



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, November 12, 2025
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **BUSINESS ITEMS**
 - a. Acting as the Cannabis Control Commission: Consideration of S-000009646, Outdoor Cultivator Tier 1 Small Cultivator for TrichomeVT [10 Minutes]
 - b. Annual Winooski Valley Parks District Presentation and Discussion [15 Minutes]
 - c. Annual Town Meeting TV Presentation and Discussion [15 Minutes]
 - d. Human Resources Department Head Brief to Council [10 Minutes]
 - e. Discussion and Consideration of Pearl Street Multimodal Project Alternative Including Delay Analysis Presentation [35 Minutes]
 - f. Discussion and Consideration of Public Works Facility Next Steps [15 Minutes]
 - g. Discussion and Consideration of Rebranding Identity Options [15 Minutes]
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 10/22/2025
 - b. Approve Lincoln Hall Conference Room Policy Update
 - c. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24098 10/31/25
 - b. October Financial Reports
 - c. Resolutions of Appreciation for Troy Wilber and John Rowell
 - d. Reappraisal Update
 - e. Lead Service Line Inventory Annual Letters Update
 - f. Regional Boards and Committees Memo
 - g. Recreation Advisory Committee Minutes 10/15/25
 - h. Brownell Trustee Meeting Minutes 10/21/25
 - i. Police Community Advisory Board Meeting Minutes 10/21/25
 - j. Governance Committee Meeting Minutes 10/23/25
 - k. Capital Review Committee Meeting Minutes 10/28/25
9. **EXECUTIVE SESSION**

No Executive Session Anticipated

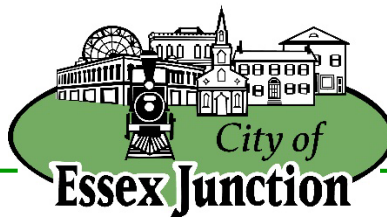
10. ADJOURN

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

**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.



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: November 12, 2025 (Tabled from October 22, 2025)

Subject: TrichomeVT Outdoor Cultivator Tier 1 License Renewal

Issue:

Whether the Local Cannabis Control Commission should renew the local cannabis license for an existing Tier 1 Outdoor Cannabis Cultivator at 8 Taft Street.

Discussion:

Municipalities with a Local Cannabis Control Commission have some authority to regulate Cannabis Establishments in the city. These powers are established through [7 V.S.A. § 863](#) and outlined in Section 2.15 of Vermont Cannabis Control Board's [Rule 2: Regulation of Cannabis Establishments](#).

In previous years, municipalities were notified of pending license renewals by the Vermont Cannabis Control Board (VCCB) and asked to verify cannabis establishments' compliance with local regulations as part of the renewal process. The VCCB's most recent rule update, effective July 15, 2025, formalized a change in process by amending Rule 2.15: Rather than checking in with an LCC as part of the annual renewal process, the Board now asks that LCCs "Promptly transmit to the Board minutes recording any official action of a local control commission, including when a local control license is granted, denied, suspended, revoked, or conditioned (Rule 2.15[b])."

The subject outdoor cultivation site is located in the R1 Residential District, where zoning regulations prohibit cannabis cultivation. On July 14, 2025, I issued a Notice of Violation to Jason Struthers, the owner of 8 Taft Street, in light of the Vermont Supreme Court's 2025 opinion, which confirmed that "[a] landowner's cannabis-cultivation operation is not exempt from all municipal regulation simply because he is a licensed outdoor cannabis cultivator." *In re 8 Taft Street DRB & NOV Appeals*, 2025 VT 27, No. 24-AP-273¹.

Struthers then appealed the Notice of Violation to the City's Development Review Board (DRB), which subsequently upheld the Notice of Violation in its decision on September 22, 2025 (attached). A staff report and summary of the case history are available in the DRB's September 18, 2025, packet here: <https://www.essexjunction.org/meeting/development-review-board-09-18-2025>. Struthers appealed the DRB decision to the State Environmental Court on October 17, 2025.

To be consistent with the DRB's decision, the City Council, acting as the Local Cannabis Control Commission, may now consider a denial of the annual renewal and revocation of TrichomeVT's local cannabis license for its outdoor cultivation because it is in violation of the Land Development Code.

Cost: N/A

¹ The Environmental Court subsequently issued a Judgement Order consistent with the Supreme Court opinion that concludes both Struthers' duck farming operations and cannabis cultivation are prohibited by the LDC. This decision was filed on September 3, 2025.

Recommendation:

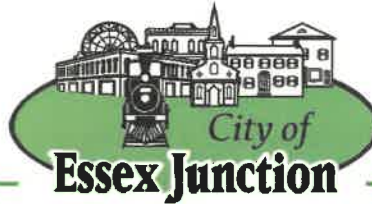
Staff recommends the City Council, acting as the Local Cannabis Control Commission, deny the license renewal and revoke TrichomeVT's local cannabis license.

Recommended Motion:

I move that the Essex Junction Local Cannabis Control Commission deny the license renewal and revoke the local cannabis license for TrichomeVT's Tier 1 Outdoor Cultivation.

Attachments:

1. September 22, 2025 DRB Decision regarding Appeal of 8 Taft Street Notice of Violation
2. TrichomeVT License Renewal Application



Development Review Board

Appeal of Administrative Officer's Notice of Violation issued to the Resident at 8 Taft Street on July 23, 2025

Findings of Fact and Decision

The City of Essex Junction Development Review Board ("DRB") held a Public Hearing on September 18th, 2025 to review the Appeal of Administrative Officer's ("AO") Notice of Violation (NOV) regarding the property located at 8 Taft Street, in the R1 Residential District ("Property"). The Property is being used for cannabis cultivation. The City of Essex Junction, Vermont Land Development Code ("LDC") prohibits this use within the R1 zoning district.

EXISTING CONDITIONS AND GENERAL INFORMATION

Property Location: 8 Taft Street

Property Size: 22,651 square feet (0.52 acres)

Existing Land Use: Residential, Agricultural, and Outdoor Cannabis Cultivation

Surrounding Land Use: Residential

Zoning District: Residential 1 (R1)

APPEAL DESCRIPTION

Jason Struthers ("Struthers"), resident at 8 Taft Street, submitted a letter dated July 23rd, 2025, timely appealing a July 14th, 2025 decision by the Administrative Officer (AO) to issue a Notice of Violation (NOV) against Struthers concerning outdoor cannabis cultivation on Struthers's property at 8 Taft St. The City of Essex Junction, Vermont Land Development Code (LDC) prohibits this use within the R1 zoning district.

Struthers claims that his cannabis cultivation use is grandfathered and permitted to continue as a non-conforming use under Section 801 of the LDC. The AO disputes that the cannabis cultivation qualifies as a non-conforming use. The AO's reasoning was outlined in his separate memo to the DRB.

A notice of hearing was provided to the Appellant and Property owner.

BACKGROUND AND HISTORY

Struthers testified that he began growing outdoor cannabis on his property at 8 Taft Street on or about July, 2022. He received his cultivator's license on or about July 29, 2022 and on or about May 4, 2023 he received his farm designation from AAFM.¹ In July 2022, Cannabis Cultivation was not a defined use in the LDC's Use Chart; however, Agriculture was defined and was not permitted in the R1 district. Throughout 2023, the City received several complaints from neighbors about the noise and odor

¹ Struthers did not submit either his farm designation or his cultivator's license into the record at the hearing.

impacts of the cannabis cultivation. The following is a timeline and description of the major events and decisions to date related to this case. Additional background information and a summary of undisputed facts are also available the Vermont Supreme Court's decision *In re 8 Taft Street DRB & NOV Appeals*, 2025 VT 27 (Docket No. 24-AP-273).

1. On July 20, 2023, the City's Administrative Officer (AO), Christopher Yuen, issued a memorandum explaining his decision not to enforce the LDC's prohibitions against Agriculture and Cannabis against Struthers. At the time, he believed that the City could not enforce the LDC's prohibition of agriculture outside of the PA zone if the activity meets the State's definition of a farming operation. At the time, he also believed that City did not have the authority to prohibit outdoor cannabis cultivation from specific zoning districts.
2. Neighboring resident Stephen Willie Padnos (Padnos) appealed the AO's non-enforcement to the DRB, which held a hearing on September 21, 2023 and issued a decision to overturn the AO's position on the ducks but to uphold the AO's position on Cannabis Cultivation. This decision was issued on October 6, 2023.
3. In accordance with the DRB decision, on November 20, 2023, the AO issued a NOV for the ducks.
4. Struthers appealed the NOV to the DRB, which held a hearing on December 19, 2023. The DRB issued a decision on January 15, 2024, upholding the NOV.
5. Padnos appealed the DRB's decision on the cannabis and Struthers appealed the DRB's decision on the ducks to the Vermont Superior Court Environmental Division (Environmental Court). On August 29, 2024, the Environmental Court issued a Judgment Order regarding both ducks and cannabis in favor of Struthers on both issues.
6. Padnos appealed the case to the Vermont Supreme Court. On May 30, 2025, the Supreme Court issued a Final Opinion, reversing the Environmental Court's earlier decision and ruling that municipalities do have the authority to regulate both agriculture and cannabis. The matter was remanded back to the Environmental Court for issuance of a judgment order consistent with the Supreme Court's decision.
7. On July 14, 2025, consistent with the Vermont Supreme Court's decision, the AO issued an NOV to Struthers on the basis that his cannabis cultivation violates Section 622 and Section 726 of the LDC.
 - Section 622 prohibits outdoor cannabis cultivation in the R1 zoning district.
 - Section 726 requires cannabis plants to be located at least 50 feet from property lines and some of the plants on the property are within this setback.
8. On July 23, 2025, Struthers appealed the NOV to the DRB.
9. On September 4, 2025, the Environmental Court issued a Judgment Order on remand, holding that both duck farming and cannabis cultivation are prohibited by the LDC in the R1 District and the City has the ability to enforce the LDC against Struthers.
10. This DRB held a hearing on or about September 18, 2025 on Struthers appeal of the NOV.

SECTION 201: DEFINITIONS

The LDC defines Agriculture as follows:

12. "Agriculture" or "Agriculture Sales-Related Activity" shall mean the use of property or structures for common farming-related activities necessary for crop and animal production. A plant or tree nursery shall be deemed an agricultural related activity. The sale of agricultural products or byproducts on agricultural property is deemed an "agriculture sales-related activity".

This definition was in the LDC prior to 2022.

The LDC defines Cannabis Cultivation Establishments as follows:

38. "Cannabis Cultivator Establishment" shall mean an establishment licensed by the Vermont Cannabis Control Board and the Local Control Commission to engage in the cultivation of cannabis in accordance with 7 V.S.A Chapter 33 [or current state definition at time of application].

This definition was added to the LDC in September 2022 and became effective by October 2022.

SECTION 622: USE CHART

"Agriculture" is not a permitted use in the R1 district. This has been the case since prior to 2022.

"Cannabis Cultivation Establishment" was specifically added to the use chart in September 2022 as a use prohibited from the R1 district.

SECTION 801: NON-CONFORMING USES

The LDC regulates non-conforming (grandfathered) uses as follows:

"Any use of land or buildings legally existing on the effective date of this Code, which has become non-conforming as a result of this Code shall be considered as a Non-Conforming Use and may be maintained subject to the provision of this Section.

A. Expansion of Non-Conforming Uses Except as may be provided in this Section, a non-conforming use shall not be expanded or extended to occupy more land or floor area than it occupied on the effective date of this Code and shall not be expanded to displace a conforming use.

B. Change of Use A non-conforming use may be changed to a Permitted Use or Conditional Use for the district in which it is located. A non-conforming use shall not be changed to another nonconforming use.

C. Discontinuation of a Non-Conforming Use If a non-conforming use is discontinued or abandoned for a period of one hundred eighty (180) consecutive days, including any period of discontinuation prior to the effective date of this Code, that use shall not be renewed or re-established, and any subsequent use of the lot or structure shall be in conformance with all provisions of this Code.

1. If a non-conforming use is discontinued because the structure in which it is located is destroyed or damaged by fire, flood, windstorm or similar abnormal event, that use may

be re-established in the structure when and if it is rebuilt, provided that the structure complies with all provisions of this Code and that the non-complying use occupies no more floor area than it did prior to the event."

The DRB held a vote and unanimously affirmed and upheld the NOV in the open session.

Based on the testimony and evidence submitted into the record, the Development Review Board memorializes its September 18th, 2025 determination through the issuance of the following Findings of Fact and Conclusions of Law:

Findings of Fact:

1. Jason Struthers is the owner of residential property located at 8 Taft Street, Essex Junction.
2. Mr. Struthers grows cannabis on the Property, which he began doing in July 2022.
3. Mr. Struthers obtained a farm designation from the AAFM on or about May 4, 2023.
4. 8 Taft Street, Essex Junction is located in the R-1 District.
5. The Use Chart (Chapter 6, §622.G) in the LDC does not permit agriculture in the R1 zoning district. LDC p. 149.

Conclusions of Law:

The DRB finds that the plain language of the regulations prohibits Cannabis Cultivation in the R1 zoning district:

1. Cannabis cultivation constitutes agriculture or farming
 - The LDC defines agriculture as "the use of property or structures for common farming-related activities necessary for crop and animal production". Section 201.C.12 also states that "A plant or tree nursery shall be deemed an agricultural related activity. The sale of agricultural products or byproducts on agricultural property is deemed an 'agricultural sales-related activity.'"
 - Cannabis cultivation clearly falls within this definition.
2. Agriculture is prohibited in the R1 district
 - Struthers's property is in the R1 zone.
 - Because agriculture has always been prohibited in the R1 zone and because the Vermont Supreme Court concluded that municipalities have the right to regulate agriculture, cannabis cultivation was, by extension, not permitted in July, 2022 when Struthers began growing cannabis and even prior to Cannabis Cultivation being specifically prohibited in October 2023. Struthers's cultivation of cannabis is, therefore, not grandfathered.
3. State law does not exempt cannabis from zoning regulation
 - 7 V.S.A. § 869 specifies that cannabis establishments are not considered "farming" under state agricultural practice rules and are not treated as agricultural products for taxation or current use. This statute does not provide that cannabis cultivation is not agriculture or farming for the purposes of zoning.
 - Moreover, 7 V.S.A. § 869(b) provides that "A cannabis establishment regulated under this chapter (Chapter 33 of Title 7) shall be subject to regulation under 24 V.S.A. chapter 117 as authorized by this chapter, unless otherwise provided under this chapter."
 - Chapter 117 is the municipal and regional planning and development chapter.
 - Furthermore, 7 V.S.A. §869(f) provides that "[n]otwithstanding subsection (a) of this section, a cultivator licensed under this chapter who initiates cultivation of cannabis

outdoors on a parcel of land shall: (1) be regulated in the same manner as 'farming' and not as 'development' on the tract of land where cultivation occurs for the purposes of permitting under 10 V.S.A. chapter 151"

4. The Superior Court has confirmed this prohibition

- In its September 3, 2025 decision on remand, the Superior Court stated: "Appellant's licensed outdoor cannabis operations are prohibited in the R-1 Zoning District in which the Property is located. As the Vermont Supreme Court has explained, this prohibition is permissible because it does not regulate water quality practices." [footnote omitted].

5. Conclusion

- Because agriculture was already prohibited when Mr. Struthers began cultivating cannabis, the use was never lawful and cannot qualify as a pre-existing nonconforming use.

Decision:

The DRB upholds the Administrative Officer's Notice of Violation issued on July 14th, 2025, and concludes that the City is obligated to enforce its LDC against Mr. Struthers with regards to his farming activities, specifically cultivating cannabis.

Motion made by DYLAN ZWICKY, seconded by LUKE BROCKMEIER, that the Development Review Board uphold the Administrative Officer's Notice of Violation for the cannabis cultivation operation at 8 Taft Street in the R1 Residential District. Motion passed unanimously (5-0).

DRB Member	Vote
John Alden	In favor
Maggie Massey	In favor
Luke Brockmeier	In favor
Cristin Gildea	In favor
Dylan Zwicky	In favor

This decision is effective on the date of the last signature below.


John Alden (Sep 22, 2025 12:30:37 EDT)

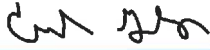
John Alden, Chair


Maggie Massey (Sep 22, 2025 13:33:42 EDT)

Maggie Massey, Vice-Chair


Luke Brockmeier (Sep 22, 2025 12:29:35 EDT)

Luke Brockmeier, DRB Member



Cristin Gildea (Sep 22, 2025 12:32:51 EDT)

Cristin Gildea, DRB Member



Dylan Zwicky (Sep 22, 2025 13:29:46 EDT)

Dylan Zwicky, DRB Member

NOTICE: This decision may be appealed to the Vermont Environmental Court by an interested person who participated in the proceeding(s) before the development review board. Such appeal must be taken within 30 days of the date of this decision, pursuant to 24 V.S.A. § 4471 and Rule 5(b) of the Vermont Rules for Environmental Court Proceedings.

8 Taft Street Appeal Notice of Violation Cannabis Decision SP#8.2025 20250918

Final Audit Report

2025-09-22

Created:	2025-09-22
By:	Michael Giguere (mgiguere@essexjunction.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAArZAAix-ReT-wFUdV26WCsdPG_8z7yOyt

"8 Taft Street Appeal Notice of Violation Cannabis Decision SP#8.2025 20250918" History

-  Document created by Michael Giguere (mgiguere@essexjunction.org)
2025-09-22 - 4:12:53 PM GMT
-  Document emailed to John Alden (jba@scottpartners.com) for signature
2025-09-22 - 4:12:59 PM GMT
-  Document emailed to Maggie Massey (flinnmr@gmail.com) for signature
2025-09-22 - 4:12:59 PM GMT
-  Document emailed to Luke Brockmeier (luke.brock@gmail.com) for signature
2025-09-22 - 4:13:00 PM GMT
-  Document emailed to Cristin Gildea (blikcallahan@gmail.com) for signature
2025-09-22 - 4:13:00 PM GMT
-  Document emailed to Dylan Zwicky (dylanzwicky@gmail.com) for signature
2025-09-22 - 4:13:00 PM GMT
-  Email viewed by John Alden (jba@scottpartners.com)
2025-09-22 - 4:22:38 PM GMT
-  Email viewed by Luke Brockmeier (luke.brock@gmail.com)
2025-09-22 - 4:29:11 PM GMT
-  Document e-signed by Luke Brockmeier (luke.brock@gmail.com)
Signature Date: 2025-09-22 - 4:29:35 PM GMT - Time Source: server
-  Document e-signed by John Alden (jba@scottpartners.com)
Signature Date: 2025-09-22 - 4:30:37 PM GMT - Time Source: server



Adobe Acrobat Sign

 Email viewed by Cristin Gildea (blikcallahan@gmail.com)
2025-09-22 - 4:32:22 PM GMT

 Document e-signed by Cristin Gildea (blikcallahan@gmail.com)
Signature Date: 2025-09-22 - 4:32:51 PM GMT - Time Source: server

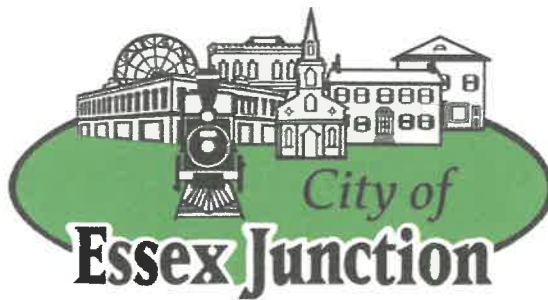
 Email viewed by Dylan Zwicky (dylanzwicky@gmail.com)
2025-09-22 - 5:16:12 PM GMT

 Email viewed by Maggie Massey (flinnmr@gmail.com)
2025-09-22 - 5:19:43 PM GMT

 Document e-signed by Dylan Zwicky (dylanzwicky@gmail.com)
Signature Date: 2025-09-22 - 5:29:46 PM GMT - Time Source: server

 Document e-signed by Maggie Massey (flinnmr@gmail.com)
Signature Date: 2025-09-22 - 5:33:42 PM GMT - Time Source: server

 Agreement completed.
2025-09-22 - 5:33:42 PM GMT



RECEIVED

SEP 29 2025

City of Essex Junction

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

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

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

1. Applicant Information

Name: Jason Struthers

Doing Business

As: Trichome VT

Mailing Address: 8 Taft Street

Telephone

Number: N/A

2. Owner/Agent Contact Information

Name: Jason Struthers

Mailing Address: 8 Taft Street

Telephone

Number: N/A

Email: N/A

3. Address where use will occur in the City

8 Taft Street

4. Licensing Information

Type of License Requested (check all that apply)

License Type		Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
☒	Outdoor Cultivation*	1	SEP 2025	SCLT0055
☐	Indoor Cultivation*			
☐	Mixed Cultivation*			
☐	Retail			
☐	Manufacturing*			
☐	Testing			
☐	Wholesale			

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

5. Local Compliance Information

Compliance Questions	Answer
Land Use	
Has the Zoning Administrator been contacted regarding your proposed use?	N/A
Is the use permitted by local zoning bylaws in the location you have identified?	N/A
If yes, is a zoning permit required?	N/A
If a zoning permit is required, what is the date the complete application was submitted for review?	N/A
Has the zoning permit been issued? If yes, please attach to application.	N/A
Utility	
Is an allocation for water being requested?	N/A
If yes, how many gallons per day have been requested?	N/A

Has an allocation for water been granted?	N/A
Is an allocation for wastewater being requested?	N/A
If yes, how many gallons per day have been requested?	N/A
Has an allocation for wastewater been granted?	N/A
Has a biological oxygen demand test been conducted on the wastewater?	N/A
What is the Biological Oxygen Demand of the wastewater?	N/A
Have fees for allocations been paid or is a payment plan in place with the City?	N/A

6. Acknowledgement & Signature

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

Signature Jason Struthers Date 27 SEP 2025

Printed Name Jason Struthers

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

Official Use Only - Do Not Write Below This Line

Parcel Code: _____

Received By: _____

Department Sign Offs

Fire: _____

Police: _____

Planning & Zoning: _____

Wastewater: _____

Recommended

Action: _____

Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

Action by CCC: _____

Date Follow-up sent: _____



Winooski Valley Park District

Ethan Allen Homestead
Burlington, Vermont 05408

Tel: (802) 863-5744 info@wvpd.org www.wvpd.org Fax: (802) 865-0647



October 27, 2025

Regina Mahoney, City Manager
City of Essex Junction
2 Lincoln Street
Essex Junction, Vermont 05452

Dear Regina:

We seek the City's support for Winooski Valley Park District's operations this coming year. As you may know, most of the WVPD's operating budget comes from its eight municipal members in the form of dues, based on each member community's relative population and the equalized property tax grand list.

WVPD is requesting a total of \$36,911 for FY 2027 from Essex Junction.

WVPD will continue to seek new revenues that reduce the reliance on municipal shares for operations and will continue to work as hard as possible to multiply the dollars that Essex Junction provides by motivating volunteers to help steward the parks, soliciting donated services, performing fee-based services for municipal clients, accepting donated or discounted property, acting as a fiscal agent for other organizations, and by writing grants. WVPD also expands its services to the community through partnerships with multiple organizations including conservation non-profits, land trusts, local conservation commissions, business groups, neighborhood groups and area schools and universities.

Our proposed FY27 operating budget (attached) includes notes to explain the rationale and assumptions behind different line items. Please do not hesitate to contact me if you have any questions.

Thank you for your support. The WVPD would not exist without its member municipalities!

Respectfully submitted,

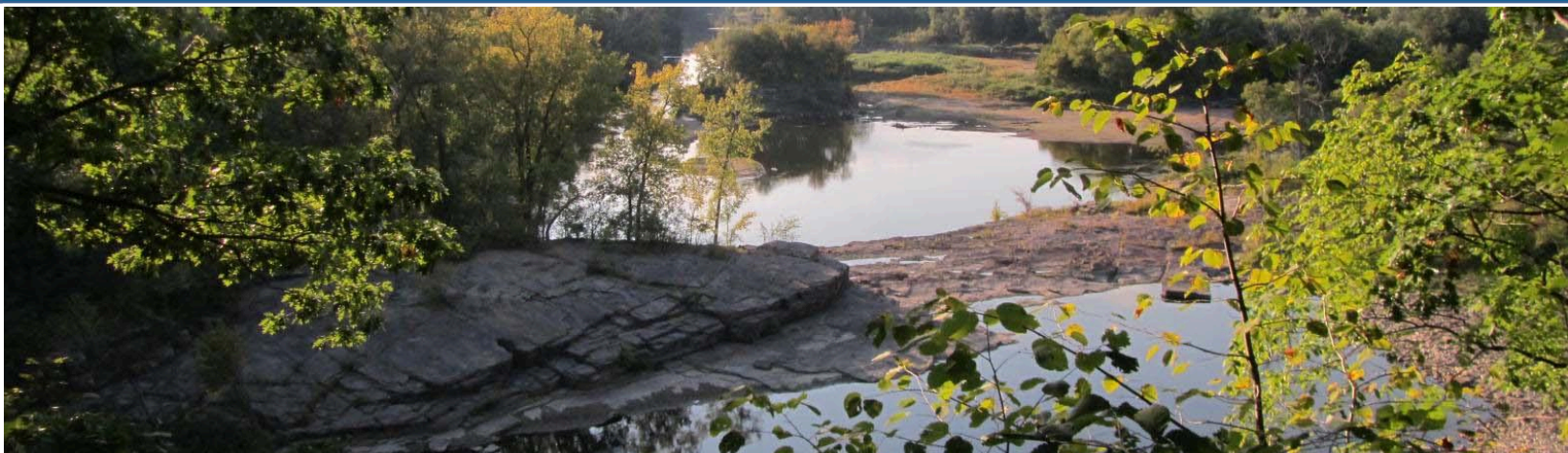
Nick Warner
Executive Director



WINOOSKI VALLEY PARK DISTRICT

Fiscal Year 2025 Annual Report

ESSEX JUNCTION

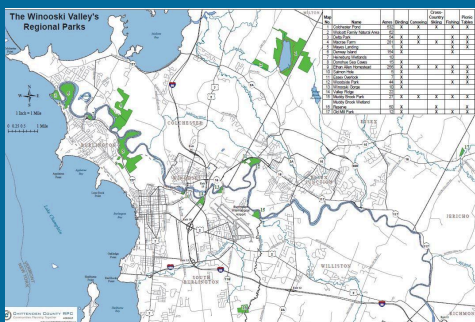


WVPD at a Glance

- 8 Member Towns
- 18 Public Parks and Natural Areas
- 1,750+ Acres of Conservation Land
- 24+ Miles of Trail
- 13+ Miles of Shoreline on Lakes, Ponds, and Rivers

Member Municipalities

Burlington · Colchester · Essex ·
Essex Junction · Jericho ·
 South Burlington · Williston ·
 Winooski



Click on map to see large PDF of all WVPD parks

Our Team

Executive Director: Nick Warner

Parks Superintendent: Tim Larned

Operations Manager: Lauren Chicote

Essex Jct. Trustee: George Tyler

(802) 863-5744

www.wvpd.org

Thank you for your continued partnership with the Winooski Valley Park District. Essex Junction's annual investment and municipal partnership is leveraged each year with grants, leasing, donated services and materials, volunteer labor, and strategic partnerships to conserve our shared resources and enhance people's connection to nature.

8 Member Communities • 18 Parks & Natural Areas • 1,753 Acres of Conserved Land

The Winooski Valley Park District (WVPD) is a cooperative partnership of eight member communities with a common interest to protect natural resources in the Lower Winooski River Valley and create opportunities for people to connect with nature. WVPD parks and natural areas are open year-round to the public with no admission fees from dawn to dusk each day, providing a valuable resource for all residents and visitors to engage with and enjoy our natural and diverse landscapes.

WVPD prioritizes protection and conservation of wetlands, shoreline, floodplain forests, and river corridors to enhance fish and wildlife habitat, improve ecological conditions and flood resiliency, and increase opportunities for people to engage with the outdoors and build community through environmental stewardship.

Fiscal Year 2025 Highlights

Over the past year, WVPD has worked collaboratively with member municipalities to improve parks and open spaces and enhance park user experiences through community engagement.

