yr)	78.45	96.86	18.40	23.46%
Total	206.72	246.30	39.58	19.15%

The Wastewater Fund is proposed at a 6.2% or \$185,477 increase with a 19.2% increase in user fees. This is primarily a result of increased flow through the wastewater treatment facility which increases biosolid land application and chemical costs. The annual transfer to capital has increased by \$20,000 as planned.

Sanitation Fund

Preliminary Rate Change:

Customer using 120 gallons/Day	FY25	FY26	Increase/ (Decrease)	% Change
Sanitation				
Fixed Charge	122.17	142.12	19.95	16.33%
Usage (120 Gal/day, 5840 c.f./yr)	46.72	57.23	10.51	22.50%
Total	168.89	199.35	30.46	18.04%

The Sanitation fund is proposed at an 20.8% increase or \$158,128 with an 18.0% increase in user fees. This is primarily a result of the planned increase in the transfer to capital of \$50,000, an increase in repairs and maintenance of the pump stations and sanitation lines throughout the City, and increased personnel costs as we have updated various position allocations among the Streets/Water/Sanitation budgets to more accurately reflect where time is actually spent.

Stormwater Fund

The Stormwater fund is proposed at a 26.9% increase or \$94,841. This will be the first full year of the Stormwater utility, and the preliminary estimate based on the first draft budget would equate to a fee of \$84.75 per ERU, per year (this rate is in the process of being recalculated with our consultant and will be available in a future budget update). If this budget were to be included in the General Fund rather than a separately budgeted and billed utility, this would result in an increase of \$110/year in property taxes on a \$280,000 property. Tax exempt properties would not contribute to stormwater management if the budget were included in the General Fund and supported by property tax revenue.

Enterprise Funds Capital

Several of the capital projects identified in the enterprise funds are directly tied to larger General Fund capital projects that have been ranked by the Capital Committee. The Water, Sanitation, and Wastewater Capital Funds all have sufficient funding and balances to complete all projects identified at this time. The Sanitation Capital Reserve incorporates much needed upgrades for River St, Maple St, and West St pump stations. The West St pump station cost will be covered 50% by the Town of Essex. The Stormwater Capital Fund is not sufficiently funded to support all necessary capital projects. Staff will continue to prioritize projects and determine affordable and appropriate transfers to support capital as well as other funding opportunities.

EJRP Programs Fund Administrative Fees Calculation (for reference)

This is the second year that an Admin Fee has been calculated and budgeted for the EJRP Programs Fund. The Admin Fees are estimated to increase 19.6% or \$8,727 over the prior year. The calculation attributes a certain percentage of Admin, Finance and Clerk personnel costs, HR and Finance software costs, as well as a portion of IT managed services and subscriptions costs. Staff continues to evaluate and refine the calculation of administrative fees to accurately reflect current operations and related costs.

EJRP Programs Fund

The EJRP Program Fund budget represents the anticipated revenues and expenses associated with the programs and events EJRP is planning to operate in the coming year. There are 20.5 full-time employees in the Program Fund. More than 75% of all EJRP-related spending is in the Program Fund (Admin, Parks, Pool, Programs, After School, Preschool, Summer Day Camps), with the other 25% in the General Fund (Admin, Parks, Park Street School Building, Maple Street Park Building, Capital). The Program Fund is budgeted to net negative money in FY26. There is currently a healthy fund balance. Last year the Program Fund took on an Admin Fee, like other City enterprise funds, which is approximately \$53,000 for FY26. Also, starting last year, the Program Fund took on the cleaning of Park Street School which amounts to \$32,500 annually. This year, in addition to the Admin Fee and Park Street School cleaning, 25% of the salary and benefits for two administrative positions has been shifted into the Program Fund.

Senior Center Fund

As in FY25, the City plans to run all senior programming through the General Fund again in FY26. The balance of the Senior Center Fund will remain separated from all other City funds; that balance is currently \$16,524. The intention is to see what the future needs of the senior center and space are after the renovations of 2 Lincoln and determine what these funds may be used for going forward.

**City of Essex Junction
Financial Fact Sheet**

Summary of Fund Balances

Governmental Funds:	FY24 Ending Balance
General Fund 210	3,953,352
<i>Nonspendable</i>	136,402
<i>Restricted</i>	-
<i>Assigned</i>	2,955,465
<i>Unassigned</i>	861,485
Economic Development Fund 220	869,061
Local Option Tax Funds 224	1,058,181
Capital Reserve Fund 230	794,701
Rolling Stock Fund 231	948,424

*the majority of this balance is assigned to the 2 Lincoln renovation project already (see budget for detail)

Building Maintenance Fund 232	778,933
EJRP Capital Reserve Fund 233	57,081
Senior Center Fund 258	16,524

Enterprise Funds:

Water 254	3,261,146
<i>Nonspendable</i>	1,300,328
<i>Assigned</i>	-
<i>Capital</i>	889,485
<i>Unassigned</i>	1,071,333
Wastewater 255	5,633,881
<i>Nonspendable</i>	2,722,526
<i>Assigned</i>	727,777
<i>Capital</i>	2,213,133
<i>Unassigned</i>	(29,555)
Sanitation 256	4,364,684
<i>Nonspendable</i>	2,270,987
<i>Assigned</i>	1,275,285
<i>Capital</i>	220,167
<i>Unassigned</i>	598,245

Unassigned Fund Balance %

7.2% *the City has a fund balance policy limiting unassigned fund balance to 15% of current budget, GOFA best practice is to "maintain unrestricted budgetary fund balance in the general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures"

Debt Summary

Debt Obligation	Purpose	Terms	FY24 Ending Balance
General Fund Debt:			
VMBB Bond 2014-3&4	infrastructure projects	3.403% interest, final payment December 2035	1,486,485
Enterprise Fund Debt:			
State Revolving Loan Fund AR1-004	sanitation and wastewater improvements	2% admin fee, final payment October 2030	112,199
State Revolving Loan Fund RF1-157	HS pump station upgrade	2% admin fee, final payment May 2034	602,907
VMBB Bond 2014-3&4	wastewater improvements	3.403% interest, final payment November 2034	328,515
State Revolving Loan Fund RF1-148	wastewater improvements	2% admin fee, final payment July 2035	8,359,285
VMBB Bond 2010-5	Bradford RZEDB wastewater improvements	3.345% interest, final payment December 2040	935,000
VMBB Bond 2022-2	Main St waterline replacement	3.899% interest, final payment November 2052	2,967,657
State Revolving Loan Fund RF3-511-1.0	lead service line inventory	due in full July 2032	430,000

FY26 General Fund Summary

	2023								
	Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change	% Change	
Revenues									
Property Taxes	3,890,397	3,838,114	10,420,986	10,433,476	11,110,346	11,405,931	295,585		3%
General	753,961	742,708	3,456,044	3,507,965	632,664	721,705	89,041		14%
Administration	50,000	50,000	-	-	-	-	-		n/a
Clerk	-	78,159	105,008	76,404	71,464	78,035	6,571		9%
Information Technology	-	-	14,000	114,000	-	-	-		n/a
Community Development	39,000	43,529	79,158	76,720	47,000	75,000	28,000		60%
Economic Development	-	3,750	4,000	-	-	-	-		n/a
Fire	20	-	10	10	-	-	-		n/a
Streets	1,469,044	1,467,739	153,500	168,729	132,500	127,500	(5,000)		-4%
Stormwater	78,018	78,018	-	-	-	-	-		n/a
Brownell Library	15,500	15,888	500	21,948	650	900	250		38%
Recreation	12,000	11,074	12,479	9,267	11,000	10,170	(830)		-8%
Buildings	2,075	1,822	-	-	-	-	-		n/a
Total Revenues	6,310,015	6,330,802	14,245,685	14,408,518	12,005,624	12,419,241	413,617		3%
Expenditures									
Administration	722,102	650,577	611,570	627,915	688,830	735,309	46,479		7%
Legislative	-	-	83,333	48,646	102,244	99,150	(3,093)		-3%
Clerk	-	-	306,750	262,588	256,470	268,921	12,451		5%
Finance	334,415	397,127	504,300	482,589	589,118	621,777	32,660		6%
Information Technology	-	-	153,650	259,205	228,611	211,551	(17,060)		-7%
Assessing	-	-	77,810	79,310	89,568	96,075	6,507		7%
Community Development	267,977	266,785	482,813	320,506	396,078	425,610	29,533		7%
Economic Development	49,250	23,363	40,000	6,005	-	-	-		n/a
Fire	482,738	480,139	545,484	537,675	530,292	543,037	12,745		2%
Health and Human Services	-	-	2,977,293	2,973,733	3,057,361	3,235,493	178,132		6%
County/Regional Functions	-	-	346,883	316,733	354,376	445,901	91,525		26%
Streets	1,465,044	1,553,853	1,566,556	1,572,099	1,552,923	1,583,502	30,579		2%
Stormwater	90,018	26,691	167,484	163,921	230,850	-	(230,850)		-100%
Brownell Library	871,455	837,311	964,134	915,181	1,016,569	1,047,704	31,135		3%
Recreation	847,138	935,806	1,100,479	1,065,014	1,131,553	1,135,776	4,223		0%
Buildings	285,200	304,962	3,215,263	375,786	350,655	362,720	12,065		3%
Debt	195,550	195,624	402,528	394,916	392,053	375,943	(16,110)		-4%
Transfers and Misc.	699,128	724,079	699,356	3,456,126	1,036,574	1,230,770	194,196		19%
Total Expenditures	6,310,015	6,396,316	14,245,685	13,857,948	12,004,124	12,419,241	415,117		3%

Costing Center

210-00-00 - General Revenue

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
010.000-Property Taxes	3,890,397	3,838,114	10,420,986	10,433,476	11,110,346	11,405,931	295,585
020.001-PILOT - Tax Agreements	6,700	6,746	17,600	17,600	8,800	17,600	8,800
020.022-Rents and Royalties	2,400	-	1	-	-	-	-
020.054-Admin Fee - Water	125,960	125,960	184,005	184,005	190,891	199,500	8,609
020.055-Admin Fee - WWTF	62,980	62,980	92,003	92,003	95,446	99,750	4,304
020.056-Admin Fee - Sanitation	125,960	125,960	184,005	184,005	190,891	199,500	8,609
020.057-Admin Fee - EJRP Progs	-	-	-	-	45,000	53,155	8,155
042.001-PILOT Revenue	4,500	7,387	17,000	14,309	8,000	14,000	6,000
042.002-Railroad Taxes	-	-	4,700	2,657	4,700	2,500	(2,200)
042.004-State Act 60 Revenue	-	-	3,436	32,861	3,436	32,800	29,364
042.005-State Act 68 Revenue	-	-	38,988	37,724	39,000	38,000	(1,000)
060.000-Interest Income	3,000	2,608	2,500	27,883	2,500	10,000	7,500
080.001-State District Court Fines	2,000	5,479	2,000	7,998	4,500	5,000	500
030.009-Cannabis Control	-	-	-	-	-	400	400
085.000-Penalties	-	(4,157)	70,367	58,033	30,000	40,000	10,000
086.000-Interest	-	(2,668)	13,426	13,382	8,000	8,000	-
ARPA Revenue	375,000	382,335	2,824,514	2,824,514	-	-	-
098.000-Miscellaneous Revenue	2,000	6,865	1,500	10,991	1,500	1,500	-
099.000-Use of Fund Balance/Reserves	43,461	-	-	-	-	-	-
Total Revenues	4,644,358	4,557,609	13,877,030	13,941,441	11,743,010	12,127,636	384,626
Net General Fund	4,644,358	4,557,609	13,877,030	13,941,441	11,743,010	12,127,636	384,626

Notes:

1. Act 60 revenue is the education funding amount from the State for billing/managing education property tax revenue for the schools.

Costing Center

210-10-10 - Administration

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
090.000-Transfer between Town/Village	50,000	50,000	-	-	-	-	-
Total Revenues	50,000	50,000	-	-	-	-	-
Expenditure							
110.000-Regular Salaries	388,554	371,151	338,567	333,159	356,253	362,725	6,472
120.000-Part Time Salaries	-	1,302	-	-	-	-	-
130.000-Overtime	-	-	-	-	-	-	-
150.000-Shared Employee Expense	-	-	-	-	-	-	-
190.000-Board member payments	25,000	7,700	-	-	-	-	-
210.000-Group Insurance	112,564	79,825	98,127	113,257	115,354	136,610	21,257
220.000-Social Security	30,211	35,779	26,085	25,473	27,438	27,952	514
225.000-Act 76 Childcare Tax	-	-	-	50	1,184	1,206	22
230.000-Retirement	35,060	31,741	28,897	28,207	31,295	32,789	1,495
290.000-Other Employee Benefits	1,350	-	-	-	5,978	6,178	200
320.000-Legal Services	40,000	25,002	40,000	34,500	45,000	35,500	(9,500)
330.000-Professional Services	6,000	5,826	6,025	29,896	8,031	51,507	43,476
340.000-Technical Services	4,100	7,696	9,552	13,051	-	-	-
442.000-Rental of Vehicles or Equipment	4,250	3,273	4,250	5,388	6,717	5,784	(933)
500.000-Training, Conferences, Dues	1,750	4,977	4,247	3,102	10,982	8,174	(2,808)
505.000-Technology Subscription, Licenses	9,520	3,477	10,875	9,281	15,851	16,471	620
530.000-Communications	23,123	38,460	3,300	3,637	3,408	3,348	(60)
540.000-Advertising	500	224	15,075	8,725	29,530	20,475	(9,055)
550.000-Printing and Binding	3,000	1,997	5,570	5,364	8,000	5,000	(3,000)
560.000-Postage	1,200	2,730	2,000	8,325	9,310	9,590	280
570.000-Other Purchased Services	7,500	-	1,000	-	-	-	-
580.000-Travel	300	312	6,000	1,205	2,000	2,000	-
610.000-General Supplies	5,000	7,384	5,000	2,188	5,000	3,000	(2,000)
735.000-Tech: Equip/Hardware	-	1,984	-	-	-	-	-
755.000-Furniture and Fixtures	-	-	1,000	-	1,000	1,000	-
810.113-Council Expenditures	5,500	2,961	-	-	-	-	-
820.000-Election Expenses	15,020	8,544	-	-	-	-	-

Costing Center**210-10-10 - Administration**

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
845.000-Employee/Volunteer Recognition	2,600	897	6,000	3,108	6,000	6,000	-
850.000 Community Events and Celebrations	-	7,335	-	-	500	-	(500)
900.000-Transfer between Town/Village	-	-	-	-	-	-	-
Total Expenditure	722,102	650,577	611,570	627,915	688,830	735,309	46,479
Net General Fund	(672,102)	(600,577)	(611,570)	(627,915)	(688,830)	(735,309)	(46,479)

Notes:

1. FY24 actual: \$22,500 covered by assigned fund balance for salary study (therefore FY24 Admin budget is actually ~\$6k under budget)
2. Includes \$15,000 for Association Contract required salary study.
3. Does NOT include one placeholder outreach mailing is NOT included (~\$2,000)

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Expenditure							
190.000-Board member payments	-	-	16,500	1,000	13,800	11,800	(2,000)
190.001-City Council payments	-	-	12,500	12,500	12,500	12,500	-
220.000-Social Security	-	-	956	956	956	956	-
225.000-Act 76 Childcare Tax	-	-	-	-	41	41	-
320.000-Legal Services	-	-	-	-	-	3,600	3,600
330.000-Professional Services	-	-	32,114	16,794	33,608	28,739	(4,869)
500.000-Training, Conferences, Dues	-	-	17,563	15,648	17,563	18,364	801
540.000-Advertising	-	-	1,200	284	1,200	900	(300)
580.000-Travel	-	-	500	-	500	250	(250)
610.000-General Supplies	-	-	2,000	1,463	2,075	2,000	(75)
831.000-Special or New Programs	-	-	-	-	20,000	20,000	-
Total Expenditure	-	-	83,333	48,646	102,244	99,150	(3,093)
Net General Fund	-	-	(83,333)	(48,646)	(102,244)	(99,150)	3,093

Notes:

1. Moved \$10,000 from special programs to professional services for Governance Committee consulting services.
2. Increased hours per meeting for recording secretaries (4 to 6); but reduced the number of meetings to a more realistic number.
3. Added legal for Governance Committee charter changes legal review.

Costing Center

210-12-10 - Clerk

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
020.003-Use of Vault	-	12	-	27	50	25	(25)
020.004-Recording Fees	-	53,320	86,000	47,589	55,000	55,000	-
020.010-Printing and Duplication Services	-	17	5,590	288	4,000	1,000	(3,000)
020.011-Online Land Records	-	-	-	70	-	150	
020.013-Sales of Certified Copy	-	10	7,200	720	6,000	1,000	(5,000)
020.023-Records Preservation	-	19,754	-	17,248	-	15,000	15,000
030.001-Liquor Licenses	-	2,355	2,875	2,250	2,875	2,500	(375)
030.002-Hunting and Fishing	-	-	-	-	10	10	-
030.003-Marriage Licenses	-	10	624	240	630	250	(380)
030.004-Animal Licenses	-	2,671	2,500	3,150	2,700	3,000	300
030.005-Green Mountain Passport	-	10	120	116	100	100	-
030.006-DMV Registrations	-	-	99	6	99	-	(99)
098.000-Misc Revenue	-	-	-	4,700	-	-	-
Total Revenues	-	78,159	105,008	76,404	71,464	78,035	6,571
Expenditure							
110.000-Regular Salaries	-	-	162,764	164,685	157,132	151,619	(5,513)
120.000-Part Time Salaries	-	-	2,785	3,151	7,426	10,024	2,598
130.000-Overtime	-	-	434	235	453	470	17
210.000-Group Insurance	-	-	51,149	21,912	30,302	37,371	7,069
220.000-Social Security	-	-	12,790	12,794	12,919	12,682	(236)
225.000-Act 76 Childcare Tax	-	-	-	26	557	547	(10)
230.000-Retirement	-	-	15,627	15,673	15,396	15,172	(224)
290.000-Other Employee Benefits	-	-	-	-	700	800	100
330.000-Professional Services	-	-	-	-	192	486	294
430.000-R&M Vehicles and Equipment	-	-	50	-	50	50	-
442.000-Rental of Vehicles or Equipment	-	-	2,664	-	-	-	-
500.000-Training, Conferences, Dues	-	-	3,000	2,198	3,000	2,000	(1,000)
505.000-Technology Subscriptions, Licenses	-	-	15,000	3,154	4,200	4,300	100
550.000-Printing and Binding	-	-	1,000	817	1,500	1,500	-
560.000-Postage	-	-	500	377	500	400	(100)

Costing Center**210-12-10 - Clerk**

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
570.023-Records Preservation	-	-	-	16,432	-	15,000	15,000
580.000-Travel	-	-	1,738	1,367	500	500	-
610.000-General Supplies	-	-	5,250	1,829	3,776	2,000	(1,776)
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	2,000	-	(2,000)
820.000-Election Expenses	-	-	32,000	17,939	15,867	14,000	(1,867)
Total Expenditure	-	-	306,750	262,588	256,470	268,921	12,451
<i>Net General Fund</i>	-	<i>78,159</i>	<i>(201,742)</i>	<i>(186,184)</i>	<i>(185,006)</i>	<i>(190,886)</i>	<i>(5,880)</i>

Notes:

1. Vault shelving is covered by Records Preservation funds; but needs to be shown as an expense. Without this \$15,000 expense, this budget is -1%.
2. No Federal or State elections in FY26.

Costing Center

210-13-10 - Finance

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Expenditure							
110.000-Regular Salaries	147,910	193,470	225,124	228,034	287,174	292,962	5,788
130.000-Overtime	2,667	-	-	-	-	-	-
190.000-Board Member Payments	-	-	750	400	1,400	1,400	-
210.000-Group Insurance	30,146	49,773	53,585	36,244	57,813	59,140	1,328
220.000-Social Security	11,921	9,053	17,730	18,750	23,190	25,436	2,246
225.000-Act 76 Childcare Tax	-	-	-	30	1,000	1,097	97
230.000-Retirement	14,791	16,915	20,688	20,675	27,366	30,634	3,268
250.000-Unemployment Insurance	3,300	5,686	3,209	2,205	3,834	4,608	774
260.000-Workers Comp insurance	18,500	10,108	21,182	9,124	21,182	39,043	17,861
290.000-Other Employee Benefits	700	-	-	-	1,400	1,600	200
330.000-Professional Services	5,000	2,408	15,250	15,327	14,310	14,388	78
335.000-Audit	9,500	7,875	12,612	11,400	14,453	18,412	3,959
442.000-Rental of Vehicles or Equipment	-	-	2,000	-	-	-	-
500.000-Training, Conferences, Dues	500	687	1,500	380	1,758	1,758	-
505.000-Technology Subscription, Licenses	12,500	16,036	28,640	26,476	21,999	22,754	755
520.000-Insurance	76,680	84,101	93,600	107,517	103,615	99,922	(3,693)
550.000-Printing and Binding	-	-	2,780	2,997	3,883	3,883	(0)
560.000-Postage	-	-	3,400	1,721	2,800	2,800	-
570.000-Other Purchased Services	-	275	-	-	-	-	-
580.000-Travel	100	83	1,100	189	1,140	1,140	-
610.000-General Supplies	200	657	1,150	403	800	800	-
735.000-Tech: Equip/Hardware	-	-	-	719	-	-	-
Total Expenditure	334,415	397,127	504,300	482,589	589,118	621,777	32,660
Net General Fund	(334,415)	(397,127)	(504,300)	(482,589)	(589,118)	(621,777)	(32,660)

Notes:

Costing Center

210-14-10 - Information Technology

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
Contribution from WWTF	-	-	14,000	114,000	-	-	-
Total Revenues	-	-	14,000	114,000	-	-	-
Expenditure							
330.000-Professional Services	-	-	100,000	169,301	118,981	140,016	21,035
432.000-R&M Technology	-	-	5,000	-	5,000	5,000	-
505.000-Technology Subscription, Licenses	-	-	25,000	56,657	63,026	41,785	(21,241)
735.000-Technology: Hardware, Software, Equipment	-	-	23,650	33,248	41,604	24,750	(16,854)
Total Expenditure	-	-	153,650	259,205	228,611	211,551	(17,060)
<i>Net General Fund</i>	-	-	<i>(139,650)</i>	<i>(145,205)</i>	<i>(228,611)</i>	<i>(211,551)</i>	<i>17,060</i>

Notes:

1. Technology Subscriptions/Licenses reduced as the enhanced security bundle is now included in the manage services amount in the Professional Services line.
2. Hardware/Software/Equipment reduced to reflect scheduled device replacements. FY25 included the cost of an OWL for 2 Lincoln as well.

Costing Center**210-15-10 - Assessing**

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Expenditure							
330.000-Professional Services	-	-	-	-	89,068	94,575	5,507
505.000-Technology Subscription, Licenses	-	-	-	1,500	500	1,500	1,000
900.000-Transfer between Town/City	-	-	77,810	77,810	-	-	-
Total Expenditure	-	-	77,810	79,310	89,568	96,075	6,507
<i>Net General Fund</i>	-	-	(77,810)	(79,310)	(89,568)	(96,075)	(6,507)

Notes:

1. Status quo for shared service agreement in FY26.

Costing Center	110-15-10 - Assessing										
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	Proposed 2026 Budget	\$ Change	% Change	
Revenues											
090.000 Transfer between Town/City	-	-	-	-	77,810	81,167	89,068	94,575	5,507	6.2%	
Total Revenues	-	-	-	-	77,810	81,167	89,068	94,575	5,507	6.2%	
Expenditure											
110.000-Regular Salaries	80,507	82,658	85,934	85,865	88,972	96,764	101,836	107,757	5,921	5.8%	
120.000-Part Time Salaries	35,353	36,973	37,297	38,350	39,067	41,587	41,125	43,387	2,262	5.5%	
210.000-Group Insurance	22,900	22,345	23,360	25,266	26,449	26,587	31,559	33,469	1,910	6.1%	
220.000-Social Security	8,973	9,039	9,534	9,379	9,909	10,427	11,693	12,354	661	5.7%	
230.000-Retirement	11,729	9,673	10,282	10,355	11,011	11,864	12,584	13,654	1,070	8.5%	
290.000-Other Employee Benefits	300	-	300	-	300	-	330	330	-	0.0%	
330.000-Professional Services	-	-	300	110	-	-	-	-	-	n/a	
430.000-R&M Vehicles and Equipment	500	-	-	-	-	-	-	-	-	n/a	
500.000-Training, Conferences, Dues	1,010	720	1,115	2,036	1,030	1,013	1,064	1,095	31	2.9%	
505.000-Technology Subscription, Licenses	10,000	3,502	3,515	2,838	3,815	5,894	6,500	7,500	1,000	15.4%	
540.000-Advertising	150	-	-	-	-	-	-	-	-	n/a	
580.000-Travel	100	-	100	190	300	35	300	300	-	0.0%	
610.000-General Supplies	150	64	150	138	100	18	150	100	(50)	-33.3%	
920.000-Transfer between funds (capital)	3,000	3,000	-	-	-	-	-	-	-	n/a	
Total Expenditure	174,672	167,973	171,887	174,527	180,953	194,189	207,141	219,946	12,805	6.2%	
<i>Net Town General Fund</i>	<i>(174,672)</i>	<i>(167,973)</i>	<i>(171,887)</i>	<i>(174,527)</i>	<i>(103,143)</i>	<i>(113,022)</i>	<i>(118,073)</i>	<i>(125,371)</i>	<i>(7,298)</i>	<i>6.2%</i>	

Costing Center

210-16-10 - Community Development

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
030.008-License and Zoning Fees	39,000	38,685	39,000	76,720	47,000	75,000	28,000
090.000-Transfer between Town/Village	-	4,844	-	-	-	-	-
091.000-Transfer btwn Funds	-	-	40,158	-	-	-	-
Total Revenues	39,000	43,529	79,158	76,720	47,000	75,000	28,000
Expenditure							
110.000-Regular Salaries	169,546	183,856	256,708	202,758	223,763	225,773	2,011
130.000-Overtime	-	1,053	-	38	-	-	-
190.000-Board member payments	7,200	6,000	15,600	7,300	14,400	9,600	(4,800)
210.000-Group Insurance	24,518	14,945	89,186	23,412	33,625	59,616	25,991
220.000-Social Security	13,758	14,790	20,281	16,488	18,142	18,624	482
225.000-Act 76 Childcare Tax	-	-	-	30	783	803	21
230.000-Retirement	16,955	14,623	23,328	17,981	21,347	19,374	(1,973)
290.000-Other Employee Benefits	700	-	-	-	1,050	1,200	150
320.000-Legal Services	6,000	6,576	6,000	22,451	16,978	17,000	22
330.000-Professional Services	7,000	13,198	40,760	17,233	25,780	23,560	(2,220)
340.000-Technical Services	-	30	-	-	-	-	-
500.000-Training, Conferences, Dues	3,000	1,521	4,700	1,831	5,890	4,630	(1,260)
505.000-Technology Subscription, Licenses	-	-	360	-	600	600	-
530.000-Communications	1,300	74	5,660	502	1,320	1,080	(240)
540.000-Advertising	-	63	1,350	687	3,650	2,600	(1,050)
550.000-Printing and Binding	3,000	82	1,000	2,685	1,000	3,000	2,000
560.000-Postage	100	1	280	165	350	2,350	2,000
580.000-Travel	3,900	1,336	6,600	2,840	8,400	5,800	(2,600)
610.000-General Supplies	1,000	206	1,000	53	3,000	3,000	-
810.111-Bike/Walk Committee	10,000	8,431	10,000	4,052	10,000	10,000	-
899.000-Matching Grant Funds	-	-	-	-	6,000	17,000	11,000
Total Expenditure	267,977	266,785	482,813	320,506	396,078	425,610	29,533
Net General Fund	(228,977)	(223,256)	(403,655)	(243,786)	(349,078)	(350,610)	(1,533)

Notes:

1. \$2,000 increase to postage for public engagement.
2. Matching Grant Funds - \$7,000 for pedestrian crossing study/design, \$10,000 for Comprehensive Plan update municipal planning grant.

Costing Center

210-17-10 - Economic Development

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
050.000-Event Donations	-	3,750	4,000	-	-	-	-
Total Revenues	-	3,750	4,000	-	-	-	-
Expenditure							
800.000-Appropriations to other agencies	9,250	7,804	-	-	-	-	-
831.000-Special or New Programs	2,500	-	5,000	4,328	-	-	-
850.000-Community Events and Celebrations	17,500	15,559	15,000	1,676	-	-	-
899.000-Matching Grant Funds	20,000	-	20,000	-	-	-	-
Total Expenditure	49,250	23,363	40,000	6,005	-	-	-
Net General Fund	(49,250)	(19,613)	(36,000)	(6,005)	-	-	-

Notes:

1. Mimic changes made in FY25, until a more robust economic development plan is put in place.

Costing Center

210-18-10 - Health and Human Services

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Expenditure							
500.000-Training, Conferences, Dues	-	-	2,000	-	-	-	-
530.000-Communications	-	-	1,560	-	-	-	-
800.106-Essex Rescue	-	-	190,620	190,620	196,338	207,140	10,802
800.107-Essex Jct. Cemetery Association	-	-	20,000	20,000	20,000	20,000	-
800.10X-Essex Police Dept.	-	-	2,763,113	2,763,113	2,841,023	3,008,353	167,330
Total Expenditure	-	-	2,977,293	2,973,733	3,057,361	3,235,493	178,132
<i>Net General Fund</i>	-	-	<i>(2,977,293)</i>	<i>(2,973,733)</i>	<i>(3,057,361)</i>	<i>(3,235,493)</i>	<i>(178,132)</i>

Notes:

1. Police budget now includes the building budget; which was not included in FY25.
2. FY26 potential last year of EJ Cemetery Association.