- 2 active water quality projects in Colchester to minimize stormwater runoff and erosion in watershed areas.
- Directly received and managed as Fiscal Agent, multiple grants supporting projects to improve park infrastructure, communications and signage, and environmental stewardship.
- Over 230 volunteers engaged in 20 service projects such as riparian tree plantings, invasive plant removal, and litter clean-up.

In FY2025, the WVPD Parks Maintenance Crew completed numerous projects, including repairing flood damage and replacing bridges and other trail infrastructure, along with various upgrades throughout the Park District 18 properties, in addition to daily upkeep and maintenance of trails and parks.



Homestead Loop Trail along Winooski River at the Ethan Allen Homestead, Burlington.

Strength in Partnership

- 3 years of partnership with Essex Junction, member since 2022 (53 years collective membership years with Essex Town)
- \$33,895 fiscal year 2026 contribution from Essex Junction
- Essex Junction's contribution helped leverage over \$700K in grant funds under WVPD management

Like other inter-municipal entities such as the Chittenden County Regional Planning Commission (CCRPC) or the Chittenden Solid Waste District (CSWD), WVPD's regional model provides shared governance and efficiencies. Using funds from member towns as leverage, the WVPD has an excellent record of receiving grants to implement a wide variety of projects and programs.

Financial Stewardship

Essex Junction's annual investment in WVPD is leveraged many times over through grants, facilities rentals, volunteer labor, and partnerships with other key stakeholders working towards shared goals. This financial model maximizes ecological and recreational benefits for the city while ensuring responsible and sustainable stewardship.

Support Leveraged through Grants and Partnerships

This year, WVPD has leveraged several grants to fund important clean water projects and improvements to parks and facilities, such as:

- A Community Development Block Grant from the City of Burlington funded the replacement of the museum barn roof at the Ethan Allen Homestead
- Clean Water Service Projects underway at Colchester Pond and Wolcott Family Natural Area
- Commenced a strategic planning process funded by a Watershed United Vermont grant

Impact on Essex Junction



As a Member Municipality, Essex Junction residents have access to WVPD's 18 regional parks to be enjoyed as an extension of the City's resources. The support and cooperation of WVPD's Member Municipalities help drive regional and state goals for conservation, water quality improvement, and outdoor recreation.

Over the past two years, several WVPD parks, especially **Woodside Natural Area**, were hit hard by flooding. This past year, the WVPD crew focused on making resilient trail improvements across its park system, including rebuilding and upgrading the anchoring system for two bridges at Woodside Natural Area.

Looking Ahead...

WVPD began as a visionary idea in the 1970s to address rapid development and the protection of the Winooski River Corridor through the creation of new parklands.

Over the past 53 years, this vision has greatly evolved into a coalition of 8 towns with 18 WVPD parks open to the public.

In recent years, Vermont and all WVPD parks have experienced issues related to a changing climate, making flood resilience, invasive species management, forest health, protection of rare species and habitats, water quality, and erosion mitigation daily priorities for the WVPD team.

Looking ahead in Essex Junction, WVPD will support the city with technical assistance in park planning and maintenance that promotes the city's goals for recreational opportunities, focusing on Steven's Park.

Our Board of Trustees, staff, volunteers, partner organizations, and park users have all evolved with us over the years, and we all owe a debt of gratitude to the communities like Essex Junction that support our work to steward these amazing shared resources.

Nick Warner



Volunteers planting trees along the Winooski River

WINOOSKI VALLEY PARK DISTRICT: MUNICIPAL FAIR SHARE ANALYSIS **FY2026** VS. **FY2027**

WVPD Member Town	Town Pop. FY26	Town Pop. FY27	% of Pop. FY26	% of Pop. FY27	FY26 Equalized Education Property Values	Current Equalized Education Property Values	FY26 % Eq. Mun. Prop. Values	Current % Eq. Mun. Prop. Values	Sum of %'s FY26	Sum of %'s FY27	Local Share FY26	Local Share FY27	FY 2026 FUNDING REQUESTS	FY 2027 FUNDING REQUESTS
Burlington	44,528	44,382	34.55%	34.32%	\$64,910,504	\$70,326,850	27.2%	26.03%	61.75%	60.35%	30.87%	30.18%	\$135,887	\$137,696
Colchester	17,588	17,540	13.65%	13.56%	\$33,814,332	\$37,013,961	14.14%	13.7%	27.79%	27.26%	13.9%	13.63%	\$61,186	\$62,187
Essex Junction	10,817	10,971	8.39%	8.48%	\$16,722,501	\$20,821,773	7.0%	7.7%	15.39%	16.18%	7.7%	8.09%	\$33,895	\$36,911
Town of Essex	11,462	11,394	8.89%	8.81%	\$23,198,978	\$29,466,258	9.7%	10.91%	18.59%	19.72%	9.3%	9.86%	\$40,938	\$44,986
Jericho	5,089	5,071	3.95%	3.92%	\$9,585,549	\$10,908,038	4.00%	4.04%	7.95%	7.96%	3.98%	3.98%	\$17,519	\$18,159
South Burlington	21,043	21,543	16.33%	16.65%	\$50,088,339	\$57,322,804	20.94%	21.23%	37.27%	37.88%	18.63%	18.94%	\$82,007	\$86,414
Williston	10,092	10,044	7.83%	7.77%	\$30,922,899	\$34,109,007	12.93%	12.62%	20.76%	20.39%	10.37%	10.19%	\$45,648	\$46,492
Winooski	8,251	8,389	6.41%	6.49%	\$9,776,348	\$10,195,144	4.09%	3.77%	10.5%	10.26%	5.25%	5.13%	\$23,110	\$23,405
TOTALS	128,870	129,334	100%	100%	\$239,019,450	\$270,163,835	100%	100%	200%	200%	100%	100%	\$440,190	\$456,250

Notes:

- FY26 Population data is from the US Census Bureau. FY27 from World Population Review (New Census data not published)
- All Education Property Values shown are 1/100 of actual (rounded off)
- Equalized Education Property Values are from the Vermont Department of Taxes



WINOOSKI VALLEY PARK DISTRICT APPROVED FY2027 OPERATING BUDGET

July 1, 2026 - June 30, 2027

Approved at the September 16, 2025 Board of Trustees Meeting

OPERATING REVENUE	Actual FY2025	Budgeted FY2026	FY2027
1. Member Municipal Support	\$402,406.00	\$440,190.00	\$456,250.00
2. Interest	\$211.07	\$200.00	\$2,000.00
3. Caretaker House Rental	\$14,950.00	\$19,200.00	\$19,200.00
4. Facility Rentals	\$31,450.00	\$36,000.00	\$36,000.00
5. General Income	\$15,823.31	\$3,000.00	\$3,000.00
6. Grant Income	\$4,050.00	\$8,000.00	\$6,000.00
7. Contracted Parks Maintenance	\$3,628.68	\$6,000.00	\$6,000.00
8. Other Operational Support	\$5,997.00	\$26,000.00	\$10,000.00
Total Operating Revenue	\$478,516.06	\$538,590.00	\$538,450.00
OPERATING EXPENSES	Actual FY2025	Budgeted FY2026	FY2027
Salaries			
1. A. Staff Salaries - Year Round	\$227,885.80	\$241,500.00	\$249,000.00
1. B. Staff Salaries - Temporary	\$71,291.91	\$103,000.00	\$90,000.00
1. D. Payroll Fees	\$1,871.16	\$1,850.00	\$2,700.00
Subtotal Salaries	\$301,048.87	\$346,350.00	\$341,700.00
Employee Benefits			
2. FICA	\$21,556.43	\$26,550.00	\$26,000.00
3. Workers Compensation	\$4,860.19	\$6,900.00	\$5,500.00
4. Unemployment Insurance	\$2,345.04	\$3,900.00	\$3,000.00
5. Dental Insurance	\$1,896.84	\$1,885.00	\$2,000.00
6. Health Insurance	\$33,864.50	\$42,000.00	\$38,000.00
7. Retirement	\$9,981.26	\$10,500.00	\$11,500.00
8. VT Child Care Tax	\$1,337.53	- -	\$1,500.00
Subtotal Benefits	\$75,841.79	\$91,735.00	\$87,500.00
Park Expenses			
9. Liability/Fire Insurance	\$9,090.47	\$14,000.00	\$12,000.00
10. Travel/Auto	\$4,319.28	\$9,000.00	\$6,000.00
11. Utilities	\$12,446.19	\$10,575.00	\$12,500.00
12. Buildings Maintenance	\$35,136.69	\$16,250.00	\$20,000.00
13. Parks Maintenance	\$18,893.69	\$20,550.00	\$21,950.00
14. Snow Removal/Sanding	\$2,902.50	\$2,500.00	\$3,000.00
15. Subcontracted Services	\$15,339.00	\$6,000.00	\$9,000.00
16. Rubbish Removal	\$2,880.21	\$3,000.00	\$3,250.00
Subtotal Park Expenses	\$101,008.03	\$81,875.00	\$87,700.00

	Actual FY2025	Budgeted FY2026	FY2027
Office Expenses			
17. Phone, Email, Internet, and Fax	\$4,978.37	\$3,900.00	\$3,900.00
18. Postage	\$238.15	\$150.00	\$250.00
19. Supplies	\$4,496.85	\$3,000.00	\$5,000.00
20. Financial Review (990)	--	\$9,000.00	\$9,000.00
21. Copies	\$277.21	\$300.00	\$300.00
22. Employee Trainings	\$500.00	\$500.00	\$1,000.00
23. Membership	\$0.00	\$380.00	\$700.00
Subtotal Office Expenses	\$10,490.58	\$17,230.00	\$20,150.00
Publicity Expenses			
24. Events	\$0.00	\$100.00	\$100.00
25. Printing/Advertising/Exhibits	\$0.00	\$300.00	\$300.00
26. Conferences	\$800.00	\$1,000.00	\$1,000.00
Subtotal Publicity	\$800.00	\$1,400.00	\$1,400.00
Total Operating Expenses	\$489,189.27	\$538,590.00	\$538,450.00

WINOOSKI VALLEY PARK DISTRICT

FY2027 BUDGET NOTES

July 1, 2026 – June 30, 2027

BUDGET OVERVIEW

This budget supports the FY2027 (July 1, 2026 – June 30, 2027) operations of the Winooski Valley Park District (WVPD), an incorporated Vermont municipality and 501(c)(3) non-profit supported primarily by annual allocations from eight member municipalities: City of Burlington, Town of Colchester, Town of Essex, City of Essex Junction, Town of Jericho, City of South Burlington, Town of Williston, and City of Winooski. WVPD's operations is governed by a Board of Trustees comprised of one representative from each member municipality.

The Winooski Valley Park District's mission is to plan, acquire, and manage lands and waters within the boundaries of its member municipalities in the Winooski River Valley for purposes of conservation, preservation of natural areas, establishment of parks, and resource-based education and recreation.

WVPD manages 18 regional parks and natural areas throughout its member municipalities comprising of 1,753 acres of conserved land with 24+ miles of publicly accessible passive recreation trails, and 13+ miles of shoreline along rivers, lakes, and ponds. Roughly 29% of WVPD's land holdings are floodplain forests and over 35% are wetlands. All WVPD managed land is under permanent conservation easements, deed restriction, and/or protective covenant. WVPD lands have high conservation value and are managed for habitat protection and connectivity; several are home to rare, threatened and endangered species. Parks are actively managed and used for passive recreation activities including walking, hiking, running, xc-skiing, snowshoeing, bird watching, fishing, and kayak/canoe access, along with nature-connection based activities such as photography and painting, and place-based environmental education. WVPD parks provide numerous water quality and watershed health benefits such as flood mitigation and nutrient filtration to communities within the lower Winooski River Valley.

Operationally, WVPD maintains stable capital reserves and debt-free operations. Capital upgrade projects and land acquisitions are primarily funded through grants, philanthropy, and donations. Hundreds of hours of volunteer and pro-bono services are leveraged yearly to carry out park upgrades, trail maintenance, legal services, and project consulting.

WVPD is investing for the future. Capital upgrades over the next several years, primarily funded by outside resources, include significant upgrades to the Hill-Brownell

Educational Center at the Ethan Allen Homestead, upgrades to informational signage in the park system, improvements for non-motorized boat access at the Ethan Allen Homestead and Colchester Pond, and upgrades to park infrastructure system-wide. Grant requests are continuously sought for trail improvements, invasive plant management, park planning, and facility upgrade projects.

WVPD is currently in the process of updating its Strategic and Master Plan, refining its organizational mission and goals for the next five years. WVPD staff have sought input and feedback from partner organizations and member municipal staff. Update plan is anticipated to be completed by early 2026.

In addition to management of its parks and natural areas, WVPD strives to support its member municipalities in achieving their conservation, park management, and outdoor recreation goals. Currently WVPD is supporting the Town of Essex to explore the development of a parcel of land with river access; Town of Williston on several park improvements and stewardship projects through strategic contracted work; and the City of Winooski in park maintenance and volunteer stewardship projects.

Several major flooding events in 2023 and 2024 propelled WVPD into the world of water quality and clean water management. Two pilot projects to improve water quality – at Wolcott Family Natural Area and on Colchester Pond Road – are underway, and WVPD's focus is on acquisitions/management of lands to support flood resiliency and water quality improvements.

Revenue Streams:

WVPD's largest source of operating revenue derives from annual formulaic payments from its member municipalities. To help offset this commitment, and to accommodate the growth and demands on the park system, WVPD accesses/enhances revenue streams through leasing, contracted work, acting as a Fiscal Agent for other entities, and grant income.

WVPD is renovating several capital assets (Hill-Brownell Educational Center, Allen House cabin, Colchester Pond Farmhouse and Barn) that in turn will enhance long-term revenues through leasing. Partnerships are being established with outside entities for program and event delivery that also generate income. WVPD is upgrading and marketing rental facilities, renegotiating leases, and ramping up its' contracted maintenance services.

To support revenue growth, and protect assets, WVPD staff carry out daily operations, work on capital upgrades, facilitate the expansion of the park system, and carry out site-specific management plans for each property in the WVPD portfolio.

Budget increases are driven by the increased cost of retaining experienced full-time staff, seasonal personnel costs; increased costs to health insurance, unemployment insurance, snow removal, rubbish/trash disposal, and building maintenance, in addition to longer parks maintenance seasons, additional park assets, and a growing parks portfolio to maintain. WVPD works to offset these increases over time using a model that promotes long-term revenue growth through leasing and contracted maintenance. WVPD will continue to seek operating capital and work to secure additional annual revenue streams.

Strategic Partnerships:

WVPD leverages resources through strategic partnerships with several partner entities. At the Ethan Allen Homestead, a 294-acre property in Burlington's Intervale that includes the historic Ethan Allen cabin, and Hill-Brownell Education Center ("Museum Barn") which houses the Ethan Allen Homestead Museum (EAHM) and the Burlington Forest Preschool. The Ethan Allen Homestead Museum provides tours and educational programs and supports the preservation of the historic Ethan Allen cabin. The Burlington Forest Preschool operates a place-based, environmental education program that supports WVPD's mission in providing resource-based education. Both entities hold lease agreements generating rental income and utility reimbursement for the building.

Alnôbaiwi, a non-profit dedicated to preserving Vermont Abenaki cultural heritage, leases space in the WVPD office building and outdoor "Village" at the Ethan Allen Homestead are also generating rental income.

Burlington Wildways is a coalition of several public-facing land managers within the City of Burlington, including Burlington Parks, Recreation and Waterfront Department, Intervale Center, Rock Point, and WVPD. Burlington Wildways goals are to protect and connect the wild places and paths of the city, through collaboration on stewardship and trail maintenance initiatives the leverage resources and capacity across the partnership to advance stewardship, trail maintenance, and conservation goals within each organization. WVPD is the fiscal agent for the coalition, generating income for financial administration and oversight.

Grant Revenues:

Grant income is utilized for specific projects and programs and is typically not relied upon for operating expenses. These revenues are generally offset by the costs of the projects, often with an in-kind match of labor/materials, with indirect and WVPD's administrative costs built in when possible. WVPD applies for grants supporting

park/land acquisitions, trail construction and infrastructure upgrades, facility upgrades, safety equipment purchases, and natural resources management. Grants are aggressively pursued to offset any large projects/expenditures whenever possible.

WVPD has ramped up an important service to our non-profit partners, acting as a Fiscal Agent for various projects and initiatives. WVPD provides grant administration and reporting in return for administrative fees, creating additional income for WVPD while ensuring efficient grant processing.

Debts/Loans:

Outside the use of a credit card (balance paid off monthly), WVPD carries no mortgages or loans, and does not have any liens against any property or asset.

Financial Audit:

WVPD completed a full financial audit for FY16, and commissions annual Financial Reviews (conducted by the same auditing firm through annual 990's reporting), with full audits scheduled on a five-year cycle. The pandemic has delayed the audit cycle. A financial review was conducted in fall of 2021 revealing no findings.

FY2027 BUDGET NOTES (by budget category)

OPERATING INCOME

1. Municipal Support of Operations from Member Municipalities

Annual contributions from member municipalities are based on the most current available data for 1) Population and 2) Equalized Municipal Property Tax Grand List. These two variables are given equal weight in a formula that determines the portion asked of each municipality.

As an inter-municipal form of government, much like the Chittenden Regional Planning Commission (CCRPC) or Chittenden Solid Waste District (CSWD), the WVPD has been supported by its member municipalities for the last 53 years. Elected officials signed an Agreement to create an inter-municipal conservation district in 1972. After that, a majority of voters from each member community voted to create and join the WVPD.

Member towns realize numerous benefits from WVPD: joint ownership and management control over 18 permanently conserved properties, direct representation on the WVPD Board, free and open access to all parks in the system, outstanding outdoor recreation opportunities, and a growing portfolio of properties that provide flood resilience, water quality and habitat conservation and protection, and opportunities for outdoor recreation and access to nature close to where people live and work. The sharing of resources across eight towns makes the system efficient, its governance allows its activities to be transparent, and its public access equitable.

2. Interest Income

High interest rates are pursued, when possible, by investing in FDIC insured Certificates of Deposits. WVPD is currently exploring investing in CD's with various terms for the current fiscal year (FY26) and plans to continue investing in CD's for FY27.

3. Caretaker House Rentals

On-site caretakers provide site security and rental income at the Colchester Pond Natural Area and the Ethan Allen Homestead. Each caretaker residence currently pays \$7,800 per year for rent. In exchange for below market rent, each caretaker is available on weekends and after office hours to educate park visitors about park rules, open and close the park entrance gate year-round at dawn and dusk, monitor parking lot use, shovel snow for pedestrian access to information boards and fire hydrants in the winter, manage the picnic shelter at the Ethan Allen Homestead, and monitor the WVPD's other parks throughout the winter when the WVPD's seasonal maintenance crew is not available. With increases in park use at both facilities, the value of our caretaker's work increases over time.

The FY27 budget anticipates a rental rate increase to \$9,600 per year for both caretaker residences.

Caretakers are paid in pretax dollars at \$12/hour in the form of a rental rebate for additional services above and beyond routine services, as they arise. These expenses are included as a Park's Maintenance Expense. Additionally, the Colchester Pond caretakers are reimbursed \$720/year for electricity due to running a dehumidifier in the caretaker house basement for moisture control; this expense is included as a Buildings Maintenance Expense.

4. Facilities Rentals

- **Farm Fields and Community Gardens:** The WVPD owns and leases farm fields at Colchester Pond in Colchester, the Ethan Allen Homestead in Burlington, and Muddy Brook Park in South Burlington. An additional farm field is managed for

free in exchange for services at the Macrae Farm in Colchester. The first three farm fields are leased to farmers in a “break even” operation, where rental income is used to maintain the health of the soil. The benefits to the public are scenic vistas and full pedestrian access to the fields. The farm roads and bridges are maintained by the farmers and are used by the public. These acres are kept open and fertile and could easily be converted to food production.

The Association of Africans Living in Vermont (AALV) New Farms for New Americans (NFNA) program rents a 5+ acre community and teaching garden at the Ethan Allen Homestead.

The Vermont Garden Network, Janet S. Munt Family Room, and Burlington Area Community Gardens operate community and teaching garden programs at the Ethan Allen Homestead and reimburse WVPD for time mowing and maintaining the grounds around the garden spaces.

- **Alnobaiwi:** Per a lease agreement, Alnobaiwi provides a yearly lease payment for space in the WVPD office building at the Ethan Allen Homestead. Alnobaiwi covers the cost of heating (via a separate propane tank) for the space.
- **Ethan Allen Homestead Museum:** EAHM provides a yearly rent payment and utility reimbursements for space in the Hill-Brownell Education Center at the Ethan Allen Homestead. Current rental payment amount is based on a formula using the EAHM’s income from the past year.
- **Burlington Forest Preschool:** There are two classrooms in the Hill-Brownell Education Center at the Ethan Allen Homestead. Both classrooms, along with office and kitchen space, are rented to the Burlington Forest Preschool for their year-round operation. Burlington Forest Preschool also provides utilities reimbursement for the building.
- **Rentals of Picnic Shelter:** The Ethan Allen Homestead’s open-air picnic shelter tends to be reserved during most summer and fall weekends for small gatherings, such as birthday parties, wedding/baby showers, reunions, and meetings/business retreats. Rental rates are as follows:

2025 Picnic Shelter Rental Rates:

Small Groups (35 people or less)		Large Groups (36-65 people)	
Half day (4 hours or less)	\$90	Half day (4 hours or less)	\$120
Full Day	\$180	Full day	\$125

WVPD is perusing longer-term, reoccurring rental of this space for educational programs and camps. Two Roads Academy, an approved therapeutic independent school located in Colchester, Vermont, serving upper middle and high school students, is renting the space for weekly outdoor programming for the 2025-2026 school year. WVPD anticipates this to become a long-term relationship with the school and a model for other programs.

5. General Income

This includes nominal donations, typically unsolicited by park users expressing their appreciation with a small donation.

In recent years, this line item has also been used to capture income from the sale of equipment, such as the sales of WVPD old work vehicles, maintenance equipment, and office furniture.

In FY25, WVPD received an unprecedented amount of donations. The family of a former Board of Trustees directed memorial donations to WVPD, and several donors made contributions over a thousand dollars. Donations are generally smaller ranging from \$50 - \$200 on average.

6. Grant Income

WVPD continuously manages grants that support various maintenance and programmatic projects. General operating/administrative costs are included in grant budgets when applicable and as indirect costs and captured in this line item. Other grant income/expenses are carried separately from the Operating Budget as they are project specific and can vary from year to year.

WVPD acts as a Fiscal Agent for Burlington Wildways which generates income based on a percentage of funds raised for this collaborative effort.

Under an agreement with the Great Lakes Fisheries Commission (GLFC), WVPD is the grant administrator for several grants awarded to Alnobaiwi and the Ethan Allen Homestead Museum. This will generate income based on a percentage of funds being administered and is expected to become a long-term partnership between WVPD and GLFC.

7. Contracted Park Maintenance

WVPD utilizes some income from subcontracting services as part of the operations budget. This income is from trail maintenance and restoration/stewardship projects conducted on non-WVPD lands. This is done on a contractual basis with municipalities and non-profits.

8. Other Operational Support

Recently, through Planned Giving at the Vermont Community Foundation, a bequest was set up that will generate approximately \$6,000/year to WVPD in perpetuity. This fund can be supplemented over time to increase the yearly yield. Despite small annual gifts (<\$500/year total), this is the first gift of its kind to WVPD and was unexpected. How this can be leveraged in the future to grow annual income is a topic that WVPD will address this year.

OPERATING EXPENSES

SALARIES

1. A. Staff Salaries – Year-Round

The WVPD has three salaried, year-round positions:

- Executive Director: Nick Warner has served as Executive Director since 2014.
- Park Superintendent: Tim Larned has worked for WVPD since 2002, originally starting as a seasonal Parks Maintenance Crew Member.
- Operations Manager: Lauren Chicote has been with WVPD since 2011, starting as the AmeriCorps Environmental Educator and then hired in 2013.

B. Staff Salaries – Temporary

The WVPD hires several seasonal employees to maintain the parks April – October each year. They receive an hourly wage based on Burlington’s livable wage amount, plus a \$500 incentive for staying through the end of the season. Typical maintenance season is planned from April through October, however the season can extend into November and December, or start in mid-late March, depending on the year and seasonal weather conditions, leading to increased seasonal personnel costs.

The WVPD pays three gate tenders to open and close park gates April – October each year. For Delta Park in Colchester the gate tender receives \$100/month. For Wolcott Family Natural Area (WFNA) in Colchester the gate tender receives \$200/month; due to the remote location of WFNA this rate is higher to compensate for additional travel to and from the park twice a day. WVPD added a gate tender for Derway Cove and Derway Island Natural Area in Burlington in 2024 at \$100/month.

C. Payroll Fees

This line item is for the monthly fees plus annual W2 processing paid to WVPD’s payroll processing service. A modest increase in the fee is anticipated each year.

EMPLOYEE BENEFITS

2. FICA

This is calculated as 7.65% of salaries per federal law.

3. Workers Compensation

This is covered through the Vermont League of Cities and Towns (VLCT) and is dependent on VLCT classifications and rates.

4. Unemployment Insurance

This is covered by the Vermont League of Cities and Towns. Decreased from FY26 to reflect actual anticipated costs.

5. Dental Insurance

WVPD provides dental insurance through the Vermont League of Cities and Towns for permanent, full-time staff. A slight premium increase for FY27 is expected.

6. Health Insurance

WVPD offers the Blue Cross Blue Shield of Vermont menu from Vermont Health Connect. Previously employee coverage was based on a fixed amount, which were based on 2012 premium rates. The WVPD Board of Trustees approved changing WVPD's employee coverage to a percentage in 2024; WVPD now covers 70% of the premium cost for health insurance for Full-Time Year-Round employees. WVPD anticipated a significant increase in premiums (~24%) for FY26, which did not occur as anticipated. This line item was adjusted for the anticipated increases to premiums for 2026 announced by BCBS.

A \$2,400 per year incentive is provided for Full Time Year-Round employees who opt to be covered by a partner's health insurance instead of the WVPD's insurance.

Changes in individual employee coverage status (i.e., from one person to two-person or family coverage) can dramatically increase this line item. One WVPD staff member remains on their spouse's insurance creating some savings for this line item.

7. Retirement

The WVPD has a 457 plan (analogous to a 401K) through the State of Vermont. Maintenance and administrative costs to the WVPD are minimal. Contributions by employees must be voluntary, by law. Assets are the property of the employee. The total contribution by the WVPD for the Operations Manager and the Parks Superintendent is 3% of their salary.

Contributions are made to the Vermont Municipal Employees Retirement System (VMERS) for the Executive Director. Employer contribution percentage (of salary) is anticipated to be 7.5% for FY27. Contribution percentage is set by the state with known increases each year through FY2030.

8. VT Child Care Tax

Effective July 1, 2024, Act 76 of 2023, an act relating to childcare and early childhood education, tasked the Department of Taxes with the implementation and administration of a new Child Care Contribution (CCC), composed of a 0.44% payroll tax on wages and a 0.11% self-employment income tax.

PARK EXPENSES

9. Liability/Fire Insurance

WVPD has property and liability insurance through the VLCT's PACIF program. WVPD is reimbursed for insurance costs from the EAHM for the historic Ethan Allen cabin and a portion of the Hill-Brownell Education Center and its contents related to the museum.

10. Travel/Auto

The WVPD owns two pickup trucks (2006 Ford F350 purchased in FY21; 2004 Ford F350 purchased in FY20). This category includes fuel for the two vehicles plus mowers/weed whackers, along with preventative maintenance for the vehicles. Employees who use their own vehicles for WVPD business are reimbursed for mileage at the federal rate.

11. Utilities

This line includes electricity through the City of Burlington Electric Department, propane heat through Suburban Propane, water use and storm water charges from the City of Burlington Water Resources Department for the Ethan Allen Homestead buildings, along with annual storm water fees from the Town of Colchester for parks in Colchester. Increases in utility rates can drastically impact this line item. The cost of electricity and propane continues to increase annually. WVPD receives reimbursement for utilities cost of the Education Center at the Ethan Allen Homestead from the Burlington Forest Preschool and Ethan Allen Homestead Museum. On-site caretakers pay for their own utilities, except for City water in Burlington for the Ethan Allen Homestead Caretaker House.

12. Buildings Maintenance

Overall, the WVPD's 10 buildings* have been kept in good condition. The roof to the Education Center (barn) at the Ethan Allen Homestead was replaced in 2025 supported by a Community Development Block Grant from the City of Burlington. Other capital improvements are ongoing and being planned for in the coming years (Colchester Pond caretaker house and barn improvements; continued improvements/restoration of the Historic Allen House). When possible, preventive maintenance to the buildings is done by the WVPD's staff. Annual expenses also include fees for sprinkler systems inspection, fire extinguisher inspections and replacement, water filtration system at the Colchester Pond house, and dehumidifier/moisture control reimbursements to caretakers.

***Building Inventory:**

- a. Ethan Allen Homestead (6 structures total): 1 historic structure (Ethan and Fanny Allen's restored farmhouse), 1 caretaker residence, 1 picnic shelter, 1 outhouse, 1 administrative building (the WVPD's office, Alnobaiwi office/program space, public restrooms, and maintenance garage), and 1 large barn (converted to offices, classrooms, exhibit space, and public restrooms).
- b. Colchester Pond Natural Area (4 structures total): 1 caretaker house (historically significant), 1 detached garage/workshop, 1 milk house (historically significant), and 1 barn.

13. Parks Maintenance

Increased usage of parks, vandalism, and major rain, wind, and flooding events are the biggest factors that can unpredictably drive-up maintenance expenses. Significant repairs and improvements to trail infrastructure are covered through project specific grants whenever possible.

This expense line covers materials and equipment for work performed by the WVPD's seasonal maintenance crew to maintain the park portfolio of over 1,750 acres of land and 24+ miles of trails. This work includes mowing lawns, routine trail maintenance, picking up litter and other debris/trash, building and installing park signage, picnic tables, foot bridges, fences, beaver baffles, gates, water bars, benches, canoe access stairs/docks/ramps, and informational kiosks. Routine maintenance for mowers, brush-hogs, and weed whackers, along with purchase and replacement of trail building/maintenance tools and materials is also included in this expense line.

14. Snow Removal

Two parks require snow removal and sanding – Ethan Allen Homestead in Burlington and Colchester Pond in Colchester. City of Burlington Parks, Recreation, and Waterfront

Department provides snow removal and sanding for the Ethan Allen Homestead through a seasonal contract; Colchester Pond is sourced through a private contractor. This line item can change significantly from year to year depending on winter conditions and the need for snow and ice management.

15. Subcontracted Services

With the purchase of new equipment and training, WVPD seasonal maintenance crew is able to perform most maintenance tasks that used to require hiring a contracted service. This line item includes routine work that must be done by a professional because it requires equipment or expertise beyond that possessed by WVPD's staff, such as:

- a. Hazardous Tree Removal: Removal of dead, standing trees that cannot be safely removed in-house, and large trees damaged or down by high wind/storm events. Specialized equipment and experience are required when the tree is close to a structure or too large to be safely done WVPD staff.
- b. On-call Services: This includes services outside of routine annual maintenance for WVPD's furnaces, electrical systems, septic tanks, vault toilets, overhead doors, water filtration system, alarm systems, and sprinkler system.
- c. IT Support: Computer network maintenance, updates, and recommendations on new hardware and software purchases.
- d. Park Signs: Fabrication of one new park entrance sign per year at \$1,000.

16. Rubbish Removal

Illegal dumping at WVPD parks can cause this expense to increase unexpectedly. This expense covers disposal fees for large items (appliance, construction debris, tires, furniture, etc.) dumped at parks, cleanup and removal of abandoned encampments, and cleanup of general park litter at 18 parks. It also includes hauler expenses for monthly rubbish and recycling at the Ethan Allen Homestead, and office compost disposal.

OFFICE EXPENSES

17. Telephone/Email/Internet/Fax

This line item includes expenses for the WVPD office telephone, employee cell phone usage (for Parks Superintendent), office internet connection, and website hosting/maintenance and domain fees. An emergency/security line to the Ethan Allen House was included in this line; a new security system was installed in 2025 with the Ethan Allen Homestead Museum responsible for its expense.

18. Postage

WVPD relies primarily on electronic communications. These costs are related to correspondence that must be mailed (bills, legal notices, etc.).

19. Supplies

This line item covers general office supplies, furniture, and equipment, janitorial supplies, and supplies for a laminating machine for signage production in house.

20. Financial Review (990)

Preparation of the annual 990 Non-profit Tax reporting and associated financial compilation/review by an accountant. This expense was previously included in the Subcontracted Services expense line and broken out into its own expense line to better reflect actual expenses in the FY26 budget.

21. Copies

This covers maintenance of the WVPD office printer/copier machine in a yearly service contract (paid monthly based on usage). This category also includes the cost of color and/or oversized copies based on usage.

22. Employee Trainings

This provides funding for employees to learn new skills and complete voluntary trainings. WVPD works to retain skilled staff and build organizational capacity through a proactive program of training. A grant supporting employee trainings was received in FY25 and will be closed out in FY26.

23. Membership

Includes members for the Vermont Trails and Greenways Council, and the Vermont Recreation and Parks Association – organizations directly related to WVPD's programs and activities that provide member benefits and access to some funding sources.

PUBLICITY EXPENSES**24. Events**

This includes items for events that are not covered by outside sources.

25. Printing/Advertising/Exhibits

This provides for WVPD promotions/displays at events and programs, for printing signs and notices, and for occasional advertising for recruitment.

26. Conferences

WVDPD staff participates in conferences and trainings directly relevant to upgrades of operations and staff development. In addition, this covers mandatory attendance of conferences as a condition of some grant sources.



November 12, 2025

MEMO TO: City of Essex Junction, City Council President Amber Thibeault & City Manager Regina Mahoney

FROM: Jordan Mitchell, Town Meeting TV Director of Operations, jmitchell@cctv.org

RE: Town Meeting TV FY25 Update and FY26/Municipality's FY27 Budget Request

*Town Meeting TV submits this report to brief the City Council on last fiscal year's operations, hear from the community on how we might better serve your needs, and request an annual municipal contribution in the amount of **\$15,315** to support Town Meeting TV operations.*

Introduction: Town Meeting Television was launched by its member communities in September 1990. **Town Meeting TV is operated by CCTV Center for Media & Democracy on behalf of the Chittenden County Government Access Channel Trust.** Town Meeting TV Trustees oversee policy and budget decisions on behalf of the municipalities. Town Meeting TV serves as a community partner to municipalities by providing meeting and community event recording and archiving, technical support for hybrid meetings, hosting candidate forums and election programming, and supporting media education for members of the community.

The City of Essex Junction is currently represented by Amber Thibeault on the Town Meeting TV Trustees. Thank you to Amber for the expertise and dedication she brings to the Trustees.

Between 10/1/2024 and 9/30/2025, Town Meeting TV produced and supported 1,657 programs for our member communities; 351 of these programs were categorized as municipal coverage.

The **contract between the Trustees and CCTV stipulates** production of 3 meetings per month and at least 1 municipality-specific general program. Municipal officials and the public are invited to inform us of coverage opportunities for community based programming. Last fiscal year, Town Meeting TV **live streamed**,

recorded, produced, and archived 36 City Council, Development Review Board and Planning Commission meetings and 4 general programs for the City of Essex Junction.

Town Meeting TV provides coverage of local community events, election candidates and results, legislative updates, and municipal updates. In addition, we offer media education, equipment and studio space for public use, archiving of community content, and technical support for municipalities.

This municipal contribution helps ensure Town Meeting TV can continue to meet community needs for government accessibility, transparency, media literacy, and free speech.

Additional Meeting Coverage: Municipalities may opt to purchase additional meeting coverage or archiving services through CCTV Productions. The current municipal rate for meeting production, including pre-production, field production, live streaming and live titling, post-production, and archiving is \$112/hour. Costs for titling, airing, and archiving recorded meetings conducted without Town Meeting TV operators can also be calculated on a case by case basis.

Reach out to the CCTV Productions team by email at production@cctv.org or by phone at 802-862-3966 x113 to start the conversation and request an estimate.

Town Meeting TV FY25 Report

Town Meeting TV opens the door to local government.

Launched in 1990 to cover municipal events and public issues, Town Meeting TV is Chittenden County's regional government access television channel overseen by municipally appointed representatives from Burlington, South Burlington, Essex, Essex Junction, Williston, Winooski, Colchester, and St. George. Town Meeting TV airs over 100 hours of public meetings, election coverage, and community events each month. [Town Meeting TV](#) is a trusted producer, educational and equipment resource, and community archive of video providing access to local government



and facilitating engagement in local democracy. Town Meeting TV programs are made available on cable channels [Comcast 1087](#), [Burlington Telecom 17, 217, and 317](#), as well as available on demand at www.CH17.TV (with clickable agendas) and both on demand and live streaming at YouTube.com/TownMeetingTV (with clickable agendas and auto-generated captions in multiple languages).

Revenue Sources: Town Meeting TV is funded by a diversity of sources but primarily by the cable subscribers of Comcast and Burlington Telecom (BT). In addition to the requirement on cable companies to set aside channels and “cable capacity”, regional cable subscribers are assessed 5% of their bills for PEG operating and 1.5% for capital costs.

Town Meeting TV’s FY26 budgeted revenue is 66% cable subscribers, 19% municipal revenue, 14% legislative allocation, and 1% other.

Services: With municipal partnership, Town Meeting TV produces, live streams, records, titles, distributes, and archives gavel-to-gavel coverage of municipal meetings, regional events, and educational programs designed to help open the doors of local government, civic life, voter education, and promote public awareness and participation.



Hybrid meeting support - Town Meeting TV works with municipalities to continue to support high quality hybrid meeting systems allowing remote attendees to clearly see, hear, and engage with in-person attendees through online platforms. In many cases, the capital equipment for these systems were purchased by the municipalities, and Town Meeting TV continues to work with communities to make the retaining high video and audio quality for TV displays.



Redundant and reliable archiving of community based video content, including municipal meetings and public events, is a unique service of Town Meeting TV. The entire catalog is searchable at www.cctv.org. As part of the changes to Open



In-depth local election programming - Town Meeting TV produces televised local forums featuring all candidates, municipal budgets, and ballot presentations during Town Meeting, Primary, and General elections. Town Meeting TV also partners with both state and local level organizations such as VPIRG, League of Women Voters and media outlets such as Seven Days to bring election information to a



wider audience. In most cases, Town Meeting TV's forum is the only event in which all registered candidates appear in front of voters in a fair, congenial, and high quality format.

Meeting community accessibility needs through the addition of a 24/7 captioning service to our cable channels in addition to the auto captioning provided by YouTube's streaming platform. This comes on the heels of an accessibility audit and developing a checklist of ways to meet accessibility needs in the community for our television programs as well as events, outreach, and educational offerings.

Community based programs - Democracy begins in dialogue. Community access TV is the site of many interesting and provocative conversations. From shows on addiction recovery and prevention, education reform, national politics, and local issues, the Town Meeting TV studio (both in person, online, and in the field) provides citizens a space to express and workshop ideas with their community.



Marketing and outreach - Opening the doors to democracy also means connecting community members in a nonpartisan manner to a variety of ideas and content. We excerpt and share meeting highlights such as Mayoral, Councilor, City Manager or Municipal updates, connect local journalists to source material, and help the public make sense of the content that is recorded and archived by the Town Meeting TV field crew. Our outreach is working on behalf of local democracy to encourage engagement and greater understanding. We are here to work with your municipal communications team.



Media education for school groups, individuals, visiting dignitaries, and local organizations (e.g., CCV, UVM, Champlain, local high schools) is a crucial part of the Town Meeting TV civic engagement work. Helping uncover the media making process and engaging students with local civic leaders through internships and volunteering are foundation to the work of community media. We are



developing the next generation of field producers and editors, as well as introducing young people to how local government functions and why it is important. Through one on one design, media making cohorts, tours, and learning sessions, we deliver high quality media making and civic education on behalf of our member communities.

An accessible web presence - Town Meeting TV's website connects visitors to more than 50,000 pieces of archival content. This gateway to community content, both present and historic, connects municipal officials, journalists, activists, researchers and the general public to community video content. The Town Meeting TV website is moving to a new platform that will allow municipalities to more easily embed municipal content on their own home pages.

Advocacy for public access - Town Meeting TV works closely with its colleagues in the Vermont Access Network (VAN) to advocate for the replacement of declining cable revenue. The Legislature has recognized our work as an "essential service" and in FY25 funded VAN's work in the Vermont base budget through a grant administered by the Secretary of State's office.



CCTV Center for Media and Democracy administers the services of Town Meeting TV on behalf of the Trustees. This relationship allows Town Meeting TV to be housed alongside other community based projects such as the CCTV Archives, and CCTV Productions. These relationships allow us to share expertise, community connections, and carry the work we do together even farther.

Town Meeting TV cable channels reach 30,000 cable subscribers within Chittenden County. The archive of all content is available online, and applicable content is distributed statewide as well as nationwide. The Town Meeting TV website averages about 1,000 hits per month, and the Town Meeting TV YouTube channel maintains about 7,000 subscribers. People watch meetings and events, share them, and most importantly report that they can find them when needed.

Thank you for your support. We are happy to respond to any questions, comments, and are always open to ways that we can serve you better.

Town Meeting Television Trustees
BUDGET NARRATIVE FY26
October 2025 – September 2026

Town Meeting TV is a trusted producer, educational and equipment resource, and community archive of video providing access to local government and facilitating engagement in local democracy. Town Meeting TV is Chittenden County's regional government access TV channel overseen by municipally appointed representatives from Burlington, South Burlington, Essex, Essex Junction, Williston, Winooski, Colchester, and St. George. Town Meeting TV programs are made available on Comcast 1087, Burlington Telecom 17 & 217, as well as at www.CH17.TV.

Launched in 1990 to cover municipal events and public issues, Town Meeting TV airs more than 100 hours of public meetings, election coverage, and community events each month on Comcast and Burlington Telecom and www.ch17.tv. *Town Meeting TV opens the door to local government.*

1. OVERVIEW

Funding Formulas: Comcast and Burlington Telecom (BT) are required by the VT Public Utility Commission to set aside 5% of their gross revenue on cable television to support PEG Access Management Organization (AMO) operating costs. The cable companies are also required to pay a portion, that is negotiated through contract discussion with individual AMOs, for capital funding.

This funding is passed on to the cable subscriber in the form of a “PEG fee” on each subscriber's bill.

In Chittenden County, this 5% is shared and intended to be split evenly between Town Meeting TV and The Media Factory.

Town Meeting TV receives 1.66% of the cable operators' (Comcast and Burlington Telecom) annual gross revenue. The funding level for Town Meeting TV capital from Comcast is set at .6% of gross revenue and BT is set at .5%

The Media Factory receives 3.34% (1.66% and 1.68%) The .02% percentage difference that they receive is used to support Town Meeting TV's portion of our shared use tech core at 208 Flynn Avenue.

Burlington Telecom and Comcast's fiscal year runs from 1 January through 31 December. BT provides operating and capital funding to Town Meeting TV in September of each year. Comcast pays Town Meeting TV on a quarterly basis. Cable revenue projections for FY26 are based on past performance. Cable subscriber revenue continues to decline. For our FY24 to FY25 we saw BT revenue drop by 6.4% and Comcast revenue drop by 8%.

FY26 total revenue is estimated at **\$689,774**. Our expenses are estimated to be **\$758,231**. This leaves a shortfall of \$39,254, an increase from FY25's \$23,500 shortfall, to be made up through cost management and fundraising efforts by CCTV Center for Media and Democracy. CCTV does a lot of the lift to find the grants, legislative work, municipal services, and fee for service work to offset the costs to the Trustees to meet community needs for meeting, event, and community coverage. This includes web work, marketing, interns, outreach.

2. REVENUE SUMMARY

FY26 total revenue is estimated at **\$689,774**.

- The estimated revenue received from **Comcast** is projected to be **\$329.6K** for operating and **\$112.9K** for capital, this projects a 8% decline in cable subscriber revenue.
- **Burlington Telecom's** total contribution is estimated to be **\$19.9K** for operating and **\$6K** for capital. This is a 6.4% decline from the previous year.
- **Municipal revenue in** FY26 is based on past contributions, will come from municipalities FY26 budgets, and is set at **\$133,508**. This includes a **5%** increase for most municipalities and the contribution from Burlington to support specific additional production support for Neighborhood Planning Assembly live streaming and hybrid meetings.
- The Vermont Legislature included \$1.35M in base funding as part of the Secretary of State's budget. This is an increase from the \$1M received in FY25. Distribution of these funds to the 23 Access Management Organizations is based on a formula that takes into account cable revenue loss, municipalities served, and a minimum base distribution. Town Meeting TV expects to receive **\$99.1K** from that allocation.
- The Interest/Capital Gains is estimated to be **\$2,000**, which is a decrease from \$2,500 in FY25. We will keep an eye on the investment with the Vermont Community Foundation (VCF) to determine if that continues to be the best way to shepherd these funds.

3. EXPENSE SUMMARY

The total Town Meeting TV FY26 expenses are projected to be **\$740,561**. **This breaks down to** operating expenses of **\$654,964** and capital **\$85,597**.

Operating Expenses are estimated to be **\$654,964** and include:

- **CCTV Base contract** in the amount of **\$617,281** (a 3% increase from FY25) for Town Meeting TV operations which includes staff labor for administration, production, internship support, archiving, media education, and marketing (about 7.2 FTE) as well as overall administrative, insurance, professional development, and site costs.
- The other line items on the operating expense budget include **\$5K** in legal fees, **\$1K** in investment fees, **\$4K** to pay accounting/bookkeeping expenses, **\$9.8K** for the annual audit, **\$6K** in dues to the VT Access Network and the Alliance for Community Media, **\$3K** to support ad buys and marketing costs on behalf of Town Meeting TV, and **\$3K** to support advocacy work CCTV has done with VAN to secure legislative support for PEG media.
- This year, Nonprofit Insurance Alliance combined coverage for Property and the Directors and Office's into one 'Business Insurance' policy. Previously, the Trustees covered the Director's and Officer's insurance, while CCTV covered the Property insurance. For FY26, the Trustees will bear the combined cost. This expense is estimated in the budget to be **\$2.3K**.

Capital Expenses are estimated to be **\$85,597** Town Meeting TV's annual Capital budget is based on priority areas recommended by Staff and approved by the Trustees. The FY26 Capital recommendations include hardware, supplies, network infrastructure, dues and subs, and technical contractors.

Equipment Total: Equipment expenses are estimated to be **\$39,680**. The costs largely reflect the annual replacement of cameras, computers and large scale equipment due to extended use.

- **Production \$2,000:** Purchase of a field production camera, and a community producer camera.
- **Office/Network Equipment \$1,300:** Potential New Staff Computer
- **Studio/Control Room \$28,250:** Purchase of additional, modern studio furniture, three studio cameras, and a replacement of studio laptop.
- **IT/Network/Tech Core Equipment: \$7,680:** This covers AWS storage backup, cloud computing on Digital Ocean, our web video storage on Google Bucket, and file sharing in Dropbox.

Capital Support Total: \$45,917 Capital Support constitutes the bulk of the capital budget, as most technical solutions are software and consultant supported. The FY26 budget includes (see Capital Detail for the complete list):

- **Tech Core Rental \$7,150:** Supports our portion of the shared tech core space at 208 Flynn providing climate controlled and secure infrastructure

space for our playback and network storage. Town Meeting TV is connected to this space via high speed dark fiber provided by Burlington Telecom.

- **Streaming and Web Development \$10,000:** Second half of the payment to Grand Rapids Community Media center for website development.
- **Repair and Maintenance: \$6,250** Includes 30 hours of contracted project support with Clearbearing and general equipment repairs and maintenance.
- **Service Contracts \$14,710:** Clear Bearing for Network infrastructure support and monitoring, contract reduction expected due to build down of technical infrastructure and an annual payment to Grand Rapids for website management and updating.
- **Equipment Supplies and Production \$3,914:** Smaller purchases to support the video production workflow.
- **Equipment Supplies Office \$700:** Switches, office chairs, etc.
- **Subscriptions and Licenses \$3,193:** Supporting fees for subscriptions that allow for video workflow including Dropbox, Adobe Creative Cloud, Parsec, Zoom, Teradek and cell service connections. These subscriptions are audited annually.

CCTV CONTRACT breaks down as follows:

Wages and Benefits total \$517,598. The Trustees contract with CCTV to provide labor and resources that fulfill agreements for field production, equipment and studio use, and media education. The largest expense for CCTV is labor, which covers meeting and event coverage, studio production, post-production, marketing and distribution of recorded materials, and the supervision of interns and volunteers. In addition, CCTV manages human resources and facilities costs, including staff support and operational overhead. These include:

- **Payroll: \$363,052**
- **Health/Dental/Vision Insurance: \$123,116**
- **Payroll Taxes (includes UI & CCTC): \$29,904**

Non-Wage Costs specific to TMTV is \$60,430. Site costs are shared by all CCTV projects and administration and include:

- **Site Costs \$42,035.98:** Rent, utilities, and specific Trustees package liability.
- **Communications \$2,631:** Phone, postage, online services.
- **Repair & Maintenance of Facilities \$861:** HVAC and other routine maintenance.
- **Meals/Travel/Professional Development \$3,705:** Includes training dues and expenses, conferences, coaching, and employee support for leadership and skills development. We anticipate limited staff travel to conferences in FY26.
- **Subcontracting \$10,500:** This includes \$3K to support CCTV's advocacy efforts with VAN on behalf of the Trustees, ad buys for the election year,

talent for election nights, and paid media internships. The internship expenses may be offset by grant support.

CCTV Management for TMTV in FY26 is estimated at \$123,467. Administrative costs are calculated as a percentage of each program in CCTV by labor. In FY26 Town Meeting TV labor represents 55% of all of the organization's labor. The administrative costs are at 18% of the revenue.

Administration includes employee management and HR, project development, legal and administrative tasks, budgeting, reporting, and compliance.

4. FUND BALANCE

The Town Meeting TV assets & liabilities as of July 31, 2025 are \$200,600 or 3.3 months of operating revenue. These assets include \$107K in the VCF reserve fund, in addition to current receivables and liabilities. As a matter of sound fiscal practice, the Town Meeting TV Trustees have established a 3-6 month set-aside of its annual budget in order to address cash flow issues and emergencies. Monthly expenses in FY26 are projected to be **\$61,713, this is comparable to FY25.** We do not recommend using your reserve to cover operating or capital costs this year.

5. FUTURE PLANNING

Town Meeting TV was established on PEG fees to provide a wide range of Government Access services for cable subscribers on cable television. Over the years those services have grown and the community we serve is not only cable subscribers, but the general public, journalists, municipal partners among others. The challenge continues to diversify revenue sources to meet the requirements and needs of these community partners from hybrid support to live streaming and archiving of content. We will meet this challenge by continued work with our municipal partners and legislative advocacy as well as CCTV support of philanthropic fundraising and fee for service work.

Memo

To: City Council

From: Colleen Dwyer

Meeting Date: November 12, 2025

Agenda Item: Department Head Conversation

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

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

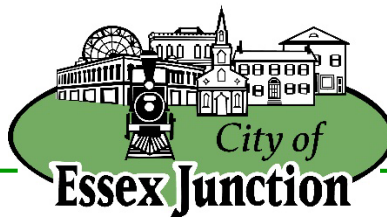
- The General Regulations and Personnel Policy Manual have been updated.
- Administrative hiring procedures have been modernized.
- Employee evaluation templates were standardized, and managers received VLCT training on best evaluation practices.

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

- Preparing for upcoming negotiations.
- The Mission, Vision, and Values will be revised with guidance from Intentional Evolution.
- Recommendations will be provided to the City Manager by the Hiring and Wage Compression Committee.
- Insights will be drawn from the annual employee satisfaction survey by comparing this year's data with next year's results.

Other Information for Council Consideration

- Revising the mission, vision, and values is a cooperative effort across the organization, aiming to create statements that are inviting, inclusive, and authentically represent a unified vision.
- The City of Essex Junction employees are dedicated to the community and consistently strive to provide the highest quality of services to the community.



MEMORANDUM

To: City Council

From: Christoher Yuen, Community Development Director

Meeting Date: Wednesday, November 12, 2025

Subject: Pearl Street Multimodal Project Alternative Including Delay Analysis Presentation

Issue: An updated alternative for the planned redesign of Pearl St between Susie Wilson Road and West Street Extension is now available for feedback.

Discussion:

Background

The City of Essex Junction is working with Stantec to develop a new alternative for multimodal improvements along Pearl Street (VT Route 15), between Susie Wilson Road and West Street Extension. This updated concept builds on a 2018 scoping study conducted in partnership with the Chittenden County Regional Planning Commission (CCRPC), which proposed major upgrades to support walking, and cycling. This corridor is a vital part of the ongoing Connect the Junction Transit Oriented Development planning process.

The original 2018 plan envisioned a full reconfiguration of the roadway, including:

- Removing the existing center median
- Reducing vehicle travel lanes from four to two
- Installing buffered bike lanes
- Replacing the 5-foot concrete sidewalk with an 8-foot shared-use path

While the long-term vision remains valid, its projected cost—approximately \$4.3 million (adjusted for 2025)—presents a significant funding challenge. The amount of curb and utility movements makes it a costly project. Projects of this scale exceed typical award amounts from programs like the VTrans Bicycle and Pedestrian Program and other state/federal sources. In addition, that alternative did **not** contemplate accommodation of an additional transit stop so while valid it is lacking. As a result, the City is now pursuing a near-term design that:

- Improves safety and connectivity for cyclists and pedestrians
- Minimizes disruption to existing curbs, sidewalks, and utilities
- Incorporates new crosswalks and a proposed eastbound transit stop—addressing a $\frac{3}{4}$ mile segment where eastbound Green Mountain Transit Route 2 buses currently do not serve riders due to lack of safe infrastructure

A slide deck for the proposed updated alternative is attached. The Alternatives Comparison on slide 16 demonstrates that the revised Alternative offers a significant improvement on most measures. It should be noted that this alternative does not include the removal of the median, an element that would improve vehicle access between the properties on the north side of Pearl Street and City Center, it achieves significant improvements at a lower cost. In addition, public engagement with existing residents along the project area revealed mixed opinions about the median removal.

The full 2018 study can be found here: <https://www.ccrpcvt.org/vt15-bicycle-pedestrian-study-ethan-allen-ave-west-street/>

Implementation Timing

To reduce construction-related disruption and costs, the City intends to coordinate the final design and construction of this project with the planned waterline replacement between 235 Pearl Street and Susie Wilson Road. Stantec anticipates that final design could be completed in early 2026, positioning the project for potential construction during the 2026 construction season.

Staff note that this schedule may be somewhat optimistic, depending on the timing of city council approval, design coordination and contractor availability. If necessary, construction could shift to 2027 to ensure efficient delivery alongside the utility work.

Future Median Removal

The updated alternative does not preclude future removal of the median. If desired, the City may continue to plan for and seek external funding to pursue this option.

Cost:

The updated alternative aims to deliver meaningful improvements within the next few years using existing available funding. The 2018 Preferred Alternative is estimated to cost approximately \$4.3M while the updated Alternative is estimated at \$960,000. There is \$1.23M in capital program funds reserved for this project, available now.

Recommendation:

Most importantly we want to ensure that all Council questions and concerns are addressed. That is the main purpose of the meeting, so Staff is asking the City Council to come with any questions and concerns so that we may discuss them.

Following this presentation and discussion, if the Council is ready, staff recommend that the City Council approve the 2025 Alternative 2 as the *Preferred Alternative* for the near term for the Pearl Street Multimodal Improvements Scoping Study.