Costing Center	110-20-15 - Police, Animal Control							Proposed		
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change	% Change
Revenues										
090.000 Transfer between Town/City	-	-	-	-	20,071	19,653	22,306	24,095	1,789	8.0%
Total Revenues	-	-	-	-	20,071	19,653	22,306	24,095	1,789	8.0%
Expenditure										
120.000-Part Time Salaries	33,806	-	-	-	-	-	-	-	-	n/a
130.000-Overtime	488	-	-	-	-	-	-	-	-	n/a
220.000-Social Security	2,623	-	-	-	-	-	-	-	-	n/a
330.000-Professional Services	-	35,452	37,000	23,488	37,500	38,810	42,000	45,850	3,850	9.2%
570.000-Other Purchased Services	3,000	725	2,900	800	2,900	750	2,900	2,650	(250)	-8.6%
Total Expenditure	39,917	36,177	39,900	24,288	40,400	39,560	44,900	48,500	3,600	8.0%
<i>Net Town General Fund</i>	<i>(39,917)</i>	<i>(36,177)</i>	<i>(39,900)</i>	<i>(24,288)</i>	<i>(20,329)</i>	<i>(19,907)</i>	<i>(22,594)</i>	<i>(24,405)</i>	<i>(1,811)</i>	<i>8.0%</i>

Costing Center	110-41-13 - Buildings - Police Station										
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	Proposed 2026 Budget	\$ Change	% Change	
Revenues											
090.000 Transfer Between Town/City	-	-	-	-	51,295	58,689	48,786	47,755	(1,031)	-2.1%	
Total Revenues	-	-	-	-	51,295	58,689	48,786	47,755	(1,031)	-2.1%	
Expenditure											
400.000-Contracted Services	29,000	30,270	29,000	24,693	31,000	37,504	26,000	28,250	2,250	8.7%	
410.000-Water and Sewer Charges	600	1,252	1,000	845	1,000	2,369	1,000	1,150	150	15.0%	
431.000-R&M Buildings and Grounds	20,000	43,232	23,750	21,711	23,750	20,558	24,000	24,750	750	3.1%	
530.000-Communications	12,000	17,722	12,000	15,782	19,500	17,515	18,000	18,900	900	5.0%	
621.000-Natural Gas/Heating	4,500	4,451	4,500	5,864	4,500	6,300	5,000	3,875	(1,125)	-22.5%	
622.000-Electricity	23,000	23,516	23,000	23,417	23,500	33,662	24,200	19,200	(5,000)	-20.7%	
Total Expenditure	89,100	120,443	93,250	92,312	103,250	117,908	98,200	96,125	(2,075)	-2.1%	
<i>Net Town General Fund</i>	<i>(89,100)</i>	<i>(120,443)</i>	<i>(93,250)</i>	<i>(92,312)</i>	<i>(103,250)</i>	<i>(117,908)</i>	<i>(98,200)</i>	<i>(96,125)</i>	<i>2,075</i>	<i>-2.1%</i>	

Costing Center	110-20-10 - Police, Operating								Proposed 2026 Budget	\$ Change	% Change
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget			
Revenues											
020.018-Special Police Services	60,000	35,258	40,000	38,579	40,000	20,220	40,000	40,000	-	0.0%	
020.019-VIN Verifications	200	185	200	145	200	1,150	200	200	-	0.0%	
040.800-OJP - Ballistic Vest Grant	-	2,983	-	2,796	-	1,398	-	2,000	2,000	n/a	
041.000-State and Other Grant Rev	-	-	-	3,280	-	7,116	-	-	-	n/a	
090.000 Transfer Between Town/City	-	-	-	-	402,992	372,598	427,710	458,486	30,776	7.2%	
098.000 Miscellaneous Revenue	-	-	-	40,947	-	-	8,186	-	(8,186)	-100.0%	
SUMMARY Transfer Between Town/City (personnel)	-	-	-	-	2,300,534	2,318,932	2,391,007	2,478,017	87,010	3.6%	
099.000-Use of Fund Balance	2,000	2,000	70,000	70,000	-	-	-	-	-	n/a	
Total Revenues	62,200	40,426	110,200	155,748	2,743,726	2,721,413	2,867,103	2,978,703	111,600	3.9%	
Expenditure											
SUMMARY-Regular Salaries	2,558,575	2,280,823	2,693,444	2,517,795	3,107,594	3,070,242	3,223,600	3,268,680	45,080	1.4%	
SUMMARY-Part Time Salaries	134,586	145,088	133,144	195,720	123,064	174,325	191,494	192,132	638	0.3%	
SUMMARY-Overtime	290,679	235,047	300,135	300,534	292,353	307,796	293,904	294,158	254	0.1%	
SUMMARY-Group Insurance	763,355	550,308	769,007	621,592	837,570	624,674	718,909	832,937	114,028	15.9%	
SUMMARY-Social Security	237,339	200,829	242,369	228,842	272,847	271,125	303,592	309,252	5,660	1.9%	
SUMMARY-Retirement	285,925	251,645	304,798	290,529	349,228	353,919	378,491	392,944	14,453	3.8%	
SUMMARY-Other Employee Benefits	11,400	9,892	11,400	2,700	11,400	8,946	11,100	11,100	-	0.0%	
SUMMARY-Allowance for Vacancies	-	-	(191,857)	-	(363,351)	-	(308,282)	(313,242)	(4,960)	1.6%	
320.000 Legal Services	-	-	-	25,184	10,500	4,893	20,000	15,000	(5,000)	-25.0%	
330.000-Professional Services	55,000	60,100	65,096	49,309	68,912	59,385	73,293	112,859	39,566	54.0%	
430.000-R&M Vehicles and Equipment	43,000	69,766	24,000	33,540	28,000	34,071	34,000	36,500	2,500	7.4%	
432.000-R&M Technology	25,050	27,253	25,050	18,786	25,050	15,353	25,000	18,000	(7,000)	-28.0%	
442.000-Rental of Vehicles or Equipment	5,000	4,537	5,000	5,033	5,000	5,582	5,000	5,782	782	15.6%	
500.000-Training, Conferences, Dues	25,500	33,346	27,500	30,933	30,000	22,111	32,000	34,000	2,000	6.3%	
505.000-Technology Subscription, Licenses	46,680	-	46,680	29,881	46,680	40,468	46,680	57,862	11,182	24.0%	
510.000-Permits, Licenses, Registrations	175	-	175	-	-	-	-	-	-	n/a	
520.000-Insurance	-	-	231,452	255,490	318,932	185,454	256,907	215,092	(41,815)	-16.3%	
521.000-Insurance	-	-	-	1,000	-	-	-	-	-	n/a	
530.000-Communications	31,850	14,972	31,850	54,583	31,850	73,807	32,000	45,855	13,855	43.3%	
540.000-Advertising	600	720	600	325	750	25	600	600	-	0.0%	
550.000-Printing and Binding	2,500	386	2,000	1,062	1,000	536	1,000	1,000	-	0.0%	
580.000-Travel	6,500	3,492	6,500	6,931	6,500	10,267	7,500	9,500	2,000	26.7%	
610.000-General Supplies	13,200	7,687	13,200	11,284	10,000	10,116	10,000	10,000	-	0.0%	
611.000-Small Tools and Equipment	10,252	4,868	8,000	13,635	7,000	8,112	7,000	8,000	1,000	14.3%	
612.000-Uniforms	37,500	35,341	37,500	48,094	40,000	41,432	47,950	47,950	-	0.0%	
613.000-Program Supplies	2,000	3,347	3,000	3,015	3,500	4,746	3,500	4,500	1,000	28.6%	
626.000-Fuel	-	-	-	-	-	-	47,000	42,391	(4,609)	-9.8%	
735.000-Technology: Hardware, Software, Equipment	20,000	99,466	20,000	13,035	20,000	39,854	20,000	20,000	-	0.0%	
751.000-Vehicle Purchases	85,000	74,260	159,000	57,382	134,000	153,306	158,000	195,000	37,000	23.4%	
830.000-Regular Programs	5,000	4,707	5,000	2,229	5,000	1,721	5,000	7,000	2,000	40.0%	
895.000-State and Other Grant Expense	-	-	-	-	-	1,406	-	-	-	n/a	
910.000-Transfer between funds (non-capital)	16,200	16,200	26,200	26,200	26,200	13,100	36,200	46,200	10,000	27.6%	
920.000-Transfer between funds (capital)	10,000	10,000	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%	
970.901 Police Lease Principal	-	-	-	-	17,500	16,988	17,500	15,609	(1,891)	-10.8%	
975.901 Police Lease Interest	-	-	-	-	-	-	-	1,380	1,380	n/a	
Total Expenditure	4,722,866	4,144,079	5,015,243	4,859,643	5,482,079	5,568,760	5,713,938	5,953,041	239,103	4.2%	
Net Town General Fund	(4,660,666)	(4,103,653)	(4,905,043)	(4,703,895)	(2,738,353)	(2,847,347)	(2,846,835)	(2,974,338)	(127,503)	4.5%	

Costing Center	110-20-11 - Police, Administration							Proposed			
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change	% Change	
Revenues											
090.000 Transfer beteen Town/City	-	-	-	-	353,818	412,154	425,223	431,949	6,726	1.6%	
Total Revenues	-	-	-	-	353,818	412,154	425,223	431,949	78,131	18.4%	
Expenditure											
110.000-Regular Salaries	352,899	295,122	422,659	382,197	484,817	526,295	500,893	518,379	17,486	3.5%	
120.000-Part Time Salaries	30,847	80,111	27,664	94,920	33,076	104,218	103,344	111,609	8,265	8.0%	
130.000-Overtime	-	344	5,182	1,975	1,121	821	3,125	3,281	156	5.0%	
210.000-Group Insurance	98,695	78,115	124,632	102,570	105,412	111,900	141,980	121,323	(20,657)	-14.5%	
220.000-Social Security	29,763	27,892	35,357	36,035	40,079	48,153	49,600	52,942	3,342	6.7%	
230.000-Retirement	39,406	31,815	46,123	41,648	46,192	59,234	55,479	60,426	4,947	8.9%	
290.000-Other Employee Benefits	1,200	600	1,500	300	1,500	830	1,500	1,500	-	0.0%	
Total Expenditure	552,810	513,999	663,117	659,645	712,197	851,452	855,921	869,460	13,539	1.6%	
<i>Net Town General Fund</i>	<i>(552,810)</i>	<i>(513,999)</i>	<i>(663,117)</i>	<i>(659,645)</i>	<i>(358,379)</i>	<i>(439,298)</i>	<i>(430,698)</i>	<i>(437,511)</i>	<i>64,592</i>	<i>-15.0%</i>	
Costing Center	110-20-12 - Police, Dispatch							Proposed			
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change	% Change	
Revenues											
090.000 Transfer beteen Town/City	-	-	-	-	297,914	309,072	259,028	290,470	31,442	12.1%	
Total Revenues	-	-	-	-	297,914	309,072	259,028	290,470	31,442	12.1%	
Expenditure											
110.000-Regular Salaries	354,417	333,429	343,120	327,606	385,852	354,001	311,426	340,222	28,796	9.2%	
120.000-Part Time Salaries	50,231	11,119	50,704	52,112	25,907	28,827	20,776	22,023	1,247	6.0%	
130.000-Overtime	46,915	64,759	48,176	67,290	56,606	83,738	38,671	42,253	3,582	9.3%	
210.000-Group Insurance	99,396	102,125	91,945	113,427	122,194	105,710	89,528	110,995	21,467	24.0%	
220.000-Social Security	34,331	29,739	34,165	32,522	36,246	33,447	29,638	33,167	3,529	11.9%	
230.000-Retirement	34,575	31,959	34,868	35,318	37,995	35,700	30,154	34,825	4,671	15.5%	
290.000-Other Employee Benefits	1,500	1,700	1,500	600	1,500	1,500	1,200	1,200	-	0.0%	
199.000-Allowance for Vacancies	-	-	(36,269)	-	(66,634)	-	-	-	-	n/a	
Total Expenditure	621,365	574,830	568,209	628,875	599,666	642,923	521,393	584,685	63,292	12.1%	
<i>Net Town General Fund</i>	<i>(621,365)</i>	<i>(574,830)</i>	<i>(568,209)</i>	<i>(628,875)</i>	<i>(301,752)</i>	<i>(333,851)</i>	<i>(262,365)</i>	<i>(294,215)</i>	<i>(31,850)</i>	<i>12.1%</i>	

Costing Center		110-20-13 - Police, Investigations Div							Proposed		
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change	% Change	
Revenues											
090.000 Transfer beteen Town/City	-	-	-	-	322,135	269,102	328,365	355,028	26,663	8.1%	
Total Revenues	-	-	-	-	322,135	269,102	328,365	355,028	26,663	8.1%	
Expenditure											
110.000-Regular Salaries	388,812	372,868	382,880	385,772	430,911	391,853	463,400	501,809	38,409	8.3%	
130.000-Overtime	29,327	19,840	30,354	18,330	31,831	14,658	25,569	28,185	2,616	10.2%	
210.000-Group Insurance	104,287	81,470	107,522	78,275	98,769	72,353	77,463	79,033	1,570	2.0%	
220.000-Social Security	31,075	30,525	32,046	31,017	35,816	31,953	39,751	43,882	4,131	10.4%	
230.000-Retirement	37,061	38,496	39,248	41,908	49,591	45,134	53,275	60,225	6,950	13.0%	
290.000-Other Employee Benefits	1,500	1,744	1,500	1,500	1,500	1,200	1,500	1,500	-	0.0%	
Total Expenditure	592,062	544,944	593,550	556,802	648,418	557,151	660,958	714,634	53,676	8.1%	
<i>Net Town General Fund</i>	<i>(592,062)</i>	<i>(544,944)</i>	<i>(593,550)</i>	<i>(556,802)</i>	<i>(326,283)</i>	<i>(288,049)</i>	<i>(332,593)</i>	<i>(359,606)</i>	<i>(27,013)</i>	<i>8.1%</i>	
Costing Center											
110-20-14 - Police, Patrol											
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change	% Change	
Revenues											
090.000 Transfer beteen Town/City	-	-	-	-	1,326,667	1,328,603	1,378,391	1,400,570	22,179	1.6%	
Total Revenues	-	-	-	-	1,326,667	1,328,603	1,378,391	1,400,570	22,179	1.6%	
Expenditure											
110.000-Regular Salaries	1,462,447	1,279,404	1,544,785	1,422,220	1,806,014	1,798,093	1,947,881	1,908,270	(39,611)	-2.0%	
120.000-Part Time Salaries	53,508	53,858	54,776	48,688	64,081	41,280	67,374	58,500	(8,874)	-13.2%	
130.000-Overtime	214,437	150,105	216,423	212,939	202,795	208,578	226,539	220,439	(6,100)	-2.7%	
210.000-Group Insurance	460,977	288,598	444,908	327,320	511,195	334,711	409,938	521,586	111,648	27.2%	
220.000-Social Security	142,170	112,673	140,801	129,268	160,706	157,572	184,603	179,261	(5,342)	-2.9%	
230.000-Retirement	174,883	149,375	184,559	171,655	215,450	213,851	239,583	237,468	(2,115)	-0.9%	
290.000-Other Employee Benefits	7,200	5,848	6,900	300	6,900	5,416	6,900	6,900	-	0.0%	
199.000-Allowance for Vacancies	-	-	(155,588)	-	(296,717)	-	(308,282)	(313,242)	(4,960)	1.6%	
Total Expenditure	2,515,622	2,039,860	2,437,564	2,312,390	2,670,424	2,759,501	2,774,536	2,819,182	44,646	1.6%	
<i>Net Town General Fund</i>	<i>(2,515,622)</i>	<i>(2,039,860)</i>	<i>(2,437,564)</i>	<i>(2,312,390)</i>	<i>(1,343,757)</i>	<i>(1,430,897)</i>	<i>(1,396,145)</i>	<i>(1,418,612)</i>	<i>(22,467)</i>	<i>1.6%</i>	

Costing Center

210-19-10 - County and Regional Functions

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Expenditure							
800.101-Chittenden County Regional Planning Commission	-	-	13,225	13,225	13,720	19,712	5,992
800.102-Green Mountain Transit	-	-	244,355	244,355	249,615	311,638	62,023
800.103-County Tax	-	-	54,553	24,418	58,604	73,911	15,307
800.104-Chamber of Commerce	-	-	950	935	965	995	30
800.105-GBIC	-	-	3,500	3,500	-	3,750	3,750
NEW-Essex Community Historical Society	-	-	-	-	-	2,000	2,000
800.109-Winooski Valley Park District	-	-	30,300	30,300	31,472	33,895	2,423
Total Expenditure	-	-	346,883	316,733	354,376	445,901	91,525
<i>Net General Fund</i>	-	-	<i>(346,883)</i>	<i>(316,733)</i>	<i>(354,376)</i>	<i>(445,901)</i>	<i>(91,525)</i>

Notes:

1. CCRPC fee is based on the State's equalized grand list calculation. We estimated this internally for FY25 before separation, and before the State had the data to calculate equalized grand list for each community separately.

Costing Center

210-25-10 - Fire

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
098.000-Miscellaneous Revenue	20	-	10	10	-	-	-
Total Revenues	20	-	10	10	-	-	-
Expenditure							
120.000-Part Time Salaries	212,256	197,472	216,000	224,067	302,400	315,000	12,600
210.000-Group Insurance	3,600	3,327	3,600	2,688	3,400	3,400	-
220.000-Social Security	17,768	15,209	16,524	17,188	23,134	24,098	964
225.000-Act 76 Childcare Tax	-	-	-	20	998	1,040	42
260.000-Workers Comp insurance	20,000	17,281	20,000	16,454	20,000	20,000	-
290.000-Other Employee Benefits	2,064	1,083	1,000	864	1,000	1,000	-
330.000-Professional Services	7,000	4,919	7,000	3,157	7,000	6,000	(1,000)
430.000-R&M Vehicles and Equipment	32,250	19,609	26,000	20,270	26,000	25,000	(1,000)
431.000-R&M Buildings and Grounds	-	785	-	280	-	-	-
500.000-Training, Conferences, Dues	4,000	4,251	5,500	6,840	7,000	7,000	-
505.000-Technology Subscription, licenses	4,000	7,542	7,000	220	8,000	8,000	-
530.000-Communications	2,600	7,194	2,600	2,721	3,361	4,500	1,139
570.000-Other Purchased Services	11,000	7,573	11,000	13,889	11,000	11,000	-
610.000-General Supplies	2,000	3,344	4,000	5,384	4,000	4,000	-
611.000-Small Tools and Equipment	1,500	6,910	45,000	41,332	45,000	45,000	-
612.000-Uniforms	27,000	24,528	30,000	30,326	32,000	32,000	-
613.000-Program Supplies	4,500	10,067	6,000	3,258	7,500	7,500	-
626.000-Gasoline	-	-	6,000	4,150	6,500	6,500	-
750.000-Machinery and Equipment	18,000	35,845	20,000	26,307	22,000	22,000	-
920.000-Transfer between funds (capital)	113,200	113,200	118,260	118,260	-	-	-
Total Expenditure	482,738	480,139	545,484	537,675	530,292	543,037	12,745
Net General Fund	(482,718)	(480,139)	(545,474)	(537,665)	(530,292)	(543,037)	(12,745)

Notes:

1. Call volume on October 10, 2024 is 446 calls for service, last year at this time was 426 calls for service. Estimate an increase of 5% - 10% for this calendar year.
2. Every new apartment building that is brought on-line adds to the total numbers of individuals served. There are three more buildings going up in Autumn Pond, anticipated being online in 2025. Also factor in the hotel on Pearl Street.
3. Overall staffing: No departures in the past couple of months. Participation levels are strong, and roster is solid. Early indications point to an increase in training attendance, with compensation for that activity.

Costing Center

210-30-10 - EJRP, Administration

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
020.000-Charges for Services	12,000	9,574	12,479	7,767	9,500	8,670	(830)
050.001-Memorial Day Parade	-	-	-	-	-	-	-
090.000-Transfer between Town/Village	-	-	-	-	-	-	-
091.000-Transfer between funds	-	1,500	-	1,500	-	-	-
Total Revenues	12,000	11,074	12,479	9,267	9,500	8,670	(830)
Expenditure							
110.000-Regular Salaries	343,451	371,365	395,062	392,843	461,786	436,934	(24,853)
120.000-Part Time Salaries	-	4,076	-	3,835	-	-	-
130.000-Overtime	-	21	-	-	-	-	-
210.000-Group Insurance	151,475	156,314	162,427	151,163	189,293	217,195	27,902
220.000-Social Security	26,409	28,844	30,453	30,371	35,603	33,731	(1,873)
225.000-Act 76 Childcare Tax	-	-	-	56	1,536	1,455	(81)
230.000-Retirement	33,508	34,205	33,729	33,674	40,590	33,819	(6,771)
290.000-Other Employee Benefits	1,750	-	-	-	2,100	2,400	300
330.000-Professional Services	5,820	12,759	1,764	496	21,424	11,764	(9,660)
442.000-Rental of Vehicles or Equipment	-	-	-	713	1,776	1,776	0
500.000-Training, Conferences, Dues	6,098	2,955	6,068	2,791	3,155	2,873	(282)
505.000-Technology Subscription, Licenses	4,440	12,251	10,825	12,072	-	-	-
530.000-Communications	9,485	12,590	1,980	2,607	2,640	2,160	(480)
540.000-Advertising	3,000	-	3,000	3,000	-	-	-
550.000-Printing and Binding	-	6,931	-	-	-	-	-
561.000-Credit Card Processing Fees	-	173	-	220	200	200	-
610.000-General Supplies	5,000	6,898	7,200	5,180	15,000	15,000	-
735.000-Technology: Hardware, Software, Equipment	6,000	-	-	-	-	-	-
832.000-Scholarships	4,000	4,000	4,000	4,000	4,000	4,000	-
850.000-Community Events & Celebrations	-	-	17,500	17,500	17,500	-	(17,500)
910.000-Transfer to Other Funds	-	-	-	-	-	17,500	17,500
Total Expenditure	600,436	653,382	674,007	660,522	796,603	780,807	(15,797)
Net General Fund	(588,436)	(642,308)	(661,528)	(651,256)	(787,103)	(772,136)	14,967

Notes:

1. 25% of salary/benefits for two EJRP staff have been moved to the Program Fund.

Costing Center

210-30-12 - EJRP, Parks and Facilities

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
091.000-Transfer between funds	-	-	-	-	1,500	1,500	-
Total Revenues	-	-	-	-	1,500	1,500	-
Expenditure							
110.000-Regular Salaries	116,177	124,774	139,627	141,265	143,767	129,489	(14,278)
120.000-Part Time Salaries	25,240	42,465	46,574	64,633	56,341	66,335	9,994
130.000-Overtime	-	2,692	-	1,592	-	-	-
210.000-Group Insurance	36,266	32,030	38,170	31,891	40,769	64,535	23,765
220.000-Social Security	10,871	13,438	14,337	16,252	15,400	15,082	(318)
225.000-Act 76 Childcare Tax	-	-	-	54	664	651	(14)
230.000-Retirement	11,618	11,854	14,033	13,986	14,447	12,484	(1,963)
290.000-Other Employee Benefits	700	-	-	-	700	800	100
330.000-Professional Services	6,000	11,106	12,573	12,991	12,603	16,049	3,446
431.000-R&M Buildings and Grounds	12,559	18,455	4,532	4,699	12,013	11,577	(436)
441.000-Rental of Land or Buildings	500	500	500	500	500	500	-
442.000-Rental of Vehicles or Equipment	2,178	2,058	4,743	2,356	2,925	2,207	(718)
500.000-Training, Conferences, Dues	4,098	2,194	3,902	3,239	2,000	2,000	-
530.000-Communications	-	-	1,320	-	1,320	1,080	(240)
610.000-General Supplies	20,495	20,858	28,759	23,215	30,000	27,681	(2,319)
626.000-Gasoline	-	-	1,500	3,601	1,500	4,500	3,000
Total Expenditure	246,702	282,423	310,569	320,274	334,950	354,970	20,020
Net General Fund	(246,702)	(282,423)	(310,569)	(320,274)	(334,950)	(353,470)	(18,520)

Notes:

1. Payroll/Benefit expenses include building coordination costs for entire City.
2. Part Time salary increase for increased demands and addition of Memorial Park and Main St. Park.
3. Professional Service expense increase for addition of Memorial Park and Main St. park maintenance; but NOT for rehab.