Attachments:

- Presentation Slides

Essex Pearl St Multimodal Improvements Scoping Study

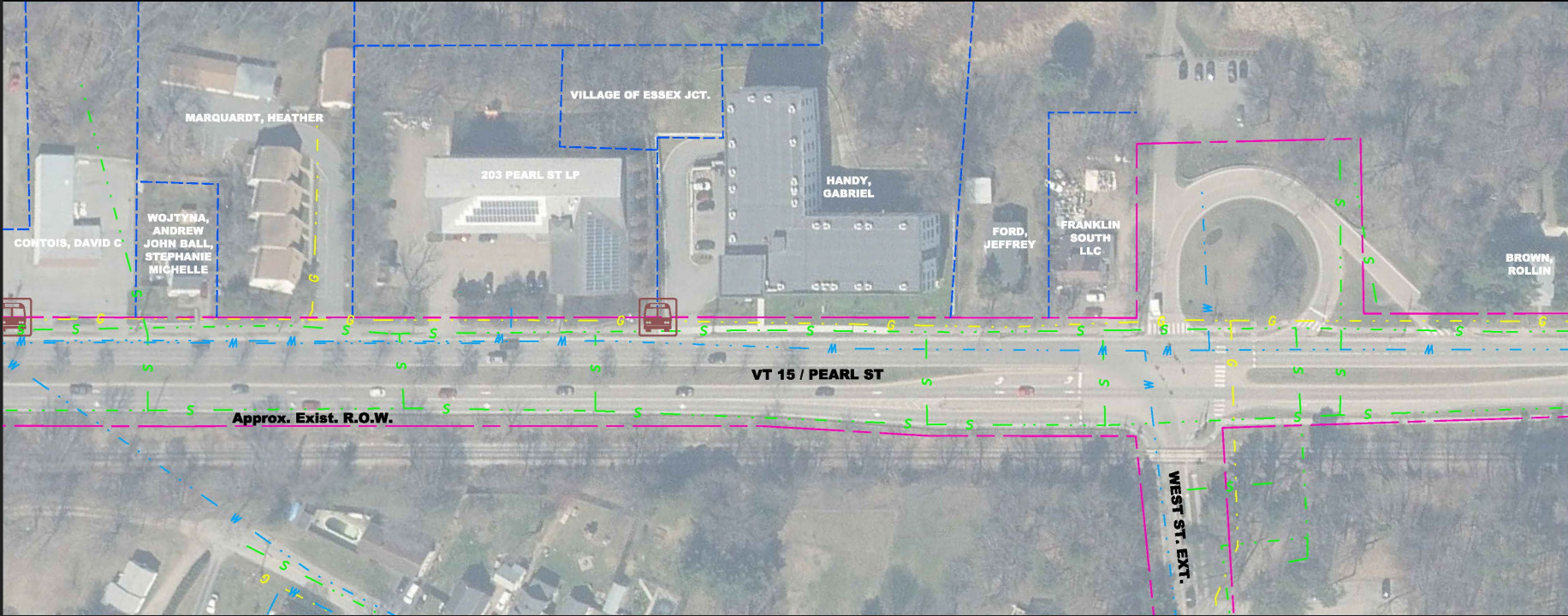
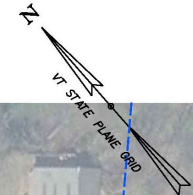
City Council Meeting – 11/12/2025



Agenda

- Background – 2018 Scoping Study
- Purpose & Need
- Review Alternatives:
 - Previous 2018 Study Alternatives and Cost Estimate Updates
 - New 2025 Alternative and Cost Estimate
- Questions/Comments/Input
- Next Steps

PEARL STREET MULTIMODAL SCOPING STUDY - BASE MAP



LEGEND

**TRANSIT STOP**

**SEWER LINE**

**VT GAS LINE**

**WATERLINE**

**CULVERT**

**STATE RIGHT OF WAY**

**TOWN RIGHT OF WAY**

**PARCEL BOUNDARY**



Purpose & Need Statement

Current Study

Purpose:

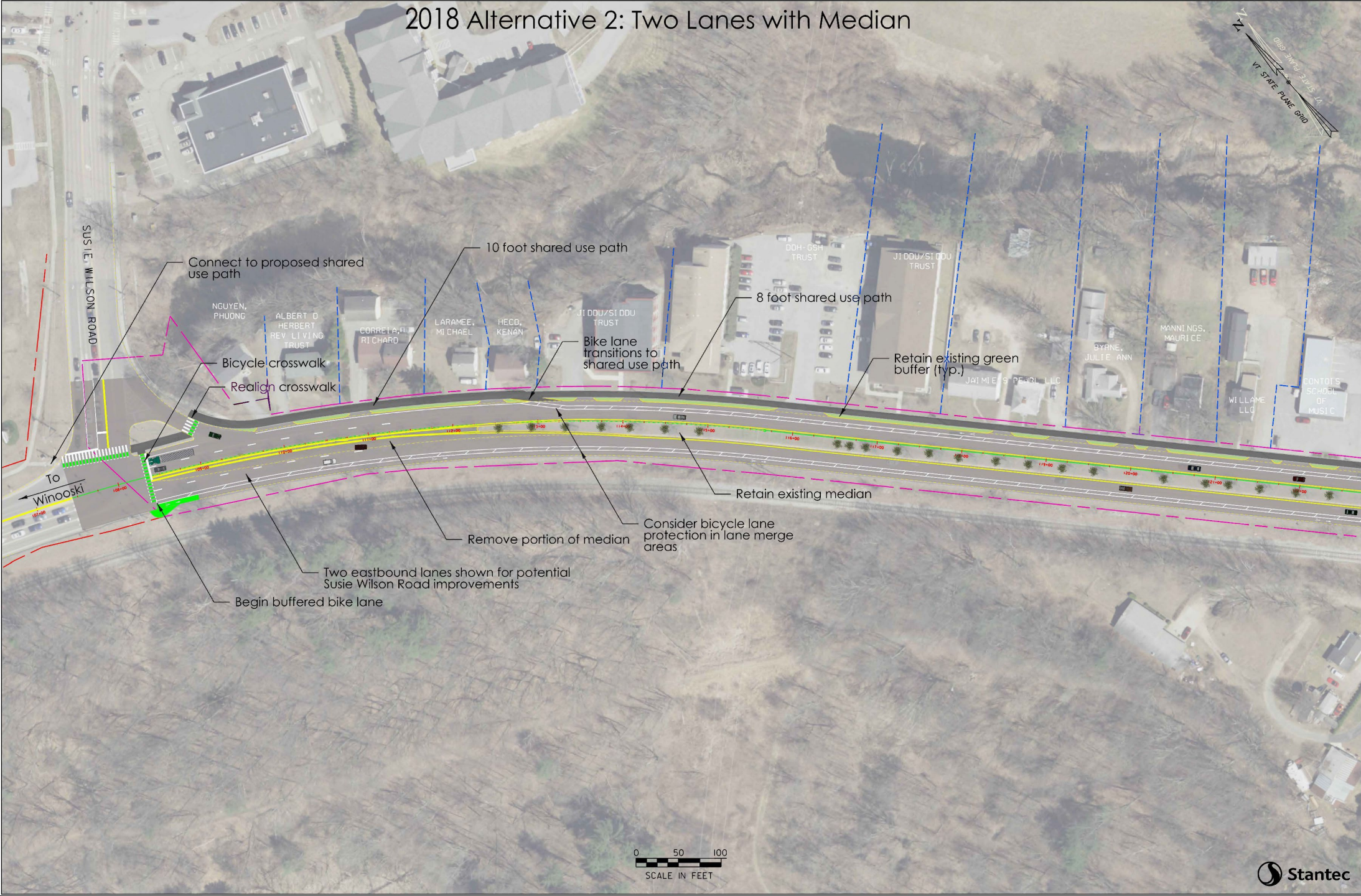
The purpose of this project is to provide safe, visible, comfortable, and convenient multimodal accommodations, including improved transit facilities, that connect existing and/or planned facilities on Pearl Street (VT Route 15) between Susie Wilson Road and West Street extension, for use by all ages, abilities, and trip purposes, while maintaining safe and efficient vehicular and pedestrian conditions on VT Route 15.

Need:

1. There is a need to provide an inviting travel corridor for a growing number of residents and public transit users that reinforces the City and region's goals for multi-modal mobility.
2. There is a need to complete a missing bicycle facility link in the City, Town, and regional bicycle network.
3. There is a need to identify short- and medium-term improvements that can be accomplished within the existing resources secured by the City of Essex Junction.

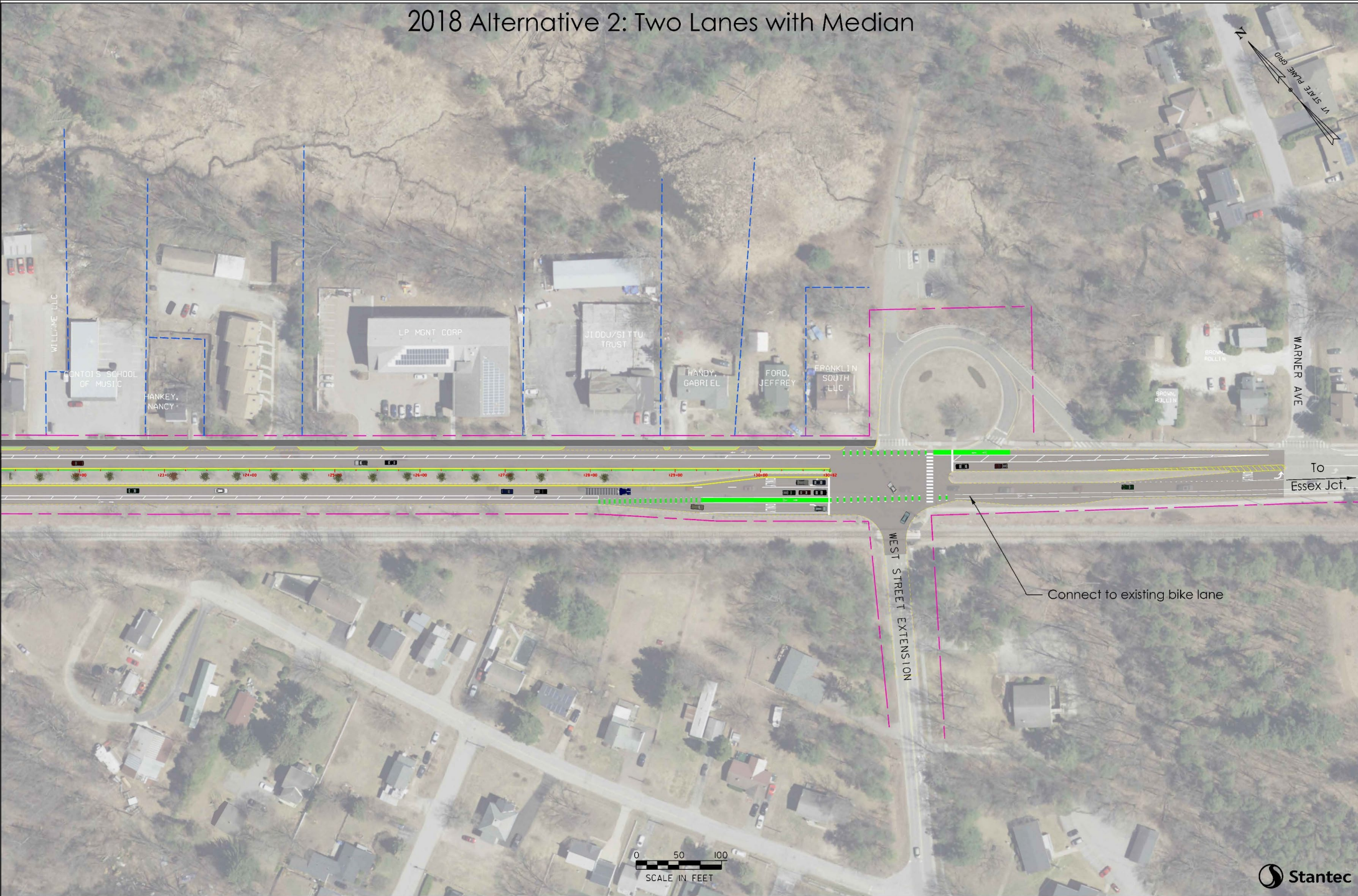
2018

2018 Alternative 2: Two Lanes with Median



2018

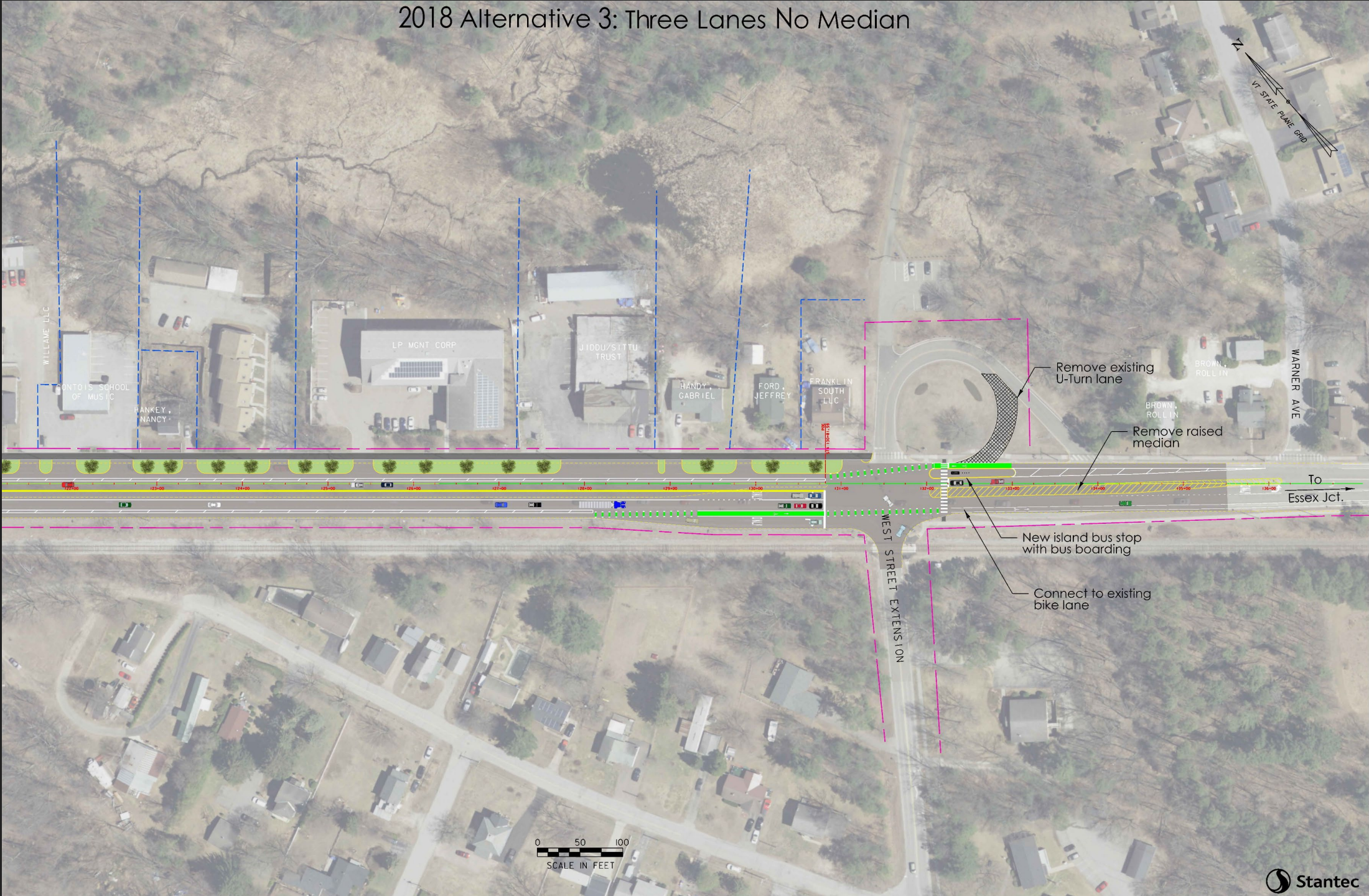
2018 Alternative 2: Two Lanes with Median





2018

2018 Alternative 3: Three Lanes No Median

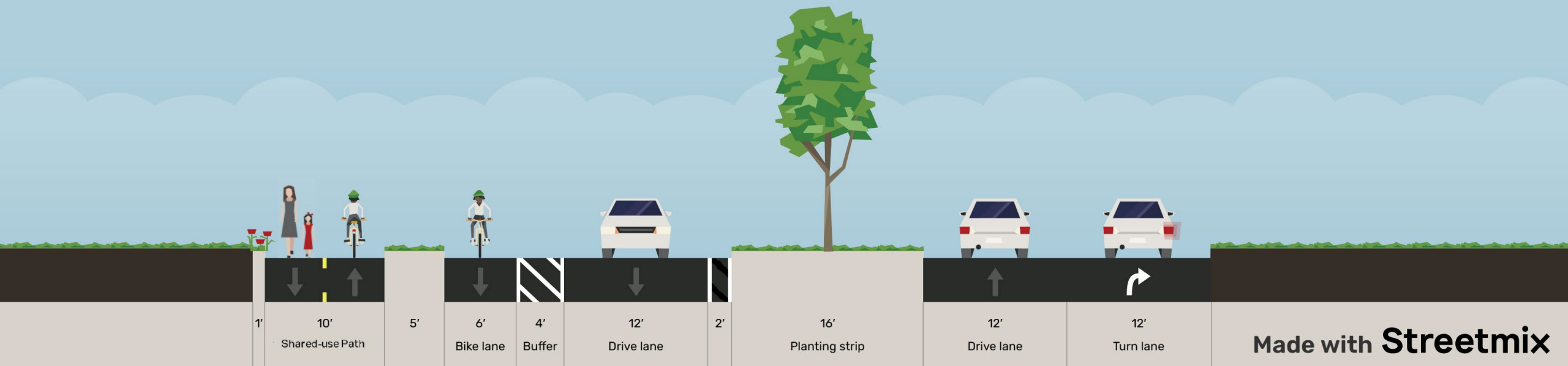
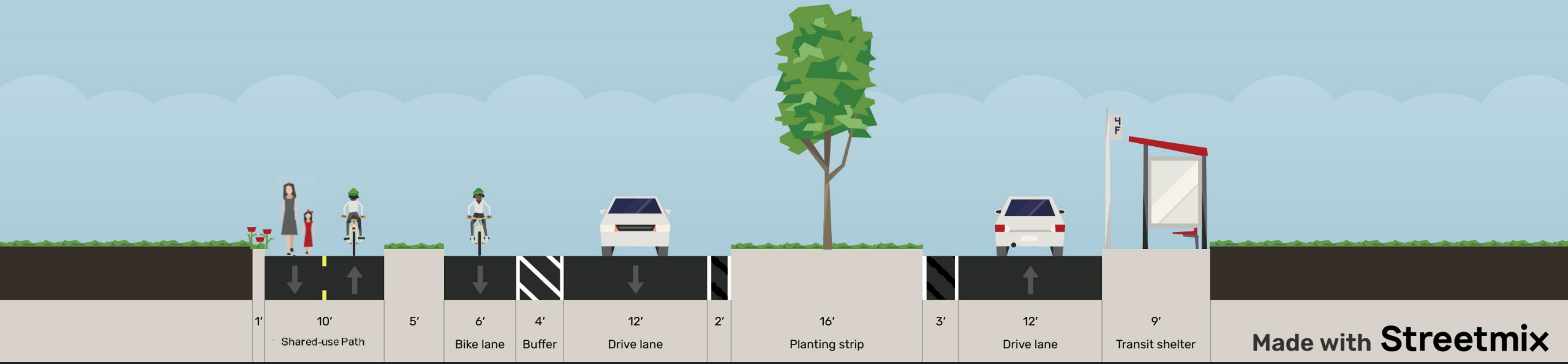


2025 Alternative 2

Existing Curbs, 10-foot Separated Shared-use Path, Transit Stop

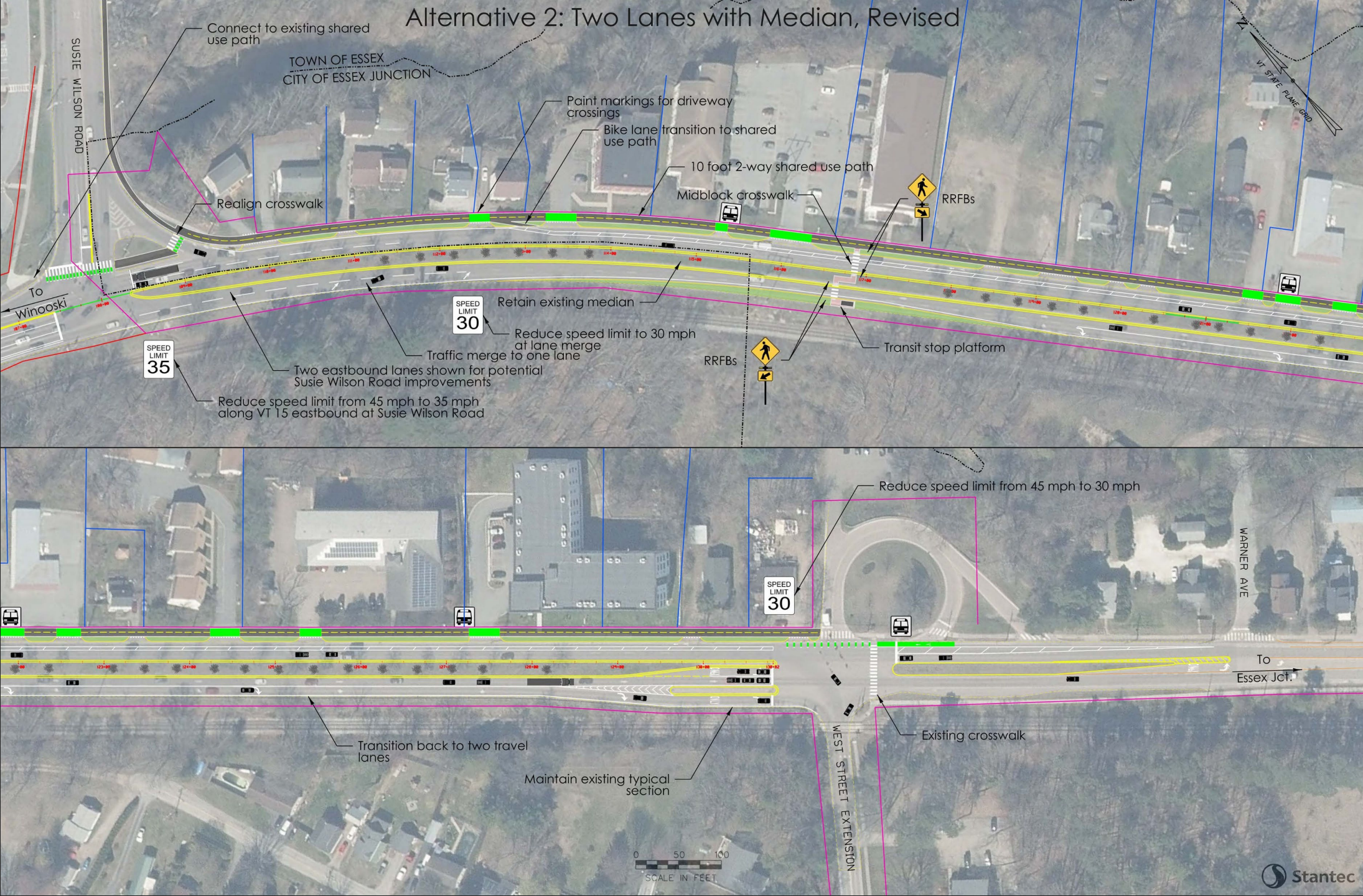
This alternative retains most of the existing median and curbs. The existing two-lane westbound roadway reduced to one lane, with a buffered bike lane, and the adjacent sidewalk is converted to a 10-foot shared-use path separated from the roadway by a 5-foot grass buffer. The existing two-lane eastbound roadway is primarily maintained as is, except for a narrowing to one-lane approximately mid-way through the study area to accommodate a public transit stop with a mid-block pedestrian crossing.

Typical Sections – 2025 Alternative 2



2025

Alternative 2: Two Lanes with Median, Revised



Project Costs (adjusted to reflect 2025 costs)

Item	2018 Alternative 1 No Action	2018 Alternative 2 (2 lanes with Median)	2018 Alternative 3 (3 Lanes No Median)	2018 Option A (EAA to SWR Bike Lane)	2025 Alternative 2 (2 lanes with Median, Revised)
Construction Costs	\$0	\$1,390,000	\$3,250,000	\$295,000	\$950,000
Right-of-Way Costs	\$0	\$10,000	\$10,000	\$0	\$10,000
Design Engineering	\$0	\$209,000	\$488,000	\$45,000	\$143,000
Construction Engineering	\$0	\$139,000	\$325,000	\$30,000	\$95,000
TOTAL PROJECT COSTS	\$0	\$1,748,000	\$4,073,000	\$370,000	\$1,198,000

Cost of Median Removal Alone

Item	Median Removal
Construction Costs	\$1,450,000
Right-of-Way Costs	\$0
Design Engineering	\$218,000
Construction Engineering	\$145,000
TOTAL PROJECT COSTS	\$1,823,000

Existing Conditions

Traffic Operations

		2017 Existing			2025 Existing			2045 No-Action			2045 Proposed		
	Peak Hour	LOS ¹	Delay ²	V/C ³	LOS ¹	Delay ²	V/C ³	LOS ¹	Delay ²	V/C ³	LOS ¹	Delay ²	V/C ³
<u>Signalized Intersections</u>													
VT Route 15 / Susie Wilson Rd													
	AM	C	27.0	0.76	C	32.2	0.68	C	26.0	0.83	C	26.0	0.83
	PM	D	44 .0	0.87	D	37.4	0.81	C	30.7	0.87	C	30.7	0.87
VT Route 15 / West Street Ext													
	AM	A	9.6	0.48	B	14.6	0.71	B	15.9	0.77	B	18.9	0.79
	PM	B	14.9	0.79	B	17.0	0.85	B	19.7	0.87	C	21.1	0.87

**Why don't we expect
significant traffic congestion
with the lane reduction?**

At any time, one lane of traffic feeds into this section of Pearl Street



At any time, one lane of traffic feeds into this section of Pearl Street



In the westbound direction, Pearl Street currently widens to two lanes just before West St Extension



In the eastbound direction, Pearl Street currently widens to two through-lanes just after Susie Wilson Road



However... in about 800 ft, through traffic would have to merge into the left lane anyway because the right lane becomes a turn lane



Mid-block Crossing

VTrans Criteria for Installation

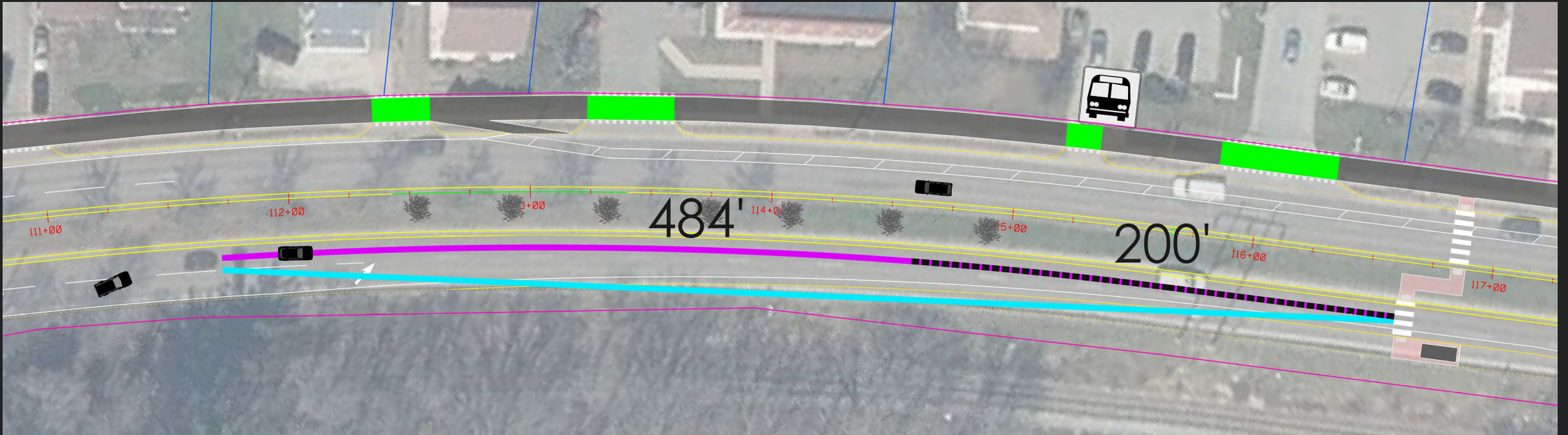
- ☐ Speed limit is 40 mph or less
- ☐ 20 or more pedestrians using the crossing per hour during the highest pedestrian volume hour (elementary school age and elderly pedestrians count as 2 each)
- ☐ AADT exceeds 3,000 vehicles per day (VT Route 15 – East of Susie Wilson Road = 16,800 AADT)
- ☐ There is a sidewalk or adequate shoulder for use by pedestrians.
- ☐ There is not another crosswalk across the same roadway within 200 feet;
- ☐ A determination has been made that the pedestrian shall have the right of way over the vehicular traffic;
- ☐ There is adequate sight distance (equal to or exceeding the stopping sight distance for the posted speed) available in both directions.

Crosswalks should not be marked on 3 or 4 lane roadways with AADT greater than 9,000 vehicles per day unless other crosswalk enhancements, such as **pedestrian refuge islands, advanced yield lines, or rectangular rapid flashing beacons are included.**

Transit Stop

Stopping Sight Distance

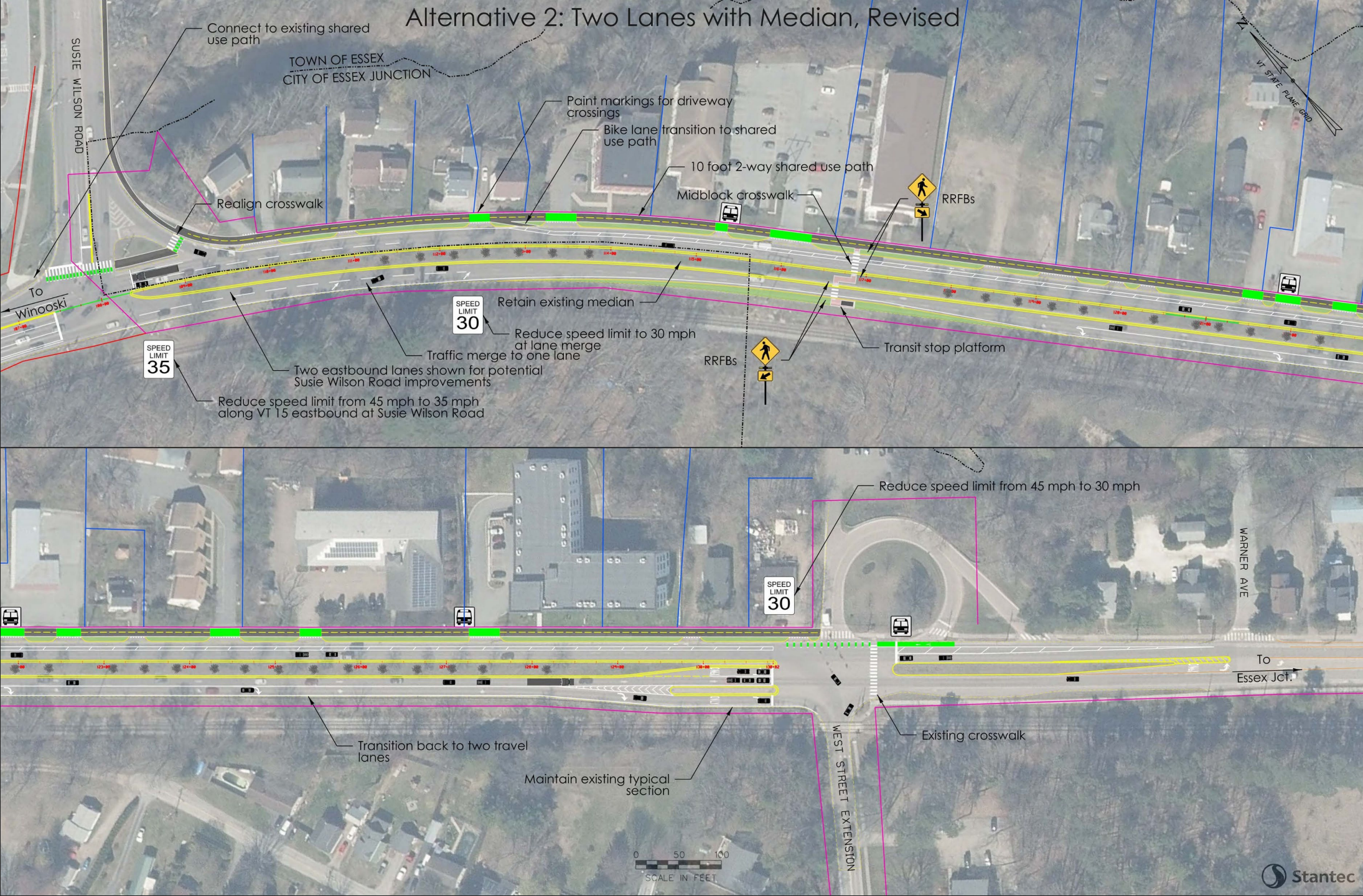
- ❑ Stopping sight distance on level roadways for a design speed of 30 mph is 200 feet as shown in black (dashed) in the diagram below.
- ❑ The sight distance for the midblock crossing is approximately 484 feet as shown in purple on the diagram below .



Alternatives Comparison

Item	Alternative 1 No Action	2018 Alternative 2 (2 lanes with Median)	2018 Alternative 3 (3 Lanes No Median)	2025 Alternative 2 (2 lanes with Median, Revised)
Project Costs	\$0	\$1,748,000	\$4,073,000	\$1,198,000
Complete Missing Bicycle Link	No	Yes	Yes	Yes
Inviting Corridor for Bike/Ped Mobility	No	Yes	Yes	Yes
Use by All Ages & Experience Levels	No	Yes	Yes	Yes
Addresses SWR U-turn	No	No	Yes	No
Transit Access	No Change	No Change	No Change	EB Bus Stop Added
Safety	No Improvement	Improved	Improved	Improved
Within Available Budget	Yes	No	No	Yes

Questions/
Comments/
Input



Recommendation

- Consider making and approving a motion to “Approve 2025 Alternative 2 as the Preferred Alternative for the Pearl Street Multimodal Improvements Scoping Study”.

Next Steps

- Finalize Report
- Engineering Design & Construction

Thank you!

Christine Forde, CCRPC
cforde@ccrpcvt.org

Chris Yuen, City of Essex Junction
cyuen@essexjunction.org

Sean Neely, Stantec:
sneely@stantec.com

Additional Information

Bus Stop & Traffic Impacts

Eastbound Bus stops every 20 minutes → 3x per hour

Assume 60 seconds per stop → 57 free flow per hour

Capacity of eastbound roadway with bus stopping: 1,368 vehicles per hour

Capacity of eastbound roadway without bus stopping: 1,440 vehicles/hour (typically assume 1,200 to be conservative)

Eastbound volumes per traffic signal cycle at Susie Wilson Road: 1,022 vehicles per PM peak hour

Stacking behind bus (assuming bus is at front of line & no lost time between vehicles)

- Traffic light: 87 sec EB thru + 43 sec SB left = 130 seconds of green entering Pearl St EB
- $130 \text{ sec} / 2.5 \text{ sec/veh} = 52 \text{ vehicles (max) per cycle}$
- Maximum storage needed: $25 \text{ FT/veh} \times 52 \text{ veh} = 1,300 \text{ Feet}$
- Available storage eastbound behind bus stop = 1,300 Feet

COSTS: 2018 Alternative 2 – Updated to 2025

Item No.	Item Description	Unit	Unit Price	Quantity	\$
201.1000	Clearing and Grubbing, Including Individual Trees and Stumps	Lump Sum	\$10,000.00	1	\$10,000.00
203.1500	Common Excavation	Cubic Yard	\$35.00	1550	\$54,250.00
203.1600	Solid Rock Excavation	Cubic Yard	\$120.00	80	\$9,600.00
210.1000	Coarse-Milling, Bituminous Pavement	Square Yard	\$4.00	19200	\$76,800.00
301.3500	Subbase of Dense Graded Crushed Stone	Cubic Yard	\$60.00	1550	\$93,000.00
406.0230	Bituminous Concrete Pavement, Type IIS, QA Tier III	Ton	\$195.00	375	\$73,125.00
406.0410	Bituminous Concrete Pavement, Type IVS, QA Tier I	Ton	\$125.00	3025	\$378,125.00
616.4100	Removal of Existing Curb	Linear Foot	\$7.00	1155	\$8,085.00
618.1500	Bituminous Concrete Sidewalk	Ton	\$235.00	250	\$58,750.00
630.1000	Uniformed Traffic Officers	Hour	\$100.00	500	\$50,000.00
630.1500	Flaggers	Hour	\$50.00	500	\$25,000.00
635.1100	Mobilization/Demobilization (Est 12%)	Lump Sum	\$128,959.49	1	\$128,959.49
641.1000	Traffic Control	Lump Sum	\$115,142.40	1	\$115,142.40
646.4030	Durable 4 Inch White Line, Epoxy Paint	Linear Foot	\$1.40	10700	\$14,980.00
646.4130	Durable 4 Inch Yellow Line, Epoxy Paint	Linear Foot	\$1.60	5300	\$8,480.00
646.4830	Durable 24 Inch Stop Bar, Epoxy Paint	Linear Foot	\$15.00	170	\$2,550.00
646.4930	Durable Letter or Symbol, Epoxy Paint	Each	\$175.00	20	\$3,500.00
646.5030	Durable Crosswalk Marking, Epoxy Paint	Linear Foot	\$30.00	130	\$3,900.00
646.9001	Colored Pavement Markings, Green	Square Foot	\$19.00	3125	\$59,375.00
900.6450	Lump Sum Project, JC (ADD PED PHASE TO EX. SIGNAL SYSTEM)	Lump Sum	\$30,000.00	1	\$30,000.00
				Subtotal	\$1,203,621.89
				Contingency	15.00%
				Total	\$1,390,000.00

COSTS: 2018 Alternative 3 – Updated to 2025

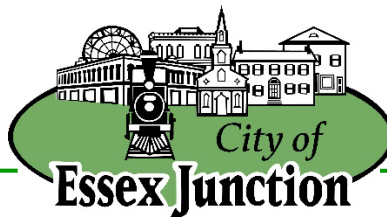
Item No.	Item Description	Unit	Unit Price	Quantity	\$
201.1000	Clearing and Grubbing, Including Individual Trees and Stumps	Lump Sum	\$20,000.00	1	\$20,000.00
203.1500	Common Excavation	Cubic Yard	\$35.00	7200	\$252,000.00
203.1600	Solid Rock Excavation	Cubic Yard	\$120.00	360	\$43,200.00
210.1000	Coarse-Milling, Bituminous Pavement	Square Yard	\$5.00	14200	\$71,000.00
301.3500	Subbase of Dense Graded Crushed Stone	Cubic Yard	\$60.00	5900	\$354,000.00
406.0220	Bituminous Concrete Pavement, Type IIS, QA Tier II	Ton	\$155.00	2250	\$348,750.00
406.0410	Bituminous Concrete Pavement, Type IVS, QA Tier I	Ton	\$120.00	3450	\$414,000.00
601.2615	18 Inch CPEP(SL)	Linear Foot	\$120.00	320	\$38,400.00
604.2000	Precast Reinforced Concrete Catch Basin with Cast Iron Grate	Each	\$7,500.00	4	\$30,000.00
604.4101	Rehabilitating DIs, Catch Basins, or Manholes, Class I	Each	\$1,700.00	16	\$27,200.00
616.2100	Vertical Granite Curb	Linear Foot	\$95.00	2800	\$266,000.00
616.4100	Removal of Existing Curb	Linear Foot	\$7.00	1155	\$8,085.00
618.1500	Bituminous Concrete Sidewalk	Ton	\$235.00	275	\$64,625.00
630.1000	Uniformed Traffic Officers	Hour	\$100.00	1300	\$130,000.00
630.1500	Flaggers	Hour	\$50.00	1300	\$65,000.00
635.1100	Mobilization/Demobilization (Est. 12%)	Lump Sum	\$282,605.40	1	\$282,605.40
641.1000	Traffic Control (Est 8%)	Lump Sum	\$188,403.60	1	\$188,403.60
646.4030	Durable 4 Inch White Line, Epoxy Paint	Linear Foot	\$1.40	10700	\$14,980.00
646.4130	Durable 4 Inch Yellow Line, Epoxy Paint	Linear Foot	\$1.60	5300	\$8,480.00
646.4830	Durable 24 Inch Stop Bar, Epoxy Paint	Linear Foot	\$15.00	170	\$2,550.00
646.4930	Durable Letter or Symbol, Epoxy Paint	Each	\$175.00	20	\$3,500.00
646.5030	Durable Crosswalk Marking, Epoxy Paint	Linear Foot	\$30.00	130	\$3,900.00
646.9001	Colored Pavement Markings, Green	Square Foot	\$19.00	3125	\$59,375.00
900.6450	Lump Sum Project, JC (STORMWATER TREATMENT)	Lump Sum	\$50,000.00	1	\$50,000.00
900.6450	Lump Sum Project, JC (LANDSCAPING)	Lump Sum	\$50,000.00	1	\$50,000.00
900.6450	Lump Sum Project, JC (ADD PED PHASE TO EX. SIGNAL SYSTEM)	Lump Sum	\$30,000.00	1	\$30,000.00
				Subtotal	\$2,826,054.00
				Contingency	15.00%
				Total	\$3,250,000.00

COSTS: 2025 Alternative 2

Item No.	Item Description	Unit	Unit Price	Quantity	\$
201.1000	Clearing and Grubbing, Including Individual Trees and Stumps	Lump Sum	\$10,000.00	1	\$10,000.00
203.1500	Common Excavation	Cubic Yard	\$35.00	1700	\$59,500.00
203.1600	Solid Rock Excavation	Cubic Yard	\$120.00	90	\$10,800.00
210.1000	Coarse-Milling, Bituminous Pavement	Square Yard	\$4.00	600	\$2,400.00
301.3500	Subbase of Dense Graded Crushed Stone	Cubic Yard	\$60.00	1200	\$72,000.00
406.0230	Bituminous Concrete Pavement, Type IIS, QA Tier III	Ton	\$195.00	0	\$0.00
	Pedestrian Scale Street Lights	Each	\$10,000.00	5	\$50,000.00
616.4100	Removal of Existing Curb	Linear Foot	\$7.00	1155	\$8,085.00
616.2100	Vertical Granite Curb	Linear Foot	\$100.00	700	\$70,000.00
618.1005	Portland Cement Concrete Sidewalk, 5 Inch	Square Yard	\$115.00	60	\$6,900.00
618.1500	Bituminous Concrete Sidewalk	Ton	\$200.00	350	\$70,000.00
630.1000	Uniformed Traffic Officers	Hour	\$100.00	400	\$40,000.00
630.1500	Flaggers	Hour	\$50.00	1000	\$50,000.00
635.1100	Mobilization/Demobilization (Est 12%)	Lump Sum	\$88,485.24	1	\$88,485.24
641.1000	Traffic Control	Lump Sum	\$50,000.00	1	\$50,000.00
646.4030	Durable 4 Inch White Line, Epoxy Paint	Linear Foot	\$1.40	4280	\$5,992.00
646.4130	Durable 4 Inch Yellow Line, Epoxy Paint	Linear Foot	\$1.60	3000	\$4,800.00
646.4830	Durable 24 Inch Stop Bar, Epoxy Paint	Linear Foot	\$15.00	60	\$900.00
646.4930	Durable Letter or Symbol, Epoxy Paint	Each	\$175.00	60	\$10,500.00
646.5030	Durable Crosswalk Marking, Epoxy Paint	Linear Foot	\$30.00	310	\$9,300.00
646.9001	Colored Pavement Markings, Green	Square Foot	\$19.00	3800	\$72,200.00
678.2020003	RRFB, Solar-Powered, Single Sided	Each	\$15,000.00	4	\$60,000.00
	Mill and Overlay EB	Lump Sum	\$74,000.00	1	\$74,000.00
				Subtotal	\$825,862.24
				Contingency	15.00%
				Total	\$950,000.00

COSTS: Median Removal (Construction Only)

Item Description							Unit	Unit Price	Quantity	\$	
Clearing and Grubbing, Including Individual Trees and Stumps							Lump Sum	\$15,000.00	1	\$15,000.00	
Common Excavation							Cubic Yard	\$30.00	4500	\$135,000.00	
Solid Rock Excavation							Cubic Yard	\$120.00	50	\$6,000.00	
Subbase of Dense Graded Crushed Stone							Cubic Yard	\$60.00	3600	\$216,000.00	
Bituminous Concrete Pavement, Type IIS, QA Tier II							Ton	\$155.00	1575	\$244,125.00	
Bituminous Concrete Pavement, Type IVS, QA Tier III							Ton	\$175.00	950	\$166,250.00	
18 Inch CPEP(SL)							Linear Foot	\$110.00	320	\$35,200.00	
Precast Reinforced Concrete Catch Basin with Cast Iron Grate							Each	\$7,500.00	4	\$30,000.00	
Rehabilitating DIs, Catch Basins, or Manholes, Class I							Each	\$1,700.00	16	\$27,200.00	
Removal of Existing Curb							Linear Foot	\$7.00	1155	\$8,085.00	
Uniformed Traffic Officers							Hour	\$100.00	200	\$20,000.00	
Flaggers							Hour	\$50.00	1000	\$50,000.00	
Mobilization/Demobilization							(Est. 12%)	Lump Sum	\$123,193.20	1	\$123,193.20
Traffic Control, All-Inclusive							(Est 10%)	Lump Sum	\$102,661.00	1	\$102,661.00
Durable 4 Inch White Line, Epoxy Paint							Linear Foot	\$1.40	9200	\$12,880.00	
Durable 4 Inch Yellow Line, Epoxy Paint							Linear Foot	\$1.60	5200	\$8,320.00	
Durable 24 Inch Stop Bar, Epoxy Paint							Linear Foot	\$15.00	170	\$2,550.00	
Lump Sum Project, J6 (STORMWATER TREATMENT)							Lump Sum	\$50,000.00	1	\$50,000.00	
									Subtotal	\$1,252,464.20	
									Contingency	15.00%	
									Total	\$1,450,000.00	



MEMORANDUM

To: City Council

From: Rick Jones, Public Works Superintendent; Regina Mahony, City Manager and Richard Hamlin, City Engineer/Hamlin Engineering

Meeting Date: November 12, 2025

Subject: Public Works Facility

ISSUE: The existing operational buildings at the Public Works Facility are beyond their serviceable life and no longer are adequate to support the mission of the Public Works Department.

DISCUSSION:

The purpose of this agenda item is to provide the City Council with an update on the new Public Works Facility concept and plan, so you'll have this information in mind as you head into budget preparations. This memo includes a description of need and next steps for this facility.

History – The most recent improvement at the Public Works Facility (PWF) is the salt shed that was built approximately 20 years ago. That structure does not need to be replaced (but it should be expanded). The last building improvement at the facility was a building expansion that occurred almost 30 years ago and was constructed by Public Works staff. This expansion added an additional 30' to the existing 60' "barn", and that original wood framed structure is now probably nearing 80 years or more in age. The location of the existing facility has worked very well for the Public Works Department and the City. It is centrally located on the City core, yet most residents are unaware of its location.

Facility Deficiencies - The current PWF has numerous deficiencies, and the current buildings are beyond their reasonably serviceable life. Some of the deficiencies include:

- There is currently a lack of space to store very expensive equipment inside. Environmental regulations have required that the City purchase equipment related to stormwater facility maintenance, such as a street sweeper and vacuum unit for cleaning catch basin structures. Because both pieces of equipment have onboard water storage, they should be stored in a heated space. There is insufficient space currently to store both units inside at the same time along with other critical equipment.
- Vehicles and equipment that now currently remain outside, such as the backhoe, must be cleared of snow and ice prior to their use in the winter. If the response is to an emergency, such as a waterline break, the delay in getting the repair work accomplished can be significant.
- Operations support and storage currently are contained in three separate building footprints which is inefficient.
- The existing main building does not have sufficient ceiling height to allow maintenance of the larger vehicles. The dump/plow truck dump bodies may not be raised inside, nor can the vacuum unit storage tank be raised for cleaning or repair work.
- The existing main building is built from materials that would currently not be considered appropriate

for use in this type of facility.

- The facilities for the Public Works staff are woefully inadequate to support the efforts of their daily missions. The bathroom currently also serves as a storage closet; there is not a separate locker room or any shower facilities for the staff. There is no accommodation for snowplow drivers to take a needed break during longer plowing stints in the winter. The current main office space is used as kitchen, office, laundry area, meeting room, and break area.
- The current facilities are not energy efficient.
- There are inadequate facilities to maintain the Public Works fleet of equipment. An example of this is the best practice of flushing de-icing salts out of the dump bodies of the plow trucks when plowing missions are completed and flushing the vacuum unit tank at the end of the day. This is difficult to do at the current site.
- A new facility would meet current life-safety codes and would be accessible.
- Regulations require that the Public Works Staff have regular continuing education training to maintain their various certifications. There is currently no suitable space to have these training events within the existing facility.

Therefore, the City has been preparing plans for a new facility. The capital plan includes initial funds to develop conceptual plans and cost estimates for facility solutions. Further, addressing the public works facility was a priority of the Council in the spring retreat.

Accordingly, two options were presented to the City Council at their August 27, 2025 meeting, one to re-utilize to the extent possible some of the existing buildings and construct a new building to link those buildings, or remove all the existing buildings and build an entirely new facility. It was determined that the best course of action was to build an entirely new facility due to the age and condition of the existing buildings.

Following that meeting, Rick Jones and Rick Hamlin visited the Milton Public Works facility to gain insights and lessons and learned; and are continuing to think through the design.

Next Steps –

For your information, the relevant schedule pieces associated with the bond vote are as follows:

December 5	Budget Day – the overall budget will be presented to the Council.
January 28	City Council Meeting & Budget Work Session – the Public Works Facility conceptual design and construction cost estimate will be presented. We will also be able to provide the Council with information on the impact of this debt to the average tax payer.
Exact date TBD – but likely January 31	Community Meal and Budget Discussion – if the Council so chooses to move forward with the Public Works Facility, the design and construction cost estimate will be presented.
February 11	City Council Meeting & Budget Work Session - if the Council so chooses to move forward with the facility and chooses to consider bonding to finance the project this question will need to go to the voters. To add this question to the ballot, an Adoption of Resolution for Bond Vote must be approved at this meeting.

April 7	Voters will vote on the bond vote question on Annual Meeting. If approved, Staff will move forward on steps toward final design and construction.
---------	---

COST: The preliminary estimated cost to remove the existing buildings and to design and build a new facility is eight to nine million dollars.

RECOMMENDATION: This memo is for informational purposes only. No action is needed at this time, unless the Council would like to not move forward at this time.

ATTACHMENTS: None



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: November 12, 2025
Agenda Item: Rebranding Identity Options Discussion

Issue: Place Creative Company has developed seven brand identity options for the City Council to review.

Discussion: On November 5, 2025, Place presented seven brand identity options to the Rebranding Committee. During the meeting, Place reviewed the goals of the project that included creating a brand that:

- Reflect progress without pretense as a growing, diverse, and inclusive community.
- Resonates as both a community with deep roots and forward momentum.
- Is warm, energetic, thoughtful, welcoming, confident, and vibrant.
- Conveys connection, a place where people, paths, and ideas meet.

They then presented each identity option, which included a logo, tagline, color palette, and examples of how the logo would appear on products. Some things to note: 1) the City/Committee now has five rounds of revisions to make changes to one of these options, and 2) the taglines are interchangeable and can be used with any of the logo options. Below is a brief description of each option.

Design Option A: This design is based around the idea of convergence and connection. The logo mark is both literal and abstract in how it represents the 5 corners, offering a sense of place. With a nod to history, the typography is a little more traditional, but the logo as a whole has a contemporary vibe. The color palette is warm but optimistic. The tagline is: Where it All Comes Together.

Design Option B: This design is a wordmark exploration. The overlapping letters speak to connectivity and energy in a fun but approachable way. The color palette is warm and vibrant. The tagline is: Connected to Community.

Design Option C: This design leans into the heritage and architecture of the area. The shape of the mark is a centered monogram that creates a placeholder for the City of Essex Junction. It has a contemporary undercurrent, with a simple but bold color palette. The tagline is: Centered Around You.

Design Option D: The design is all about connectivity. The mark conveys a sense of things coming together, while the unique points of connection are energetic and catch the eye to drive interest. The color palette is vibrant and energetic. The tagline is: Bringing it All Together.

Design Option E: This design is all about centeredness. It is not a literal 5 corners, but the mark is an energetic burst that speaks towards a community that is at the center of it all. The color palette includes a bright, energetic green as an accent color, but it is anchored by a calm, cool blue. The tagline is: At the Center of it All.

Design Option F: This design leans into the sense of heritage and history, but in a contemporary way. The mark is designed to feel at home within the architecture of the community, but it is also an exploration of how the community refers to the city, using JCT as a focal point. The tagline is: Small City. Big Heart.

Design Option G: This design is speaking toward community, centeredness, and coming together. The shape of the mark has an almost quilted pattern with a balance of warm and cool colors. The arrow shapes of the design are all about connections, both to the center of the city and from the center, as an access point to many destinations beyond. The tagline is: Vermont's Neighborhood City.

The meeting concluded with the Committee providing feedback on the options. The Committee then met to discuss the options presented and decide on an option and tagline to recommend to the City Council. A recording of the meeting can be found here:

<https://drive.google.com/drive/folders/1OQPFZwMbIGfqSC1mawmsi2XdYoKjRL1A?usp=sharing>

Committee Recommendation

The Rebranding Committee feels that Concept A presents a modern yet grounded direction that honors both the city's heritage and its forward momentum. The mark is distinctive and ownable, designed specifically for Essex Junction through an abstract interpretation of the "Five Corners." It carries that subtle, insider quality — recognizable to those who know the city while remaining visually appealing and accessible to all.

The typography strikes an ideal balance between contemporary and traditional. The use of lowercase "e"s lends warmth and approachability, avoiding the rigidity that capital "E"s can sometimes introduce. The chosen brown for "City of Essex Junction" complements the mark by bringing in a sense of history and craftsmanship while feeling thoughtfully modern — a deliberate choice that elevates the design beyond the simplicity of black.

Symbolically, the intersecting forms within the logo can represent the city's defining roads or neighborhoods, reinforcing its sense of place and community. The design feels smart, intentional, and unmistakably ours — modern, fresh, and welcoming without ever feeling trendy or temporary.

Concept A embodies where Essex Junction has been and, more importantly, where it's going. The Committee also believed that Concept A was the most honest reflection of the community feedback we received during the process and that it captured the vibrant and connected spirit of the community that consistently emerged.

Finally, the Committee believes that the tagline Option G: "Vermont's Neighborhood City" best reflects the City and its sense of neighborly connection and the Village mentality.

Next Steps the Committee Suggests

Some of the ideas to explore with Concept A that were discussed at the end of the meeting were to

1. Explore an updated color palette — incorporating brighter tones inspired by other design directions.
2. Adjust the composition so that the five-corner intersection is centered within the circular frame.
3. Create a version using the same typography but with a capital "E" in "Essex" for comparison.

The Committee is now requesting that the Council review the brand identity options and select one for the Committee to proceed with. The Council can also make suggestions for the Committee to take back to Place for the next round of revisions.

Cost: None

Recommendation: The Rebranding Committee recommends that the Council move forward with Concept A and the tagline "Vermont's Neighborhood City."