	<u>2023 Budget</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>2026 Budget</u>	<u>\$ Change</u>
Expenditure							
110.000-Regular Salaries	-	-	26,167	5,425	-	-	-
210.000-Group Insurance	-	-	13,055	-	-	-	-
220.000-Social Security	-	-	2,048	415	-	-	-
225.000-Act 76 Childcare	-	-	-	-	-	-	-
230.000-Retirement	-	-	2,254	-	-	-	-
290.000-Other Employee Benefits	-	-	-	-	-	-	-
330.000-Professional Services	-	-	20,000	20,012	-	-	-
500.000-Training, Conferences, Dues	-	-	2,000	-	-	-	-
530.000-Communications	-	-	-	776	-	-	-
610.000-General Supplies	-	-	-	7,207	-	-	-
900.000-Transfer between Town/City	-	-	50,379	50,382	-	-	-
Total Expenditure	-	-	115,902	84,218	-	-	-
Net General Fund	-	-	(115,902)	(84,218)	-	-	-

Notes:

1. This budget was moved to EJRP Admin in FY25.

Costing Center

210-35-10 - Brownell Library

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
050.000-Donation Revenue	-	-	-	-	-	-	-
090.000-Transfer between Town/Village	15,000	15,000	-	-	-	-	-
098.000-Miscellaneous Revenue	500	888	500	937	650	900	250
Total Revenues	15,500	15,888	500	937	650	900	250
Expenditure							
110.000-Regular Salaries	395,708	407,069	463,761	429,464	458,449	475,410	16,961
120.000-Part Time Salaries	108,328	106,398	125,170	121,221	146,548	146,132	(416)
190.000-Board Member Payments	-	350	-	900	5,500	2,200	(3,300)
210.000-Group Insurance	160,273	111,679	138,896	137,670	158,376	188,643	30,267
220.000-Social Security	38,720	39,511	45,552	42,510	46,605	47,904	1,299
225.000-Act 76 Childcare Tax	-	-	-	82	2,010	2,066	56
230.000-Retirement	38,526	42,427	48,256	45,678	48,190	44,755	(3,435)
250.000-Unemployment Insurance	-	537	-	172	-	-	-
290.000-Other Employee Benefits	2,100	-	-	-	2,450	2,800	350
340.000-Technical Services	4,000	5,961	2,000	1,100	3,000	3,000	-
442.000-Rental of Vehicles or Equipment	2,500	2,890	3,000	4,694	3,901	3,936	35
500.000-Training, Conferences, Dues	4,000	4,441	5,500	3,106	6,500	6,000	(500)
505.000-Technology Subscription, Licenses	10,500	9,034	12,500	10,360	13,500	14,797	1,297
530.000-Communications	600	-	2,640	2,585	2,640	2,160	(480)
540.000-Advertising	700	-	700	-	700	700	-
560.000-Postage	3,000	2,923	3,000	2,201	3,000	3,000	-
610.000-General Supplies	13,500	13,280	14,000	14,068	12,200	11,200	(1,000)
640.201-Adult Collection	47,200	48,423	50,000	49,507	52,000	46,000	(6,000)
640.202-Juvenile Collection	22,500	22,621	25,000	24,962	26,000	25,500	(500)
735.000-Technology: Hardware, Software, Equipment	8,000	8,337	8,660	9,228	9,000	7,000	(2,000)
750.000-Machinery and Equipment	5,000	4,993	8,000	8,435	-	-	-
755.000-Furniture and Fixtures	-	-	-	-	8,000	7,000	(1,000)
840.201-Adult Programs	1,000	991	1,500	1,181	2,000	2,000	-
840.202-Childrens Programs	4,500	4,499	4,500	4,588	4,500	4,500	-
845.000-Employee/Volunteer Recognition	800	950	1,500	1,470	1,500	1,000	(500)
Total Expenditure	871,455	837,311	964,134	915,181	1,016,569	1,047,704	31,135
Net General Fund	(855,955)	(821,423)	(963,634)	(914,244)	(1,015,919)	(1,046,804)	(30,885)

Notes:

1. Adult and Juvenile Collection expenses reduced to remove Biblio Plus, Comics Plus and Newsbank.

Costing Center

210-40-12 - PW, Streets

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
042.006-State Aid to Highways	-	-	130,000	125,136	130,000	125,000	(5,000)
090.000-Transfer between Town/Village	1,465,044	1,465,044	20,000	40,000	-	-	-
098.000-Miscellaneous Revenue	4,000	2,695	3,500	3,593	2,500	2,500	-
Total Revenues	1,469,044	1,467,739	153,500	168,729	132,500	127,500	(5,000)
Expenditure							
110.000-Regular Salaries	218,436	223,074	232,292	208,344	247,092	218,526	(28,565)
120.000-Part Time Salaries	14,363	14,035	21,973	13,315	28,323	33,920	5,598
130.000-Overtime	18,198	10,047	26,974	12,849	28,237	21,342	(6,895)
190.000-Board Member Payments	-	-	3,000	-	3,000	3,000	-
210.000-Group Insurance	96,660	79,238	121,401	112,582	135,833	124,748	(11,085)
220.000-Social Security	19,293	18,937	21,962	18,639	23,615	21,341	(2,274)
225.000-Act 76 Childcare Tax	-	-	-	42	1,019	921	(98)
230.000-Retirement	21,604	27,458	22,855	17,971	24,809	21,732	(3,077)
250.000-Unemployment Insurance	500	991	250	226	432	204	(228)
260.000-Workers Comp insurance	11,146	8,501	12,600	16,482	12,600	15,663	3,063
290.000-Other Employee Benefits	1,190	-	-	-	1,400	1,600	200
330.000-Professional Services	17,000	38,225	18,000	14,140	20,000	20,000	-
410.000-Water and Sewer Charges	2,500	2,629	3,500	3,575	3,500	3,800	300
422.000-Snow Removal	15,000	11,440	21,000	17,576	21,000	25,000	4,000
425.000-Trash Removal	9,000	8,973	9,100	13,341	9,500	9,500	-
430.000-R&M Vehicles and Equipment	36,000	121,522	38,000	118,837	100,000	120,000	20,000
431.000-R&M Buildings and Grounds	10,000	2,153	10,000	10,644	10,000	10,000	-
441.000-Rental of Land or Buildings	13,000	7,650	13,000	9,926	13,000	13,000	-
442.000-Rental of Vehicles or Equipment	3,000	3,906	3,000	3,663	3,864	3,000	(864)
451.000-Summer Construction Services	280,000	275,415	300,000	366,319	300,000	310,000	10,000
500.000-Training, Conferences, Dues	1,000	4,615	2,000	180	3,500	3,500	-
520.000-Insurance	14,650	15,733	17,800	19,175	17,800	17,264	(536)
521.000-Insurance Deductibles	1,000	1,000	1,000	2,110	1,000	1,000	-
530.000-Communications	4,000	4,475	4,500	4,825	4,500	5,340	840
540.000-Advertising	500	1,359	-	92	500	500	-

Costing Center

210-40-12 - PW, Streets

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
571.000-Streetscape Maintenance	18,500	15,980	20,000	29,184	20,000	25,000	5,000
572.000-Traffic Control	33,000	18,579	33,000	30,378	33,000	35,000	2,000
573.000-Sidewalk and Curb Maintenance	6,000	-	6,000	-	6,000	6,000	-
575.000-Storm Sewer Maintenance	25,000	5,263	-	-	-	-	-
600.000-Salt, Sand and Gravel	135,000	207,150	145,000	78,495	165,000	165,000	-
605.000-Summer Construction Supplies	45,000	44,942	45,000	19,226	45,000	45,000	-
609.000-Safety Supplies	-	-	3,000	1,201	3,000	3,000	-
610.000-General Supplies	30,000	22,258	35,000	36,180	35,000	35,000	-
610.200-Streetlight Supplies	15,000	8,376	15,000	26,175	15,000	20,000	5,000
612.000-Uniforms	6,500	5,352	3,510	5,326	2,700	3,400	700
621.000-Natural Gas/Heating	4,104	3,673	4,200	3,504	4,200	4,200	-
622.000-Electricity	4,200	35,641	4,200	20,463	4,500	25,000	20,500
622.200-Streetlight Electricity	134,000	102,737	138,000	141,925	138,000	142,000	4,000
626.000-Gasoline/Fuel	38,000	47,454	42,000	39,475	50,000	50,000	-
750.000-Machinery and Equipment	7,000	-	7,000	-	7,000	10,000	3,000
810.112-Tree Advisory Committee	10,000	9,373	10,000	4,272	10,000	10,000	-
920.000-Transfer between funds (capital)	145,700	145,700	151,440	151,440	-	-	-
Total Expenditure	1,465,044	1,553,853	1,566,556	1,572,099	1,552,923	1,583,502	30,579
Net General Fund	4,000	(86,114)	(1,413,056)	(1,403,370)	(1,420,423)	(1,456,002)	(35,579)

Notes:

1. Payroll expenses are reduced from prior years as we have updated various position allocations among Streets, Water and Sanitation to more accurately reflect where time is actually spent.

Costing Center

210-41-20 - Buildings - 2 Lincoln St

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
090.000-Transfer between Town/Village	2,075	1,822	-	-	-	-	-
Total Revenues	2,075	1,822	-	-	-	-	-
Expenditure							
400.000-Contracted Services	11,000	17,970	3,000	4,944	3,000	6,000	3,000
410.000-Water and Sewer Charges	600	702	1,500	828	750	1,700	950
420.000-Cleaning Services	-	1,574	22,000	15,841	15,000	18,000	3,000
425.000-Trash Removal	-	-	3,600	3,657	4,000	4,000	-
431.000-R&M Buildings and Grounds	20,000	16,931	20,000	10,558	5,000	8,000	3,000
450.000-Construction Services	-	-	2,824,514	-	-	-	-
530.000-Communications	5,000	10,600	8,968	13,911	10,600	7,000	(3,600)
610.000-General Supplies	1,500	788	5,000	1,569	2,150	3,500	1,350
621.000-Natural Gas/Heating	5,000	5,230	6,500	5,332	5,800	6,000	200
622.000-Electricity	11,000	7,148	11,000	8,215	8,500	9,000	500
755.000-Furniture and Fixtures	2,000	3,054	7,000	1,072	7,000	500	(6,500)
Total Expenditure	56,100	63,997	2,913,082	65,926	61,800	63,700	1,900
Net General Fund	(54,025)	(62,175)	(2,913,082)	(65,926)	(61,800)	(63,700)	(1,900)

Notes:

1. Budget reduced in FY25 due to renovations. FY26 will have the addition of an elevator and related inspections/maintenance, as well as additional bathrooms and spaces requiring cleaning/maintenance.
2. Bases of chimneys need to be repointed.
3. Exterior doors, windows and fascia need to be repainted.

Costing Center

210-41-21 - Buildings - Brownell Library

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Expenditure							
400.000-Contracted Services	30,000	31,402	4,750	15,498	6,350	6,350	-
410.000-Water and Sewer Charges	600	492	700	606	540	650	110
420.000-Cleaning Services	-	-	30,000	26,906	30,000	42,000	12,000
425.000-Trash Removal	-	-	-	-	-	-	-
431.000-R&M Buildings and Grounds	20,000	19,924	25,175	14,315	23,300	21,650	(1,650)
530.000-Communications	1,500	4,695	4,090	4,005	4,470	4,470	-
610.000-General Supplies	-	-	-	-	1,800	1,500	(300)
621.000-Natural Gas/Heating	6,000	7,316	7,200	6,589	7,200	7,200	-
622.000-Electricity	13,700	15,115	14,750	16,740	14,650	16,800	2,150
755.000-Furniture and Fixtures	-	-	-	-	2,155	-	(2,155)
Total Expenditure	71,800	78,944	86,665	84,659	90,465	100,620	10,155
Net General Fund	(71,800)	(78,944)	(86,665)	(84,659)	(90,465)	(100,620)	(10,155)

Notes:

1. Cleaning costs are closer to actuals now that the costs are broken out by building, with window and carpet cleaning included.
2. Removed funds for annual repair/replacement of shelving.
3. The library is starting to lose condensers to the HVAC systems. There is a change coming to Federal requirements that will make these repairs more expensive in the future. Current replacements are in the \$8,000 range. This is not included in the FY26 budget.
4. Other building needs: Interior painting and cleaning; toilet tanks are not ADA compliant; slate and copper roofs are in need of repair. These costs are not included in the FY26 budget.

Costing Center

210-41-22 - Buildings - Fire Station

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Expenditure							
400.000-Contracted Services	500	-	600	736	600	850	250
410.000-Water and Sewer Charges	500	507	500	575	500	600	100
420.000-Cleaning Services	-	-	500	-	250	250	-
425.000-Trash Removal	-	-	-	-	-	-	-
431.000-R&M Buildings and Grounds	9,500	6,478	8,000	7,783	8,500	8,500	-
530.000-Communications	2,200	518	2,400	4,880	4,140	2,000	(2,140)
610.000-General Supplies	1,500	197	1,100	1,562	1,500	1,500	-
621.000-Natural Gas/Heating	3,500	4,416	4,000	3,523	5,000	5,000	-
622.000-Electricity	4,000	7,148	7,000	8,215	8,000	8,250	250
626.000-Gasoline	5,000	5,512	-	-	-	-	-
755.000-Furniture and Fixtures	-	-	-	-	2,000	-	(2,000)
Total Expenditure	26,700	24,776	24,100	27,275	30,490	26,950	(3,540)
Net General Fund	(26,700)	(24,776)	(24,100)	(27,275)	(30,490)	(26,950)	3,540

Notes:

Costing Center

210-41-23 - Buildings - Park Street School

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Expenditure							
400.000-Contracted Services	1,000	-	1,000	1,083	2,000	2,000	-
410.000-Water and Sewer Charges	700	1,089	1,500	1,222	1,150	1,500	350
420.000-Cleaning Services	-	-	32,500	21,453	-	-	-
425.000-Trash Removal	-	-	-	-	-	-	-
431.000-R&M Buildings and Grounds	-	1,813	15,000	14,778	15,000	15,000	-
530.000-Communications	3,000	2,793	3,100	3,337	3,100	2,500	(600)
610.000-General Supplies	-	-	-	-	-	-	-
621.000-Natural Gas/Heating	3,000	3,952	3,500	1,987	3,900	3,900	-
622.000-Electricity	4,400	5,860	5,900	4,493	5,900	5,900	-
755.000-Furniture and Fixtures	-	-	-	-	-	-	-
Total Expenditure	12,100	15,507	62,500	48,354	31,050	30,800	(250)
Net General Fund	(12,100)	(15,507)	(62,500)	(48,354)	(31,050)	(30,800)	250

Notes:

FY2 6	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Expenditure							
400.000-Contracted Services	30,000	33,780	1,000	3,336	3,000	6,500	3,500
410.000-Water and Sewer Charges	7,000	6,913	7,800	8,623	7,800	8,750	950
420.000-Cleaning Services	-	2,838	32,500	26,580	32,500	35,000	2,500
425.000-Trash Removal	-	-	4,716	4,279	4,900	4,900	-
431.000-R&M Buildings and Grounds	30,000	24,196	30,000	53,206	30,000	-	(30,000)
530.000-Communications	6,500	8,883	8,900	9,844	9,150	4,000	(5,150)
610.000-General Supplies	-	-	-	-	6,500	6,500	-
621.000-Natural Gas/Heating	6,500	7,520	6,500	5,785	6,500	7,000	500
622.000-Electricity	37,000	34,890	37,500	37,919	36,500	38,000	1,500
626.000-Gasoline	1,500	2,717	-	-	-	-	-
755.000-Furniture and Fixtures	-	-	-	-	-	-	-
920.000-Transfer between funds (capital)	-	-	-	-	-	30,000	30,000
Total Expenditure	118,500	121,738	128,916	149,571	136,850	140,650	3,800
Net General Fund	(118,500)	(121,738)	(128,916)	(149,571)	(136,850)	(140,650)	(3,800)

Notes:

1. Add \$30,000 transfer to EJP Capital for maintenance building expansion.

Costing Center

210-90-00 - Transfers and Misc

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
050.000-Donation Revenue	-	10,061	-	8,106	-	-	-
Grant Revenue	-	13,152	-	12,904	-	-	-
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-
Total Revenues	-	23,213	-	21,010	-	-	-
Expenditure							
Grant Expenses	-	16,012	-	3,021	-	-	-
Donation Expenses	-	13,939	-	8,974	-	-	-
Capital Transfer	531,585	531,585	531,585	3,276,360	584,744	643,218	58,474
Rolling Stock Transfer	-	-	-	-	283,450	300,638	17,188
Buildings Transfer	50,000	50,000	50,000	50,000	50,000	50,000	-
EJRP Capital Transfer	112,543	112,543	112,771	112,771	113,380	114,103	723
NEW-Stormwater Fees	-	-	-	-	-	7,811	7,811
922.000-Contribution to Fund Balance/Reserves	5,000	-	5,000	5,000	5,000	5,000	-
922.XXX-General Reserves	-	-	-	-	-	110,000	110,000
Total Expenditure	699,128	724,079	699,356	3,456,126	1,036,574	1,230,770	194,196
Net General Fund	(699,128)	(700,866)	(699,356)	(3,435,116)	(1,036,574)	(1,230,770)	(194,196)

Notes:

1. Capital and Rolling Stock Transfer increases as planned in capital budget/projections.
2. \$7,811 City's annual stormwater fee (estimated).
5. Added \$110,000 for General Reserves to increase unassigned fund balance per Council directive on 1/22/25.

Costing Center

210-95-00 - Debt

	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Expenditure							
900.000-Transfer between Town/City	-	-	203,203	203,203	200,574	188,738	(11,836)
950.903-Capital Imp Principal	135,135	135,135	135,135	135,300	135,135	135,135	-
955.903-Capital Imp Interest	60,415	60,489	64,190	56,413	56,344	52,070	(4,274)
Total Expenditure	195,550	195,624	402,528	394,916	392,053	375,943	(16,110)
Net General Fund	(195,550)	(195,624)	(402,528)	(394,916)	(392,053)	(375,943)	16,110

Notes:

1. Final Payments: police facility FY34, capital improvement FY35.

Costing Center	110-95-00 - Debt, Town							Proposed			
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change	% Change	
Revenues											
090.000 Transfer between Town/City	-	-	-	-	203,203	203,203	200,574	188,738	(11,836)	-5.9%	
Total Revenues	-	-	-	-	203,203	203,203	200,574	188,738	(11,836)	-5.9%	
Expenditure											
950.901-Police Facility Debt Principal	345,000	345,000	345,000	345,000	345,000	345,000	345,000	345,000	-	0.0%	
955.901-Police Facility Debt Interest	174,408	174,408	162,844	162,844	150,617	150,617	127,216	115,337	(11,879)	-9.3%	
970.901-Police Lease Principal	2,815	2,815	-	-	-	-	14,341	-	(14,341)	-100.0%	
975.901-Police Lease Interest	58	58	-	-	-	-	2,647	-	(2,647)	-100.0%	
Total Expenditure	522,281	522,280	507,844	507,844	495,617	495,617	489,204	460,337	(28,867)	-5.9%	
<i>Net Town General Fund</i>	<i>(522,281)</i>	<i>(522,280)</i>	<i>(507,844)</i>	<i>(507,844)</i>	<i>(292,414)</i>	<i>(292,414)</i>	<i>(288,630)</i>	<i>(271,599)</i>	<i>17,031</i>	<i>305,661</i>	

Building Maintenance Fund

	FY25	FY26	FY27	Notes
	Projection	Projection	Projection	
Beginning Balance	778,933	(46,579)	3,421	
Add	2,874,514	50,000	50,000	\$50,000 annual transfer, \$2,824,514 FY24 surplus transfer for 2 Lincoln
Spend	3,700,026	-	-	FY24 Brownell roof and entrance \$300K (spent \$39,730 in FY24), FY25 2 Lincoln renovations \$3,493,052 (spent \$128,296 in FY22-FY24), FY25 Brownell carpet replacement \$75K
Ending Balance	(46,579)	3,421	53,421	

Future Projects:

1. Soffit and Facia replacement and painting on Brownell Library. Estimating \$30,000
2. Sprinkler system at 2 Lincoln \$150,000
3. Address the inefficiencies noted in the Brownell library building efficiency testing report.
4. ADA entrance at Brownell. Estimating \$750,000
5. Maple St maintenance garage to better serve City buildings function.

Economic Development Fund				Notes
	FY25 Projection	FY26 Projection	FY27 Projection	
Beginning Balance	869,061	601,061	263,061	
Add	112,000	112,000	112,000	tax revenue - this amount will most likely change after reappraisal (potential increase); this figure does not include interest revenue
	380,000	450,000	90,000	FY25 \$40,000 Main St Park; FY25 \$90,000 Crescent Connector and \$250,000 Amtrak; FY26 \$450,000 Amtrak; FY27 \$50,000 Amtrak; FY27 \$40,000 Connect the Junction implementation or Pearl St quick build
Spend				
Ending Balance	601,061	263,061	285,061	

Notes:

1. Main St Park was originally estimated at \$478,002 with a match of \$278,002. In FY25 (by the Council on 10/30/24) the budget was revised to \$240,000 (\$200,000 Downtown Transportation Fund grant + \$40,000 municipal contribution). Prior funds spent on the project don't count toward match and were spent in earlier fiscal years. For FY25 \$40,000 from the Economic Development Fund is allocated for this project.
2. Crescent Connector project requires an additional \$90,000 (bike racks, bike boxes, EV charging stations, trees, and potentially ROW clean up costs). This is reduced from a previous estimate of \$109,000.
3. Amtrak grant match is estimated at \$750,000.

Local Option Tax Fund

	FY25	FY26	FY27	FY28	FY29	FY30	Notes
	Projection	Projection	Projection	Projection	Projection	Projection	
Beginning Balance	1,030,257	644,206	519,206	394,206	269,206	144,206	
Add	874,432	900,000	900,000	900,000	900,000	900,000	annualized average of FY23 quarterly receipts FY25 Rebranding \$27,500; FY25 Banners/Signs \$14,375 - 50 banners for streetlights \$110/ea, 5 entrance signs \$1,775/ea (\$14,375 unspent to date) ; FY25 25% of revenue for sidewalks; FY25 \$1,000,000 for capital projects; FY26-FY29 conservative revenue estimate with 25% to sidewalks and \$800,000 to capital (revenue does not include potential interest)
Spend	1,260,483	1,025,000	1,025,000	1,025,000	1,025,000	1,025,000	
Ending Balance	644,206	519,206	394,206	269,206	144,206	19,206	

Notes:

1. In FY24 (by the Council on 6/12/24) \$284,766 was assigned from LOT fund balance to the 2 Lincoln renovation. The budgets and tracking spreadsheets inaccurately reflected only \$256,842; the beginning balance for FY25 has been adjusted to reflect the correct amount.
2. In FY24 (by Council on 8/9/23) the rebranding allocation of \$40,000 was reduced to \$27,500, as \$12,500 was re-allocated to the strategic planning effort.
3. FY25 banners/signs \$14,375.
4. FY25 \$1,000,000 for capital projects.
5. FY26-FY29 25% of revenue for sidewalks per LOT policy and \$800,000 for capital projects.

Actual LOT Revenue:	FY23	FY24	FY25
Q1	-	284,780.40	263,103.52
Q2	240,799.90	223,554.85	261,428.29
Q3	195,435.64	219,797.53	
Q4	219,588.49	232,463.92	
Interest	3,517.96	25,481.52	15,367.40
Total	659,341.99	986,078.22	539,899.21

960,278.49 estimated annual average revenue

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

EJRP Capital Plan

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

Category	FY26	FY27	FY28	FY29	FY30
	Amount	Amount	Amount	Amount	Amount
Resurfacing	\$ 22,254	\$ 2,653	\$ -	\$ 6,850	\$ -
Lighting & Technology	\$ -	\$ -	\$ -	\$ 6,606	\$ 12,288
Maintenance Equipment	\$ 24,849	\$ 34,849	\$ 32,834	\$ 19,849	\$ 7,090
Park Amenities	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Buildings & Facilities	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 74,331
Pool	\$ -	\$ 10,000	\$ 15,069	\$ 15,000	\$ -
Landscaping	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
TOTAL	\$114,103	\$114,502	\$114,903	\$115,305	\$115,709

FY26 Detail

Category	Items	Amount
Resurfacing	Maple Street basketball court & skatepark. Infield dirt.	\$ 22,254
Maintenance Equipment	Maintenance truck (year 2 of 5). Line painter (year 2 of 6). Golf cart.	\$ 24,849
Buildings & Facilities	Cascade redevelopment (courts, playground, bathrooms). Maintenance garage addition.	\$ 55,000
Landscaping	Landscaping, tree, and turf maintenance.	\$ 12,000
TOTAL		\$114,103

General Fund Capital Reserve Fund Balance

	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	794,701	513,151	754,418	1,259,324	1,997,928	1,771,212	1,867,452	1,883,134	159,548	366,468	845,702	744,142	(74,094)	562,240	1,594,820	1,506,975
Planned Spending	(1,882,212)	(1,218,188)	(1,019,195)	(856,582)	(1,882,839)	(1,645,495)	(1,020,227)	(2,863,086)	(1,046,529)	(899,561)	(1,618,234)	(2,486,578)	(1,198,841)	(986,114)	(2,308,407)	(2,897,326)
Revenue Sources																
<i>General Fund Transfer In</i>	584,744	643,218	707,540	778,294	856,123	941,735	1,035,909	1,139,500	1,253,450	1,378,795	1,516,674	1,668,341	1,835,176	2,018,693	2,220,562	2,442,619
<i>CVE Annual Contribution</i>	15,918	16,236	16,561	16,892												
<i>LOT Transfer In</i>	1,000,000	800,000	800,000	800,000	800,000	800,000	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
<i>Misc. Donations and Interest Earnings</i>																
<i>Summary Stormwater Grants</i>																
<i>Brickyard Culvert</i>																
<i>Vtrans Structures Grant-Main St. Ped Bridge</i>																
<i>Crescent Connector Grant</i>																
<i>Pearl St. Missing Link Grants</i>																
<i>FEMA - Densmore Drive (Oct 2019 event) and State 15%</i>																
Total Revenues	1,600,662	1,459,454	1,524,101	1,595,186	1,656,123	1,741,735	1,035,909	1,139,500	1,253,450	1,378,795	1,516,674	1,668,341	1,835,176	2,018,693	2,220,562	2,442,619
Ending Fund Balance	513,151	754,418	1,259,324	1,997,928	1,771,212	1,867,452	1,883,134	159,548	366,468	845,702	744,142	(74,094)	562,240	1,594,820	1,506,975	1,052,268

annual planned increase GF transfer in: 10%

Rolling Stock Fund Balance

	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	948,424	364,382	320,020	161,776	126,303	41,350	330,858	417,819	482,773	737,255	1,104,183	1,659,167	2,554,222	3,769,366	4,711,379	4,857,075
Planned Spending																
<i>Streets</i>	(573,899)	(275,000)	(480,366)	(384,450)	(467,500)	(135,000)	-	-	-	-	-	-	-	-	-	-
<i>Fire</i>	(293,593)	(70,000)	-	-	-	(900,000)	-	(97,571)	-	-	-	(120,000)	-	(2,871,208)	(1,632,199)	-
Total Spending	(867,492)	(345,000)	(480,366)	(384,450)	(467,500)	(1,035,000)	-	(97,571)	-	-	-	(120,000)	-	(2,871,208)	(1,632,199)	-
Debt Payments (fire truck)						900,000	(390,000)	(380,000)	(370,000)	(360,000)	(300,000)			2,347,966		
Revenue Sources																
<i>Highway General Fund Transfer In</i>	158,865	168,146	179,748	194,250	212,377	235,037	263,361	298,766	343,022	398,343	467,494	553,932	661,980	797,040	965,865	1,176,896
<i>Fire General Fund Transfer In</i>	124,585	132,491	142,374	154,728	170,169	189,472	213,600	243,760	281,460	328,585	387,491	461,123	553,164	668,215	812,029	991,797
<i>Vac Truck Rental</i>																
<i>Sale of Assets</i>																
<i>Interest Earnings</i>																
Total Revenues	283,450	300,638	322,122	348,977	382,547	424,508	476,960	542,526	624,482	726,927	854,984	1,015,055	1,215,144	1,465,255	1,777,894	2,168,693
Ending Fund Balance	364,382	320,020	161,776	126,303	41,350	330,858	417,819	482,773	737,255	1,104,183	1,659,167	2,554,222	3,769,366	4,711,379	4,857,075	7,025,767

annual planned increase Highway GF transfer in: 25% 7,425 9,281 11,602 14,502 18,127 22,659 28,324 35,405 44,256 55,321 69,151 86,438 108,048 135,060 168,825 211,031
 annual planned increase Fire GF transfer in: 25% 6,325 7,906 9,883 12,354 15,442 19,302 24,128 30,160 37,700 47,125 58,906 73,633 92,041 115,051 143,814 179,767

Water Fund Capital Reserve Balance

	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	854,659	463,928	168,316	519,979	845,960	712,209	1,145,547	1,610,035	2,148,693	2,664,767	3,322,983	3,379,182	4,124,720	3,966,196	4,962,018	6,011,830
Planned Spending	(643,314)	(603,160)	(10,883)	(5,591)	(520,377)	(8,361)	(32,307)	(13,258)	(176,983)	(90,000)	(747,192)	(142,304)	(1,100,356)	-	-	(2,081,968)
Debt Payments (previous FY35, Main St. water line FY53, lead service line FY32)	(257,418)	(252,452)	(247,454)	(328,427)	(323,374)	(318,301)	(313,205)	(308,084)	(216,943)	(211,784)	(206,609)	(172,158)	(168,168)	(164,178)	(160,188)	(156,198)
Revenue Sources																
<i>Transfer In from Water Operating Budget</i>	510,000	560,000	610,000	660,000	710,000	760,000	810,000	860,000	910,000	960,000	1,010,000	1,060,000	1,110,000	1,160,000	1,210,000	1,260,000
<i>Interest Earnings</i>																
<i>Vac Truck Rental</i>																
Total Revenues	510,000	560,000	610,000	660,000	710,000	760,000	810,000	860,000	910,000	960,000	1,010,000	1,060,000	1,110,000	1,160,000	1,210,000	1,260,000
Ending Fund Balance	463,928	168,316	519,979	845,960	712,209	1,145,547	1,610,035	2,148,693	2,664,767	3,322,983	3,379,182	4,124,720	3,966,196	4,962,018	6,011,830	5,033,664

Wastewater Fund Capital Reserve Balance

	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	1,991,532	1,867,341	1,974,720	2,266,582	2,628,445	3,145,307	3,682,169	4,239,031	4,819,031	5,289,162	5,909,162	6,549,162	7,209,162	7,889,162	8,589,162	9,309,162
Planned Spending	(581,053)	(349,483)	(185,000)	(135,000)	-	-	-	-	(129,869)	-	-	-	-	-	-	-
Debt Payments (ARRA Stimulus Loan ends FY31)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)									
Revenue Sources																
<i>Transfer In from Wastewater Operating Budget</i>	460,000	460,000	480,000	500,000	520,000	540,000	560,000	580,000	600,000	620,000	640,000	660,000	680,000	700,000	720,000	740,000
<i>Interest Earnings</i>																
Total Revenues	460,000	460,000	480,000	500,000	520,000	540,000	560,000	580,000	600,000	620,000	640,000	660,000	680,000	700,000	720,000	740,000
Ending Fund Balance	1,867,341	1,974,720	2,266,582	2,628,445	3,145,307	3,682,169	4,239,031	4,819,031	5,289,162	5,909,162	6,549,162	7,209,162	7,889,162	8,589,162	9,309,162	10,049,162

Sanitation Fund Capital Reserve Balance

	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	108,417	104,543	200,016	93,635	157,610	267,338	346,781	552,110	801,637	594,829	904,356	1,298,965	1,735,611	2,202,257	2,690,419	3,191,139
Planned Spending	(127,430)	(3,844,767)	(171,708)	(51,352)	(55,600)	(135,885)	(40,000)	(40,000)	(526,335)	(40,000)	(52,037)	(40,000)	(40,000)	(48,484)	(65,926)	(40,000)
Debt Payments (HS Pump Station Upgrade RF1-157 FY34 and ARRA Stimulus Loan FY31)	(81,344)	(81,760)	(81,318)	(81,318)	(81,318)	(81,317)	(81,317)	(67,119)	(67,119)	(67,119)						
Estimated Debt Payment on Maple/River/West St Pump Station Retro-fits (\$3,800,000 for 20 yrs with 2.0% admin fee)			(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)
Revenue Sources																
<i>Transfer In from Sanitation Operating Budget</i>	172,000	222,000	272,000	322,000	372,000	422,000	452,000	482,000	512,000	542,000	572,000	602,000	632,000	662,000	692,000	722,000
<i>Allocation Fee Revenue</i>																
<i>Bond Funding (Maple/River/West St Pump Station Retro-fits)</i>	12,900	3,800,000														
<i>Town Share 70% of West St Pump Station Retro-fit (West St portion is 65.8% of total debt)</i>	20,000		107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041
<i>Interest Earnings</i>																
Total Revenues	204,900	4,022,000	379,041	429,041	479,041	529,041	559,041	589,041	619,041	649,041	679,041	709,041	739,041	769,041	799,041	829,041
Ending Fund Balance	104,543	200,016	93,635	157,610	267,338	346,781	552,110	801,637	594,829	904,356	1,298,965	1,735,611	2,202,257	2,690,419	3,191,139	3,747,784