Recommended Motion: I make a motion to approve Concept A and the tagline "Vermont's Neighborhood City" for the Rebranding Committee to proceed with in the revision process.

Attachments: CEJ Identity Development Presentation

CITY OF ESSEX JUNCTION

IDENTITY DEVELOPMENT

ROUND 1 | NOVEMBER 5, 2025

AGENDA + APPROACH

The goal of this campaign is to develop a distinctive identity for the City of Essex Junction, delivering a brand that:

- Reflects progress without pretense as a growing, diverse and inclusive community.
- Resonates as both a community with deep roots and forward momentum.
- Is warm, energetic, thoughtful, welcoming, confident and vibrant.
- Conveys connection, a place where people, paths and ideas meet.

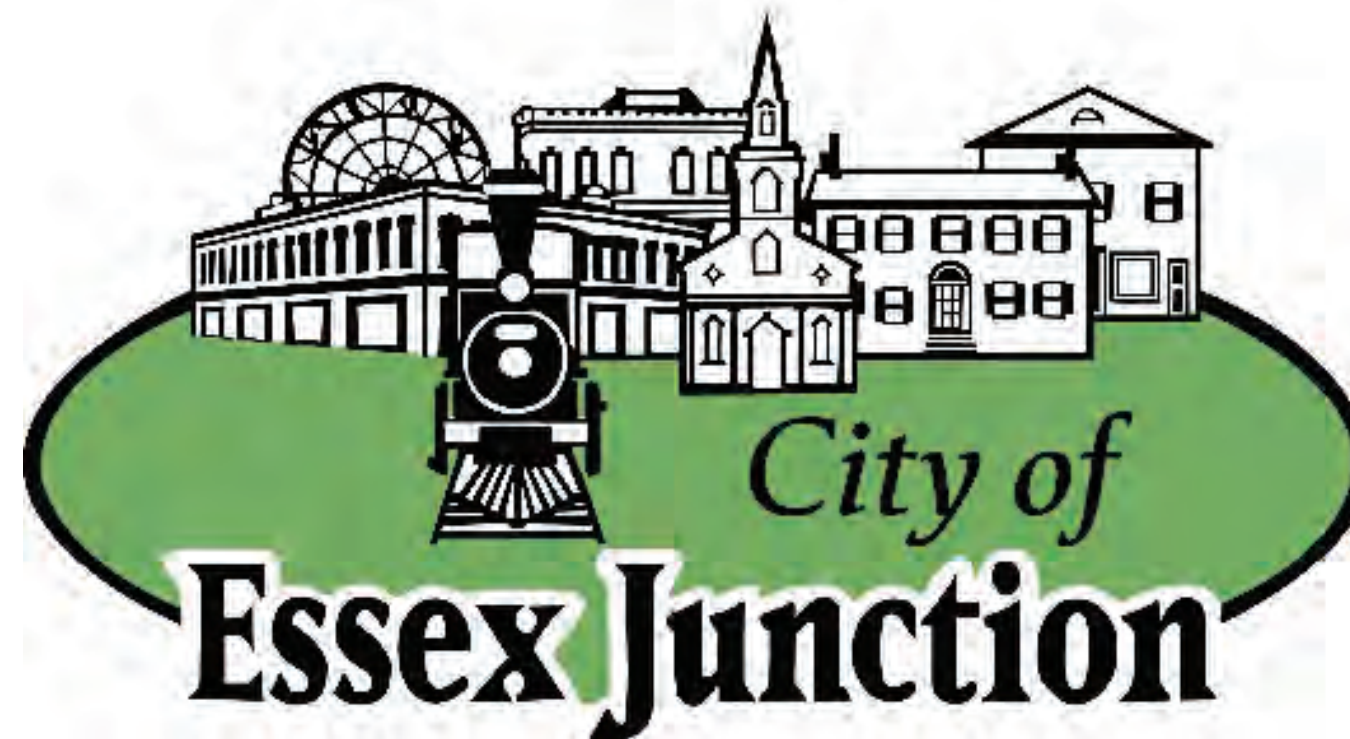
IMPORTANT CONSIDERATIONS

- Survey respondents showed a preference toward a warm color palette, followed by cool.
- Survey respondents frequently referred to the City of Essex Junction as a friendly, safe and clean community that's connected, walkable and welcoming.
- Avoid identities that are: overly formal, seals, too literal, loaded with imagery or trendy.

DELIVERABLES INCLUDE

- Brand identity and message development (5 concepts)
- Logo kit with primary and secondary logo variations
- Brand Style Guide
- Collateral templates

WHERE WE ARE TODAY:



IDENTITY DESIGN

CONCEPT A



CITY OF

essex

JUNCTION

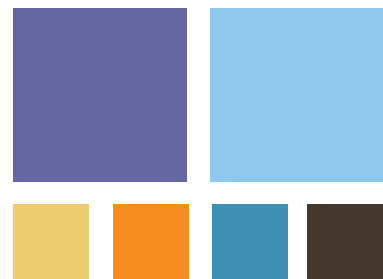
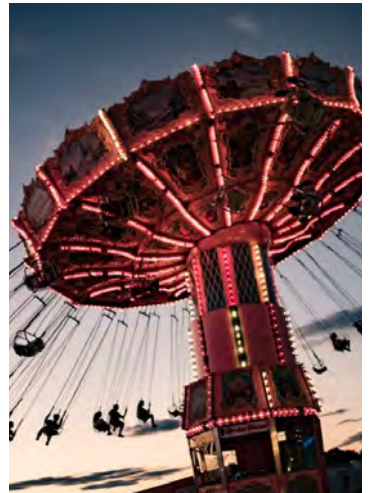
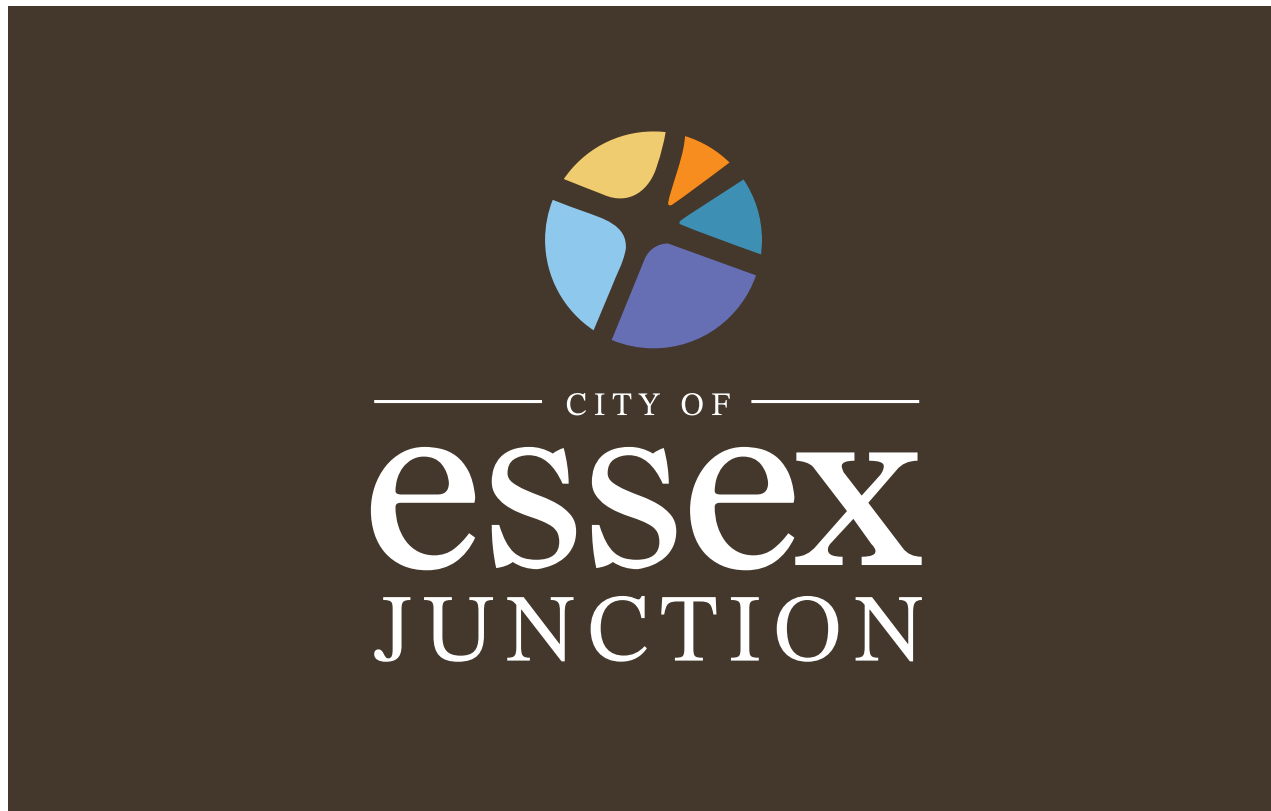
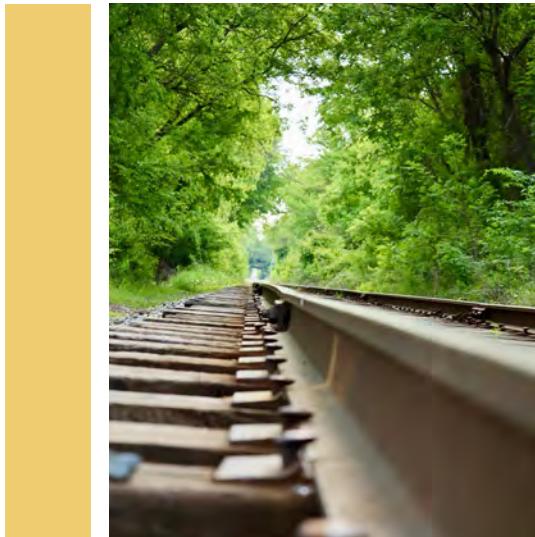


— CITY OF —
essex
JUNCTION



— CITY OF —
essex
JUNCTION







IDENTITY DESIGN

CONCEPT B

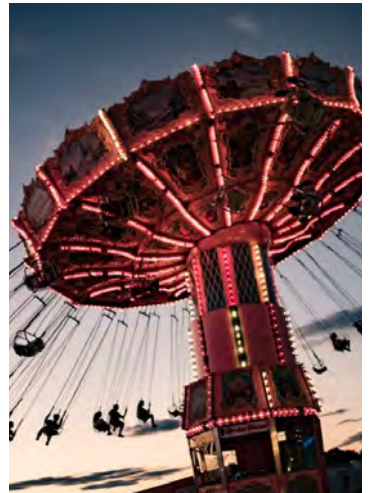
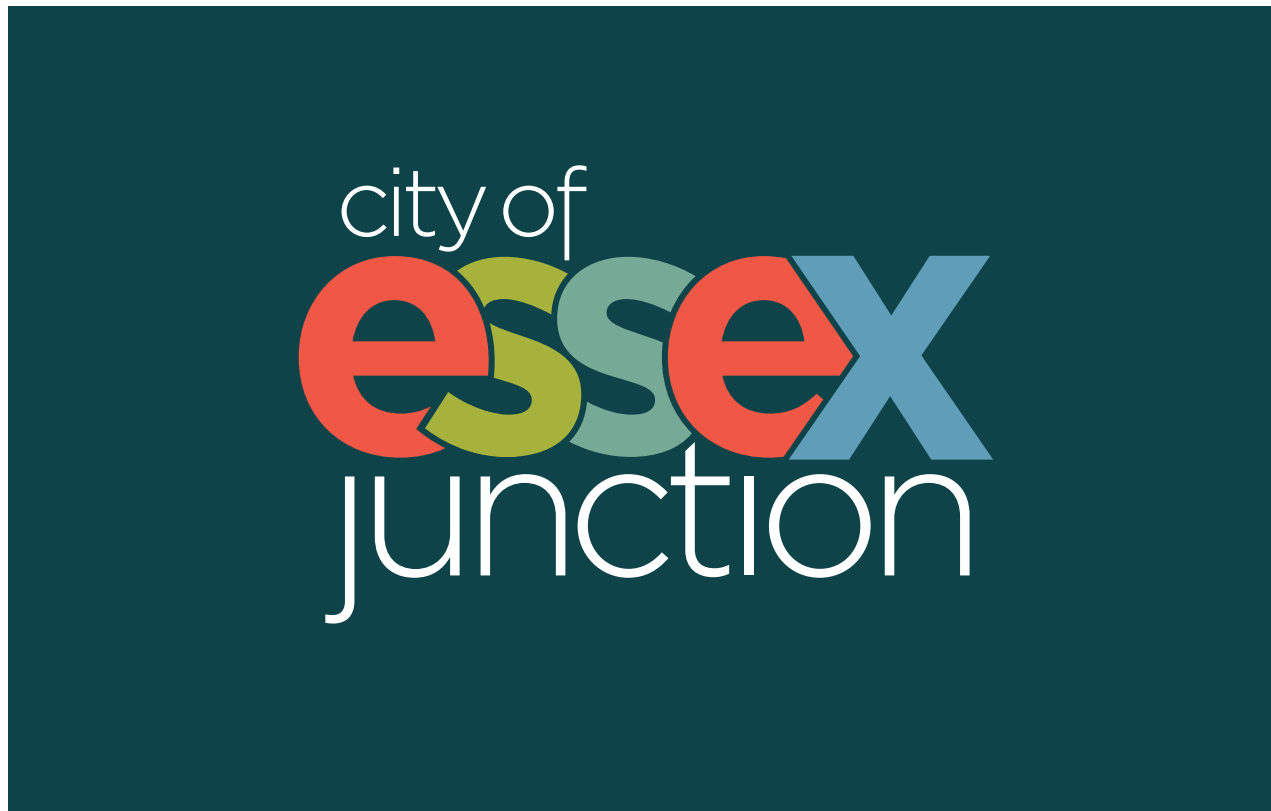
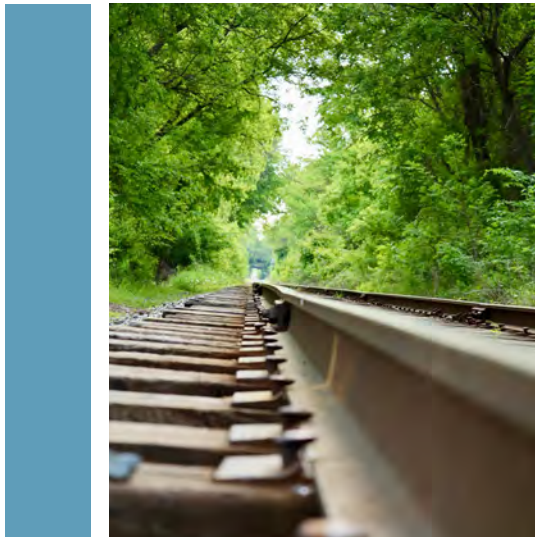
city of
essex
junction



city of
essex
junction

city of
essex
junction

city of
essex
jct





IDENTITY DESIGN

CONCEPT C



city of
**ESSEX
JUNCTION**



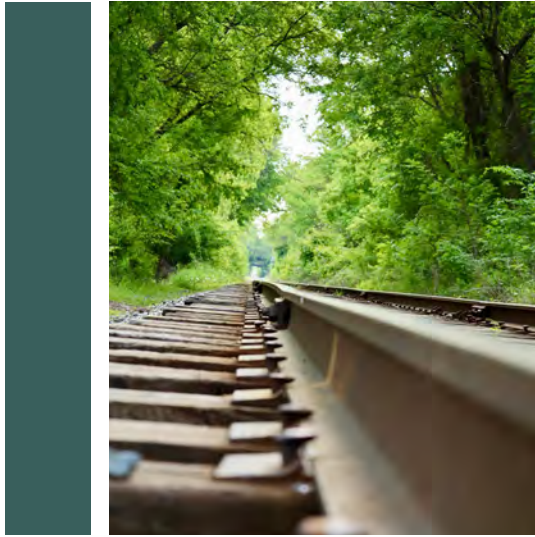
city of
**ESSEX
JUNCTION**



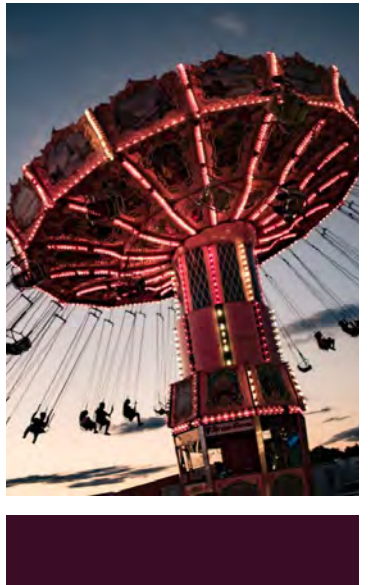
city of **ESSEX
JUNCTION**



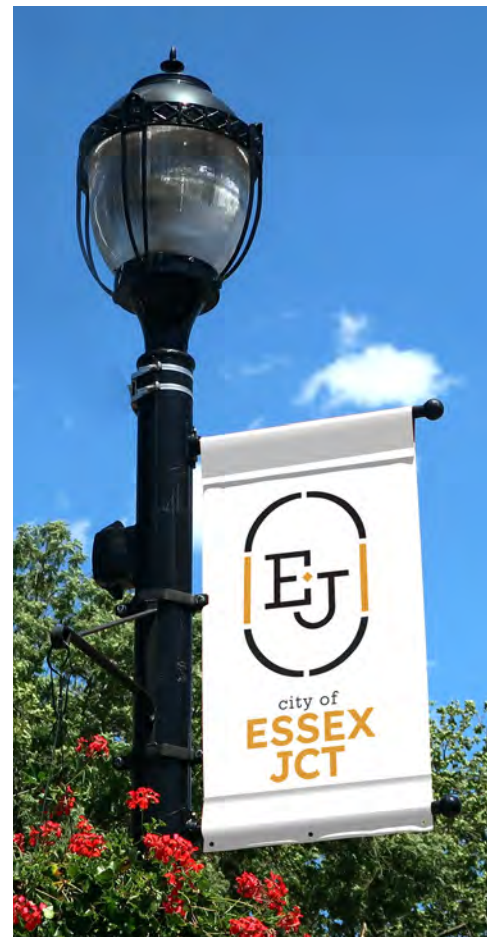
city of
**ESSEX
JCT**



city of
**ESSEX
JUNCTION**



CENTERED **EJ** AROUND YOU

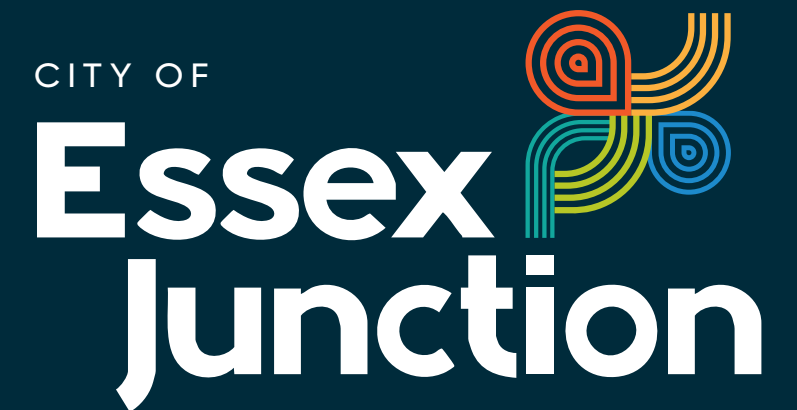


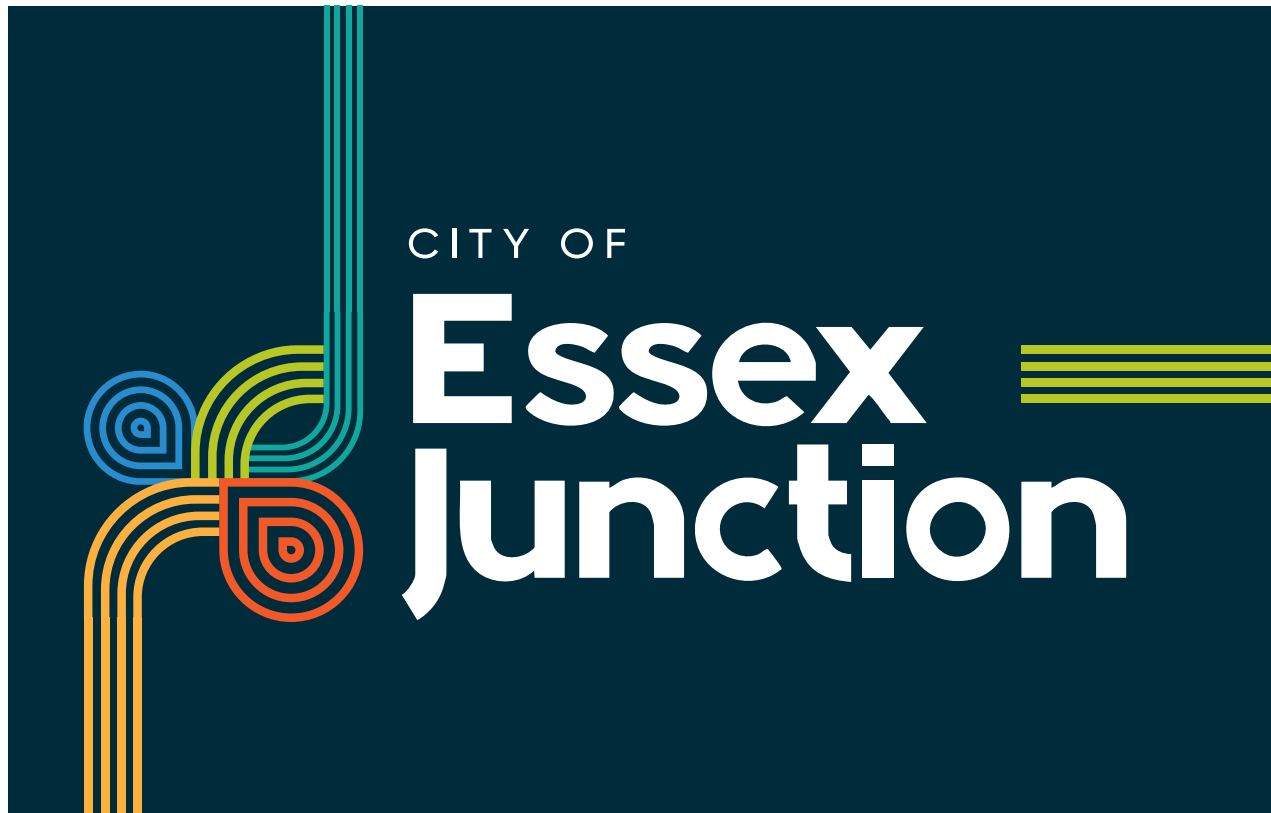
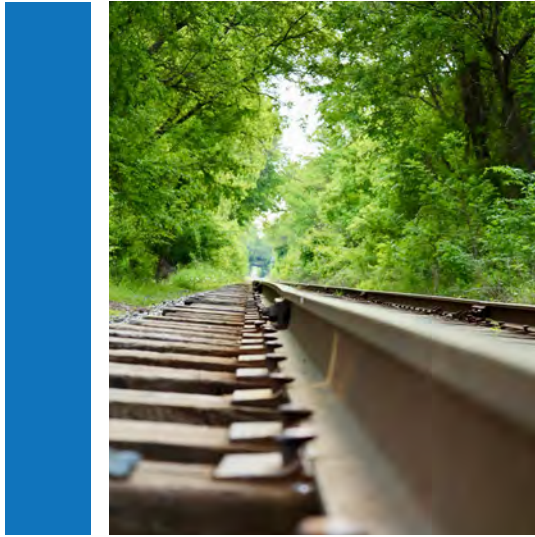
IDENTITY DESIGN

CONCEPT D

CITY OF
**Essex
Junction**







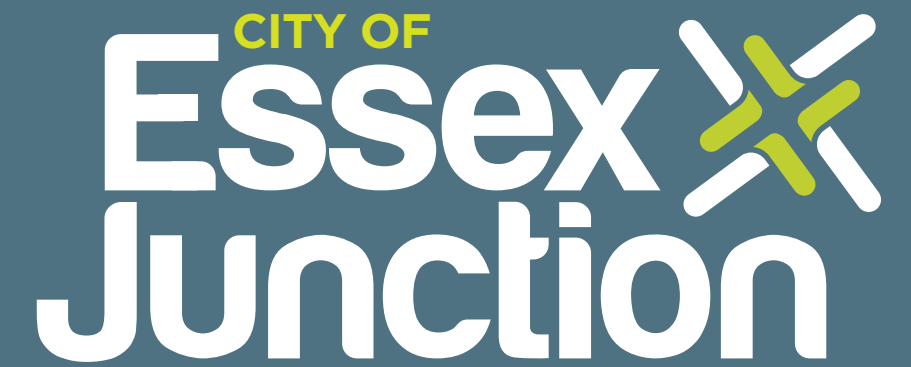
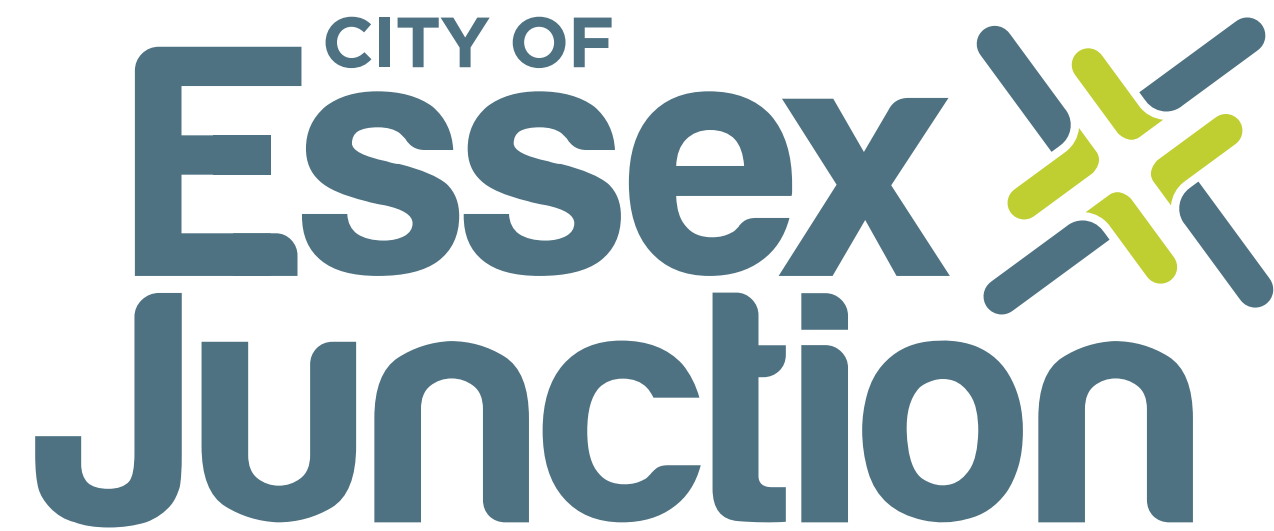