Stormwater Fund Capital Reserve Balance

	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	-	75,000	91,750	(766,878)	(790,337)	(485,161)	(103,691)	373,146	969,192	1,714,250	2,645,573	3,809,726	5,264,918	7,083,907	9,357,644	12,199,815
Planned Spending	(50,000)	(139,500)	(1,053,940)	(267,600)	-	-	-	-	-	-	-	-	-	-	-	-
Debt Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenue Sources																
<i>Transfer In from Stormwater Operating Budget</i>	125,000	156,250	195,313	244,141	305,176	381,470	476,837	596,046	745,058	931,323	1,164,153	1,455,192	1,818,989	2,273,737	2,842,171	3,552,714
<i>Interest Earnings</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	125,000	156,250	195,313	244,141	305,176	381,470	476,837	596,046	745,058	931,323	1,164,153	1,455,192	1,818,989	2,273,737	2,842,171	3,552,714
Ending Fund Balance	75,000	91,750	(766,878)	(790,337)	(485,161)	(103,691)	373,146	969,192	1,714,250	2,645,573	3,809,726	5,264,918	7,083,907	9,357,644	12,199,815	15,752,528

annual planned increase transfer in: 25%

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
GFC	Streets	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	1	Y	8/17/23	244,672	122,306															
WA	Water	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	1	Y	8/17/23	244,672	132,480															
GFC	Streets	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639	1,689,906															
SAN	Sanitation	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639	13,650															
WA	Water	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639	425,549															
GFC	Streets	Sidewalk and Roadway Improvements West St to Susie Wilson	3	UU	8/17/23	1,094,502		1,218,188														
WA	Water	Sidewalk and Roadway Improvements West St to Susie Wilson	3	UU	8/17/23	1,094,502		14,223														
GFC	Streets	Rosewood Lane Road Reconstruction and Sidewalk Replacement	4	III	8/17/23	1,762,306			969,195	856,582												
SAN	Sanitation	Rosewood Lane Road Reconstruction and Sidewalk Replacement	4	III	8/17/23	1,762,306				81,212												
WA	Water	Waterline 235 Pearl St to Susie Wilson Rd	6	V	8/17/23	445,492		528,354														
GFC	Streets	Replace Waterline North St - Grove St to Central St	7	QQQ	8/17/23	1,989,157					1,882,839											
SAN	Sanitation	Replace Waterline North St - Grove St to Central St	7	QQQ	8/17/23	1,989,157					15,600											
WA	Water	Replace Waterline North St - Grove St to Central St	7	QQQ	8/17/23	1,989,157					520,377											
GFC	Streets	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8	NNN	8/17/23	1,283,234						1,585,495										
SAN	Sanitation	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8	NNN	8/17/23	1,283,234						17,885										
WA	Water	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8	NNN	8/17/23	1,283,234						8,361										
GFC	Streets	West St. Sidewalk South St. to Clems Dr.	9	VV	8/17/23	812,140							1,020,227									
WA	Water	West St. Sidewalk South St. to Clems Dr.	9	VV	8/17/23	812,140							32,307									
GFC	Streets	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT	8/17/23	1,858,391								2,469,552								
WA	Water	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT	8/17/23	1,858,391								13,258								
GFC	Streets	West St. & West St. Ext. Intersection Improvements	11	BBB	8/17/23	107,436								143,534								
GFC	Streets	Old Colchester Rd new sanitary sewer	12	T	8/17/23	1,114,000									1,046,529							
SAN	Sanitation	Old Colchester Rd new sanitary sewer	12	T	8/17/23	1,114,000									486,335							
GFC	Streets	Multi use path through ANR from West St to Pearl St	13	FFF	8/17/23	828,325										899,561						
GFC	Streets	Central St waterline	14	H	8/17/23	1,584,255											1,468,234					
SAN	Sanitation	Central St waterline	14	H	8/17/23	1,584,255											12,037					
WA	Water	Central St waterline	14	H	8/17/23	1,584,255											747,192					
GFC	Streets	Main Street Indian Brook Bridge Replacement	15	VVV	8/17/23	1,818,036												2,486,578				
WA	Water	Main Street Indian Brook Bridge Replacement	15	VVV	8/17/23	1,818,036												142,304				
GFC	Streets	Main St. Sidewalk & Lighting Bridge to Crestview	16	YYA	8/17/23	314,677															467,610	
GFC	Streets	West St waterline replacement So Summit St to Hayden Dr	17	HH	8/17/23	1,232,562															731,231	
WA	Water	West St waterline replacement So Summit St to Hayden Dr	17	HH	8/17/23	1,232,562															1,100,356	
GFC	Streets	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase I	1/26/24	609,372															915,324	
GFC	Streets	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase II	1/26/24	806,803																1,247,254
SAN	Sanitation	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase I	1/26/24	609,372															8,484	
SAN	Sanitation	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase II	1/26/24	806,803																8,132
GFC	Buildings	Lincoln Hall Parking Lot	19	HHH	8/17/23	46,695															70,790	
GFC	Streets	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20	KK	8/17/23	693,410																1,061,153
SAN	Sanitation	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20	KK	8/17/23	693,410																17,794
GFC	Streets	River St section A new curb and sidewalk Park St to Stanton Dr	21	Z	8/17/23	246,625																393,614
GFC	Streets	River St section B new curb and sidewalk Stanton Dr to Riverside in the Village	22	AA	8/17/23	358,536																572,223
GFC	Streets	Abnaki Road Reconstruction	23	A	8/17/23	405,862																647,756
GFC	Streets	Orchard Terrace Sidewalk Replacement	24	U	8/17/23	217,894																347,759
GFC	Streets	South St waterline replacement Park St to Doon Way	25	CC	8/17/23	1,112,268																679,353
WA	Water	South St waterline replacement Park St to Doon Way	25	CC	8/17/23	1,112,268																1,095,826
GFC	Streets	Church St waterline replacement Main St to East St	26	I	8/17/23	341,597																49,342
WA	Water	Church St waterline replacement Main St to East St	26	I	8/17/23	341,597																495,848
GFC	Streets	Grant St waterline replacement Jackson St to Maple St	27	L	8/17/23	437,075																207,279
WA	Water	Grant St waterline replacement Jackson St to Maple St	27	L	8/17/23	437,075																490,293
GFC	Fire	Air Packs (placed in service 2020)												250,000								
GFC	Fire	Radio Replacement Program-antennas, dispatch modules, Bridgham Hill tower (every 5 years)				50,000			50,000													
GFC	Fire	SCBA Compressor (placed in service 2020)										60,000										150,000
GFC	Fire	Thermal Cameras (placed in service 2022)				60,000																
GFC	General	Facilities Assessment (Public Works, Fire Station)				20,000	20,000															
GFC	Stormwater	Sliplining of pipes (3)				30,000	30,000															
GFC	Streets	Crescent Connector Park St. to Main St.																				
GFC	Streets	Public Works facility (FY24 study, FY25, final design/construction)				20,000	20,000															
RS	Fire	Command Vehicle (addition to fleet - existing command vehicle will become first response vehicle)				70,000		70,000										120,000				
RS	Fire	Ladder - 2012 Pierce 8L3																				2,871,208
RS	Fire	Pickup - 2019 Ford 8C9												97,571								
RS	Fire	Pumper - 2008 8E5				900,000						900,000										
RS	Fire	Pumper - 2018 Pierce 8E7																				1,632,199
RS	Fire	Ladder - 2012 Pierce 8L3 Frame Replacement				293,593	293,593															
RS	Streets	Compressor - 2017 Sullair #13				31,200				31,200												
RS	Streets	Dumptruck - 2012 International #7				248,399	248,399															
RS	Streets	Dumptruck - 2013 Freightliner #5				262,500	262,500															
RS	Streets	Dumptruck - 2014 Freightliner #6				287,500			287,500													
RS	Streets	Dumptruck - 2016 Freightliner #34				275,000		275,000														
RS	Streets	Loader - 2014 Cat #9				303,750				281,250												
RS	Streets	Pickup - 2013 Silverado #4				52,021																
RS	Streets	Pickup - 2016 Silverado #3				63,000	63,000															
RS	Streets	Pickup - 2019 Silverado #1				72,000				72,000												
RS	Streets	Pickup 1 Ton - 2019 Silverado #15				69,000			69,000													

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+	
RS	Streets	Wheel Loader w/Sidewalk Plow attachments (replaces 2017 Prinoth PW4S #10 and 2021 Prinoth SW50S #11)				123,866			123,866														
RS	Streets	Trailer Mounted Boom Lift - 2019 #35				45,000					45,000												
RS	Streets	Vacuum Sweeper - 2013 Johnston #16				455,000					422,500												
RS	Streets	Wheel Loader - 2019 Neuson Wacker #38				135,000						135,000											
RS	Streets	Landscape Trailer				15,000																	
SAN	Sanitation	Collection system capacity study			10/21/22	85,000		33,129	28,400														
SAN	Sanitation	West St Pump Station Pump				400,000	40,000																
SAN	Sanitation	HS Pump Station Gas Detection System				15,325																	
SAN	Sanitation	Manhole Rehab/Sliplining					40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
SAN	Sanitation	Maple and River St pump station retrofit			2/7/25	1,300,000	5,160	1,248,390															
SAN	Sanitation	Pump Station Evaluation (River, Maple, West)-done in FY23, when do we need to schedule this out again?																					
SAN	Sanitation	Trailer Pump																					
SAN	Sanitation	Meter replacement program					20,880	21,488	22,096	11,352													
SAN	Sanitation	West St pump station retrofit (50% by Town)			8/27/25	2,500,000	7,740	2,492,260															
SAN	Sanitation	Susie Wilson Rd pump station (20 year)																					
SAN	Sanitation	Pickup Truck				78,000						78,000											
SAN	Sanitation	Emergency Lincoln St Repair				65,000																	
SAN	Sanitation	Vac truck nozzles with camera (1/2 cost)				19,000		9,500															
SW	Stormwater	Hiawatha infiltration system for phosphorus			10/1/22	1,023,940	50,000		973,940														
SW	Stormwater	Sliplining of pipes (3)				60,000		30,000	30,000														
SW	Stormwater	Old Colchester Box Culvert rehab			9/1/23	100,000			50,000	50,000													
SW	Stormwater	Phosphorus Control project South St			3/1/21	170,000				217,600													
SW	Stormwater	Brickyard Rd Catch Basin and outlet retrofit				35,000		35,000															
SW	Stormwater	Failed outlet repairs				35,000		35,000															
SW	Stormwater	Drywell Project 8 Brooks Ave				15,000		15,000															
SW	Stormwater	Vac truck nozzle with camera (1/2 cost)				19,000		9,500															
SW	Stormwater	Drywell Project: 14 Grandview Ave				15,000		15,000															
WA	Water	Meter replacement program					10,284	10,584	10,883	5,591													
WA	Water	Water Pickup Truck #2				41,527	75,000											90,000					
WA	Water	Backhoe															176,983						
WA	Water	New/Replacement Valves						50,000															
WW	Wastewater	10 year engineer evaluation				50,000	24,666																
WW	Wastewater	Aeration header replacement Side A/Side B			11/29/22	30,000		25,000															
WW	Wastewater	Automatic Samplers			10/5/22	27,000																	
WW	Wastewater	Capital Planning - 20 Year (FY28)																					
WW	Wastewater	Catwalk addition to filter building				60,000		20,000	40,000														
WW	Wastewater	Control Building Pump Gallery Submersible Pumps				25,000																	
WW	Wastewater	Digester Cleaning			12/2/22	95,000	54,987																
WW	Wastewater	Effluent Filter Cloths (recurring 5-7 years)			4/1/22	45,000			45,000														
WW	Wastewater	Energy Cons. Measures Design, install.				30,000	10,000	10,000	10,000														
WW	Wastewater	eX-mark Mower																					
WW	Wastewater	Concrete Crack Sealing (annual amount for routine maintenance TBD)				10,000			10,000														
WW	Wastewater	Headworks Screen																					
WW	Wastewater	Lab renovation			11/29/22																		
WW	Wastewater	Oxygen reduction potential controller replacement			12/2/22	14,000																	
WW	Wastewater	Digester Block Re-Face				125,000				125,000													
WW	Wastewater	Service truck with body and crane				90,000			90,000														
WW	Wastewater	Vt Phos Challenge PePhlo pilot				250,000	100,000																
WW	Wastewater	Generator for admin building				52,000	52,000																
WW	Wastewater	Digester flare & flame arrestor replacement			12/4/23	230,000	248,400	50,000															
WW	Wastewater	Flow EQ Blowers				40,000	40,000																
WW	Wastewater	Wheel Loader Replacement (2018)																129,869					
WW	Wastewater	Waste Primary Sludge #2 upsize				40,000	40,000																
WW	Wastewater	IT Upgrades				22,000	11,000	16,483															
WW	Wastewater	Process monitoring upgrades				48,000		48,000															
WW	Wastewater	Cogen chiller				55,000		55,000															
WW	Wastewater	Headworks Improvements				40,000		40,000															
WW	Wastewater	Dewatering VFDs				60,000		60,000															
WW	Wastewater	Admin Heating System Glycol refresh				25,000		25,000															

Administrative Charges

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

<u>Personnel Costs</u>	<u>Payroll/Benefits</u>	<u>WC (0.50% * 16,100 * # FTE)</u>	<u>Total</u>	<u>Legislative</u>
Administration	567,460	322	567,782	141,946
Legislative	13,498	-	13,498	6,749
Clerk	218,191	145	218,336	54,584
Finance	412,269	322	412,591	206,296

Other Costs

Public Officials Liability	8,879	4,440
IT (managed services, tech subs/lic)	211,551	52,888
Lincoln Hall Exp (from buildings department)	63,700	31,850
General Property Insurance	-	-

Total **1,496,337** **498,751**

Allocation based on perceived time spent				FY24	FY25	FY26		
Assumptions	Water	40%		184,005	190,891	199,500.49	4.51%	8,609
	WWTF	20%		92,003	95,446	99,750.25	4.51%	4,305
	Sanitation	40%		184,005	190,891	199,500.49	4.51%	8,609
								21,523
Wastewater Pump Station Maint				33,000	36,000	36,000		

Contract Services			
	<u>Admin</u>	<u>Pump Stations</u>	<u>Total</u>
Water	199,500	-	199,500
WWTF	99,750	-	99,750
Sanitation	199,500	36,000	235,500

Costing Center	254-54-20 - Water Fund						
	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues							
021.000-Water User Fees	1,320,757	1,241,894	1,550,730	1,601,259	1,600,514	1,732,385	131,871
021.001-Water Large User Fees	110,000	125,230	139,263	154,000	194,672	226,909	32,237
024.000-Utility Connection Fee	7,000	2,560	7,000	5,300	7,000	3,000	(4,000)
060.000-Interest Income	800	5,858	800	3,347	1,000	1,000	-
085.000-Penalties	5,000	5,600	5,000	8,041	5,000	5,000	-
098.000-Miscellaneous Revenue	150	4,536	150	278	150	150	-
Total Revenues	1,443,707	1,385,677	1,702,943	1,772,224	1,808,336	1,968,444	160,108
Expenditure							
110.000-Regular Salaries	140,268	123,665	143,158	133,251	146,915	188,406	41,491
120.000-Part Time Salaries	1,382	104	-	3,180	-	-	-
130.000-Overtime	15,082	8,379	19,970	7,359	13,669	24,069	10,400
210.000-Group Insurance	82,964	75,965	84,631	72,065	94,158	105,600	11,442
220.000-Social Security	12,056	10,919	12,717	10,538	12,491	16,476	3,984
225.000-Act 76 Childcare Tax	-	-	-	16	539	711	172
230.000-Retirement	13,902	9,410	14,778	12,152	14,879	19,806	4,927
250.000-Unemployment Insurance	190	353	135	104	184	180	(4)
260.000-Workers Comp insurance	7,101	5,924	7,200	10,349	7,200	7,913	713
290.000-Other Employee Benefits	875	-	-	-	700	800	100
330.000-Professional Services	1,000	1,239	1,000	3,907	1,000	3,121	2,121
335.000-Audit	4,750	3,850	4,806	5,698	5,477	6,706	1,229
410.000-Water and Sewer Charges	200	128	200	153	200	200	-
411.000-Water Purchase - CWD	559,534	636,128	631,689	655,204	722,132	741,352	19,220
430.000-R&M Vehicles and Equipment	4,000	15,831	4,000	10,517	5,000	7,000	2,000
431.000-R&M Buildings	-	-	-	-	-	1,000	1,000
433.000-R&M Infrastructure	16,000	34,333	20,000	9,899	25,000	25,000	-
441.000-Rental of Land or Buildings	150	100	150	100	150	150	-
491.000-Administrative Fees	125,960	125,960	184,005	184,005	190,891	199,500	8,609
500.000-Training, Conferences, Dues	3,000	573	3,000	560	4,500	2,500	(2,000)
505.000-Technology Subscription, Licenses	1,000	2,951	1,000	3,512	2,551	2,609	58
520.000-Insurance	5,765	2,283	6,300	2,925	6,974	7,216	242
521.000-Insurance Deductibles	-	-	1,000	-	1,000	1,000	-
530.000-Communications	2,500	3,760	2,500	2,322	2,500	3,580	1,080
550.000-Printing and Binding	2,000	1,537	2,500	1,766	2,500	2,500	-
560.000-Postage	3,500	3,629	3,500	3,068	3,800	3,800	-
609.000-Safety Supplies	-	-	3,000	-	3,000	3,000	-
610.000-General Supplies	7,000	10,851	7,000	5,797	7,000	10,000	3,000
612.000-Uniforms	1,350	1,581	1,755	1,739	1,350	1,350	-
614.000-Meters and Parts	6,000	824	6,000	28,291	6,000	6,000	-
621.000-Natural Gas/Heating	3,078	2,907	3,000	2,798	3,500	3,500	-
622.000-Electricity	1,400	845	1,400	1,020	1,400	1,400	-
626.000-Gasoline	3,000	2,290	3,000	2,178	3,000	3,000	-
735.000-Technology: Hardware, Software, Equipment	2,700	460	2,700	-	1,676	2,000	324
750.000-Machinery and Equipment	6,000	-	7,000	1,675	7,000	7,000	-
920.000-Transfer between funds (capital)	410,000	410,000	460,000	460,000	510,000	560,000	50,000
955.000-Interest on Long Term Debt	-	-	59,850	-	-	-	-
Total Expenditure	1,443,707	1,496,776	1,702,943	1,636,145	1,808,336	1,968,444	160,107
Net Water Fund	-	111,098	-	(136,079)	0	-	0
Notes:							
1. \$50,000 planned increase in capital transfer.							
2. Payroll expenses are increased from prior years as we have updated various position allocations among Streets, Water and Sanitation to more accurately reflect where time							

Costing Center		255-55-30 - WWTF						
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues								
022.000-Tri-Town: WWTF Charge - City Users		921,161	855,052	964,646	1,018,898	1,075,639	1,253,261	177,622
022.001-City: Septage Discharge		20,000	54,115	50,000	183,938	55,000	55,000	-
022.002-City: Leachate Revenues		500	1,568	500	3,567	1,000	1,000	-
025.001-Tri-Town: WWTF Charge - Essex		649,661	649,661	746,504	746,504	753,285	804,313	51,028
025.002-Tri-Town: WWTF Charge - Williston		853,286	853,401	1,095,511	1,095,511	1,030,988	1,047,315	16,327
025.003-Tri-Town: Shared Septage		10,000	27,058	20,000	-	25,000	25,000	-
025.004-Tri-Town: Shared Leachate		100	784	100	-	100	100	-
025.005-Tri-Town: Village Pump Station Inspection Fees		36,000	36,000	36,000	36,000	36,000	36,000	-
060.000-Interest Income		-	26,433	-	65,193	-	-	-
085.000-Penalties		3,500	3,985	3,500	5,327	3,500	3,500	-
098.000-Miscellaneous Revenue		-	4,375	-	26,411	-	-	-
Total Revenues		2,494,208	2,512,432	2,916,761	3,181,350	2,980,512	3,225,489	244,977
Expenditure								
110.000-Regular Salaries		445,885	402,863	493,131	413,940	467,036	506,716	39,680
120.000-Part Time Salaries		-	1,950	-	16,716	8,880	8,880	-
130.000-Overtime		50,000	41,276	44,955	48,215	44,888	47,963	3,075
210.000-Group Insurance		178,057	97,397	162,045	94,514	157,225	176,434	19,210
220.000-Social Security		38,102	37,067	42,912	38,646	41,515	45,795	4,280
225.000-Act 7 Childcare Tax		-	-	-	83	1,791	1,975	185
230.000-Retirement		44,364	41,735	46,817	40,459	45,999	50,558	4,559
250.000-Unemployment Insurance		720	1,323	527	386	672	534	(138)
260.000-Workers Comp insurance		22,462	17,049	25,400	29,771	25,400	25,152	(248)
290.000-Other Employee Benefits		2,159	-	-	-	3,150	3,600	450
320.000-Legal Services		3,000	3,152	3,000	855	3,000	3,000	-
330.000-Professional Services		5,500	22,287	12,000	24,213	8,300	7,000	(1,300)
335.000-Audit		4,500	3,675	4,553	5,401	5,188	6,353	1,165
340.000-Technical Services		40,000	44,298	40,000	4,091	26,250	15,750	(10,500)
340.001-Lab Testing		-	-	-	10,546	-	-	-
410.000-Water and Sewer Charges		4,000	3,076	4,000	3,580	3,500	3,605	105
NEW-Stormwater Charges		-	-	-	-	-	4,088	4,088
421.000-Grit Disposal		16,000	17,513	16,500	14,773	17,600	18,000	400
430.000-R&M Vehicles and Equipment		4,000	2,734	4,000	904	3,000	1,500	(1,500)
431.00-R&M Buildings		-	-	3,000	19,927	26,625	50,000	23,375

Costing Center	255-55-30 - WWTF						
	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
435.000-Cogen	-	-	-	-	35,000	40,000	5,000
442.000-Rental of Vehicles or Equipment	-	1,370	1,500	2,212	3,384	3,400	16
491.000-Administrative Fees	62,980	62,980	106,003	106,003	95,446	99,750	4,304
500.000-Training, Conferences, Dues	7,500	5,480	8,500	8,775	9,000	8,800	(200)
505.000-Technology Subscription, Licenses	1,925	10,941	3,000	38,336	16,405	11,783	(4,622)
510.000-Permits, Licenses, Registrations	9,900	12,775	11,000	10,610	11,000	12,225	1,225
520.000-Insurance	38,605	41,794	39,800	51,731	44,059	42,427	(1,632)
530.000-Communications	6,400	10,634	12,675	16,383	12,620	17,500	4,880
540.000-Advertising	-	-	-	-	750	1,350	600
567.000-Biosolids Land Application	190,000	156,005	190,000	217,538	205,200	240,000	34,800
568.000-Biosolids Subcontractor	150,000	198,632	255,000	283,731	305,046	295,000	(10,046)
570.000-Other Purchased Services	130,000	132,566	195,000	190,214	140,000	145,000	5,000
609.000-Safety Supplies	-	-	3,000	2,652	3,000	3,000	-
610.000-General Supplies	10,000	9,464	12,000	8,313	9,000	8,500	(500)
611.000-Small Tools & Equipment	-	-	-	-	5,000	5,000	-
612.000-Uniforms	5,000	5,816	7,898	4,660	7,050	7,050	-
618.000-Laboratory Supplies	20,000	19,889	22,000	20,363	28,000	28,000	-
619.000-Chemicals	355,000	467,512	500,000	487,159	495,000	525,000	30,000
621.000-Natural Gas/Heating	25,650	24,010	25,650	18,985	25,500	21,000	(4,500)
622.000-Electricity	175,000	204,567	170,000	169,424	170,000	170,000	-
626.000-Gasoline	3,500	3,937	4,500	2,715	4,250	2,800	(1,450)
735.000-Technology: Hardware, Software, Equipment	-	-	6,396	-	4,284	18,750	14,466
910.000-Transfer between funds (non-capital)	-	1,500	-	1,500	1,500	1,500	-
920.000-Transfer between funds (capital)	420,000	420,000	440,000	440,000	460,000	480,000	20,000
Total Expenditure	2,470,209	2,527,265	2,916,761	2,848,325	2,980,513	3,164,738	184,226
<i>Net Wastewater Fund</i>	<i>23,999</i>	<i>(14,832)</i>	<i>(0)</i>	<i>333,025</i>	<i>(1)</i>	<i>60,751</i>	<i>60,751</i>
Notes:							
1. New stormwater fee estimated at \$4,088.							
2. Higher flow through the facility results in increased costs, primarily in biosolid land application and chemicals.							
3. \$20,000 planned increase in capital transfer not included in order to cover scheduled IT replacements.							

Costing Center		256-56-40 - Sanitation						
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues								
023.000-Sanitation User Fees		700,325	657,506	778,137	837,030	887,899	1,032,902	145,003
023.001-Essex Pump Station Fees		35,625	26,825	33,125	25,829	33,500	54,375	20,875
023.002-Two Party Agreement Revenue		15,000	15,000	15,000	15,000	15,000	15,000	-
024.000-Utility Connection Fee		30,000	8,000	30,000	131,550	30,000	30,000	-
026.000-Allocation Fee		-	-	-	8,960	-	-	-
060.000-Interest Income		5,000	23,182	5,000	54,433	5,000	5,000	-
085.000-Penalties		2,500	3,160	3,000	4,305	3,000	3,000	-
098.000-Miscellaneous Revenue		3,000	-	500	907	-	-	-
Total Revenues		791,450	733,673	864,762	1,078,013	974,399	1,140,277	165,878
Expenditure								
110.000-Regular Salaries		124,788	134,576	126,885	128,119	134,743	174,975	40,232
120.000-Part Time Salaries		1,382	104	-	3,180	-	-	-
130.000-Overtime		13,574	12,066	19,369	14,553	20,392	24,246	3,854
210.000-Group Insurance		63,266	74,883	40,894	35,913	43,997	63,587	19,589
220.000-Social Security		10,755	11,294	11,792	10,803	12,497	16,197	3,700
225.000-Act 76 Childcare Tax		-	-	-	21	539	699	160
230.000-Retirement		12,356	10,561	13,798	12,170	14,934	19,618	4,684
250.000-Unemployment Insurance		190	353	135	87	143	180	37
260.000-Workers Comp insurance		6,330	5,421	6,100	9,464	6,100	8,419	2,319
290.000-Other Employee Benefits		840	-	-	-	700	800	100
330.000-Professional Services		1,000	2,236	4,000	5,337	6,000	6,242	242
335.000-Audit		2,500	2,100	2,529	3,001	2,882	3,529	647
340.000-Technical Services		-	-	9,000	6,720	14,800	14,500	(300)
410.000-Water and Sewer Charges		500	354	500	403	500	500	-
430.000-R&M Vehicles and Equipment		2,000	868	2,000	-	2,000	2,000	-
431.000-R&M Buildings & Grounds		14,000	14,677	6,000	2,579	6,000	6,000	-
433.000-R&M Infrastructure		6,000	16,658	16,000	15,460	5,000	15,000	10,000
434.000-R&M Pump Stations		-	-	-	10,048	12,000	22,500	10,500
434.001-Susie Wilson PS Costs		15,000	9,015	14,000	13,029	11,500	12,000	500
434.002-West Street PS Costs		17,000	12,883	15,000	17,969	13,500	12,000	(1,500)
441.000-Rental of Land or Buildings		1,700	4,758	1,800	1,988	1,800	2,048	248
491.000-Administrative Fees		161,960	161,960	220,005	220,005	226,891	235,500	8,609
500.000-Training, Conferences, Dues		200	92	4,500	-	2,000	2,000	-

Costing Center	256-56-40 - Sanitation							
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
505.000-Technology Subscription, Licenses		750	1,757	750	4,314	1,668	1,726	58
520.000-Insurance		3,457	1,778	5,700	2,462	6,310	3,402	(2,908)
521.000-Insurance Deductibles		1,000	-	1,000	1,000	1,000	1,000	-
530.000-Communications		-	-	-	-	-	1,080	1,080
550.000-Printing and Binding		-	-	1,500	95	-	-	-
560.000-Postage		5,750	7,336	5,750	6,229	6,000	6,180	180
609.000-Safety Supplies		-	-	3,000	-	3,000	3,000	-
610.000-General Supplies		1,000	2,430	1,000	625	1,000	2,500	1,500
612.000-Uniforms		1,350	1,841	1,755	631	1,350	1,350	-
621.000-Natural Gas/Heating		2,052	1,287	2,000	1,331	1,500	1,500	-
622.000-Electricity		14,000	9,132	13,000	15,867	12,000	16,000	4,000
626.000-Gasoline		4,000	5,276	4,500	5,341	6,000	6,500	500
735.000-Technology: Hardware, Software, Equipment		3,000	-	3,000	-	3,403	3,500	97
750.000-Machinery and Equipment		5,000	-	5,000	-	5,000	5,000	-
920.000-Transfer between funds (capital)		95,000	95,000	95,000	95,000	172,000	222,000	50,000
Total Expenditure		591,700	600,692	657,262	643,741	759,149	917,277	158,128
<i>Net Sanitation Fund</i>		<i>199,750</i>	<i>132,981</i>	<i>207,500</i>	<i>434,272</i>	<i>215,250</i>	<i>223,000</i>	<i>7,750</i>
Notes:								
1. \$50,000 planned increase in capital transfer.								
2. Payroll expenses are increased from prior years as we have updated various position allocations among Streets, Water and Sanitation to more accurately reflect where time is								

Costing Center		257-57-50 - Stormwater Fund							
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	Anticipated 2025 Budget	2026 Budget	\$ Change	
Revenues									
	024.000-Stormwater User Fees	-	-	-	-	-	448,057	448,057	
	060.000-Interest Income	-	-	-	-	-	-	-	
	085.000-Penalties	-	-	-	-	-	-	-	
	090.000-Transfer between Town/Village	-	-	-	-	-	-	-	
	098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	
Total Revenues		-	-	-	-	-	448,057	448,057	
Expenditure									
	110.000-Regular Salaries	-	-	-	-	95,969	99,249	3,280	
	120.000-Part Time Salaries	-	-	-	-	8,880	17,760	8,880	
	210.000-Group Insurance	-	-	-	-	18,690	42,750	24,060	
	220.000-Social Security	-	-	-	-	8,125	9,048	923	
	225.000-Act 76 Childcare Tax	-	-	-	-	117	390	273	
	230.000-Retirement	-	-	-	-	8,428	8,968	540	
	250.000-Unemployment Insurance	-	-	-	-	7	50	51	
	260.000-Workers Comp insurance	-	-	-	-	2,200	6,617	4,417	
	290.000-Other Employee Benefits	-	-	-	-	350	400	50	
	320.000-Legal Services	-	-	-	-	-	3,000	3,000	
	330.000-Professional Services	-	-	-	-	62,000	20,000	(42,000)	
	335.000-Audit	-	-	-	-	-	-	-	
	451.000-Summer Construction Services	-	-	-	-	35,000	20,000	(15,000)	
	491.000-Administrative Fees	-	-	-	-	-	-	-	
	500.000-Training, Conferences, Dues	-	-	-	-	5,000	2,000	(3,000)	
	510.000-Permit/License/Registration	-	-	-	-	19,000	18,250	(750)	
	520.000-Insurance	-	-	-	-	-	-	-	
	540.000-Advertising	-	-	-	-	-	1,250	1,250	
	570.000-Other Purchased Services	-	-	-	-	5,000	5,000	-	
	575.000-Storm Sewer Maintenance	-	-	-	-	45,000	20,000	(25,000)	
	580.000-Travel	-	-	-	-	3,000	1,500	(1,500)	
	612.000-Uniforms	-	-	-	-	-	675	675	
	830.000-Regular Programs	-	-	-	-	1,200	900	(300)	
	899.000-Matching Grant Funds	-	-	-	-	35,250	45,250	10,000	
	920.000-Transfer between funds (capital)	-	-	-	-	-	125,000	125,000	
Total Expenditure		-	-	-	-	353,216	448,057	94,841	
<i>Net Stormwater Fund</i>		-	-	-	-	<i>(353,216)</i>	-	<i>353,216</i>	
Notes:									
1. Stormwater was previously included as a department within the General Fund budget. FY26 will be the first year the Stormwater Fund will operate independently as an enterprise fund, therefore there is no historical budget/actual data to present. FY25 figures represent an anticipated budget for the enterprise fund that staff developed for illustrative purposes only during the FY25 budget preparation process.									

FY26 EJRP Program Summary								
	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change	% Change
Revenues								
Admin	-	266,621	-	483,159	-	-	-	n/a
Pool	167,664	153,001	158,339	150,408	172,327	164,540	(7,787)	-5%
Parks	12,549	30,644	18,379	22,236	32,489	26,440	(6,049)	-19%
Programs	359,368	482,165	435,210	466,754	543,955	594,095	50,140	9%
After School	1,386,548	1,343,667	1,510,734	1,708,625	1,671,432	1,914,553	243,121	15%
Preschool	397,508	396,284	438,868	317,210	624,996	706,353	81,357	13%
Summer Day Camp	538,825	571,617	618,635	684,076	689,296	961,280	271,984	39%
Total Revenues	2,862,462	3,243,998	3,180,165	3,832,468	3,734,495	4,367,261	632,766	17%
Expenditures								
Admin	177,329	201,901	88,020	159,007	150,295	103,959	(46,336)	-31%
Pool	157,818	148,072	155,939	160,895	165,459	172,788	7,330	4%
Parks	34,158	33,301	36,648	95,239	36,974	38,012	1,038	3%
Programs	294,954	422,569	496,069	509,320	626,079	671,919	45,840	7%
After School	1,285,454	1,204,802	1,382,302	1,329,118	1,551,595	1,786,689	235,094	15%
Preschool	407,409	404,675	450,933	598,724	627,757	730,387	102,630	16%
Summer Day Camp	504,712	458,265	586,935	670,705	674,779	919,664	244,885	36%
Total Expenditures	2,861,834	2,873,585	3,196,846	3,523,009	3,832,937	4,423,418	590,481	15%

Costing Center		259-30-10 - EJRP Programs Admin								
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change	FY25 Notes	
Revenues										
	040.000-Intergov: Federal Grant	-	21,750	-	113,071	-	-	-		
	040.832-Federal Grant ARPA	-	229,710	-	-	-	-	-		
	041.000-State and Other Grant Revenue	-	-	-	329,785	-	-	-		
	060.000-Interest Income	-	15,161	-	40,302	-	-	-		
	098.000-Miscellaneous Revenue	-	-	-	-	-	-	-		
Total Revenues		-	266,621	-	483,159	-	-	-		
Expenditure										
	110.000-Regular Salaries	51,064	52,109	-	(1,634)	-	-	-		
	120.000-Part Time Salaries	-	448	-	-	-	-	-		
	210.000-Group Insurance	24,865	350	-	-	-	-	-		
	220.000-Social Security	3,906	4,221	-	(146)	-	-	-		
	225.000-Act 76 Childcare Tax	-	-	-	-	-	-	-		
	230.000-Retirement	4,085	4,258	-	(162)	-	-	-		
	250.000-Unemployment Insurance	-	-	4,282	2,599	4,154	5,231	1,077	based on actual CY2024	
	260.000-Workers Comp insurance	40,552	29,838	50,000	37,741	50,000	89,072	39,072	estimate	
	330.000-Professional Services	6,000	3,980	4,500	1,815	4,500	-	(4,500)		
	442.000-Rental of Vehicles or Equipment	2,135	7,300	2,135	6,953	1,968	1,968	(0)	add copier lease for 2nd Maple St copier	
	500.000-Training, Conferences, Dues	15,549	19,100	9,500	8,447	9,500	5,500	(4,000)		
	505.000-Technology Subscriptions, Licenses	-	-	-	19,656	17,570	1,835	(15,735)	Kofax \$1,978, Questica \$3,087	
	550.000-Printing and Binding	22,220	9,674	10,500	8,866	10,500	-	(10,500)		
	560.000-Postage	6,953	5,627	7,103	4,032	7,103	353	(6,750)		
	561.000-Credit Card Processing Fees	-	64,996	-	66,358	-	-	-		
	910.000-Transfer Between Funds (non-capital)	-	-	-	4,483	45,000	-	(45,000)		
Total Expenditure		177,329	201,901	88,020	159,007	150,295	103,959	(46,336)		
Net EJRP Program Fund		(177,329)	64,720	(88,020)	324,152	(150,295)	(103,959)			

Costing Center		259-30-11 - EJRP Pool						
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues								
	020.304-Pool Day Admissions	72,444	72,226	68,444	65,901	79,581	74,333	(5,248)
	020.305-Pool Memberships	43,296	40,057	40,843	45,992	44,315	44,988	673
	020.306-Swim Lessons	51,924	40,718	49,052	38,515	48,431	45,219	(3,212)
Total Revenues		167,664	153,001	158,339	150,408	172,327	164,540	(7,787)
Expenditure								
	120.000-Part Time Salaries	108,694	88,583	108,972	101,192	117,879	115,130	(2,749)
	130.000-Overtime	-	6,762	-	3,050	-	-	-
	220.000-Social Security	8,316	7,294	8,336	7,975	9,018	8,807	(210)
	225.000-Act 76 Childcare Tax	-	-	-	88	389	380	(9)
	250.000-Unemployment Insurance	-	-	-	-	-	-	-
	260.000-Workers Comp insurance	-	-	-	-	-	-	-
	330.000-Professional Services	6,580	6,168	5,080	779	5,194	1,486	(3,708)
	410.000-Water and Sewer Charges	2,701	1,877	-	-	-	-	-
	431.000-R&M Buildings and Grounds	25,887	32,737	29,189	43,625	28,847	39,708	10,861
	505.000-Technology Subscriptions, Licenses	-	-	-	-	-	629	629
	550.000-Printing and Binding	-	-	-	-	-	420	420
	560.000-Postage	-	-	-	-	-	270	270
	610.000-General Supplies	5,640	4,652	4,362	4,186	4,132	3,832	(300)
	910.000-Transfer Between Funds (non-capital)	-	-	-	-	-	2,126	2,126
Total Expenditure		157,818	148,072	155,939	160,895	165,459	172,788	7,330
Net EJRP Program Fund		9,846	4,929	2,400	(10,487)	6,868	(8,248)	

Costing Center		259-30-12 - EJP Programs Parks and Facilities						
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues								
	020.308-Facility & Field Rental	12,549	29,684	18,379	22,236	32,489	26,440	(6,049)
	050.000-Donations	-	960	-	-	-	-	-
Total Revenues		12,549	30,644	18,379	22,236	32,489	26,440	(6,049)
Expenditure								
	120.000-Part Time Salaries	7,922	4,016	7,922	2,835	9,422	10,383	961
	220.000-Social Security	606	307	606	217	721	794	74
	225.000-Act 76 Childcare Tax	-	-	-	2	31	34	3
	330.000-Professional Services	13,110	11,698	9,000	17,743	9,000	9,000	-
	442.000-Rental of Vehicles or Equipment	7,200	7,892	13,800	10,830	13,800	13,800	-
	500.000-Training, Conferences, Dues	4,000	7,207	4,000	4,647	4,000	4,000	-
	530.000-Communications	1,320	1,320	1,320	1,320	-	-	-
	610.000-General Supplies	-	239	-	57,645	-	-	-
	830.000-Regular Supplies	-	621	-	-	-	-	-
Total Expenditure		34,158	33,301	36,648	95,239	36,974	38,012	1,038
Net EJP Program Fund		(21,609)	(2,657)	(18,269)	(73,003)	(4,485)	(11,572)	

Costing Center		259-30-14 - EJRP Recreation Programs						
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues								
	020.311-Youth Programs	203,155	330,287	250,040	299,255	361,480	399,745	38,265
	020.312-Adult Programs	129,663	136,134	146,320	164,399	147,575	156,800	9,225
	050.000-Donation Revenue	26,550	1,594	38,850	3,100	34,900	20,050	(14,850)
	050.150-Donations - Memorial Day Parade	-	14,150	-	-	-	-	-
	091.000-Transfer from Other Funds	-	-	-	-	-	17,500	17,500
Total Revenues		359,368	482,165	435,210	466,754	543,955	594,095	50,140
Expenditure								
	110.000-Regular Salaries	-	4,626	53,745	56,425	56,163	58,320	2,156
	120.000-Part Time Salaries	14,400	13,215	30,968	16,982	52,922	21,284	(31,638)
	210.000-Group Insurance	-	-	25,158	350	27,393	42,844	15,452
	220.000-Social Security	1,102	1,361	6,507	5,589	8,391	6,141	(2,251)
	225.000-Act 76 Childcare Tax	-	-	-	12	362	265	(97)
	230.000-Retirement	-	-	4,434	4,821	4,945	3,523	(1,422)
	290.000-Other Employee Benefits	-	-	350	-	350	400	50
	330.000-Professional Services	241,880	336,591	329,262	372,076	433,805	474,238	40,433
	410.000-Water and Sewer Charges	800	649	800	1,104	1,500	1,500	-
	431.000-R&M Buildings and Grounds	800	504	1,300	-	1,300	1,300	-
	441.000-Rental of Land or Buildings	600	-	-	-	-	-	-
	442.000-Rental of Vehicles or Equipment	900	2,818	2,000	(2,365)	2,000	2,000	-
	500.000-Training, Conferences, Dues	750	1,180	6,784	4,989	8,077	6,750	(1,327)
	505.000-Technology Subscriptions, Licenses	-	-	-	-	-	2,360	2,360
	530.000-Communications	-	-	-	660	1,098	540	(558)
	540.000-Advertising	200	150	-	-	-	-	-
	550.000-Printing and Binding	-	-	-	-	-	1,575	1,575
	560.000-Postage	-	-	-	-	-	1,013	1,013
	580.000-Travel	-	-	-	-	-	-	-
	610.000-General Supplies	30,610	52,955	34,761	37,075	27,773	32,393	4,620
	831.000-Special or New Programs	2,912	-	-	-	-	-	-
	850.150-Memorial Day Parade	-	8,521	-	11,602	-	7,500	7,500

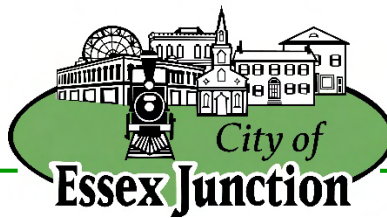
Costing Center		259-30-14 - EJRP Recreation Programs						
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
	910.000-Transfer Between Funds (non-capital)	-	-	-	-	-	7,973	7,973
Total Expenditure		294,954	422,569	496,069	509,320	626,079	671,919	45,840
Net EJRP Program Fund		64,414	59,596	(60,859)	(42,566)	(82,124)	(77,824)	

Costing Center		259-30-15 - EJRP After School Care						
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues								
	020.311-Youth Programs	-	-	-	-	-	-	-
	020.313-Childcare	1,247,624	1,232,847	1,369,027	1,592,856	1,500,072	1,743,980	243,908
	020.315-Shared Staffing Contract	138,924	110,820	141,707	115,769	171,360	170,573	(787)
Total Revenues		1,386,548	1,343,667	1,510,734	1,708,625	1,671,432	1,914,553	243,121
Expenditure								
	110.000-Regular Salaries	483,791	456,161	561,969	413,774	576,341	669,664	93,323
	120.000-Part Time Salaries	390,955	363,635	379,133	516,141	491,920	429,246	(62,674)
	130.000-Overtime	-	7,383	-	2,863	-	-	-
	150.000-Shared Employee Expense	-	-	-	-	-	-	-
	210.000-Group Insurance	95,989	108,884	135,435	102,381	122,197	204,294	82,097
	220.000-Social Security	64,612	62,163	72,289	71,926	83,264	86,208	2,944
	225.000-Act 76 Childcare Tax	-	-	-	54	3,592	3,719	127
	230.000-Retirement	44,165	47,297	43,846	42,605	58,286	65,662	7,377
	250.000-Unemployment Insurance	-	-	-	-	-	-	-
	260.000-Workers Comp insurance	-	-	-	-	-	-	-
	290.000-Other Employee Benefits	4,200	-	3,850	-	3,850	5,200	1,350
	330.000-Professional Services	31,480	36,178	51,917	50,379	96,400	101,800	5,400
	500.000-Training, Conferences, Dues	36,940	13,502	25,045	25,936	33,241	45,339	12,098
	505.000-Technology Subscriptions, Licenses	-	-	-	-	-	6,609	6,609
	530.000-Communications	5,700	12,860	7,920	11,083	7,920	7,560	(360)
	540.000-Advertising	-	-	-	-	-	3,000	3,000
	550.000-Printing and Binding	-	-	-	-	-	4,410	4,410
	560.000-Postage	-	-	-	-	-	2,835	2,835
	580.000-Travel	54,380	20,421	20,100	8,817	-	-	-
	610.000-General Supplies	53,286	74,482	57,792	81,993	69,084	123,316	54,232
	626.000-Gasoline	2,650	1,836	5,500	1,164	5,500	5,500	-
	750.000-Machinery & Equipment	-	-	-	-	-	-	-
	751.000-Vehicle Purchase	-	-	17,506	-	-	-	-
	910.000-Transfer Between Funds (non-capital)	-	-	-	-	-	22,327	22,327

Costing Center		259-30-15 - EJRP After School Care						
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
975.000-Interest Expense - Leases		17,306	-	-	-	-	-	-
995.000-Interest on Cash		-	-	-	-	-	-	-
Total Expenditure		1,285,454	1,204,802	1,382,302	1,329,118	1,551,595	1,786,689	235,094
Net EJRP Program Fund		101,094	138,865	128,432	379,508	119,837	127,864	

Costing Center		259-30-16 - EJRP Preschool							
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change	FY25 Notes
Revenues									
	020.313-Childcare	397,508	396,284	438,868	317,210	624,996	706,353	81,357	
Total Revenues		397,508	396,284	438,868	317,210	624,996	706,353	81,357	
Expenditure									
	110.000-Regular Salaries	203,065	223,650	249,948	253,034	351,704	375,640	23,935	
	120.000-Part Time Salaries	37,480	22,690	12,186	11,987	14,024	29,493	15,469	
	130.000-Overtime	-	276	-	759	-	-	-	
	210.000-Group Insurance	112,206	85,888	126,922	83,619	131,414	182,985	51,572	
	220.000-Social Security	18,509	18,547	20,187	21,044	28,504	32,759	4,255	
	225.000-Act 76 Childcare Tax	-	-	-	38	1,230	1,413	184	
	230.000-Retirement	20,307	13,484	23,098	24,030	32,564	30,732	(1,832)	
	250.000-Unemployment Insurance						-	-	
	260.000-Workers Comp insurance							-	
	290.000-Other Employee Benefits	1,400	-	1,750	-	2,450	2,800	350	
	330.000-Professional Services	3,114	7,862	3,114	121,016	6,665	4,525	(2,140)	
	420.000-Cleaning Services	-	-	-	-	32,500	32,500	-	add \$32,500 from GF for cleaning
	431.000-R&M Buildings and Grounds	-	-	-	38,418	-	-	-	
	442.000-Rental of Vehicles or Equipment	-	-	-	713	1,860	1,860	(0)	copier lease for Park St
	500.000-Training, Conferences, Dues	5,100	8,296	7,500	5,932	11,750	11,750	-	
	505.000-Technology Subscriptions, Licenses	-	-	-	-	-	2,675	2,675	
	530.000-Communications	-	-	-	335	-	-	-	
	550.000-Printing and Binding	-	-	-	-	-	1,785	1,785	
	560.000-Postage	-	-	-	-	-	1,148	1,148	
	580.000-Travel	1,728	-	1,728	-	2,592	1,536	(1,056)	
	610.000-General Supplies	4,500	23,982	4,500	37,798	10,500	7,750	(2,750)	add \$4500 from GF for cleaning supplies
	910.000-Transfer Between Funds (non-capital)	-	-	-	-	-	9,036	9,036	
Total Expenditure		407,409	404,675	450,933	598,724	627,757	730,387	102,630	
Net EJRP Program Fund		(9,901)	(8,391)	(12,065)	(281,514)	(2,761)	(24,034)		

Costing Center		259-30-17 - EJRP Summer Day Camps						
		2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	\$ Change
Revenues								
	020.313-Childcare	538,825	571,617	618,635	684,076	689,296	961,280	271,984
Total Revenues		538,825	571,617	618,635	684,076	689,296	961,280	271,984
Expenditure								
	110.000-Regular Salaries	60,195	18,266	73,501	49,958	72,644	85,671	13,027
	120.000-Part Time Salaries	308,642	283,585	355,071	384,337	420,770	536,093	115,323
	130.000-Overtime	-	13,310	-	19,624	-	-	-
	220.000-Social Security	28,215	24,192	32,786	33,865	37,746	47,565	9,819
	225.000-Act 76 Childcare Tax	-	-	-	491	1,628	2,052	424
	250.000-Unemployment Insurance						-	-
	260.000-Workers Comp insurance							-
	330.000-Professional Services	8,905	25,881	64,585	57,570	111,981	163,066	51,085
	505.000-Technology Subscriptions, Licenses						3,462	3,462
	550.000-Printing and Binding						2,310	2,310
	560.000-Postage						1,485	1,485
	580.000-Travel	72,240	62,967	34,300	34,892	-	-	-
	610.000-General Supplies	26,515	30,064	26,692	89,968	30,009	66,267	36,258
	626.000-Gasoline	-	-	-	-	-	-	-
	910.000-Transfer Between Funds (non-capital)						11,693	11,693
Total Expenditure		504,712	458,265	586,935	670,705	674,779	919,664	244,885
Net EJRP Program Fund		34,113	113,351	31,700	13,371	14,517	41,616	



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: February 26, 2025

Subject: Discussion and Consideration of the Informational Hearing and Annual Meeting Warning

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

Discussion:

The attached DRAFT warning is for the Informational Hearing on March 25, 2025 as well as the Annual Meeting on April 8, 2025. The warning also includes the ballot questions for the 2025 Annual Meeting.

The ballot items include:

1. Discussion of Article 1 – Adopting the budget: this will be presented and discussed as a separate business item on the 2/26 agenda. If any of the figures change during the meeting the warning will need to be updated.
2. Discussion of Article 2 – Bond for Pump Stations: the inclusion of this question was approved by the Council on 2/12.
3. Announcement of offices up for election in Article 3 – these include one City Council member (three-year term), one Champlain Water District Commissioner (three-year term), and one Library Trustee (five-year term). The City will be electing a Champlain Water District Commissioner for the first time, as this position was previously a joint position with the Town.

February 20, 2025 was the 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. No petitions were submitted.

For your information the remainder of the budget and Annual Meeting preparation schedule is attached.

Cost:

No cost.

Recommendation:

Staff recommends that the Council approve the warning as drafted (unless edits are needed) and sign the warning upon approval.

Recommended Motion:

I move that the City Council approve the warning as drafted.

Attachments:

Schedule & Annual Meeting Deadlines

Annual Meeting Warning

2025 Budget Schedule & Annual Meeting Deadlines

The following are the remaining dates associated with the budget and annual meeting schedule. The Annual City Meeting will be held by Australian ballot on Tuesday, April 8, 2025.

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 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 25	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 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.

**WARNING
CITY OF ESSEX JUNCTION
INFORMATIONAL HEARING MARCH 25, 2025 AND
ANNUAL MEETING APRIL 8, 2025**

**Informational Hearing – Online via Zoom and at 145 Maple Street
Tuesday, March 25, at 6:30 PM**

Available options to watch or join the meeting:

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

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

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

AGENDA will include:

- **Discussion of Article 1 – Adopting the budget**
- **Discussion of Article 2 – Bond for Pump Stations**
- **Announcement of offices up for election in Article 3**
- **Public to be heard (to be moderated)**

Annual Meeting - Australian Ballot

Tuesday, April 8, 2025 – 7:00 AM to 7:00 PM

The legal voters of the City of Essex Junction are hereby notified and warned to meet at the Champlain Valley Exposition in the Blue Ribbon Pavilion, 105 Pearl Street in the City of Essex Junction on Tuesday, April 8, 2025 to transact the following business by Australian ballot. Said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

ARTICLE 1. Shall the voters approve an annual General Fund Budget in the amount of \$12,419,241 for fiscal year July 1, 2025 to June 30, 2026, \$11,405,931 of which is to be levied in taxes against the City Grand List?

ARTICLE 2. Shall general obligation bonds or notes of the City of Essex Junction in an amount not to exceed three million eight hundred thousand Dollars (\$3,800,000.00), subject to available grants-in-aid, if any, be issued to finance the cost of retrofitting the three pump stations located on West Street, Maple Street and River Street?

ARTICLE 3. To elect City officers required by law including: one City Council member (three-year term), one Library Trustee (five-year term), and one Champlain Water District Commissioner (three-year term)?

Dated this 26th day of February, 2025 by the Essex Junction City Council.

Raj Chawla, President

Amber Thibeault, Vice President

Tim Miller, Clerk

Marcus Certa

Elaine Haney

Received for record this _____ day of _____, 2025 in the records of the City of Essex Junction.

Susan McNamara-Hill, Clerk

DRAFT



MEMORANDUM

To: City Council

From: Regina Mahony

Meeting Date: February 26, 2025

Subject: Executive Session for personnel evaluation and contract of the City Manager

Issue:

The issue is whether the City Council will enter executive session to have a personnel evaluation and contract renewal discussion for 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, 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
SPECIAL MEETING
MINUTES OF MEETING
February 3, 2025**

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

ADMINISTRATION: Regina Mahony, City Manager; Paul Courtois, Essex Police Lieutenant;
Tyler Depasquale, Essex Police Officer; Isabel Lardner, Animal Control
Officer; Elle Lenzini, Animal Control Officer; John Rowell, Health Officer,
Ashley Snellenberger, Communication & Strategic Initiatives Director.

OTHERS PRESENT: Tiena Flores, David F., Jim Waite, Isaiah Williams

1. **CALL TO ORDER**

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

2. **AGENDA ADDITIONS/CHANGES**

City Manager Mahony requesting reversing the agenda order so that #6a is #5a, and vice-versa.

3. **APPROVE AGENDA**

City Council President Chawla made a motion, seconded by Councilor Miller, to switch the order of #5a and #6a on the agenda. The motion passed 5-0.

4. **PUBLIC TO BE HEARD**

a. Comments from Public

None.

5. **BUSINESS ITEMS**

a. Re-warn the Land Development Code Amendment Public Hearing from 2/12/25 to 2/26/25

Councilor Miller made a motion, seconded by City Council President Chawla, that the City Council re-warn a public hearing for the Land Development Code amendments as discussed on January 22, 2025 from February 12, 2025 to February 26, 2025, so that proper notice requirements can be met. The motion passed 5-0.

6. **PUBLIC HEARING**

a. *Potentially Vicious Dog Bite Hearing

City Council President Chawla noted that this comes as a request from Essex Police Lieutenant Paul Courtois regarding Isaiah Williams and his dog Kanin. He noted that Kanin has recorded four bites with the Essex Police Department, on August 22, 2024, October 27, 2024, December 8, 2024, and January 12, 2025, and further noted that Kanin is not registered with the City of Essex, nor has had rabies shots since August, 2023. He noted that as of January 15, 2025, Mr. Williams has not had the dog vaccinated nor registered, though he had been instructed to do so. City Council President Chawla then swore in the witnesses who will give testimony during tonight's hearing. Councilor Thibeault noted a conflict of interest and recused herself from tonight's proceedings.

Essex Police Officer Depasquale provided a summary of the complaints received to date from 51 Main Street, Unit 1 (Mr. Williams' place of residence), based on the collection of police reports received since August. He spoke about the August 22, 2024 incidents, where complaints were received about a dog

54 being off leash who had chased an individual, and a complaint was lodged in which an individual was
55 bitten three times by an aggressive dog near 53 Main Street, for which she later sought medical
56 attention. He read a statement from the individual about this experience. He spoke about an incident on
57 September 29, 2024, where an individual with a leashed dog was walking by 51 Main Street and they
58 were charged at by a large, unleashed dog. He noted that an officer advised Mr. Williams to keep his
59 dog leashed while outside. He spoke about an incident on October 27, 2024, where an officer was bitten
60 by the dog at 51 Main Street while responding to a domestic disturbance in the residence, and that the
61 officer received medical treatment for the bite after the incident. He spoke about an incident on
62 December 8, 2024, where a dog bite victim was treated at the University of Vermont Medical Center,
63 which notified the City of Essex Junction that the dog bite was from a violent dog housed at 51 Main
64 Street, Essex Junction. He spoke about an incident on January 4, 2025 of a complaint received from a
65 resident of 53 Main Street who was cornered by a vicious dog from 51 Main Street while she was trying
66 to take out her trash. He spoke about an incident on January 12, 2025 where the Police Department
67 and Essex Rescue responded to a dog bite complaint at 51 Main Street from an individual visitor who
68 was bitten inside the unit while trying to replace the unit's smoke detectors. Officer Depasquale said that
69 the dog described in these incidents has been identified as a 2-year-old Cane Corso named Kanin and
70 the owner has been identified as Isaiah Williams, that Kanin has been involved in four unprovoked
71 attacks since August 2024, and that he has requested this dog hearing.

72
73 Councilor Certa asked if the sidewalk counts as part of the premises, and Officer Depasquale replied
74 that public sidewalk would be considered off premises. City Council President Chawla asked if the tickets
75 have been paid, and Officer Depasquale replied that he is not aware of the ticket status. City Council
76 President Chawla asked whether a common area in an apartment building is considered off premises
77 given that it is outside of the dog's primary residence. He said that he is assuming that they haven't
78 heard about some incidents because they occurred off premises. Officer Depasquale replied that 51
79 and 53 Main Street have different landlords and no property dividers.