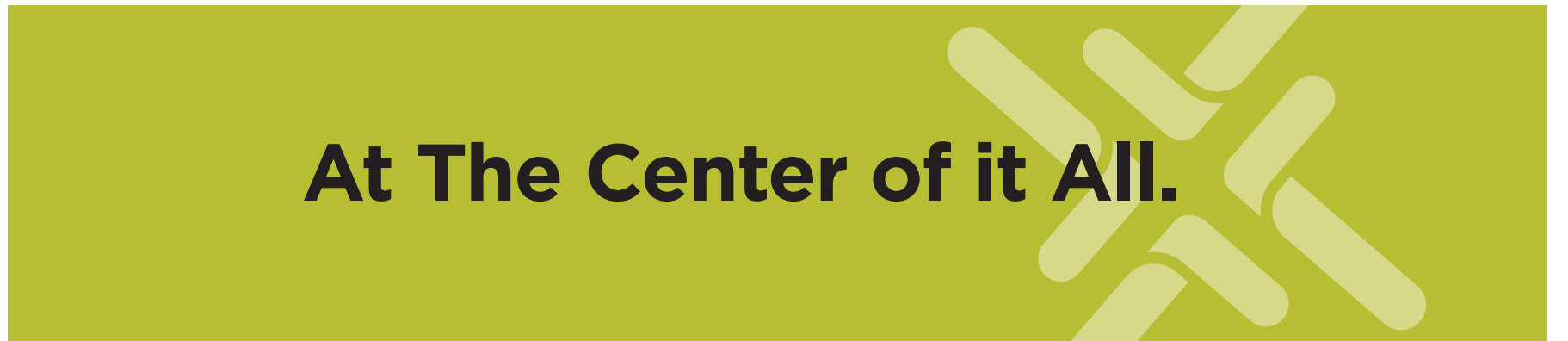
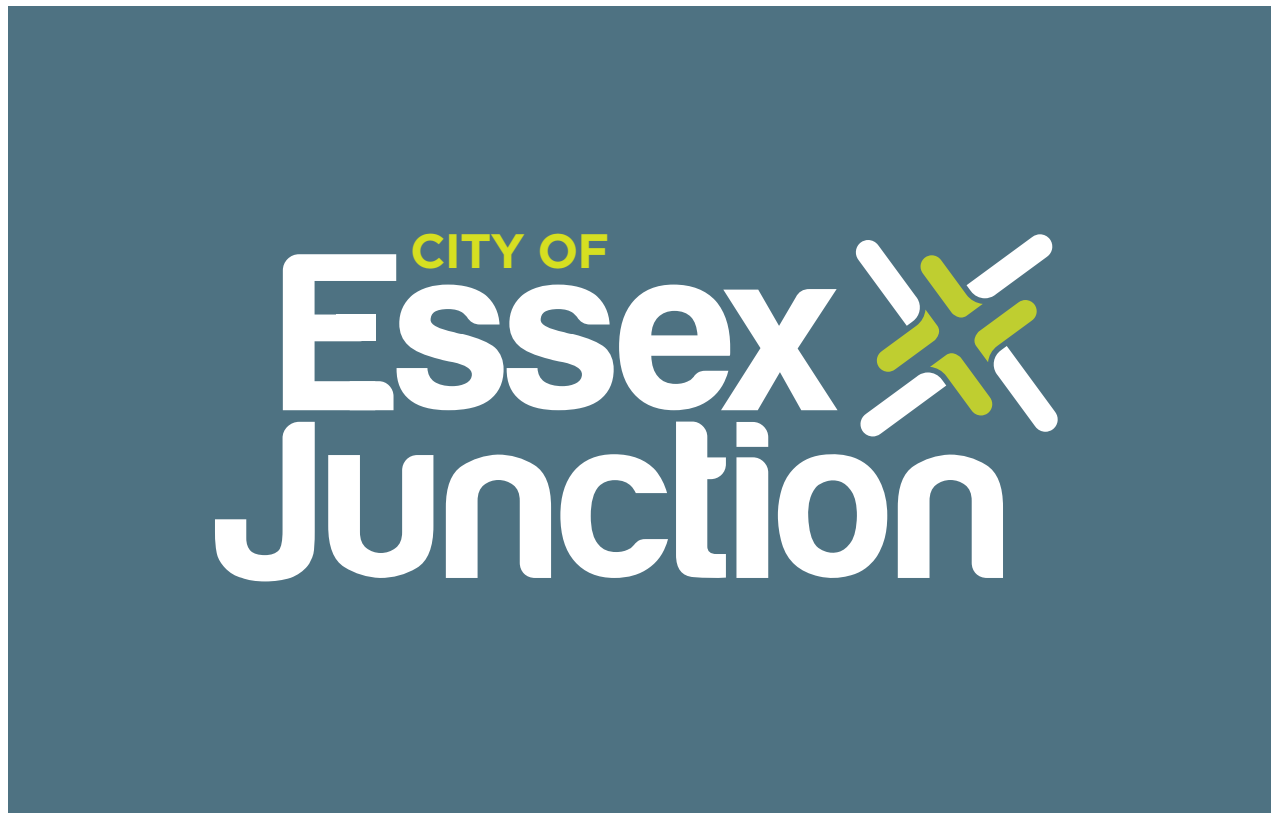
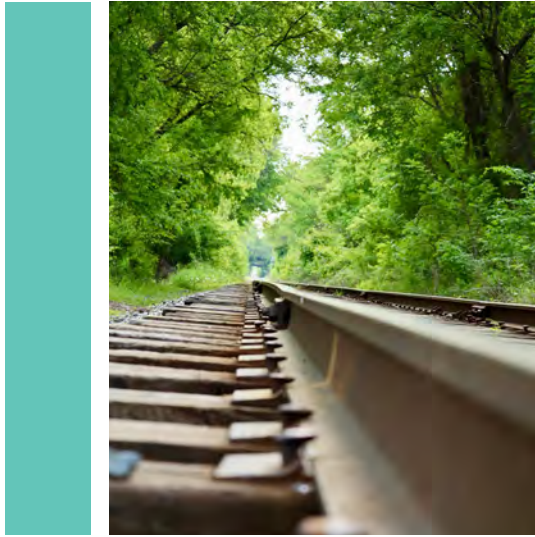
IDENTITY DESIGN

CONCEPT E

CITY OF
Essex
Junction







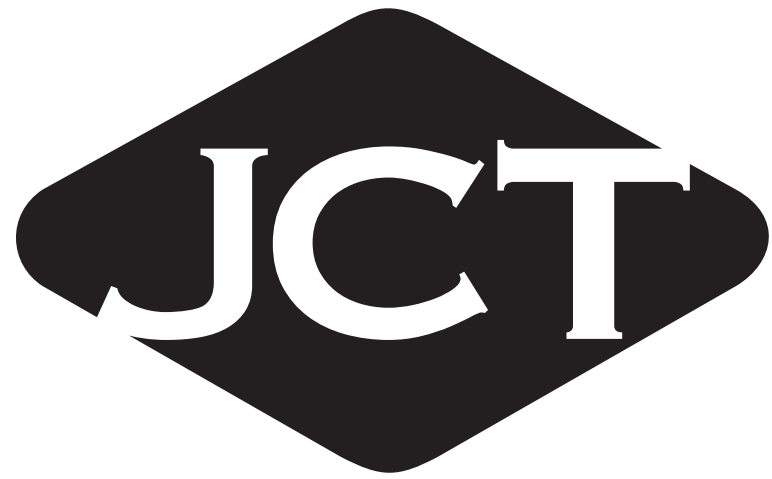


IDENTITY DESIGN

CONCEPT F



CITY OF
ESSEX
JUNCTION



CITY OF
ESSEX
JUNCTION

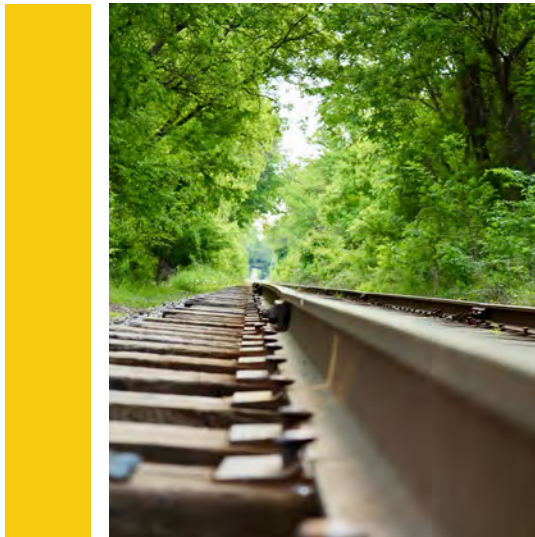


CITY OF
ESSEX
JUNCTION





CITY OF
**ESSEX
JUNCTION**



JCT
THE
Small City. Big Heart.



IDENTITY DESIGN

CONCEPT G



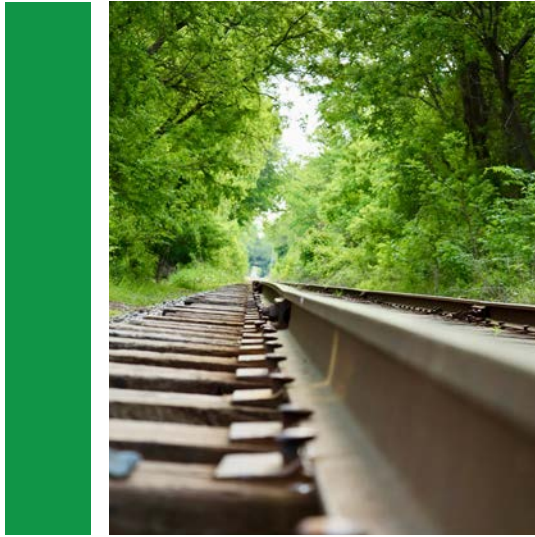
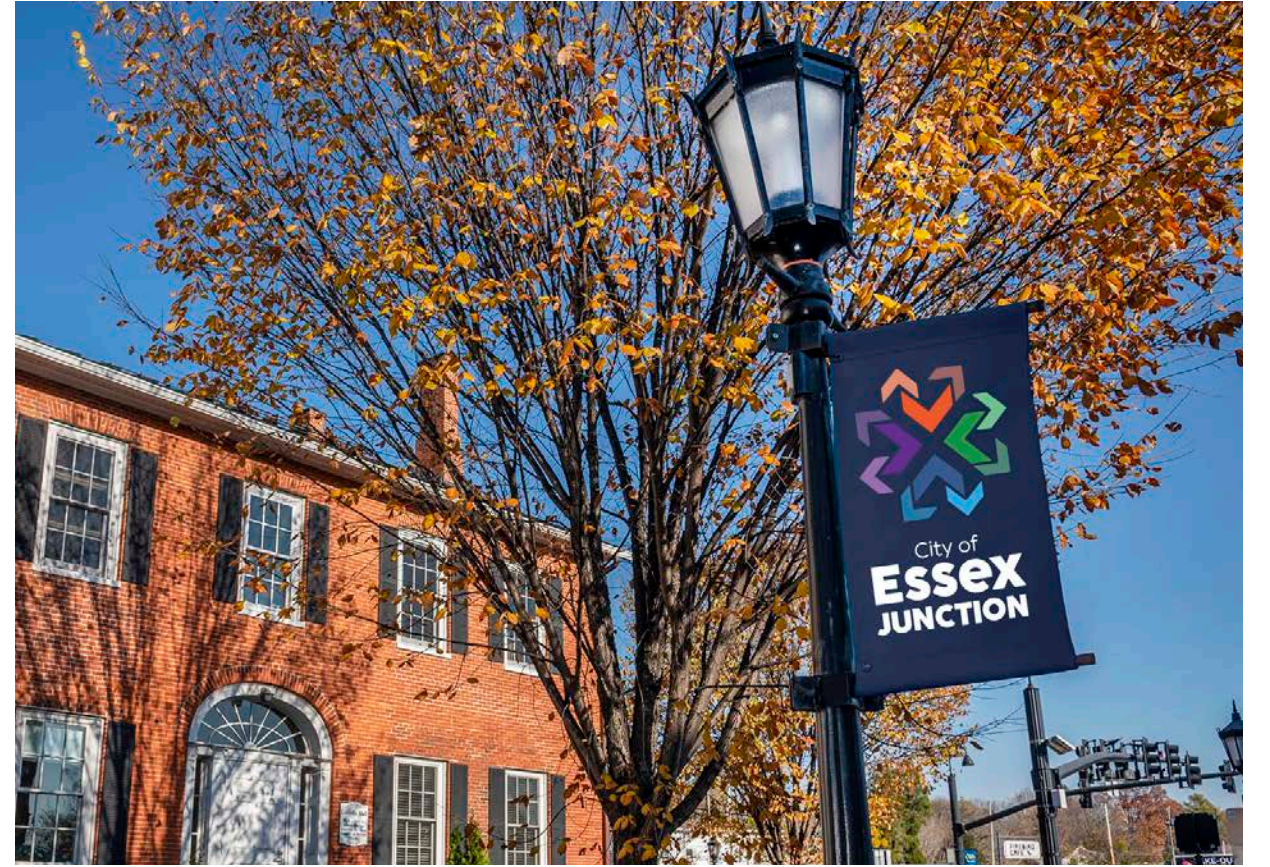
City of
Essex
JUNCTION





City of
Essex
JUNCTION



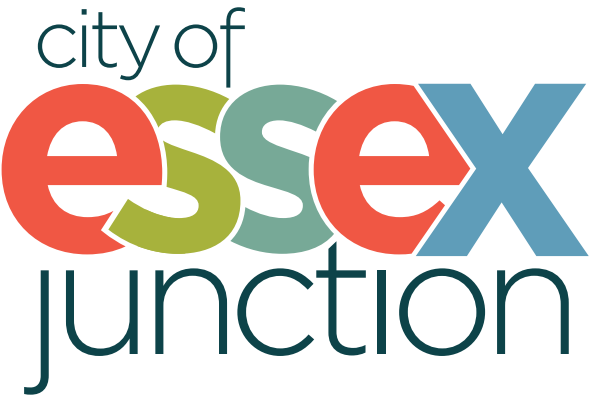




CONCEPTS ROUNDUP



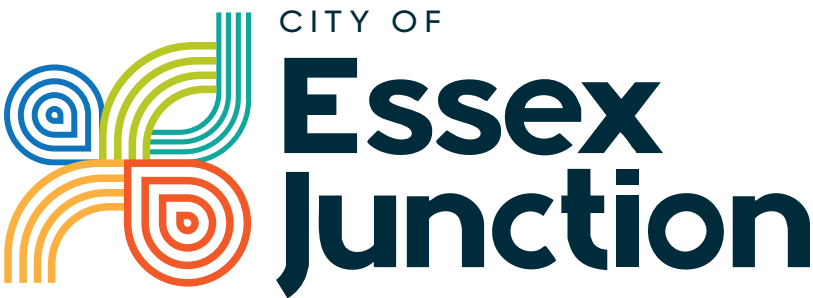
CONCEPT A



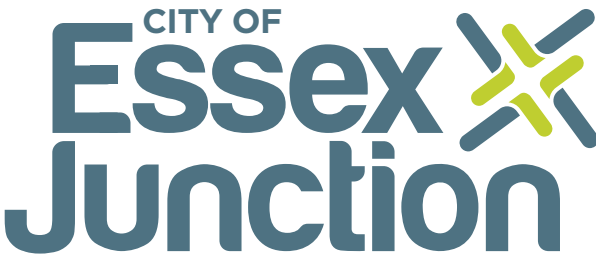
CONCEPT B



CONCEPT C



CONCEPT D



CONCEPT E



CONCEPT F



CONCEPT G

TAGLINE OPTIONS

- A. Where it All Comes Together.**
 - B. Connected to Community.**
 - C. Centered Around You.**
 - D. Bringing it All Together.**
 - E. At the Center of it All.**
 - F. Small City. Big Heart.**
 - G. Vermont's Neighborhood City.**
-

NEXT STEPS

- Place to make any adjustments to the presentation deck (if applicable) for inclusion in the 11/7 City Council packet.
- Concept selection and Round 1 edits due to Place on 11/14.
- Place to provide Round 1 identity revisions for 11/20.

place.

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING AGENDA OPEN FORUM
MINUTES OF MEETING
October 22, 2025**

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

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

OTHERS PRESENT: Colleen Ballard, Nancy Bean, Patricia Bouchard, Bethany Clark, Craig Dwyer, Steve Eustis, J. Hemenway, Max Mueller, Marlon Verasamy, Sharon Wille Padnos, Stephen Wille Padnos, Resa, Scott.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

None.

3. APPROVE AGENDA

None needed.

4. PUBLIC TO BE HEARD

a. Comments from Public

Steve Eustis spoke regarding the Tree Farm Management agreement. He noted that capital projects are typically handled by the Capital Committee and asked where one could bring forward proposals for capital projects related to the Tree Farm (such as trail maintenance to address trail erosion). City Manager Mahony replied that the agreement up for consideration tonight has requirements to establish a capital plan, as well as mechanisms to collect user fees to fund capital projects related to the Tree Farm. She suggested that any ideas for projects be sent to her in writing for now, until a more formal process is established to intake ideas.

Stephen Wille Padnos expressed appreciation for the Meet Me On Main events, which he attended. He also spoke about the cannabis license up for renewal tonight for TrichomeVT, saying that he hopes the Council will follow the advice from the Vermont Supreme Court ruling and not renew the cultivation license, given that the applicant also has a manufacturing license. Craig Dwyer, another member of the public, also urged the Council not to renew the cannabis cultivation license. Sharon Wille Padnos, another member of the public, further urged the Council not to renew the cannabis cultivation license. All members of the public cited concern as neighbors of the applicant.

5. RECOGNITION

a. Resolution of Appreciation for Troy Wilber

Councilor Miller read a Resolution of Appreciation for Troy Wilber into the record, given his contributions to the City of Essex Junction and in light of his recent, unexpected passing earlier this month.

b. Resolution of Appreciation for John Rowell

Councilor Certa read a Resolution of Appreciation for John Rowell into the record, given his contributions to the City of Essex Junction as a career firefighter of 43 years.

6. BUSINESS ITEMS

a. *Interview Police Community Advisory Board Applicant for Open Position

The Council interviewed Nancy Bean for an open position on the Police Community Advisory Board. The applicant spoke about her relevant experience, involvement in the community, qualifications, and her interest

in participating on the PCAB. She was asked by Councilors about ideas for bidirectional communication between the community and the Police Department and was given the opportunity to ask questions of the Council.

See item #9a below for further information.

b. Annual Essex Rescue Presentation

Colleen Ballard, Executive Director of Essex Rescue, presented on this agenda item. She began by noting that Essex Rescue is not seeking an increase in municipal contribution funding for Fiscal Year 2027, saying that the per capita funding rate will remain at \$19.56. She noted that the organization's focus areas for FY27 will be to continue strengthening the workforce, optimize resource allocation, and ensure ongoing financial stability. She noted that there have been 155 more calls than there were at this time in 2024, that call volume has increased 36% since 2018, and that there has been a 30% increase in the last four years. She also noted that mutual aid calls account for 25% of the total call volume. She noted that peak call times are typically 8:00 AM to 8:00 PM. She spoke briefly about mutual aid statistics across Essex Rescue's entire service area. She spoke about implementing a minimum ambulance standard on July 1, 2025, which guarantees ambulance coverage during peak call times in addition to the standard 24/7 ambulance coverage. She said that this necessitated an increase in the workforce of three full-time staff, to guarantee 5,616 hours of coverage. She said that since this period with this increased workforce, they have been able to respond to 167 additional calls. She said that based on preliminary fiscal analysis, the \$300,000 spent on these additional positions would result in an increase of approximately \$281,666 in revenue (resulting in minimal fiscal loss).

Councilor Certa asked whether Essex Rescue is projecting needing additional staffing or equipment resources in future years and asked about staffing levels and certifications. Executive Director Ballard replied that they hired three Emergency Medical Technicians (EMTs) into those three open positions and have staffed their ambulances in the most financially efficient ways possible. She acknowledged the challenges of the state and national healthcare systems, noting that EMS is often used when other parts of the health system fails to meet needs. She said that if the system continues as it is, she anticipates needing to put additional ambulances on the road in future to address rising demand. She noted that the state is interested in further regionalization of EMS, but also noted that Essex Rescue is already operating somewhat of a regionalized model. Councilor Certa asked what other EMS services are available to respond in mutual aid situations. Executive Director Ballard replied that other services are hiring per diem staff to help respond to mutual aid, and she noted the challenges of this approach (given that Essex Rescue pursued this option several years ago prior to hiring additional full-time staff).

Councilor Haney commended Essex Rescue for its work to stabilize its finances. She asked whether Essex Rescue purchased an additional ambulance, and Executive Director Ballard clarified that Essex Rescue has three ambulances but utilizes one as a backup for when one of the active ambulances goes down. She spoke about capital funding to purchase a replacement ambulance as well as retrofit existing ambulances in future. City Council President Thibeault echoed Councilor Haney's commendation of Essex Rescue's financial stabilization efforts.

Councilor Miller asked about mutual aid calls and strategies for working with other EMS services in the area. Executive Director Ballard spoke about activities related to strategizing with other EMS services in the area, such as St. Michael's, Williston, and Richmond, to adjust service areas where needed. Councilor Miller asked about any work being done to work with care facilities to respond to non-emergency transportation in order to take pressure off the EMS system, and Executive Director Ballard replied that she and the organization's medical director have provided assisted living facilities with additional education on when to call EMS, but noted the unique clinical challenges faced by assisted living facilities (given that they are not nursing homes).

c. Governance Committee Update and Presentation

Steve Eustis and Marlon Verasamy presented on this item. Mr. Eustis spoke about the Committee's work to seek information from nine similar municipalities (in terms of size and demographics), seek community input through public engagement and surveys, and that they will be presenting this information at one of the City Council's December meetings. He spoke about the topics the Governance Committee is considering, which includes looking at who runs the City, who runs the City Council, how many City Councilors there are, term lengths, term limits, stipends and stipend increases for Councilors, charter review, and the election of City Councilors (at-large versus through a ward system).

Councilor Certa commended the Governance Committee on the clear and simple ways it has presented its information and potential decision points to the Council and the public, which will aid greatly in future community engagement on these key questions. Councilor Haney asked about the discussion regarding the formation of neighborhood assemblies. Mr. Verasamy replied that the topic is complex and warrants exploration by a full committee in order to do it justice. City Council President Thibeault asked if the November 5, 2025 meeting has an online option. Mr. Verasamy replied that they are still discussing the best way to have a hybrid meeting option and to engage members of the community who are online, given that the format of the meeting will be interactive in the physical meeting space. He said that if they are not able to make that meeting work for online attendants, they may explore options related to focus groups and engaging virtual attendants that way.

d. Rebranding Project Brief

Communications and Strategic Initiatives Director Snellenberger provided the update related to this agenda item. She noted that a 2-hour discovery session kicked off the rebranding process in July, in which the Rebranding Committee reviewed the shared goals and vision for this project. She said that they then built a survey that launched in tandem with one of the Meet Me On Main events, as well as an online survey, which garnered a combined response of 272. She said that these informed the project brief that the consultant developed, which will guide their creative team to develop brand identity options (logo, tagline, etc). She asked whether the Council would like to add content to the project brief. She spoke about opportunities for the Council to discuss options and revisions, with an anticipated final identity option brought forth to the Council in February. She said that this timeline is subject to change based on complexity of revision between rounds of revisions, but that this is the currently anticipated timeline. Councilor Haney said she is impressed by the community feedback received so far. Councilor Certa also expressed appreciation for the community feedback and said the brief seems to cover everything that has been brought up. Councilor Miller concurred with these sentiments.

Councilor Haney made a motion, seconded by Councilor Miller, that the City Council approve the project brief as written. The motion passed 5-0.

e. Acting as the Local Cannabis Control Commission: Consideration of S-000009646, Outdoor Cultivator Tier 1 Small Cultivator for TrichomeVT

City Manager Mahony recommended that this item be tabled, given that the Applicant was not notified that this item was on the agenda. She noted that while this is not a quasi-judicial process and the City is not required to notify the Applicant, it feels like inherently the correct course of action for this item and discussion.

City Council President Thibeault made a motion, seconded by Councilor Haney, to table this item until the November 12, 2025 City Council meeting. The motion passed 5-0-1 (Councilor Shelden abstaining).

f. **Discussion and Consideration of an Executive Session to Discuss Attorney Client Communication and Litigation
See item #9b below.

7. **CONSENT ITEMS**

- a. Approve Meeting Minutes: October 8, 2025
- b. Approve Amendment to FY26 Wastewater Capital Plan
- c. Approve the Lease and Management Agreement with the Tree Farm Management Group for Management of the Tree Farm
- d. Approve Applications for a Human Services and Educational Facilities Grant for the Senior Center and a Recreational Facilities Grant for the Multi-Purpose Room at Maple Street Park

Councilor Miller made a motion, seconded by Councilor Certa, to approve the consent agenda. The motion passed 5-0.

8. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that the City is assisting the Champlain Water District with a project on West Street and that there will be some road disruptions on West Street and water line interruptions tomorrow. Councilor Certa thanked the City for its outreach regarding this project to affected rate payers and residents. Councilor Miller expressed appreciation and thanks for the Meet Me On Main events, saying that he enjoyed engaging with the community at all four of those events. He said he looks forward to additional community events like this. Other Councilors agreed.

9. **READING FILE**

- a. Check Warrant #24097 – October 17, 2025
- b. Planning Commission Minutes – October 2, 2025
- c. Bike Walk Advisory Committee Minutes – October 9, 2025
- d. Governance Committee Minutes – October 9, 2025
- e. Essex Junction Selected for Homes for All Program

10. **EXECUTIVE SESSION**

- a. *An Executive Session May be Needed to Discuss the Appointment of a Public Official
Councilor Miller made a motion, seconded by Councilor Shelden, 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. The motion passed 5-0.

Councilor Certa made a motion, seconded by Councilor Miller, to exit executive session. The motion passed 5-0 at 8:26 P.M.

Councilor Miller made a motion, seconded by Councilor Haney, to appoint Nancy Bean to the Police Community Advisory Board with a term ending June 30, 2027. The motion passed 5-0.

- b. ** An Executive Session May be Needed to Discuss Attorney Client Communication and Litigation

Councilor Certa made a motion, seconded by Councilor Miller, that the City Council make the specific finding that premature disclosure of the confidential attorney-client communications regarding a probable litigation would place the city at a substantial disadvantage, and that the City Council enter into executive session to discuss confidential attorney-client communications regarding probable litigation, pursuant to 1 V.S.A. § 313(a)(1)(E) and 1 V.S.A. § 313(a)(1)(F) to include the City Council and City Manager. The motion passed 5-0.

11. **ADJOURN**

Councilor Haney made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion passed 5-0 at 8:27 P.M.

Respectfully Submitted,
Amy Coonradt



Memo

To: Essex Junction City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: November 12, 2025
Agenda Item: Policy Regarding the Use of the Lincoln Hall Conference Room

Issue: The Policy Regarding the Use of the Lincoln Hall Conference Room needs to be updated.

Discussion: The Policy Regarding the Use of the Lincoln Hall Conference Room was last revised on September 14, 2004. We have updated the language and added a fee for unreturned or lost key fobs to cover the cost incurred by the City for their replacement.

Cost: None

Recommendation: It is recommended that the City Council approve the amendments to the Policy Regarding the Use of the Lincoln Hall Conference Room.

Recommended Motion: I recommend that the City Council approve the amendments to the Policy Regarding the Use of the Lincoln Hall Conference Room.

Attachments:

Policy Regarding the Use of the Lincoln Hall Conference Room with tracked changes

**~~VILLAGE-CITY~~ OF ESSEX JUNCTION
~~TRUSTEES'-CITY COUNCIL~~ POLICY
REGARDING THE USE OF THE LINCOLN HALL CONFERENCE ROOM~~S~~**

A. PRIORITY: The primary use of the Lincoln Hall Conference Room is for municipal government operations. The following shall be the priority use of the ~~Meeting Room-~~
Conference Rooms:

1. ~~Village-Trustees'-City Council~~ meetings
2. Planning and Zoning meetings-Planning Commission and Development Review Board meetings
3. Meetings of other municipal boards, commissions, and committees
4. Governmental agencies sponsoring hearings or meetings relevant to the citizens of Essex Junction
5. Meetings sponsored by those renting space in Lincoln Hall
6. ~~Village-City~~ of Essex Junction non-profit or service groups
7. Other

B. RESTRICTIONS:

1. The Conference Room~~s~~ shall not be used for any purpose that may cause a disruption of the governmental operations of the ~~Village-City~~ of Essex Junction.
2. The Conference Room~~s~~ will not be available for profit-making purposes.

C. FEES:

There will be no fee for the use of the Conference Room~~s~~. However, donations will be accepted and deposited into the general fund miscellaneous ~~unclassified receipts~~
revenue account.