80
81 City Manager Mahony asked if there are any further updates since the time of reporting on whether the
82 dog has been registered or vaccinated. Officer Depasquale replied that he has not received any
83 additional updates. City Manager Mahony noted that there was another incident involving this dog last
84 week, and Officer Depasquale said that the department is looking into this incident further at this time.

85
86 Councilor Certa noted that the individual in the August 22, 2024 dog bite issue did not issue a written
87 statement until January 2025 and asked why, and Officer Depasquale replied that she was hesitant
88 about making a complaint against the dog because she did not want it to be put down.

89
90 Isaiah Williams and Taina Flores spoke as the defendants and owners of Kanin. Ms. Flores said that
91 when people are in the house and are making certain movements, Kanin has started acting the way he
92 is acting in the past 9 months. She noted that this is the first dog they have had as a puppy. Mr. Williams
93 said he tries to be home more now that the dog's behavior is becoming an issue, and emphasized that
94 he is not an aggressive dog. He said that he thinks some of the behavior may be due to the fact that he
95 is not home as much with the dog. Ms. Flores said that Kanin is protective of her and her son against
96 individuals that come into the house that Kanin may perceive as strangers. Ms. Flores clarified that their
97 apartment unit does not share a hallway with neighbors, and they have their own front door and back
98 door. City Council President Chawla asked for clarification on how the dog has been able to get out of
99 control. Ms. Flores clarified that the December 8, 2024 incident was the result of Kanin perceiving
100 aggressive behavior between a visitor staying at their apartment and one of their friends. She said that
101 she has received suggestions that they get Kanin fixed, which may help solve the aggression issues.
102 She said that she has scheduled a second rabies vaccination with her veterinary clinic for Monday,
103 February 10, 2025.

104
105 Councillor Certa asked if there is a way to secure the animal on the property, and Ms. Flores replied that
106 they have a long chain to secure Kanin. City Manager Mahony asked how the dog is getting out of the
107 house off-leash. Mr. Williams replied that he thinks the dog is escaping when the door is left open
108 accidentally.
109

110 Animal Control Officer Lenzini said that the City's latest record is that Kanin's last vaccination was on
111 August 2, 2023 and that his next was due on August 2, 2024, and that he is not registered with the City.
112 She noted that neutering dogs typically reduces certain types of behaviors and calms dogs down
113 somewhat. Health Officer Rowell added that after the first dog bite incident, he tried unsuccessfully to
114 follow up with the owners of Kanin about information for free rabies clinics, given that they had cited
115 financial barriers to vaccination. He said that he has also been in contact with Kanin's owners a number
116 of times, given that he has received multiple complaints about the dog being loose and acting
117 aggressively toward people.
118

119 City Manager Mahony asked if they have any recommendations on appropriate next steps, given these
120 circumstances. Animal Control Officer Lenzini replied that her biggest recommendations would be
121 neutering the dog, seeking out professional training, and taking steps to secure the dog on the premises
122 more successfully. She said that if the City Council deems that the dog should be removed from its
123 current living situation, she has contacted the humane society, which is willing to take him in. Animal
124 Control Officer Lardner said that she has been in contact with the humane society and that given the
125 brief description of the four dog bite incidents, the animal care manager said that behavioral euthanasia
126 is a likely outcome in this case if the dog is surrendered to the Humane Society. She said that a dog
127 with a bite history like this would be difficult to find an appropriate placement for, but acknowledged that
128 the bites have been minor and the dog has willingly released them, which are factors in favor of this
129 behavior being more about management than anything else. She noted that this particular breed of dog
130 is bred to be a guardian and are predisposed to be protective of their property, but she ultimately
131 acknowledged that placement organizations will have a difficult time placing this dog in an adoption.
132

133 Councillor Certa noted that some of these management solutions could potentially be costly, and asked
134 if Mr. Williams and Ms. Flores would be willing to entertain them, if the Council were to require this level
135 of training. Animal Control Officer Lardner said that she could provide contact information for several
136 recommended trainers but that she does not know the cost at this juncture, and Ms. Flores said she
137 would need to know the cost in order to determine if she could afford it. She said that she wants to do
138 everything she can to make sure Kanin's behavior is improved.
139

140 City Manager Mahony asked if more physical barriers could be put up to ensure the dog does not get
141 outside, and Mr. Williams replied that they could look into putting a screen on the back door or gate on
142 the porch. City Manager Mahony asked if they would be willing to muzzle the dog, and Mr. Williams and
143 Ms. Flores replied that they would be willing to use a muzzle. City Manager Mahony asked if they think
144 they will be able to train the dog and take the steps necessary to curtail this behavior, or whether they
145 would be willing to give up the dog. Ms. Flores replied that she is confident they can improve Kanin's
146 behavior.
147

148
149 **7. DELIBERATIVE SESSION**

- 150 a. *A deliberative session may be needed
151

152 **Councillor Miller made a motion. seconded by City Council President Chawla, to enter into**
153 **deliberative session. The motion passed 4-0.**

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8. **ADJOURN**

Councilor Haney made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion passed 4-0 at 7:10 P.M.

Respectfully Submitted,
Amy Coonradt

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
February 12, 2025**

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

ADMINISTRATION: Regina Mahony, City Manager; Chelsea Mandigo, Water Quality
Superintendent; Jess Morris, Finance Director.

OTHERS PRESENT: Bethany Clark, Brian Shelden, Harlan Smith, Dennis Thibeault, 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**

Resa raised concerns that Social Security checks may not be clearing from the federal government, flagging this for the Council's awareness.

5. **PUBLIC HEARING**

a. Public Hearing on FY26 Proposed General Fund Operating and Capital Budgets
City Council President Chawla opened the public hearing.

City Manager Mahony began by noting that this is not the final budget that will be on ballots in April, but that the City is presenting this proposed budget at a time when input from the public can still be incorporated. She said that the final budget to be on the ballot will be approved by the City Council at its February 26, 2025 meeting.

She outlined the key items of note for the FY26 budget. She said that the proposed FY26 General Fund budget as drafted is a \$400,000 (or 3%) increase over the FY25 budget, which results in a 2.5% increase on the tax rate (with a tax impact of a \$69 increase on a \$280,000 home). She also spoke about preliminary utility bill changes for FY26, noting a \$99.86 (14.7%) increase in water utility rates and the creation of a stormwater utility with estimated charges per ERUs of \$84.75 per year. She provided an overview of the proposed FY26 General Fund revenue, breaking it down into source (residential/business property taxes, misc. revenues, and GlobalFoundries property taxes). She then provided an overview of the proposed FY26 General Fund expenditures, noting that 30% of expenditures are for public safety (police, fire, rescue), with general government operations and public works making up the next two largest categories by spend. She spoke briefly about other General Fund highlights and provided top-line expenditures numbers for all other departments. She spoke about the local option tax, which has an estimated annual revenue of \$900,000, and the planned spending associated with this revenue (rebranding, new City banners and signs, a portion dedicated to sidewalk maintenance, and to fund capital projects within the capital plan). She spoke about the economic development fund, which has an estimated annual revenue of \$112,000, and the planned spending associated with this revenue (Main Street Park project, Crescent Connector project completion, and Amtrak project grant match). She then provided a summary of capital projects scheduled within the capital plan over the next five years (FY26-FY30). She also noted the first year of departmental work plans for FY26, which will be used to help inform future years' budgets, and spoke about key highlights from each work plan. She

55 noted another public hearing at the Brownell Library on February 22 prior to the Council's vote to approve
56 the budget for the ballot on February 26. She noted that Annual Meeting Day will be on April 8, 2025.

57
58 The following public comments were received:

- 59 • Harlan Smith asked several clarifying questions about capital fund transfers.

60
61 City Council President Chawla closed the public hearing.

62
63 **6. BUSINESS ITEMS**

64 a. Discussion and Consideration of the FY26 General Fund Budget and Capital Program Budgets

65 City Manager Mahony spoke briefly about the changes in the budget from the Council's discussion on
66 January 20, 2025, but quickly turned to a more substantive discussion about the creation of a stormwater
67 utility. She noted that staff will bring all parts of the stormwater utility back to the Council for its consideration
68 on February 26, 2025. She said that staff are still recommending moving forward with this as a utility, because
69 it looks at real impact from a property-based impervious surface standpoint rather than looking at the value
70 of the property (which is how taxes are determined), and because the utility would include all properties
71 contributing to the City's stormwater system. She said that the current proposal is to end General Fund
72 funding of the stormwater budget in FY25 and move completely to the utility in FY26, the budget for which
73 would be \$448,000. She also noted that GlobalFoundries is no longer exempt from the utility in the current
74 proposal. She said that based on feedback from the public, they are also exploring phasing this utility in and
75 only collecting funds for the portion of the program that doesn't include capital transfers.

76
77 Councilor Haney asked about the inclusion of GlobalFoundries into the utility. Water Quality Superintendent
78 Mandigo replied that the shift of this program out of the General Fund and into a stormwater utility is part of
79 a broader, more equitable system that ensures all properties contribute fairly to the maintenance and
80 enhancement of the stormwater infrastructure. She noted that further research and legal review found that
81 there are no exemptions from stormwater utility except for agriculture. City Manager Mahony noted that they
82 have tried to ensure that there are no exemptions at the beginning of this program, but will make a credit
83 system available to ratepayers.

84
85 Councilor Certa said he would like to be consistent in the treatment of transfers to the unassigned fund
86 balance and capital fund. City Manager Mahony said that they would essentially not cover \$125,000 for
87 capital for stormwater in 2026, but would be waiting a year to build the capital funds needed for stormwater
88 improvement projects, thus requiring less of a contribution to the stormwater utility from rate payers for the
89 first year. She said that with a phased-in approach, GlobalFoundries (for example) would be looking at a
90 \$78,000 payment for FY26, compared to a \$108,000 payment if the total stormwater program amount was
91 included in the FY26 budget. Councilors expressed support for keeping the stormwater utility as an enterprise
92 fund at this juncture, but will discuss this further at their February 26, 2025 meeting.

93
94 City Manager Mahony then spoke about other items included in the FY26 budget. She spoke about an
95 increase in the county tax. She spoke about the 2 Lincoln St renovation project, saying that they will likely
96 need to use a large percentage of the local option tax revenue fund's balance for covering some of the
97 project's cost. She also noted that the TOD Connect the Junction project is funded through a Raise grant
98 through CCRPC, which is on pause, and said that they could fill the \$35,000 gap in that funding through
99 some of the balance within the Economic Development Fund. She also noted that if they are not able to get
100 a municipal planning grant to cover some of the costs for Comprehensive Plan updates, they could also look
101 to the Economic Development Fund to support that work. She further asked whether the Council would like
102 to bring the allocation for rebranding back up to \$40,000 or leave it at \$27,500. She also noted that Essex
103 Rotary has requested financial support from the City to help support their food insecurity program, but that
104 given the City's lack of a social services funding program to help guide funding decisions, she would
105 recommend not including this ask in the budget. Councilors agreed to add the increased county tax costs
106 into the FY26 budget, but said they will wait until the February 26, 2025 meeting to discuss the other items.

107

The following public comments were received:

- Harlan Smith asked what percentage the unassigned fund balance would be with the proposed transfer of \$110,000, and Finance Director Morris replied that the transfer would bring the unassigned fund balance up to about 8%. Mr. Smith asked if municipal properties would need to pay stormwater fees, and Finance Director Morris replied that yes, there will be fees going from the General Fund to the Stormwater Fund.

b. Discussion and Consideration of the Necessity Resolution for the West St., River St. and Maple St. Pump Station Retrofit Bond Vote and Clean Water State Revolving Fund Application

Water Quality Superintendent Mandigo said this item relates to adding a bond vote onto the ballot for Annual Meeting to fund three critical pump station retrofit projects. She said that they are asking for a bond because the sanitation capital fund has been underfunded for some time and there isn't enough funding to meet the need of retrofitting the stations. She spoke briefly about each pump station, noting that all three of them are beyond their life expectancy. She noted that the current bond ask is for \$3.8 million (\$2.5 million for West Street and \$1.3 million for Maple Street and River Street). She noted that there would be cost sharing with the Town of Essex for the West Street station, and that the Town would pay for 70% of the costs and the City would pay for 30% of the costs. She said that the City is applying to the Clean Water State Revolving Loan Fund.

Councilor Haney made a motion, seconded by City Council President Chawla, that the Council adopt a resolution that the public interest or necessity demands the retrofit of three pump stations in the City located on West St, Maple St, and River St. and that the \$3.8 million 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. The motion passed 5-0.

Councilor Haney made a motion, seconded by Councilor Certa, that the City Council authorize the City Manager to resubmit the priority list application to the Clean Water State Revolving Fund State Fiscal Year 2026 for final design and construction of the retrofit projects of three pump stations-West St, Maple St, and River St. The motion passed 5-0.

c. Discussion of Initial Draft of the Informational Hearing and Annual Meeting Warning and Ballot Questions
City Manager Mahony said that this item relates to the warning, which is for the informational hearing that will be held on March 25, 2025, and the annual meeting on April 8, 2025. She said the articles will include the budget, the bond vote for the pump stations, a City Council seat, a CWD Commissioner for a three-year term, and a Library Trustee for a five-year term.

d. *Discussion and Consideration of an Executive Session to discuss a Contract

Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council make the specific finding that premature disclosure of the contractual matters would place the city at a substantial disadvantage, and that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council, City Manager and Mark Brislin. The motion passed 5-0.

e. **Discussion and Consideration of an Executive Session to discuss Personnel

Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council enter into executive session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to include the City Council. The motion passed 5-0.

f. ***Discussion and Consideration of an Executive Session to discuss Attorney Client Communication

161 **Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council**
162 **make the specific finding that premature disclosure of the confidential attorney-client**
163 **communications would place the city at a substantial disadvantage, and that the City Council enter**
164 **into executive session to discuss confidential attorney-client communications, pursuant to 1 V.S.A.**
165 **§ 313(a)(1)(F) to include the City Council and City Manager. The motion passed 5-0.**
166

167 g. Deliberative Session to Consider Dog Bite Order Extension for T. Flores and I. Williams
168 City Council President Chawla said that this will be discussed after the third executive session, and will not
169 include Councilor Thibeault.
170

171 Councilor Thibeault left the meeting at 9:45 P.M.
172

173 **Councilor Haney made a motion, seconded by Councilor Miller, to exit executive session. The motion**
174 **passed 4-0 at 9:54 P.M.**
175

176 **7. CONSENT ITEMS**

- 177 a. Approve Meeting Minutes: January 22, 2025 and January 25, 2025
178 b. Approve Revised Recreation Advisory Committee Purpose Statement
179 c. Approve Banner Application for Burlington Gem and Mineral Club
180 d. Approve Document PVR-4155, "Certificate – No Appeal or Suit Pending" for the 2024 Grand List
181

182 **Councilor Haney made a motion, seconded by Councilor Certa, to approve the consent agenda as**
183 **presented. The motion passed 5-0.**
184

185 **8. COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that postcards
186 will be sent out to residents so that they can request mailed ballots, and that ballots will not be
187 automatically universally mailed this year. She said that residents can call or email the Clerk's Office to
188 request a mailed ballot, as well. She also noted that City Council meetings will stay at a meeting format
189 rather than a webinar format. City Council President Chawla recommended reviewing each of the
190 department head videos, as they are very informative. He also thanked Public Works for their snow
191 removal work this winter.
192

193 **9. READING FILE**

- 194 a. Check Warrant #24067 – 1/24/2025 and #24068 – 2/7/2025
195 b. Regional Boards and Committees Minutes Memo
196 c. January Financial Reports
197 d. Department Head Budget Videos Memo
198 e. Planning Commission Minutes 1/14/2025
199 f. Police Community Advisory Board Minutes 1/21/2025
200 g. Tree Advisory Committee Minutes 1/23/2025
201

202 **10. EXECUTIVE SESSION**

- 203 a. *An Executive Session may be needed to discuss a Contract
204 b. ** An Executive Session may be needed to discuss Personnel
205 c. ***An Executive Session may be needed to discuss Attorney Client Communication
206

207 **11. ADJOURN**
208

209 **City Council President Chawla made a motion, seconded by Councilor Haney, to adjourn the meeting.**
210 **The motion passed 4-0 at 9:55 P.M.**
211

212 Respectfully Submitted,
213 Amy Coonradt



Memorandum

To: City Council, Regina Mahony, City Manager
CC: Ron Hoague, Police Chief
From: Susan McNamara-Hill, Clerk
Re: Liquor and Tobacco license applications
Date: February 26, 2025

Issue

The issue is whether the Council will approve the Liquor and Tobacco License applications for businesses in the City of Essex Junction listed in the February 20, 2025 memorandum from Police Chief Ron Hoague re: "Liquor License Applications."

Discussion

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

1st class Kitchen Caterer

- The Sausage Shack LLC

1st class and/or 3rd class (with outside consumption):

- Veterans of Foreign Wars Essex Jct. Post 6689

2nd class (includes tobacco and tobacco substitute):

- Seventh Burlington, LLC (Fairgrounds Beverage)
- Fifth Burlington, LLC (Five Corners Variety)
- Simon's Five Corners

Tobacco and Tobacco substitute only

- Good Stuff Inc.

Recommendation

Staff recommends that the Council approve the Liquor and Tobacco License applications for businesses listed in the February 20, 2025 memorandum re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: February 20, 2025

To: Regina Mahony
City Manager

From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

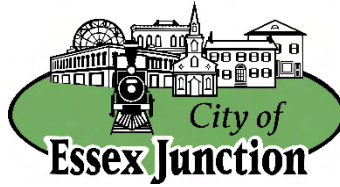
The Sausage Shack LLC	DBA: The Sausage Shack 105 Pearl Street Essex Junction, VT 05452
Veterans of Foreign Wars Essex Jct. Post 6689 <i>Includes 3rd class and outside consumption</i>	DBA: Veterans of Foreign Wars Essex Jct. Post 6689 73 Pearl Street Essex Junction, VT 05452

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

Seventh Burlington, LLC <i>Includes tobacco</i>	DBA: Fairgrounds Beverage 103A Pearl Street Essex Junction, VT 05452
Fifth Burlington, LLC <i>Includes tobacco</i>	DBA: Five Corners Variety 39 Park Street Essex Junction, VT 05452
Simon's Five Corners, Inc <i>Includes tobacco</i>	DBA: Simon's Five Corners Store 2 Park Street Essex Junction, VT 05452

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

Good Stuff Inc.	DBA: Good Stuff of Essex 94 Pearl Street Essex Junction, VT 05452
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Memo

To: Essex Junction City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: February 26, 2025
Agenda Item: Veterans Memorial Park Policy Amendments

Issue: The Veterans Memorial Park Policy needs to be amended.

Discussion: The Veterans Memorial Park policy was last updated on January 22, 2025. Shortly after this revision, the City secured sponsorship for the Coast Guard Flag from the Essex Junction Firefighters Association. To avoid any confusion regarding its availability, we would like to remove the sponsorship of this flag from the policy.

Cost: None

Recommendation: It is recommended that the City Council approve the amendments to the Veterans Memorial Park Policy.

Recommended Motion: I recommend that the City Council approve the amendments to the Veterans Memorial Park Policy.

Attachments:

Veterans Memorial Park Policy with tracked changes

CITY COUNCIL POLICY REGARDING VETERANS MEMORIAL PARK

PURPOSE: Veterans Memorial Park is intended as a place to show appreciation and respect for the sacrifices of our community veterans. The purpose of this policy is to outline what activities are prohibited at the park, how it will be maintained, and to authorize the use of and controls of surveillance cameras to help prevent vandalism and the procedures for additions to the park.

SECTION 1. PROHIBITED ACTIVITIES

- < Motorized vehicles
- < Skateboards, rollerblades and bicycles
- < Wading in the fountain, putting soap in it or vandalizing it

SECTION 2. SURVEILLANCE CAMERAS

- a. **Placement of Camera(s).** The camera(s) may be placed in a fixed position focused on the fountain and the surrounding areas. The recording shall play over itself, unless a crime has occurred, and it is needed to identify the perpetrators and be used as evidence.

SECTION 3. DONATIONS AND MEMORIALS

The City of Essex Junction shall be the recipient of all donations for the park, including requests for engraved pavers and benches from private donors to commemorate veterans. Additions to the park in the form of benches or monuments must be approved by the City Council. It shall be the responsibility of City staff to process requests for pavers and benches and order them for private donors (see Appendix I). The process shall be as follows:

- a. Prepaid orders for engraved pavers and benches shall be taken until June 25 each year.
- b. The granite company shall provide a proof of the work to the donor for approval before the paver(s) or bench is ordered.
- c. Signed proofs must be returned to the granite company by July 15 in order to be included in the current year's order. No changes will be allowed after this date.
- d. The City and the granite company shall make every effort to ensure the work is completed by early fall in time for Veterans Day.

SECTION 4. MAINTENANCE

Essex Junction Recreation and Parks shall be responsible for maintaining the park.

SECTION 5. FLAGS

The flags shall be changed prior to Memorial Day and Veterans Day each year.

SECTION 6. FUNDRAISING

Fundraising for the improvement or maintenance of the park must receive the advanced approval of the City Council.

**Policy adopted by the Village of Essex Junction Board of Trustees on August 9, 2005.
Revised on 6/8/10 and 1/11/11 and 01/22/2025 and 02/26/2025.**

VETERANS MEMORIAL PARK PAVER PURCHASE/SPONSORSHIP FORM

_____ Single paver (size of one brick) with 3 lines of engraving (20 characters max per line) at \$300.00 (includes engraving of 45 characters with an additional charge of \$5.00 for each character above 45.)

_____ Double paver (size of two bricks) with 6 lines of engraving (20 characters max per line) at \$550.00 (includes engraving of 90 characters with an additional charge of \$5.00 for each character above 90.)

_____ Corporate paver (size 31.5 x 15.5 inches) at \$1,200.00 with an additional charge for logos, emblems, etc.

Please indicate engraving request below and return this form by June 25:

Sponsorship:

~~_____ Sponsorship of Coast Guard Flag at \$3,000.00~~

_____ Sponsorship of Bench at \$3,000.00

Name _____

Address _____

Date: _____

All contributions are tax deductible. Thank you for your contribution.

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

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

CONDITIONS:

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

Street(s) section to be closed: MARIE STREET FROM MAUSFIELD AVE. TO RIVENDELL AVE.

Purpose: TO HOLD THE ANNUAL ESSEX JUNCTION LITTLE LEAGUE OPENING DAY PARADE

Date: MAY 3, 2025 Hours: 9:30 AM to 10:00 AM
(including set up and tear down)

MICHAEL ENAND (EJLL SECRETARY)
ESSEX JUNCTION LITTLE LEAGUE
Name of Organizer (please print) Organization/Event Name

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

17 WILLIAMS ST. ESSEX JUNCTION
Address

[Signature]
Applicant

2/7/25
Date



FOR COMPLETION BY STAFF

Public Works Date approved 2/11/25 Approved by: Rick Jones

Comment: _____

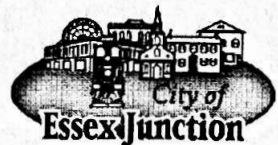
Police Dept. Date approved 2/11/25 Approved by: Ron Hoague

Comment: _____

Fire Dept. Date approved 2/13/25 Approved by: Chris Gaboriault

Comment: _____

Municipal Manager: _____ Date approved _____



11:02 am

Check Warrant Report # 24069 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 02/14/25 To 02/21/25

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
05290	02/06/25	ADVANCE AUTO PARTS 9820 Grease gun hose and greas 552503724536	210-5-40-12-610.000 General Supplies	29.24	54702	02/21/25
05290	02/06/25	ADVANCE AUTO PARTS 9820 RAIN-X -30F DE-ICER 552503724549	210-5-40-12-610.000 General Supplies	6.82	54702	02/21/25
05290	02/06/25	ADVANCE AUTO PARTS 9820 TOGGLE 20 AMP BRASS 552503740322	210-5-40-12-610.000 General Supplies	7.06	54702	02/21/25
07305	02/12/25	AIRGAS USA LLC OXYGEN USP DA MED CGA 870 9158238981	210-5-25-10-613.000 Program Supplies	272.93	54703	02/21/25
80184	01/29/25	AMAZON BUSINESS SERVICES BL AProgsCrafts FEB25 16F6KVVV6LPK	210-5-35-10-840.201 Adult Programs	48.85	54705	02/21/25
80184	02/12/25	AMAZON BUSINESS SERVICES BL Supplies FEB25 1NPRC9LTD9QG	210-5-35-10-610.000 General Supplies	235.06	54705	02/21/25
19815	02/15/25	AMAZON CAPITAL SERVICES Seniors Supplies 19RYFV4WV4NP	210-5-30-10-610.000 General Supplies	162.50	54706	02/21/25
80061	02/01/25	BASSICK, LINDA BL CProgs-Music FEB25 0017	210-5-35-10-840.202 Childrens Programs	100.00	54708	02/21/25
07465	02/06/25	BIBENS ACE HARDWARE INC Foam hand soap for shop 53374	210-5-40-12-610.000 General Supplies	20.97	54709	02/21/25
02235	01/27/25	BOUND TREE MEDICAL LLC EMS Supplies 85639342	210-5-25-10-613.000 Program Supplies	1422.45	54711	02/21/25
80180	01/29/25	BRENNAN LANDSCAPING INC Liquid Original Magic w/D 20581	210-5-40-12-600.000 Salt, Sand and Gravel	9554.78	54712	02/21/25
16030	02/11/25	BROWN ELECTRIC Air Compressor hookup. Co 40227	210-5-41-22-431.000 R&M Buildings & Grounds	1919.52	54714	02/21/25
03000	02/04/25	CARGILL SALT EASTERN INC DEICER SALT ICE CNTRL BLK 2910609325	210-5-40-12-600.000 Salt, Sand and Gravel	5839.68	54717	02/21/25
03000	02/05/25	CARGILL SALT EASTERN INC DEICER SALT ICE CNTRL BLK 2910615221	210-5-40-12-600.000 Salt, Sand and Gravel	6725.84	54717	02/21/25
V04609	02/01/25	CENTER POINT LARGE PRINT BL ABooks FEB25 2145580	210-5-35-10-640.201 Adult Collection	100.68	54719	02/21/25
V0461	02/05/25	CENTRAL BEVERAGE BL Newspapers Jan25 132	210-5-35-10-640.201 Adult Collection	400.00	54720	02/21/25
21210	02/10/25	CINTAS LOC # 68M 71 M Supplies for Public Works 5253355911	210-5-40-12-610.000 General Supplies	35.40	54721	02/21/25
30100	02/15/25	COBRAHELP COBRA HELPS Feb/Mar 25 333347	210-5-10-10-330.000 Professional Services	43.35	54723	02/21/25
04940	02/03/25	COMCAST Cable TV 02077220225	210-5-41-22-530.000 Communications	23.59	54724	02/21/25
17025	02/10/25	COONRADT AMY Recording Secretary Speci 0204	210-5-11-10-330.000 Professtional Services	60.00	54725	02/21/25
31545	01/29/25	COSTCO #314 Water/Gatorade 01292025	210-5-25-10-610.000 General Supplies	164.31	54726	02/21/25
31275	08/05/24	DON WESTON EXCAVATING INC Repair structure on Jacks 11001	210-5-40-13-575.000 Storm Sewer Maintenance	9301.51	54727	02/21/25
31275	08/30/24	DON WESTON EXCAVATING INC Cutting trees at Brick Ya 11012	210-5-40-13-575.000 Storm Sewer Maintenance	1240.00	54727	02/21/25
31275	02/10/25	DON WESTON EXCAVATING INC Snow Removal (12/24/24, 1 11089	210-5-40-12-422.000 Snow Removal	7567.50	54727	02/21/25
23580	01/29/25	ED EATON FIRE TRUCK REPAI Pump Maintenance L3 1-2025	210-5-25-10-430.000 R&M Vehicles & Equipment	750.00	54729	02/21/25

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
03280	ENGINEERS CONSTRUCTION IN	01/31/25	Work done on gas lamp pol 8394	210-5-40-12-572.000 Traffic Control	994.50	54732	02/21/25
38955	F W WEBB COMPANY	11/19/24	Pump Hardware 88314412	210-5-25-10-430.000 R&M Vehicles & Equipment	73.13	54734	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/31/25	PW Job Ad 00538957	210-5-10-10-540.000 Advertising	83.84	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/27/25	NPC reg MG 012825C	210-5-16-10-500.000 Training, Conf, Dues	919.00	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/31/25	Batteries for Radios 0387418	210-5-40-12-530.000 Communications	145.95	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/17/25	Supplies Community Meal J 0688201	210-5-11-10-831.000 Special or New Programs	25.99	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	11/26/24	HiVis Rain Pants 1000849571	210-5-25-10-612.000 Uniforms	131.31	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	02/01/25	HRIS FEB 2025 145086	210-5-10-10-505.000 Tech. Subs, Licenses	738.98	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/14/25	VTHRA 2025 membership due 15318	210-5-10-10-500.000 Training, Conf, Dues	75.00	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/17/25	Adding Machine Clerk's of 1988236	210-5-12-10-610.000 General Supplies	66.98	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/17/25	Adding Machine Clerk's of 1988236	210-5-10-10-610.000 General Supplies	13.30	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/24/25	Monitor Cables PW 204983701242	210-5-14-10-735.000 Tech Hardware, Software,	39.96	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/30/25	SHRM annual membership 2560491	210-5-10-10-500.000 Training, Conf, Dues	264.00	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/27/25	Fire Dept. Supplies 2714611	210-5-25-10-610.000 General Supplies	101.78	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/26/25	Garden Hose Nozzle 343623801262	210-5-25-10-610.000 General Supplies	35.58	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	02/06/25	admin time tracking Jan 2 446125	210-5-13-10-505.000 Tech. Subs, Licenses	200.00	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	02/06/25	Brownell time tracking Ja 446560	210-5-13-10-505.000 Tech. Subs, Licenses	228.00	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/31/25	notary renewal fee Collee 6254424	210-5-10-10-500.000 Training, Conf, Dues	30.00	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	02/01/25	2 Lincoln Supplies 7261859	210-5-10-10-610.000 General Supplies	35.45	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/23/25	fire extinguisher 782020801232	210-5-25-10-610.000 General Supplies	146.59	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/30/25	Notary CEU renewal Collee 8331564	210-5-10-10-500.000 Training, Conf, Dues	65.00	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	02/01/25	Laptop Case R. Jones 9020242	210-5-40-12-610.000 General Supplies	35.88	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	02/12/25	Credit for laptop case R 902024202122	210-5-40-12-610.000 General Supplies	-35.88	54736	02/21/25
80021	FIRST NATIONAL BANK OF OM	01/27/25	NPC flight MG FF4QEE	210-5-16-10-580.000 Travel	392.76	54736	02/21/25
80192	Fountain of Youth Fitness	02/10/25	Lifting Spirits 2/10 021025D	210-5-30-10-330.000 Professional Services	50.00	54738	02/21/25

11:02 am

Check Warrant Report # 24069 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 02/14/25 To 02/21/25

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
20470	GLOBAL MONTELLO ATT: FLEE	01/31/25	January Vehicle Fuel 325780	210-5-30-12-626.000 Gasoline	80.86	54739	02/21/25
20470	GLOBAL MONTELLO ATT: FLEE	01/31/25	January Vehicle Fuel 325780	210-5-30-12-626.000 Gasoline	144.46	54739	02/21/25
20470	GLOBAL MONTELLO ATT: FLEE	01/31/25	January Vehicle Fuel 325780	210-5-25-10-626.000 Gasoline	473.48	54739	02/21/25
20470	GLOBAL MONTELLO ATT: FLEE	01/31/25	January Vehicle Fuel 325780	210-5-40-12-626.000 Gasoline	3793.53	54739	02/21/25
80139	GOLDRING, LESLIE	01/23/25	Stipend TAC January 2025 012325Goldri	210-5-40-12-190.000 Board Member Payments	50.00	54740	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	Service Period 1/7/25-2/6 020725D	210-5-40-12-622.200 Streetlight Electricity	321.44	54742	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	Service Period 1/7/25-2/6 020725D	210-5-41-22-622.000 Electricity	1003.28	54742	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	Service Period 1/7/25-2/6 020725D	210-5-41-23-622.000 Electricity	651.58	54742	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	Service Period 1/7/25-2/6 020725D	210-5-41-21-622.000 Electricity	1348.77	54742	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	Service Period 1/7/25-2/6 020725D	210-5-40-12-622.000 Electricity	363.59	54742	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	Service Period 1/7/25-2/6 020725D	210-5-41-20-622.000 Electricity	1003.28	54742	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	MSP Power February 022575MAPLE	210-5-41-26-622.000 Electricity	1479.96	54743	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	MSP Power February 022575MAPLE2	210-5-41-26-622.000 Electricity	200.10	54744	02/21/25
24250	IMPACT FIRE LLC	01/24/25	Extinguisher Maintenance 25038034	210-5-25-10-750.000 Machinery & Equipment	300.00	54745	02/21/25
33495	INGRAM LIBRARY SERVICES I	02/11/25	BL ABooks FEB25 86547550	210-5-35-10-640.201 Adult Collection	29.18	54746	02/21/25
33495	INGRAM LIBRARY SERVICES I	02/11/25	BL ABooks FEB25 86547550	210-5-35-10-610.000 General Supplies	4.86	54746	02/21/25
80087	KONICA MINOLTA PREMIER FI	02/08/25	Copier Lease February 202 548927102	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	54750	02/21/25
80087	KONICA MINOLTA PREMIER FI	02/08/25	Copier Lease February 202 548927102	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	54750	02/21/25
80087	KONICA MINOLTA PREMIER FI	02/08/25	Copier Lease February 202 548927102	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	54750	02/21/25
80087	KONICA MINOLTA PREMIER FI	02/08/25	Copier Lease February 202 548927102	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	54750	02/21/25
V9454	LENNY'S SHOE & APP	02/08/25	Uniform Jimmie McGovern P 4054940	210-5-40-12-612.000 Uniforms	674.97	54751	02/21/25
33195	LIMOGES & SONS GARAGE DOOR	02/06/25	2 Multi code remotes 2625	210-5-40-12-610.000 General Supplies	80.00	54752	02/21/25
27840	MADISON NATIONAL LIFE INS	02/18/25	Life Ins March 2025 1678562	210-5-30-12-210.000 Group Insurance	36.60	54753	02/21/25
27840	MADISON NATIONAL LIFE INS	02/18/25	Life Ins March 2025 1678562	210-5-30-10-210.000 Group Insurance	219.60	54753	02/21/25
27840	MADISON NATIONAL LIFE INS	02/18/25	Life Ins March 2025 1678562	210-5-40-12-210.000 Group Insurance	160.87	54753	02/21/25

11:02 am

Check Warrant Report # 24069 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 02/14/25 To 02/21/25

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	02/18/25	Life Ins March 2025	1678562	210-5-40-13-210.000 Group Insurance	12.08	54753	02/21/25
27840	02/18/25	Life Ins March 2025	1678562	210-5-16-10-210.000 Group Insurance	103.85	54753	02/21/25
27840	02/18/25	Life Ins March 2025	1678562	210-5-35-10-210.000 Group Insurance	256.20	54753	02/21/25
27840	02/18/25	Life Ins March 2025	1678562	210-5-13-10-210.000 Group Insurance	146.40	54753	02/21/25
27840	02/18/25	Life Ins March 2025	1678562	210-5-12-10-210.000 Group Insurance	73.20	54753	02/21/25
27840	02/18/25	Life Ins March 2025	1678562	210-5-10-10-210.000 Group Insurance	146.40	54753	02/21/25
26920	02/07/25	PC Council minutes Feb 2	34	210-5-16-10-330.000 Professional Services	78.00	54755	02/21/25
26920	02/13/25	BCA Minutes 2-11-25	36	210-5-12-10-330.000 Professional Services	60.00	54755	02/21/25
V9970	01/28/25	BL AReplDisc FEB25	506671923	210-5-90-00-640.201 Adult Collection replacem	9.99	54756	02/21/25
V9970	01/28/25	BL ADVDs FEB25	506671925	210-5-35-10-640.201 Adult Collection	131.09	54756	02/21/25
V9970	01/28/25	BL ADVDs FEB25	506671926	210-5-35-10-640.201 Adult Collection	26.99	54756	02/21/25
24620	02/07/25	Gas Strut parts for wacke	1660402	210-5-40-12-430.000 R&M Vehicles & Equipment	164.79	54757	02/21/25
80058	01/25/25	Audio Visual "Community M	1122-880673	210-5-11-10-831.000 Special or New Programs	1200.00	54760	02/21/25
27395	02/10/25	Health Mar 2025	21012428	210-2-00-00-210.006 Health Ins. Copay	4260.92	54761	02/21/25
27395	02/10/25	Health Mar 2025	21012428	210-5-30-10-210.000 Group Insurance	16157.04	54761	02/21/25
27395	02/10/25	Health Mar 2025	21012428	210-5-40-13-210.000 Group Insurance	662.34	54761	02/21/25
27395	02/10/25	Health Mar 2025	21012428	210-5-40-12-210.000 Group Insurance	12062.55	54761	02/21/25
27395	02/10/25	Health Mar 2025	21012428	210-5-16-10-210.000 Group Insurance	3010.62	54761	02/21/25
27395	02/10/25	Health Mar 2025	21012428	210-5-35-10-210.000 Group Insurance	11781.57	54761	02/21/25
27395	02/10/25	Health Mar 2025	21012428	210-5-30-12-210.000 Group Insurance	2007.08	54761	02/21/25
27395	02/10/25	Health Mar 2025	21012428	210-5-10-10-210.000 Group Insurance	6643.46	54761	02/21/25
27395	02/10/25	Health Mar 2025	21012428	210-5-12-10-210.000 Group Insurance	2007.08	54761	02/21/25
27395	02/10/25	Health Mar 2025	21012428	210-5-13-10-210.000 Group Insurance	1003.54	54761	02/21/25
80044	02/19/25	Dues D. Brown	1540	210-5-12-10-500.000 Training Conf Dues	40.00	54762	02/21/25
10220	01/31/25	BL HVAC Repair JAN25	204212	210-5-41-21-431.000 R&M Buildings & Grounds	450.53	54763	02/21/25

11:02 am

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CDeLibac

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
12235	02/03/25	NEW ENGLAND CENTRAL RAILR ROW FY25 221955	210-5-40-12-441.000 Rental Land/Buildings	2130.00	54764	02/21/25
24960	02/14/25	NORTHEAST DELTA DENTAL Dental March 2025 021425 6197	210-5-30-10-210.000 Group Insurance	791.22	54765	02/21/25
24960	02/14/25	NORTHEAST DELTA DENTAL Dental March 2025 021425 6197	210-5-30-12-210.000 Group Insurance	72.15	54765	02/21/25
24960	02/14/25	NORTHEAST DELTA DENTAL Dental March 2025 021425 6197	210-5-13-10-210.000 Group Insurance	382.50	54765	02/21/25
24960	02/14/25	NORTHEAST DELTA DENTAL Dental March 2025 021425 6197	210-5-12-10-210.000 Group Insurance	72.15	54765	02/21/25
24960	02/14/25	NORTHEAST DELTA DENTAL Dental March 2025 021425 6197	210-5-40-12-210.000 Group Insurance	547.86	54765	02/21/25
24960	02/14/25	NORTHEAST DELTA DENTAL Dental March 2025 021425 6197	210-5-10-10-210.000 Group Insurance	416.78	54765	02/21/25
24960	02/14/25	NORTHEAST DELTA DENTAL Dental March 2025 021425 6197	210-5-16-10-210.000 Group Insurance	147.89	54765	02/21/25
24960	02/14/25	NORTHEAST DELTA DENTAL Dental March 2025 021425 6197	210-5-35-10-210.000 Group Insurance	466.30	54765	02/21/25
24960	02/14/25	NORTHEAST DELTA DENTAL Dental March 2025 021425 6197	210-5-40-13-210.000 Group Insurance	23.81	54765	02/21/25
19325	01/31/25	OPEN APPROACH INC Laptop Imaging SMH 25459	210-5-14-10-330.000 Professional Services	405.00	54766	02/21/25
19325	01/31/25	OPEN APPROACH INC Laptop Imaging RJ 25460	210-5-14-10-330.000 Professional Services	177.68	54766	02/21/25
V10554	02/05/25	PHOENIX BOOKS BURLINGTON BL ABooks FEB25 0001439951	210-5-35-10-640.201 Adult Collection	40.00	54769	02/21/25
05380	02/05/25	PURCHASE POWER 2 Lincoln Postage January 0205254061	210-5-10-10-560.000 Postage	1009.75	54771	02/21/25
18010	02/13/25	REYNOLDS & SON, INC. Cylinder Cal Gas 34L CH4 3450313	210-5-25-10-750.000 Machinery & Equipment	440.00	54773	02/21/25
18010	02/17/25	REYNOLDS & SON, INC. INSPECTION/ REPAIR 3450391	210-5-25-10-612.000 Uniforms	362.15	54773	02/21/25
17505	02/10/25	SAND HILL SOLAR LLC KSI I Service Period: 1/7/25-2/ 274SH	210-5-41-20-622.000 Electricity	101.20	54774	02/21/25
17505	02/10/25	SAND HILL SOLAR LLC KSI I Service Period: 1/7/25-2/ 274SH	210-5-41-21-622.000 Electricity	213.53	54774	02/21/25
17505	02/10/25	SAND HILL SOLAR LLC KSI I Service Period: 1/7/25-2/ 274SH	210-5-41-26-622.000 Electricity	520.98	54774	02/21/25
17505	02/10/25	SAND HILL SOLAR LLC KSI I Service Period: 1/7/25-2/ 274SH	210-5-41-23-622.000 Electricity	66.45	54774	02/21/25
17505	02/10/25	SAND HILL SOLAR LLC KSI I Service Period: 1/7/25-2/ 274SH	210-5-41-22-622.000 Electricity	101.21	54774	02/21/25
17505	02/10/25	SAND HILL SOLAR LLC KSI I Service Period: 1/7/25-2/ 274SH	210-5-40-12-622.000 Electricity	31.43	54774	02/21/25
17505	02/10/25	SAND HILL SOLAR LLC KSI I Service Period: 1/7/25-2/ 274SH	210-5-40-12-622.200 Streetlight Electricity	149.41	54774	02/21/25
09105	01/28/25	SECURE SHRED Shred Services- 2 linc 480325	210-5-12-10-610.000 General Supplies	24.00	54776	02/21/25
42565	02/05/25	SEVEN DAYS DRB Code Hearing Feb 244205	210-5-16-10-540.000 Advertising	277.16	54777	02/21/25

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For Check Acct 01 (GENERAL FUND) All check #s 02/14/25 To 02/21/25

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
19420	02/03/25	TAPCO and Parking Control	RRFB Solar Pedixing I795646	210-5-16-10-810.111 BWAC	5857.85	54780	02/21/25
21000	02/12/25	UNIFIRST CORPORATION	BL Mats FEB25 1080260442	210-5-41-21-400.000 Contracted Services	76.08	54782	02/21/25
02970	12/19/24	USA BLUE BOOK INC	Lockout/ Tagout Station w INV00573399	210-5-40-12-610.000 General Supplies	409.95	54783	02/21/25
29700	10/31/24	VERMONT INFORMATION CONSO	Credit Card Swipe device 1880350	210-5-12-10-610.000 General Supplies	793.99	54784	02/21/25
29700	02/11/25	VERMONT INFORMATION CONSO	Credit for Sales Tax #188 1928350	210-5-12-10-610.000 General Supplies	-51.94	54784	02/21/25
11935	01/31/25	VIKING-CIVES USA	ADAPTER 1/2 M ORB X 1/2 M 4540285	210-5-40-12-610.000 General Supplies	13.92	54786	02/21/25
23395	02/07/25	VILLAGE HARDWARE - WILLIS	NUTS-BOLTS-SCREWS 519551	210-5-40-12-610.000 General Supplies	11.85	54787	02/21/25
21230	02/19/25	VISION SERVICE PLAN (CT)	Vision Mar 2025 822320976	210-5-30-12-210.000 Group Insurance	14.02	54788	02/21/25
21230	02/19/25	VISION SERVICE PLAN (CT)	Vision Mar 2025 822320976	210-5-13-10-210.000 Group Insurance	73.95	54788	02/21/25
21230	02/19/25	VISION SERVICE PLAN (CT)	Vision Mar 2025 822320976	210-5-40-12-210.000 Group Insurance	113.76	54788	02/21/25
21230	02/19/25	VISION SERVICE PLAN (CT)	Vision Mar 2025 822320976	210-5-12-10-210.000 Group Insurance	14.02	54788	02/21/25
21230	02/19/25	VISION SERVICE PLAN (CT)	Vision Mar 2025 822320976	210-5-40-13-210.000 Group Insurance	4.63	54788	02/21/25
21230	02/19/25	VISION SERVICE PLAN (CT)	Vision Mar 2025 822320976	210-5-10-10-210.000 Group Insurance	89.41	54788	02/21/25
21230	02/19/25	VISION SERVICE PLAN (CT)	Vision Mar 2025 822320976	210-5-16-10-210.000 Group Insurance	37.71	54788	02/21/25
21230	02/19/25	VISION SERVICE PLAN (CT)	Vision Mar 2025 822320976	210-5-35-10-210.000 Group Insurance	96.20	54788	02/21/25
21230	02/19/25	VISION SERVICE PLAN (CT)	Vision Mar 2025 822320976	210-5-30-10-210.000 Group Insurance	150.78	54788	02/21/25
80130	02/14/25	VMERS DC 110800	Payroll Transfer PR-02/14/25	210-2-00-00-210.004 Retirement Payable	3108.27	54789	02/21/25
V2258	02/11/25	VTGFOA	VTGFOA winter workshop Mo Feb25-18	210-5-13-10-500.000 Training, Conf, Dues	20.00	54790	02/21/25
07565	02/04/25	W B MASON CO INC	PS Office Supplies 252131389	210-5-30-10-610.000 General Supplies	164.79	54791	02/21/25
07565	02/05/25	W B MASON CO INC	2 Lincoln Cleaning Suppli 252162258	210-5-41-20-610.000 General Supplies	195.72	54791	02/21/25
07565	02/06/25	W B MASON CO INC	2 Lincoln Supplies Feb. 2 252198428	210-5-10-10-610.000 General Supplies	79.98	54791	02/21/25
07565	02/07/25	W B MASON CO INC	Copy paper 252222485	210-5-40-12-610.000 General Supplies	39.99	54791	02/21/25
07565	02/14/25	W B MASON CO INC	Cleaning Supplies 2 Linco 252368116	210-5-41-20-610.000 General Supplies	37.39	54791	02/21/25
17425	02/14/25	ICMA ROTH PLAN 706287	Payroll Transfer PR-02/14/25	210-2-00-00-210.004 Retirement Payable	150.00	E 214251	02/14/25
80158	02/14/25	MISSION SQUARE TRADITINAL	Payroll Transfer PR-02/14/25	210-2-00-00-210.004 Retirement Payable	269.23	E 214252	02/14/25

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V1160	02/14/25	Payroll Transfer	PR-02/14/25	210-2-00-00-210.004 Retirement Payable	3328.06 E	214253	02/14/25
V1161	02/14/25	Payroll Transfer	PR-02/14/25	210-2-00-00-210.004 Retirement Payable	5278.04 E	214254	02/14/25
V1165	02/14/25	Payroll Transfer	PR-02/14/25	210-2-00-00-210.002 Federal Inc Tax W/H	42422.14 E	214255	02/19/25
V2413	02/14/25	Payroll Transfer	PR-02/14/25	210-2-00-00-210.003 State Inc Tax W/H	5720.01 E	214256	02/19/25
39425	02/10/25	2 Lincoln Renovation Janu	21-1457 5746	232-5-41-20-890.832 2 Lincoln Street Renovati	17034.59	54775	02/21/25
40025	02/10/25	hydrant REPAIR KIT pearl	6446255	254-5-54-20-433.000 R&M Infrastructure	463.50	54728	02/21/25
80021	02/06/25	admin time tracking Jan 2	446125	254-5-54-20-505.000 Tech. Subs, Licenses	13.33	54736	02/21/25
20470	01/31/25	January Vehicle Fuel	325780	254-5-54-20-626.000 Gasoline	78.96	54739	02/21/25
04035	02/06/25	HARDHAT, LT BLUE PYRAMEX	137584	254-5-54-20-609.000 Safety Supplies	29.98	54741	02/21/25
27840	02/18/25	Life Ins March 2025	1678562	254-5-54-20-210.000 Group Insurance	51.24	54753	02/21/25
03070	02/19/25	UB Postage Feb 2025	021925	254-5-54-20-560.000 Postage	607.35	54758	02/21/25
80059	02/07/25	Project 1461-001 SL INVEN	17444	254-5-54-70-723.006 Service Line Inventoy	688.75	54759	02/21/25
27395	02/10/25	Health Mar 2025	21012428	254-5-54-20-210.000 Group Insurance	4118.55	54761	02/21/25
24960	02/14/25	Dental March 2025	021425 6197	254-5-54-20-210.000 Group Insurance	197.17	54765	02/21/25
21230	02/19/25	Vision Mar 2025	822320976	254-5-54-20-210.000 Group Insurance	36.83	54788	02/21/25
05290	02/05/25	Slide hammer/aid borger p	552503655450	255-5-55-30-610.000 General Supplies	195.03	54702	02/21/25
42625	02/01/25	Essex Jct WWTF: 01/ 1, -	82842	255-5-55-70-730.003 10 Year Engineer Evaluati	2390.00	54704	02/21/25
20660	02/10/25	MOBIL DTE OIL HEAVY MEDIU	766827	255-5-55-30-570.000 Other Purchased Services	146.52	54713	02/21/25
11375	02/01/25	Wastewater Recycling Janu	3660347	255-5-55-30-421.000 Grit Disposal	1361.68	54718	02/21/25
V10347	02/04/25	PEST CONTROL MAINTENANCE	73683904	255-5-55-30-431.000 R&M Buildings	94.95	54730	02/21/25
V10734	01/16/25	Fixed Monthly Payment (12	2501	255-5-55-30-622.000 Electricity	2969.11	54731	02/21/25
V10616	02/06/25	BIOXIDE	906876876	255-5-55-30-619.000 Chemicals	12492.45	54733	02/21/25
80021	02/06/25	admin time tracking Jan 2	446125	255-5-55-30-505.000 Tech. Subs, Licenses	53.33	54736	02/21/25
20470	01/31/25	January Vehicle Fuel	325780	255-5-55-30-626.000 Gasoline	156.79	54739	02/21/25
80087	02/08/25	Copier Lease February 202	548927102	255-5-55-30-442.000 Rental Vehicles/Equip	158.45	54750	02/21/25

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For Check Acct 01 (GENERAL FUND) All check #s 02/14/25 To 02/21/25

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	MADISON NATIONAL LIFE INS	02/18/25	Life Ins March 2025 1678562	255-5-55-30-210.000 Group Insurance	244.12	54753	02/21/25
V1423	MAHER CORPORATION	01/09/25	2.5 Gal Hose Lube 29760	255-5-55-30-570.000 Other Purchased Services	275.00	54754	02/21/25
27395	MVP HEALTH CARE INC 43118	02/10/25	Health Mar 2025 21012428	255-5-55-30-210.000 Group Insurance	7506.49	54761	02/21/25
24960	NORTHEAST DELTA DENTAL	02/14/25	Dental March 2025 021425 6197	255-5-55-30-210.000 Group Insurance	382.84	54765	02/21/25
V2124	STAPLES ADVANTAGE	02/08/25	Tissues for wastewater 6023957768	255-5-55-30-610.000 General Supplies	52.21	54778	02/21/25
V2124	STAPLES ADVANTAGE	02/08/25	Supplies for wastewater o 6023957770	255-5-55-30-610.000 General Supplies	47.28	54778	02/21/25
V2124	STAPLES ADVANTAGE	02/08/25	Supplies for wastewater o 6023957772	255-5-55-30-610.000 General Supplies	36.71	54778	02/21/25
02970	USA BLUE BOOK INC	12/03/24	Chessell Circular Chart B INV00556693	255-5-55-30-610.000 General Supplies	439.79	54783	02/21/25
21230	VISION SERVICE PLAN (CT)	02/19/25	Vision Mar 2025 822320976	255-5-55-30-210.000 Group Insurance	71.07	54788	02/21/25
07565	W B MASON CO INC	02/07/25	Copy paper 252222457	255-5-55-30-610.000 General Supplies	39.99	54791	02/21/25
17765	WAITE-HEINDEL ENVIRONMENT	02/04/25	Essex Jct. Biosolids - Gr 6752	255-5-55-30-568.000 Biosolids Subcontractor	2053.25	54792	02/21/25
42625	ALDRICH & ELLIOTT PC	02/01/25	Essex Jct PS Upgrades: Ja 82838	256-5-56-70-722.005 Maple/River/West St PS	3690.00	54704	02/21/25
80021	FIRST NATIONAL BANK OF OM	02/06/25	admin time tracking Jan 2 446125	256-5-56-40-505.000 Tech. Subs, Licenses	13.34	54736	02/21/25
20470	GLOBAL MONTELLO ATT: FLEE	01/31/25	January Vehicle Fuel 325780	256-5-56-40-626.000 Gasoline	538.33	54739	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	Service Period 1/7/25-2/6 020725D	256-5-56-40-622.000 Electricity	854.17	54742	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	Service Period 1/7/25-2/6 020725D	256-5-56-40-434.002 West Street PS Costs	774.06	54742	02/21/25
07010	GREEN MOUNTAIN POWER CORP	02/07/25	Service Period 1/7/25-2/6 020725D	256-5-56-40-434.001 Susie Wilson PS Costs	684.89	54742	02/21/25
23980	INTERSTATE BATTERY OF VT	02/11/25	Batteries for Susie Wilso 903201019999	256-5-56-40-434.001 Susie Wilson PS Costs	189.00	54747	02/21/25
04115	KINSLEY POWER SYSTEMS	01/30/25	world board replaced on g 000211938	256-5-56-40-434.000 R&M Pump Stations	2617.83	54749	02/21/25
04115	KINSLEY POWER SYSTEMS	02/04/25	High School pump station SVC000212078	256-5-56-40-434.000 R&M Pump Stations	871.90	54749	02/21/25
27840	MADISON NATIONAL LIFE INS	02/18/25	Life Ins March 2025 1678562	256-5-56-40-210.000 Group Insurance	80.52	54753	02/21/25
03070	MINUTEMAN PRESS	02/19/25	UB Postage Feb 2025 021925	256-5-56-40-560.000 Postage	1233.10	54758	02/21/25
27395	MVP HEALTH CARE INC 43118	02/10/25	Health Mar 2025 21012428	256-5-56-40-210.000 Group Insurance	2741.67	54761	02/21/25
24960	NORTHEAST DELTA DENTAL	02/14/25	Dental March 2025 021425 6197	256-5-56-40-210.000 Group Insurance	177.99	54765	02/21/25
17505	SAND HILL SOLAR LLC KSI I	02/10/25	Service Period: 1/7/25-2/ 274SH	256-5-56-40-434.002 West Street PS Costs	120.50	54774	02/21/25

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17505	02/10/25	SAND HILL SOLAR LLC KSI I Service Period: 1/7/25-2/ 274SH	256-5-56-40-434.001 Susie Wilson PS Costs	94.47	54774	02/21/25
17505	02/10/25	SAND HILL SOLAR LLC KSI I Service Period: 1/7/25-2/ 274SH	256-5-56-40-622.000 Electricity	27.66	54774	02/21/25
23395	02/07/25	VILLAGE HARDWARE - WILLIS 40LB Pulveriz LIME 4 bags 519552	256-5-56-40-434.001 Susie Wilson PS Costs	34.16	54787	02/21/25
21230	02/19/25	VISION SERVICE PLAN (CT) Vision Mar 2025 822320976	256-5-56-40-210.000 Group Insurance	34.71	54788	02/21/25
19815	02/06/25	AMAZON CAPITAL SERVICES RK Westford Snack 177MR7CVCHFD	259-5-30-15-610.000 General Supplies	56.23	54706	02/21/25
19815	02/12/25	AMAZON CAPITAL SERVICES RK S/H K Supplies 1CGGRVMCC3YD	259-5-30-15-610.000 General Supplies	18.69	54706	02/21/25
19815	02/14/25	AMAZON CAPITAL SERVICES RK Summit Supplies 1CJCNVDCNV4F	259-5-30-15-610.000 General Supplies	50.41	54706	02/21/25
19815	02/04/25	AMAZON CAPITAL SERVICES RK Westford Supplies 1F7CYVFHF1Q4	259-5-30-15-610.000 General Supplies	9.98	54706	02/21/25
19815	02/17/25	AMAZON CAPITAL SERVICES RK Summit Supplies 1G3YMFJJCJHX	259-5-30-15-610.000 General Supplies	89.74	54706	02/21/25
19815	02/04/25	AMAZON CAPITAL SERVICES RK MSP Supplies 1H6431KKFJ4F	259-5-30-15-610.000 General Supplies	104.01	54706	02/21/25
19815	02/07/25	AMAZON CAPITAL SERVICES RK EES Supplies 1HPDF9NFD7XT	259-5-30-15-610.000 General Supplies	24.14	54706	02/21/25
19815	02/10/25	AMAZON CAPITAL SERVICES PS Supplies 1J347VMW1RGN	259-5-30-16-610.000 General Supplies	48.98	54706	02/21/25
19815	02/12/25	AMAZON CAPITAL SERVICES RK Summit Supplies 1JQNNXHF4D7D	259-5-30-15-610.000 General Supplies	38.98	54706	02/21/25
19815	02/15/25	AMAZON CAPITAL SERVICES PS CREDIT 1JQNNXHF4D7D	259-5-30-16-610.000 General Supplies	-150.89	54706	02/21/25
19815	02/18/25	AMAZON CAPITAL SERVICES RK Westford Supplies 1K7MCCDQNX47	259-5-30-15-610.000 General Supplies	29.40	54706	02/21/25
19815	02/17/25	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 1K9MDLH4CL67	259-5-30-15-610.000 General Supplies	53.48	54706	02/21/25
19815	02/14/25	AMAZON CAPITAL SERVICES RK EES Supplies 1N6JH4L1PJW1	259-5-30-15-610.000 General Supplies	121.28	54706	02/21/25
19815	02/11/25	AMAZON CAPITAL SERVICES RK EES Supplies 1NPRC9LT67NX	259-5-30-15-610.000 General Supplies	100.47	54706	02/21/25
19815	02/18/25	AMAZON CAPITAL SERVICES RK Summit Supplies 1THFTL7HLK6C	259-5-30-15-610.000 General Supplies	9.95	54706	02/21/25
19815	02/10/25	AMAZON CAPITAL SERVICES PS Supplies 1TKLQ49C1YTV	259-5-30-16-610.000 General Supplies	9.99	54706	02/21/25
19815	02/10/25	AMAZON CAPITAL SERVICES RK MSP EES Supplies 1W4RFGRD91CH	259-5-30-15-610.000 General Supplies	56.27	54706	02/21/25
19815	02/07/25	AMAZON CAPITAL SERVICES PS Supplies 1WD7LT6RDJGP	259-5-30-16-610.000 General Supplies	13.84	54706	02/21/25
19815	02/18/25	AMAZON CAPITAL SERVICES RK S/H K Supplies 1XKWPXGVHCFL	259-5-30-15-610.000 General Supplies	64.99	54706	02/21/25
80167	02/18/25	BINDER, FRANCES Nia Winter Session 021825D	259-5-30-14-330.000 Professional Services	432.00	54710	02/21/25
80085	02/18/25	BURLINGTON, CITY OF (PAR CVRA Tournament 02182501	259-5-30-14-330.000 Professional Services	150.00	54715	02/21/25

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22670	CAPITAL ONE CREDIT CARD -	02/13/25	EJRP CC Feb 65080325	259-5-30-16-610.000 General Supplies	48.14	54716	02/21/25
22670	CAPITAL ONE CREDIT CARD -	02/13/25	EJRP CC Feb 65080325	259-5-30-15-610.000 General Supplies	153.76	54716	02/21/25
22670	CAPITAL ONE CREDIT CARD -	02/13/25	EJRP CC Feb 65080325	259-5-30-14-330.000 Professional Services	298.95	54716	02/21/25
22670	CAPITAL ONE CREDIT CARD -	02/13/25	EJRP CC Feb 65080325	259-5-30-14-610.000 General Supplies	2195.18	54716	02/21/25
22670	CAPITAL ONE CREDIT CARD -	02/13/25	EJRP CC Feb 65080325	259-5-30-11-610.000 General Supplies	12.83	54716	02/21/25
22670	CAPITAL ONE CREDIT CARD -	02/13/25	EJRP CC Feb 65080325	259-5-30-15-530.000 Communications	907.38	54716	02/21/25
22670	CAPITAL ONE CREDIT CARD -	02/13/25	EJRP CC Feb 65080325	259-5-30-10-505.000 Tech. Subs, Licenses	520.42	54716	02/21/25
22670	CAPITAL ONE CREDIT CARD -	02/13/25	EJRP CC Feb 65080325	259-5-30-15-500.000 Training, Conf, Dues	3075.00	54716	02/21/25
22670	CAPITAL ONE CREDIT CARD -	02/13/25	EJRP CC Feb 65080325	259-5-30-12-610.000 General Supplies	73.59	54716	02/21/25
25120	CLICKTIME.COM	02/06/25	EJRP Timesheets Jan 446183	259-5-30-10-505.000 Tech. Subs, Licenses	1112.00	54722	02/21/25
04640	FASTENAL INDUSTRIAL & CON	01/21/25	RK First Aid VTBUR334624	259-5-30-15-610.000 General Supplies	5.56	54735	02/21/25
04640	FASTENAL INDUSTRIAL & CON	01/21/25	PS First Aid VTBUR334645	259-5-30-16-610.000 General Supplies	13.86	54735	02/21/25
04640	FASTENAL INDUSTRIAL & CON	01/21/25	PS First Aid VTBUR334646	259-5-30-16-610.000 General Supplies	8.11	54735	02/21/25
04640	FASTENAL INDUSTRIAL & CON	02/05/25	RK MSP First Aid Supplies VTBUR335044	259-5-30-15-610.000 General Supplies	2.78	54735	02/21/25
04640	FASTENAL INDUSTRIAL & CON	02/05/25	RK MSP First Aid VTBUR335045	259-5-30-15-610.000 General Supplies	12.58	54735	02/21/25
20470	GLOBAL MONTELLO ATT: FLEE	01/31/25	January Vehicle Fuel 325780	259-5-30-15-626.000 Gasoline	51.24	54739	02/21/25
28895	KINDERMUSIK WITH RACHEL L	02/10/25	Kindermusik February 1032	259-5-30-14-330.000 Professional Services	960.00	54748	02/21/25
80087	KONICA MINOLTA PREMIER FI	02/08/25	Copier Lease February 202 548927102	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	54750	02/21/25
80087	KONICA MINOLTA PREMIER FI	02/08/25	Copier Lease February 202 548927102	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	54750	02/21/25
27840	MADISON NATIONAL LIFE INS	02/18/25	Life Ins March 2025 1678562	259-5-30-16-210.000 Group Insurance	255.18	54753	02/21/25
27840	MADISON NATIONAL LIFE INS	02/18/25	Life Ins March 2025 1678562	259-5-30-15-210.000 Group Insurance	402.09	54753	02/21/25
27840	MADISON NATIONAL LIFE INS	02/18/25	Life Ins March 2025 1678562	259-5-30-14-210.000 Group Insurance	36.60	54753	02/21/25
27395	MVP HEALTH CARE INC 43118	02/10/25	Health Mar 2025 21012428	259-5-30-14-210.000 Group Insurance	2819.96	54761	02/21/25
27395	MVP HEALTH CARE INC 43118	02/10/25	Health Mar 2025 21012428	259-5-30-16-210.000 Group Insurance	10466.96	54761	02/21/25
27395	MVP HEALTH CARE INC 43118	02/10/25	Health Mar 2025 21012428	259-5-30-15-210.000 Group Insurance	8028.32	54761	02/21/25

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24960	NORTHEAST DELTA DENTAL	02/14/25	Dental March 2025 021425 6197	259-5-30-15-210.000 Group Insurance	189.35	54765	02/21/25
24960	NORTHEAST DELTA DENTAL	02/14/25	Dental March 2025 021425 6197	259-5-30-16-210.000 Group Insurance	484.46	54765	02/21/25
24960	NORTHEAST DELTA DENTAL	02/14/25	Dental March 2025 021425 6197	259-5-30-14-210.000 Group Insurance	72.15	54765	02/21/25
80199	PARTNERSHIPS FOR LITERACY	02/18/25	Kindergarten Conf-CMcLaug 021825D	259-5-30-16-500.000 Training, Conf, Dues	175.00	54767	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/04/25	RK Westford Snack 326508	259-5-30-15-610.000 General Supplies	111.91	54768	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/04/25	RK S/H K Snack 326804	259-5-30-15-610.000 General Supplies	218.59	54768	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/04/25	RK FMS Snack 326834	259-5-30-15-610.000 General Supplies	228.30	54768	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/05/25	RK Fleming Snack 328617	259-5-30-15-610.000 General Supplies	141.74	54768	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/11/25	RK Hiawatha Snack 331545	259-5-30-15-610.000 General Supplies	114.36	54768	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/11/25	RK FMS Snack 332094	259-5-30-15-610.000 General Supplies	158.06	54768	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/12/25	RK Summit Snack 332188	259-5-30-15-610.000 General Supplies	325.28	54768	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/12/25	RK EES Snack 332592	259-5-30-15-610.000 General Supplies	323.32	54768	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/13/25	RK Westford Snack 332664	259-5-30-15-610.000 General Supplies	139.70	54768	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/12/25	RK FMS Snack 332813	259-5-30-15-610.000 General Supplies	94.39	54768	02/21/25
29425	PERFORMANCE FOOD 24793-EJ	02/18/25	RK Westford Snack 335078	259-5-30-15-610.000 General Supplies	80.79	54768	02/21/25
16020	POSTMASTER	02/19/25	Summer Brochure Postage 021925D	259-5-30-10-560.000 Postage	2085.04	54770	02/21/25
20620	RASCO LAURA	02/13/25	PS Playgroup January 021325D	259-5-30-14-330.000 Professional Services	270.00	54772	02/21/25
23495	STUDENT TRANSPORTATION OF	02/17/25	RK EES Bus 2/12 70291064	259-5-30-15-580.000 Travel	289.69	54779	02/21/25
20340	THE SWIMMING HOLE	02/05/25	Vac Camp 12/30/2024 020525D	259-5-30-15-330.000 Professional Services	590.00	54781	02/21/25
25315	VESPA'S PIZZA PASTA & DEL	02/11/25	RK Staff Training Food 021125D	259-5-30-15-610.000 General Supplies	288.60	54785	02/21/25
21230	VISION SERVICE PLAN (CT)	02/19/25	Vision Mar 2025 822320976	259-5-30-16-210.000 Group Insurance	94.73	54788	02/21/25
21230	VISION SERVICE PLAN (CT)	02/19/25	Vision Mar 2025 822320976	259-5-30-15-210.000 Group Insurance	77.36	54788	02/21/25
21230	VISION SERVICE PLAN (CT)	02/19/25	Vision Mar 2025 822320976	259-5-30-14-210.000 Group Insurance	25.13	54788	02/21/25
07565	W B MASON CO INC	02/04/25	PS Office Supplies 252131389	259-5-30-16-610.000 General Supplies	27.37	54791	02/21/25
07565	W B MASON CO INC	02/05/25	Preschool Supplies 252163425	259-5-30-16-610.000 General Supplies	461.37	54791	02/21/25

For Check Acct 01 (GENERAL FUND) All check #s 02/14/25 To 02/21/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	02/13/25	Preschool Supplies 252350166	259-5-30-16-610.000 General Supplies	43.19	54791	02/21/25
Report Total				313491.84		

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 \$ ***313,491.84
Let this be your order for the payments of these amounts.

POLICE COMMUNITY ADVISORY BOARD

January 21, 2025

POLICE COMMUNITY ADVISORY BOARD REGULAR MEETING MINUTES OF MEETING - DRAFT January 21, 2025

POLICE COMMUNITY ADVISORY BOARD: Gwendolyn Evans, Dan Maguire, Vince Cuciti, Christina Hagestad, Jenny Parker and Jody Kamon (Advisor).

Absent: David Harrington

STAFF: Alyssa March, Community Liaison, Essex Police Department

ADMINISTRATION: Ron Hoague (EPD Chief)

OTHERS PRESENT: None

1. CALL TO ORDER

Chair Christina Hagestad called the meeting to order at 6:03pm.

2. AGENDA ADDITIONS/CHANGES

a. Gwendolyn mentioned Soup Night for the Town.

b. Alyssa invited PCAB members to the City Budget Meal this Saturday, 12PM at the Expo

3. AGENDA APPROVAL

Agenda was approved.

4. PUBLIC TO BE HEARD

There were no comments from the public.

5. CONSENT ITEMS

a. The Board approved the Minutes for the December meeting.

6. BUSINESS ITEMS

a. The Chief went over the 2024 EPD review and highlighted key take ways. The Chief informed the Board that there were 5 officers that left last year and 4 of them were retirees. The Board discussed the challenges with the applicants and integrity. The Board also discussed different ways to recruit more applicants, and the PD met and formed a recruitment team. The PD hopes to start going to more events that they normally wouldn't find more applicants.

The chief discussed the crime statistics and trends. EPD had 9981 calls last year which is 300 more calls than the previous year. Property crime has increased, and the PD encourages people to take valuable items out of the car and lock car doors.

Community Outreach was not listed on the review due to not having data. Jody asked about the program and the Chief informed the Board that Community Outreach is losing funding, so EPD has requested more money in the budget to support Outreach. Other agencies in the area plan to increase funding as well.

EPD has a media group coming up next month to film and take more photos. Alyssa asked if there was a member of PCAB that would be willing to speak in the film to share the importance and support that the

PD has in the community. Vince stated that he is apart of a neighborhood blog and would be willing to post about the filming to see any community members would like to say anything about the PD. The Chief reported that there is a public facing portal that will go live soon, and the community could see certain types of calls in a given area. Sensitive calls, such as domestic violence or sexual assaults, will not be listed for privacy reasons.

The chief spoke about future events like Citizens Police Academy that Alyssa will follow up on and get details for. EPD is also working on doing a summer program for kids ages starting around 11-12.

The Board discussed Bike Patrol, and the Chief explained the role and how Bike Patrol is a great pipeline to those individuals moving to patrol. EPD currently has three officers that have been on bike patrol.

b. Public Safety Survey Task List: The Board discussed the survey format, ADA guidelines, Survey Monkey and paper copies and wording.

Action Steps:

Vince to incorporate feedback and share updated documents.

Vince will send out his excel sheet of survey questions to the Board

Next meeting, the Board will go through Vince's/ David's questions to get final survey questions.

7. ADJOURN

A motion to adjourn was made by Christina. The motion was seconded and approved by the Board. The meeting adjourned at 7:18pm.

Respectfully submitted,

Alyssa March
Community Affairs Liaison

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION REGULAR MEETING
CITY COUNCIL SPECIAL MEETING
MINUTES OF MEETING
FEBRUARY 6, 2025
DRAFT**

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

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

ADMINISTRATION: Regina Mahoney, City Manager; Chris Yuen, Community Development Director

OTHERS PRESENT: Greg Morgan, Jim Waite

1. CALL TO ORDER

Mr. Chawla called the City Council meeting to order at 6:31 PM.

Ms. Clemens called the Planning Commission 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

None.

4. MINUTES

a. Planning Commission: January 14, 2025

MOTION by SCOTT MCCORMICK, seconded by ELIJAH MASSEY, to approve the minutes of January 14, 2025, with corrections. Motion passed 5-0.

Corrections:

-On page 2, “churches” should be changed to “places of worship.”

5. BUSINESS ITEMS

a. Update on Connect the Junction TOD Master Plan

Mr. Yuen said that this project has been paused due to federal funding uncertainties. The “big ideas” report has been presented by the consultant and the draft plan could be requested in its current form if necessary. Mr. Chawla said that the cost for finishing this document could be investigated and proposed that funds be added to the budget for this purpose. Mr. Yuen said that the TOD Master Plan is intended to shape other regulations, including the Land Development Code, zoning bylaws, and capital project prioritization. Mr. Chawla suggested that this meeting be rescheduled for 6-8 weeks in the future after the funding situation is clarified.

b. Discussion on the regulation on sandwich boards

Mr. Yuen presented a slide comparing existing regulations to the proposed sandwich board regulations. Major differences include a change clarifying that sandwich board signs must be no closer than 12 feet from other sandwich board signs. The size of the sign and the regulation that signs must only be out

during business hours remain the same. Mr. Chawla said that he would prefer that sandwich board signs be removed entirely and suggested that sandwich board regulations sunset after a year or two. He said that there is no consistent enforcement on this issue. He also suggested that there be stricter standards of what “open” means in the context of modern businesses and spoke of the visual clutter that sandwich boards create. Ms. Haney said that Essex Junction does little for the business community, and that allowing sandwich boards is something small that can be done to support them. Mr. Massey said that the Planning Commission (PC) has received feedback encouraging them to be lenient regarding sandwich board signage. Mr. Certa said that inconsistent enforcement is more problematic and suggested that economic development as a whole and enforcement priorities be examined. Ms. Thibeault said that sandwich boards are being used for marketing purposes and spoke of the aesthetic improvement that occurred when the signs were removed after recent enforcement. Mr. Chawla said that the City could assist business owners with some of the funds involved with shifting away from sandwich board signs and prioritizing the signage needs of the businesses that are more hidden from view.

Mr. McCormick discussed volunteer mobilization for economic development and said that more needs to be done to promote local businesses. Mr. Certa said that collaboration should occur between developers and city officials regarding housing and economic development. Ms. Mahoney discussed minimal staff capacity to take on new initiatives. She also said that it is important to define when businesses are considered to be open and discussed the difficulties in determining if a business is more hidden in the context of content neutral signage.

Regarding the sunset of sandwich board signs, Ms. Mahoney said that this has been done in other communities. Mr. Yuen said that, if there are any changes to the warned version of the Land Development Code, it will push out adoption by a month. Mr. Chawla said that more communication and education needs to be done regarding bringing signs in during non-business hours and said that potential ticketing could be done after warnings. Mr. Certa discussed light-up signage, stating that the CVE sign contains images which appear to not be allowed by the current regulations. Ms. Mahoney said that this will be reviewed by staff. Mr. Miller suggested that rear-facing or non-streetside businesses be allowed signage, not to exceed one per complex. Ms. Thibeault said that, after an hour of discussion, no decision was made. She suggested leaving the LDC as previously warned, and to continue the discussion and allow staff to do more research. All agreed.

c. Discussion on the Comprehensive Plan topics of focus

Mr. Yuen shared a list of topics that need to be included in the Comprehensive Plan and said that the existing plan will expire in August of 2027. He would like to apply for a municipal planning grant to do additional public engagement. The Comprehensive Plan should align with the 2024 Community Vision and Strategic Action Plan. He suggested that the following be areas of focus in the Comprehensive Plan: housing, future land use map, energy planning, economic development and transportation connectivity. Mr. Yuen said each community in Vermont will receive municipal housing targets. He detailed the number of units permitted, built, and lost per year in Essex Junction. He asked the City Council if there are any other topics that the PC should incorporate into this document.

Ms. Mahoney said that the plan needs to be updated as the current plan was written prior to separation with the Town of Essex. Ms. Clemens suggested that the building story limit be decided upon with this plan. Mr. Chawla said that creative development could be implemented utilizing buffers and said that the results of the Connect the Junction project should help to determine this. Mr. McCormick described his

work on climate resiliency and said that the state may be preparing a framework for incorporating climate adaptation into municipal planning. Ms. Clemens described the Comprehensive Plan as a vision for the community and said that it is important to begin to engage volunteers now to develop it. Ms. Haney said that human services has not been included in the plan, and said that this is a key part of what makes the community livable. Mr. Chawla discussed the connection between community services and affordable housing. Mr. McCormick suggested developing a timeline for this project. Ms. Mahoney said that the project should take around two years from start to finish. Mr. Chawla suggested getting a subgroup together quarterly to check in. He also said that renewable energy is something that he would like to include in this plan.

Mr. Yuen said the Community Development Department is interested in applying for the Downtown Transportation Fund grant of \$200,000 for the Essex Junction Multimodal Train and Bus Station. This is a non-federal grant and thus could be put towards Essex Junction's \$750,000 local share for the previously awarded Federal Consolidated Rail Infrastructure and Safety Improvements Program grant. Ms. Mahoney discussed the lack of clarity regarding federal funding but said that the only way that Essex Junction has a chance to use the money is to keep moving forward.

ELANA JUODISIUS made a motion, seconded by SCOTT MCCORMICK that the Planning Commission recommend applying for the Downtown Transportation Fund grant for the Essex Junction Multimodal Train and Bus Station Improvements Project. Motion passed 5-0.

TIM MILLER made a motion, seconded by ELAINE HANEY, that that the City Council adopt the "Municipal Resolution for Downtown Transportation Fund" as presented. Motion passed 5-0.

6. MEMBERS UPDATES

Mr. McCormick said that he is a member of the Essex Rotary, and that they have around \$4,000 to spend on environmental projects. He would like to see if any of the municipalities that the Essex Rotary represents would like to use some of these funds to assist with community education. Mr. Massey discussed the Animating Infrastructure grant and said that he will be attending an applicant meeting next week. He's looking for ideas for public art installations.

7. STAFF UPDATES

None.

8. ADJOURN

RAJ CHAWLA made a motion, seconded by ELAINE HANEY, to adjourn. Motion passed 5-0 at 8:36 PM.

SCOTT MCCORMICK made a motion, seconded by ELIJAH MASSEY, to adjourn the meeting. Motion passed 5-0 at 8:36 PM.

Respectfully submitted,
Darby Mayville

**CITY OF ESSEX JUNCTION
BOARD OF CIVIL AUTHORITY (BCA)
REGULAR MEETING
MINUTES OF MEETING
FEBRUARY 11, 2025**

BCA MEMBERS PRESENT: Dylan Giambatista (Chair), Jordan Verasamy (Vice-Chair), Marcus Certa, Sandra Chittenden, Diane Clemens, Stephanie Holden, Susan McNamara-Hill (Clerk), Tim Miller, Brian Shelden, Gibson Smith, Amber Thibeault, Carmon Verasamy, Elisa Ziglar

STAFF PRESENT: Regina Mahony, City Manager

MEMEBERS OF THE PUBLIC PRESENT: None

1. CALL TO ORDER

Mr. Giambatista called the meeting to order at 6:02 PM.

2. AGENDA ADDITIONS/ CHANGES

Mr. Giambatista requested that the meeting minutes be discussed at the end of the meeting.

MARCUS CERTA made a motion, seconded by TIM MILLER, to amend the agenda. Motion passed 13-0.

3. APPROVE AGENDA

MARCUS CERTA made a motion, seconded by TIM MILLER, to approve the amended agenda. Motion passed 13-0.

4. ORGANIZATIONAL MEETING

a. Introduction of BCA members and Staff (Dylan Giambatista)

All members and staff introduced themselves. Mr. Giambatista said that online training information for the state ethics policy will be distributed to all BCA members.

b. Election of Chair and Vice Chair (Clerk)

DIANE CLEMENS made a motion, seconded by BRIAN SHELDEN, to nominate DYLAN GIAMBATISTA as Chair.

MARCUS CERTA made a motion, seconded by ELISA ZIGLAR to appoint DYLAN GIAMBATISTA as Chair for the term of 2025-2027. Motion passed 13-0.

BRIAN SHELDEN made a motion, seconded by TIM MILLER, to nominate JORDAN VERASAMY as Vice-Chair.

STEPHANIE HOLDEN made a motion, seconded by MARCUS CERTA, appoint JORDAN VERASAMY as Vice-Chair for the term of 2025-2027. Motion passed 13-0.

5. BUSINESS

a. Introduction of BCA and BoA responsibilities (Dylan Giambatista)

Mr. Giambatista said that the Board of Civil Authority works on elections and hears tax appeals as the Board of Abatement. He discussed how the municipal abatement process works, and the statutory definitions for such. The BCA can hear abatements in both open and deliberative (closed) session.

b. Election Administration discussion (Regina Mahony, City Manager)

Ms. Mahony shared a memo about election administration. With one polling location, a presiding officer is no longer legally required. Ms. Mahoey detailed the tasks of the presiding officer. Now that Essex Junction has both a Clerk and Assistant Clerk, it makes sense to align with the statue and move the responsibilities of the presiding officer to the Clerk's office. Training for clerk's office staff was discussed. Mr. Certa suggested that the transition take more than a year, as this year's election will operate differently than typical. He also expressed concern about the staff capacity to manage the duties of the presiding officer. Ms. Ziglar concurred and asked what the BCA could do to support staff prior to election day. Ms. McNamara-Hill said that the BCA has also helped to count ballots in the past and said that she is working on providing more background on how elections are run. Mr. Shelden said that it would be helpful to better inform the public of the BCA's decisions and processes. Ms. Holden asked about the possibility of having two polling sites and Mr. Giambatista said that this is unlikely unless redistricting shows a large population increase. Payment for the presiding officer and poll workers was discussed. Ms. Carmen Verasamy said that she agrees with Mr. Certa to extend the timeline on the handover of election duties to paid staff.

MARCUS CERTA made a motion, seconded by CARMON VERASAMY, to accept the transition memo with the amendment that the transition period be two years. Motion passed 13-0.

Mr. Giambatista thanked Ms. Clemens for her service as presiding officer, as well as all other election volunteers and staff.

c. 2025 Municipal and School Election Update

Ms. McNamara-Hill said that the City is sending a postcard telling all active voters that they will need to request a ballot for municipal elections. The school election will be held on April 8, 2025, the same day as the municipal elections. Mr. Giambatista said that it would be helpful to determine what kind of training that election workers will need.

d. Appoint election officials

Mr. McNamara-Hill read the names of six potential election officials.

MARCUS CERTA made a motion, seconded by STEPHANIE HOLDEN, to approve the slate of new electors. Motion passed 13-0.

6. APPROVE MINUTES OF PREVIOUS MEETINGS

a. Minutes of Meeting 10/15/2024

b. Minutes of Meeting 1/25/2025

MARCUS CERTA made a motion, seconded by JORDAN VERASAMY, to approve the minutes of 10/15/2024 and 1/25/2025. Motion passed 10-0-3, with BRIAN SHELDEN, ELISA ZIGLAR and STEPHANIE HOLDEN abstaining.

7. ADJOURNMENT

Mr. Giambatista requested that election volunteers be notified of the change in election administration. Ms. Holden requested information about performing weddings, Mr. Giambatista said that there is a guide for Justices of the Peace with information on officiating weddings.

ELISA ZIGLAR made a motion, seconded by MARCUS CERTA, to adjourn the meeting. Motion passed 13-0. Meeting adjourned at 7:32 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary



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

Online &
6 Lincoln St. (Kolvoord Room)
Essex Junction, VT 05452
**Thursday, February 13th
2025, 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), David Achee, Eric Bowker, Lauren Philbrook

2. **OTHERS PRESENT**

Jack Evans (Local Motion), Daniel Liguere (Local Motion), Michael Giguere (staff representative), Alia Liebowitz, Jack Haley, Harrison Jaffe, Gabriel Anama, Joesph Finch

3. **CALL TO ORDER**

a. The meeting was called to order at 7:00PM

4. **DETERMINE WHO WILL TAKE MINUTES**

a. David Achee volunteered to take minutes. The group agreed to work on a rotation schedule to distribute minute-taking responsibilities.

5. **AGENDA ADDITIONS/CHANGES**

a. No changes to the agenda were added.

6. **MINUTES FOR APPROVAL**

a. January 9th, 2024

- Lauren motioned to approve with Eric seconding
 - Approved unanimously 5-0

7. **PUBLIC TO BE HEARD**

a. **Winooski Traffic Calming**

- Jack Evans raised that Winooski is reworking their traffic calming policy, and will refer Michael Giguere to see if there are any opportunities for partnership

b. **SunDay Event**

- Jack Evans brought the [SunDay](#) event to the group, and the committee will see if there is any potential for tie in with future BWAC events

8. **BUSINESS ITEMS**

a. Park Street reconfiguration – UVM engineering capstone project

- A group of UVM engineering students presented their progress on their capstone project aimed at redesigning the streetscape of Park Street. The project area runs along Park Street from the Powerhouse Bridge to the Crescent Connector. The current conditions include an inconsistent streetscape that serves vehicle traffic and features sidewalks with limited to no accommodation for bicycles. The project area has been identified as a critical gap in the current bike network that could serve as an important north-south link between municipalities. The engineering students, Jack Haley, Gabriel Anama, and Harrison Jaffe, presented their preliminary findings and sought input and advice from the committee members.

b. Traffic Calming Policy revisions

- Alia, a student from UVM, shared updates on the traffic calming policy revision project. The team also discussed determining the appropriate radius for traffic calming location determination, crosswalk availability, and the potential for incorporating snow-related traffic calming measures. Alia also mentioned the need to revise the policy's description and intent,

and the possibility of testing the policy on South Summit and West Street. The team agreed to continue refining the policy and to consider feedback and suggestions. The committee proposed the idea of using BWAC as a community engagement mechanism for traffic calming submissions. They suggested inviting property owners and submitters to discuss their projects and gather public feedback. The committee also discussed the need for a mechanism to gauge public opinion on installations. They mentioned the difficulty of determining the appropriate radius for submissions and the need for a structured process to moderate and guide conversations. There was discussion of having BWAC serve as advocates for project submitters and provide support before the projects are explained to relevant parties.

c. **Bike Safety Day/Festival**

- Joseph discussed the idea of a Bike Safety Day and Festival, which would include a balance bike race, community engagement, and potential partnerships with local organizations. The idea was in its early stages, and Joseph was seeking input and ideas for the project.

d. **Bike Bus for schools**

- Joseph discussed the potential of tying the event to a larger push for a bike bus, given that Hiawatha might be the City's only elementary school. Committee members offered to help bring up the idea of a bike bus at the Hiawatha PTO. They also discussed the challenges of organizing a walk bus for the Ruby Bridges Day at Hiawatha, and members expressed their willingness to help other parents before their child starts school.

9. **MEMBERS UPDATES**

- a. Lauren Philbrook raised the bike friendly community task force and decided to organize further through email.
- b. John O'Brien provided an update on the recent community meal, where he heard a desire for improved wayfinding for bike routes in the town, and improved maintenance of sidewalks.

10. **STAFF UPDATES**

- a. RRFB purchase and installation at Main & Athens
 - Michael provided an update that the RRFB has been purchased and will be installed in the spring.

11. **READING FILE**

- a. No reading file items were added

12. **ADJOURN**

- a. Eric Bowker made a motion to adjourn, with Lauren Philbrook seconding. The motion passed unanimously 5-0

This agenda is available in alternative formats upon request. Meetings of the Bike/Walk Advisory Committee, 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.