D. REGISTRATION:

1. ~~Reservations must be made at least 7 business days in advance All individuals or groups desiring to use the Conference Rooms shall make arrangements~~ with the Administrative ~~Secretary-Assistant~~ by calling 802-878-6944, emailing admin@essexjunction.org, or stopping by the ~~Village-Municipal~~ Offices on 2 Lincoln Street (Monday-Friday 8:00 AM to 4:30 PM).
2. Use of the Conference Room~~s~~ shall be on a first-come, first-served basis. However, if the use of ~~the the a~~ Conference Room is in conflict with a higher priority-use that may evolve at a later time, the ~~Village-City~~ Manager reserves the right to cancel any prescheduled use of the Conference Room~~s~~.
3. ~~Keys~~ A key fob shall be signed out with the Administrative ~~Secretary-Assistant~~ and must be returned to the Administrative ~~Secretary-Assistant~~ the next business day unless other arrangements have been made.

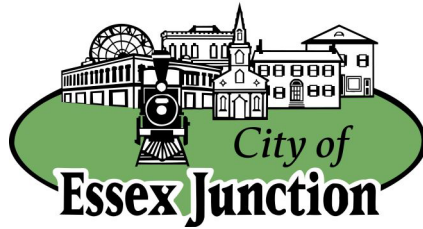
E. REGULATIONS:

1. Individuals or groups shall be responsible for any damage occurring during the use of the building.
2. All individuals or groups shall clean up the Conference Rooms and leave ~~it~~ them in a condition suitable for the next use.
3. Alcohol, illegal activities, or illegal drugs are not allowed on ~~Village-City~~ premises. ~~Smoking and vaping is~~ are prohibited within Lincoln Hall.
4. All individuals or groups shall comply with any specific rules established by the ~~Village-City~~ Manager regarding their particular use of the building.
5. Individuals using the Conference ~~R~~rooms for non-municipal purposes should not use the parking spaces adjacent to Lincoln Hall. They are encouraged to use the parking spaces behind the Fire Station and the Brownell Library.

F. NON-COMPLIANCE:

Any individual or group who does not return or loses a the key fob will be charged a \$25 fee for replacement. Any individual or group who does not ~~or~~ comply with this Policy may be denied future use of the Conference Rooms.

Adopted by the Village of Essex Junction Board of Trustees on the 24th day of September, 1996. Revised on 9/14/04. Revised by the City Council on XX/XX/XX.



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: November 12, 2025

Issue

The issue is whether the Council will approve the Liquor License application for a business in the City of Essex Junction listed in the October 23, 2025 memorandum from Police Chief Ron Hoague re: "Liquor License Applications."

Discussion

2nd class (sells beer, wine and ready-to-drink spirits beverages for off-premise consumption):

- AGS Vermont Inc. – Essex Junction Market, 101 Pearl Street. This application has been reviewed by the police department and is recommended for approval.

Recommendation

Staff recommends that the Council approve the Liquor License application for the business listed in the October 23, 2025 memorandum re: "Liquor License Applications."

DEPARTMENTAL MEMORANDUM



Date: October 23, 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 second class liquor license applicants. There was nothing of concern found:

AGS Vermont Inc.

DBA: Essex Junction Market
101 Pearl Street
Essex Junction, VT 05452

10/31/25

City of Essex Junction Accounts Payable

Page 1 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS 9820	10/20/25	Hydraulic fitting and ant 552529323112	210-5-40-12-610.000 General Supplies	144.18	56961	10/31/25
05290	ADVANCE AUTO PARTS 9820	10/21/25	COMPRESSION FITTING 552529454000	210-5-40-12-610.000 General Supplies	3.90	56961	10/31/25
05290	ADVANCE AUTO PARTS 9820	10/22/25	Bolts and panel retainer 552529554048	210-5-40-12-610.000 General Supplies	12.15	56961	10/31/25
28555	ALLEGIANCE TRUCKS	10/21/25	Mirror X201169582:0	210-5-25-10-430.000 R&M Vehicles & Equipment	152.64	56964	10/31/25
28555	ALLEGIANCE TRUCKS	10/23/25	Fleetrite Diesel Exhaust X401046437:0	210-5-40-12-626.000 Gasoline	59.94	56964	10/31/25
80184	AMAZON BUSINESS SERVICES	10/16/25	BL Supplies OCT25 13VPLLKV9VKR	210-5-35-10-610.000 General Supplies	130.18	56965	10/31/25
80184	AMAZON BUSINESS SERVICES	10/24/25	BL AProg-Craft OCT25 1MMLWLP4PDGJ	210-5-35-10-840.201 Adult Programs	9.49	56965	10/31/25
80184	AMAZON BUSINESS SERVICES	10/15/25	BL JAudioBkCrds OCT25 1YM1MMNK4XTL	210-5-35-10-640.202 Juvenile Collection	255.39	56965	10/31/25
19815	AMAZON CAPITAL SERVICES	10/15/25	Senior Supplies 1F7QM4T96RWQ	210-5-30-10-610.000 General Supplies	17.68	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/27/25	Office Supplies 1FJ1GX3F36RX	210-5-30-10-610.000 General Supplies	9.49	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/16/25	Office Supplies 1R6GYQCT7PR6	210-5-30-10-610.000 General Supplies	83.88	56966	10/31/25
80185	BIRMINGHAM, JOSHUA	10/15/25	Stipend RAC October 2025 101525Birmin	210-5-11-10-190.000 Board Member Payments	50.00	56971	10/31/25
00530	BRODART CO	10/16/25	BL JBooks OCT25 B7081885	210-5-35-10-640.202 Juvenile Collection	547.61	56974	10/31/25
00530	BRODART CO	10/16/25	BL JBooks OCT25 B7081885	210-5-35-10-610.000 General Supplies	69.46	56974	10/31/25
00530	BRODART CO	10/16/25	BL JBooks OCT25 B7082057	210-5-35-10-610.000 General Supplies	1.01	56974	10/31/25
00530	BRODART CO	10/16/25	BL JBooks OCT25 B7082057	210-5-35-10-640.202 Juvenile Collection	17.99	56974	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	210-5-30-10-610.000 General Supplies	75.72	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	210-5-30-12-330.000 Professional Services	282.64	56975	10/31/25
V10617	CHADWICK-BAROSS	10/28/25	HOSE, SUCTION, WATER for PSO0067001	210-5-40-12-610.000 General Supplies	355.43	56976	10/31/25
V10617	CHADWICK-BAROSS	10/03/25	Side walk machine Prinoth SWO0022911	210-5-40-12-430.000 R&M Vehicles & Equipment	2625.58	56976	10/31/25
45120	CHAMPLAIN VALLEY EQUIPMEN	09/19/25	ASSY TIRE CC16371	210-5-30-12-610.000 General Supplies	255.53	56977	10/31/25
12435	CHITTENDEN COUNTY FIRE MU	10/27/25	Tuition 01	210-5-25-10-500.000 Training, Conf, Dues	200.00	56979	10/31/25
21210	CINTAS LOC # 68M 71 M	09/05/25	3X10 BLACK MAT 4242405367	210-5-40-12-610.000 General Supplies	26.30	56981	10/31/25
21210	CINTAS LOC # 68M 71 M	10/16/25	3X10 BLACK MAT 4246730395	210-5-40-12-610.000 General Supplies	26.30	56981	10/31/25
21210	CINTAS LOC # 68M 71 M	10/23/25	Supplies 4247469469	210-5-40-12-610.000 General Supplies	207.89	56981	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 2 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21210	CINTAS LOC # 68M 71 M	10/16/25	SERVICE ACKNOWLEDGEMENT 5297658610	210-5-40-12-610.000 General Supplies	37.40	56981	10/31/25
30100	COBRAHELP	10/15/25	Cobra Admin Oct 2025 351076	210-5-10-10-330.000 Professional Services	44.20	56983	10/31/25
04940	COMCAST	10/19/25	2 Lincoln Backup Internet 01363431025	210-5-41-20-530.000 Communications	149.89	56985	10/31/25
04940	COMCAST	10/03/25	Cable TV 02077221025	210-5-41-22-530.000 Communications	23.50	56986	10/31/25
17025	COONRADT AMY	10/13/25	Recording Secretary CC 10 0228	210-5-11-10-330.000 Professtional Services	55.62	56988	10/31/25
17025	COONRADT AMY	10/27/25	Recording Secretary CC 10 0229	210-5-11-10-330.000 Professtional Services	92.70	56988	10/31/25
80271	Combs-Wilber, Jennifer	10/30/25	Troy Wilber Final payout 10302025	210-2-00-00-210.002 Federal Inc Tax W/H	-2391.61	56990	10/31/25
80271	Combs-Wilber, Jennifer	10/30/25	Troy Wilber Final payout 10302025	210-2-00-00-210.006 Health Ins. Copay	-97.12	56990	10/31/25
80187	DELUCIA, CORA	10/15/25	Stipend RAC October 2025 101525Deluci	210-5-11-10-190.000 Board Member Payments	50.00	56991	10/31/25
24305	DEMCO INC	10/21/25	BL BkProcSupplies OCT25 7715096	210-5-35-10-610.000 General Supplies	141.74	56992	10/31/25
25715	DONALD L. HAMLIN CONSULT	10/22/25	EJ-Pavement Marking Inven 24820102225	210-5-40-12-330.000 Professional Services	140.65	56994	10/31/25
25715	DONALD L. HAMLIN CONSULT	10/22/25	Eng 162 West St water/sew 24824102225	210-1-00-00-130.002 Exchange - Billable	2913.75	56994	10/31/25
25715	DONALD L. HAMLIN CONSULT	10/22/25	Eng. Taft St Lot 6A Sept 24825102225	210-1-00-00-130.002 Exchange - Billable	370.00	56994	10/31/25
25715	DONALD L. HAMLIN CONSULT	10/22/25	Review excavation permit 25810102225	210-5-16-10-330.000 Professional Services	92.50	56994	10/31/25
25715	DONALD L. HAMLIN CONSULT	10/22/25	EJ-Capital Estimates 2025 25823102225	210-5-40-12-330.000 Professional Services	693.75	56994	10/31/25
25715	DONALD L. HAMLIN CONSULT	10/22/25	Engineering TRC Sept 2025 25826102225	210-5-16-10-330.000 Professional Services	277.50	56994	10/31/25
80226	DOW, JESSICA	10/21/25	Stipend Brownell October 102125Dow	210-5-35-10-190.000 Board Member Payments	50.00	56995	10/31/25
40025	E J PRESCOTT INC	10/23/25	PRESCOTT PLUG HYDRAULIC C 6568601	210-5-40-12-610.000 General Supplies	76.20	56997	10/31/25
80248	EAGLE ENGRAVING INC	09/22/25	Bronze Trumpet 2025-7240	210-5-25-10-750.000 Machinery & Equipment	613.95	56999	10/31/25
35260	EAST COAST PRINTERS INC	10/10/25	Embroider 10072510	210-5-25-10-612.000 Uniforms	35.05	57000	10/31/25
V10347	EHRlich	10/22/25	2 Lincoln Pest Control Oc 84128427	210-5-41-20-400.000 Contracted Services	70.44	57001	10/31/25
80186	EMILO, JOCELYN	10/15/25	Stipend RAC October 2025 101525Emilo	210-5-11-10-190.000 Board Member Payments	50.00	57002	10/31/25
23000	F W WHITCOMB	10/24/25	MSP SHUR-PAC 002300031531	210-5-30-12-431.000 R&M Buildings & Grounds	369.43	57006	10/31/25
23000	F W WHITCOMB	10/21/25	MSP SHUR-PAC 900230003144	210-5-30-12-431.000 R&M Buildings & Grounds	376.43	57006	10/31/25
23000	F W WHITCOMB	10/21/25	MSP Shur Pac 90023000314A	210-5-30-12-431.000 R&M Buildings & Grounds	1169.53	57006	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 3 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23000	F W WHITCOMB	10/24/25	MSP SHUR-PAC 900230003153	210-5-30-12-431.000 R&M Buildings & Grounds	361.20	57006	10/31/25
21845	FIRST NATIONAL BANK OMAHA	10/20/25	BL FndTechSupA+AP OCT25 0017 1025	210-5-35-10-610.000 General Supplies	31.08	57010	10/31/25
21845	FIRST NATIONAL BANK OMAHA	10/20/25	BL FndTechSupA+AP OCT25 0017 1025	210-5-35-10-840.201 Adult Programs	14.36	57010	10/31/25
21845	FIRST NATIONAL BANK OMAHA	10/20/25	BL FndTechSupA+AP OCT25 0017 1025	210-5-35-10-640.201 Adult Collection	78.42	57010	10/31/25
21845	FIRST NATIONAL BANK OMAHA	10/20/25	BL FndTechSupA+AP OCT25 0017 1025	210-5-90-00-991.000 Library Donation Expense	197.12	57010	10/31/25
21845	FIRST NATIONAL BANK OMAHA	10/20/25	BL FndTechSupA+AP OCT25 0017 1025	210-5-35-10-505.000 Tech. Subs, Licenses	159.45	57010	10/31/25
21835	FIRST NATIONAL BANK OMAHA	09/22/25	Supplies for Softball Gam 09222025	210-5-25-10-610.000 General Supplies	76.13	57011	10/31/25
80269	Fireside Gas & Chimney Se	08/14/25	BL RM:Fireplc AUG25 3176	210-5-41-21-431.000 R&M Buildings & Grounds	200.00	57012	10/31/25
34895	GAUTHIER TRUCKING, INC.	10/21/25	39 CASCADE STREET 1899027	210-5-40-12-425.000 Trash Removal	345.00	57014	10/31/25
80196	GOODKIND, PIPER	10/15/25	Stipend RAC October 2025 101525Goodki	210-5-11-10-190.000 Board Member Payments	50.00	57015	10/31/25
04035	GOT THAT RENTAL & SALES I	10/14/25	Hatchet Chain 147400	210-5-30-12-610.000 General Supplies	29.99	57016	10/31/25
04035	GOT THAT RENTAL & SALES I	10/20/25	Maint Supplies 147891	210-5-30-12-610.000 General Supplies	74.97	57016	10/31/25
80046	HAGESTAD CHRISTINA	10/21/25	Stipend PCAB October 2025 102125Hagest	210-5-11-10-190.000 Board Member Payments	50.00	57021	10/31/25
80091	HERGESHEIMER KAREN	10/21/25	Stipend Brownell October 102125Herges	210-5-35-10-190.000 Board Member Payments	50.00	57022	10/31/25
80270	Hartigan, Michael	10/21/25	Seniors Show 11/18 102125D	210-5-30-10-330.000 Professional Services	200.00	57023	10/31/25
V11462	INFORMATION TODAY INC.	09/29/25	BL ABooks OCT25 2026	210-5-35-10-640.201 Adult Collection	502.53	57025	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/13/25	BL A+F+LPBooks OCT25 91176881	210-5-90-00-991.000 Library Donation Expense	39.20	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/13/25	BL A+F+LPBooks OCT25 91176881	210-5-35-10-640.201 Adult Collection	594.23	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/13/25	BL A+F+LPBooks OCT25 91176881	210-5-35-10-610.000 General Supplies	62.51	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/13/25	BL A+F+LPBooks OCT25 91176881	210-5-90-00-991.000 Library Donation Expense	21.96	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/14/25	BL A.FBooks OCT25 91205610	210-5-35-10-640.201 Adult Collection	110.34	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/14/25	BL A.FBooks OCT25 91205610	210-5-90-00-991.000 Library Donation Expense	17.92	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/14/25	BL A.FBooks OCT25 91205610	210-5-35-10-610.000 General Supplies	14.24	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/22/25	BL A+F+LP+RBooks OCT25 91418309	210-5-90-00-991.000 Library Donation Expense	18.90	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/22/25	BL A+F+LP+RBooks OCT25 91418309	210-5-90-00-640.201 Adult Collection replacem	13.42	57026	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 4 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
33495	INGRAM LIBRARY SERVICES I	10/22/25	BL A+F+LP+RBooks OCT25 91418309	210-5-35-10-640.201 Adult Collection	381.75	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/22/25	BL A+F+LP+RBooks OCT25 91418309	210-5-35-10-610.000 General Supplies	48.91	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/22/25	BL A+F+LP+RBooks OCT25 91418309	210-5-90-00-991.000 Library Donation Expense	122.05	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/23/25	BL AF.RepBooks OCT25 91452928	210-5-35-10-610.000 General Supplies	2.78	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/23/25	BL AF.RepBooks OCT25 91452928	210-5-90-00-640.201 Adult Collection replacem	33.70	57026	10/31/25
33495	INGRAM LIBRARY SERVICES I	10/23/25	BL AF.RepBooks OCT25 91452928	210-5-90-00-991.000 Library Donation Expense	17.92	57026	10/31/25
80087	KONICA MINOLTA PREMIER FI	10/11/25	Copier Lease October 2025 566469078	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	57028	10/31/25
80087	KONICA MINOLTA PREMIER FI	10/11/25	Copier Lease October 2025 566469078	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	57028	10/31/25
80087	KONICA MINOLTA PREMIER FI	10/11/25	Copier Lease October 2025 566469078	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	57028	10/31/25
80087	KONICA MINOLTA PREMIER FI	10/11/25	Copier Lease October 2025 566469078	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	57028	10/31/25
25625	LOWE'S - 1080	10/02/25	Lowes EJRP Sept 10801025	210-5-30-12-610.000 General Supplies	399.35	57030	10/31/25
80188	LYNCH, PATRICK	10/15/25	Stipend RAC October 2025 101525Lynch	210-5-11-10-190.000 Board Member Payments	50.00	57031	10/31/25
80213	Luck, Venessa	10/21/25	Stipend Brownell October 102125Luck	210-5-35-10-190.000 Board Member Payments	50.00	57032	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	210-5-30-10-210.000 Group Insurance	329.40	57033	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	210-5-30-12-210.000 Group Insurance	73.20	57033	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	210-5-12-10-210.000 Group Insurance	67.25	57033	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	210-5-10-10-210.000 Group Insurance	146.40	57033	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	210-5-13-10-210.000 Group Insurance	183.00	57033	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	210-5-40-12-210.000 Group Insurance	120.78	57033	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	210-5-16-10-210.000 Group Insurance	103.85	57033	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	210-5-35-10-210.000 Group Insurance	256.20	57033	10/31/25
V9970	MIDWEST TAPE	10/17/25	BL ADVD OCT25 507893469	210-5-35-10-640.201 Adult Collection	32.29	57036	10/31/25
V9970	MIDWEST TAPE	10/17/25	BL AAudio OCT25 507900200	210-5-35-10-640.201 Adult Collection	173.77	57036	10/31/25
24620	MILTON RENTAL AND SALES	10/17/25	Loader Rental 1671412	210-5-30-12-442.000 Rental Vehicles/Equip	1237.50	57037	10/31/25
14815	MOTOROLA SOLUTIONS, INC	09/12/25	Batteries 8282199991	210-5-25-10-611.000 Small Tools and Equipment	311.20	57039	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 5 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14815	MOTOROLA SOLUTIONS, INC	09/18/25 Remote Speaker 8282204182	210-5-25-10-611.000 Small Tools and Equipment	1168.00	57039	10/31/25
80264	McRae Enterprises	09/25/25 Towing 10901	210-5-25-10-430.000 R&M Vehicles & Equipment	887.50	57040	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25 Dental Nov 2025 101525 6197	210-5-30-10-210.000 Group Insurance	867.08	57042	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25 Dental Nov 2025 101525 6197	210-5-30-12-210.000 Group Insurance	218.94	57042	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25 Dental Nov 2025 101525 6197	210-5-16-10-210.000 Group Insurance	191.39	57042	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25 Dental Nov 2025 101525 6197	210-5-10-10-210.000 Group Insurance	437.88	57042	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25 Dental Nov 2025 101525 6197	210-5-13-10-210.000 Group Insurance	401.87	57042	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25 Dental Nov 2025 101525 6197	210-5-12-10-210.000 Group Insurance	75.80	57042	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25 Dental Nov 2025 101525 6197	210-5-35-10-210.000 Group Insurance	489.91	57042	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25 Dental Nov 2025 101525 6197	210-5-40-12-210.000 Group Insurance	197.21	57042	10/31/25
80195	OSBORNE, OONA	10/15/25 Stipend RAC October 2025 101525Osborn	210-5-11-10-190.000 Board Member Payments	50.00	57044	10/31/25
80177	PARKER, JENNY	10/21/25 Stipend PCAB October 2025 102125Parker	210-5-11-10-190.000 Board Member Payments	50.00	57045	10/31/25
24100	PERMA-LINE CORP OF NEW EN	10/24/25 Finished Traffic Signs 212015	210-5-40-12-572.000 Traffic Control	150.80	57048	10/31/25
V10554	PHOENIX BOOKS BURLINGTON	10/20/25 BL JFndnBooks OCT25 1721757	210-5-90-00-991.000 Library Donation Expense	31.98	57049	10/31/25
V10554	PHOENIX BOOKS BURLINGTON	10/24/25 BL JBooks OCT25 1725807	210-5-35-10-640.202 Juvenile Collection	25.58	57049	10/31/25
80215	Pringle-Corcoran, Wendee	09/08/25 Stipend TFMG September 20 090825Pringl	210-5-11-10-190.000 Board Member Payments	50.00	57050	10/31/25
80215	Pringle-Corcoran, Wendee	08/11/25 Stipend TFMG August 2025 81125Pringle	210-5-11-10-190.000 Board Member Payments	50.00	57050	10/31/25
37430	R R CHARLEBOIS INC	10/09/25 VERMONT STATE INSPECTION. RC90664	210-5-40-12-430.000 R&M Vehicles & Equipment	2431.96	57051	10/31/25
37430	R R CHARLEBOIS INC	10/13/25 VERMONT STATE INSPECTION. RC90682	210-5-25-10-430.000 R&M Vehicles & Equipment	1216.56	57051	10/31/25
37430	R R CHARLEBOIS INC	10/14/25 VT InspectTruck #6 RC90694	210-5-40-12-430.000 R&M Vehicles & Equipment	543.83	57051	10/31/25
37430	R R CHARLEBOIS INC	10/20/25 VT ST INSPECT Eng 5 RC90727	210-5-25-10-430.000 R&M Vehicles & Equipment	1127.09	57051	10/31/25
24325	RADIO NORTH GROUP INC	10/16/25 Radio Holster 24147456	210-5-25-10-611.000 Small Tools and Equipment	139.40	57052	10/31/25
03180	SAFETY SYSTEMS OF VT LLC	10/23/25 Door Latch Repair 13195093	210-5-30-12-330.000 Professional Services	578.99	57053	10/31/25
23855	SOUTHWORTH-MILTON, INC.	10/23/25 Parts for the loader INV3724254	210-5-40-12-430.000 R&M Vehicles & Equipment	2018.20	57056	10/31/25
80123	SULLIVAN/ MICHAEL//	09/24/25 Stipend CSWD September 20 092425Sulliv	210-5-11-10-190.000 Board Member Payments	50.00	57059	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 6 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29090	SUNBELT RENTALS	10/03/25	generator 175155979000	210-5-30-12-610.000 General Supplies	1499.99	57060	10/31/25
29090	SUNBELT RENTALS	10/22/25	Maint Supplies 175961839000	210-5-30-12-610.000 General Supplies	78.21	57060	10/31/25
29090	SUNBELT RENTALS	10/24/25	PLATE TAMPER 200LB CLASS 760880220001	210-5-40-12-750.000 Machinery & Equipment	2274.00	57060	10/31/25
27970	THE PORTABLE MINI GOLF CO	08/22/25	BL JProgs-MGolf OCT25 000543	210-5-35-10-840.202 Childrens Programs	250.00	57061	10/31/25
80261	THE WRIGHT HELP LLC	09/26/25	Sound @Ribbon Cutting 092625	210-5-11-10-831.000 Special or New Programs	500.00	57062	10/31/25
43260	ULINE	10/24/25	BL Supplies OCT25 199685964	210-5-41-21-610.000 General Supplies	282.05	57063	10/31/25
43260	ULINE	10/24/25	BL Supplies OCT25 199685964	210-5-35-10-610.000 General Supplies	23.00	57063	10/31/25
80189	VAUGHAN, RACHEL	10/15/25	Stipend RAC October 2025 101525Vaughan	210-5-11-10-190.000 Board Member Payments	50.00	57065	10/31/25
36130	VERIZON WIRELESS VSAT	10/17/25	Cell Service October 2025 6126246740	210-5-40-12-530.000 Communications	47.47	57066	10/31/25
36130	VERIZON WIRELESS VSAT	10/17/25	Cell Service October 2025 6126246740	210-5-25-10-530.000 Communications	60.08	57066	10/31/25
36130	VERIZON WIRELESS VSAT	10/17/25	Cell Service October 2025 6126246740	210-5-10-10-530.000 Communications	37.45	57066	10/31/25
22070	VILLAGE COPY & PRINT INC.	08/01/25	LDC 2 copies 10183	210-5-16-10-550.000 Printing and Binding	135.00	57068	10/31/25
23395	VILLAGE HARDWARE - WILLIS	10/15/25	GAL Bleach Sprayer and ta 521057	210-5-40-12-610.000 General Supplies	45.58	57069	10/31/25
23395	VILLAGE HARDWARE - WILLIS	10/20/25	battery's 521075	210-5-40-12-610.000 General Supplies	58.87	57069	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	210-5-30-10-210.000 Group Insurance	157.06	57070	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	210-5-30-12-210.000 Group Insurance	28.04	57070	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	210-5-12-10-210.000 Group Insurance	14.02	57070	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	210-5-10-10-210.000 Group Insurance	89.41	57070	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	210-5-13-10-210.000 Group Insurance	73.95	57070	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	210-5-40-12-210.000 Group Insurance	53.16	57070	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	210-5-35-10-210.000 Group Insurance	96.20	57070	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	210-5-16-10-210.000 Group Insurance	37.71	57070	10/31/25
28470	VMERS DB 110800	10/10/25	Payroll Transfer PR-10/10/25	210-2-00-00-210.004 Retirement Payable	23828.06	57071	10/31/25
28470	VMERS DB 110800	10/24/25	Payroll Transfer PR-10/24/25	210-2-00-00-210.004 Retirement Payable	25877.01	57071	10/31/25
80130	VMERS DC 110800	10/24/25	Payroll Transfer PR-10/24/25	210-2-00-00-210.004 Retirement Payable	2449.84	57072	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 7 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	VT GAS SYSTEMS	10/22/25 VGS: Service Date : 09/1	210-5-40-12-621.000	95.34	57074	10/31/25
		25622	Natural Gas/Heating			
29825	VT GAS SYSTEMS	10/22/25 VGS: Service Date : 09/1	210-5-41-21-621.000	190.73	57074	10/31/25
		25622	Natural Gas/Heating			
29825	VT GAS SYSTEMS	10/22/25 VGS: Service Date : 09/1	210-5-41-20-621.000	107.38	57074	10/31/25
		25622	Natural Gas/Heating			
29825	VT GAS SYSTEMS	10/22/25 VGS: Service Date : 09/1	210-5-41-22-621.000	67.70	57074	10/31/25
		25622	Natural Gas/Heating			
29825	VT GAS SYSTEMS	10/22/25 VGS: Service Date : 09/1	210-5-41-23-621.000	125.57	57074	10/31/25
		25622	Natural Gas/Heating			
07565	W B MASON CO INC	10/21/25 2 Lincoln Supplies	210-5-11-10-610.000	14.99	57075	10/31/25
		257668654	General Supplies			
07565	W B MASON CO INC	10/24/25 Office Supplies	210-5-30-12-610.000	48.04	57075	10/31/25
		257755210	General Supplies			
80164	WT COX INFORMATION SERV	10/27/25 BL MagzSubs JAN26-SEP27	210-1-00-00-120.000	220.47	57077	10/31/25
		3155488	Prepaid Expenses			
80164	WT COX INFORMATION SERV	10/27/25 BL MagzSubs JAN26-SEP27	210-5-35-10-640.202	193.32	57077	10/31/25
		3155488	Juvenile Collection			
80164	WT COX INFORMATION SERV	10/27/25 BL MagzSubs JAN26-SEP27	210-1-00-00-120.000	4017.99	57077	10/31/25
		3155488	Prepaid Expenses			
80164	WT COX INFORMATION SERV	10/27/25 BL MagzSubs JAN26-SEP27	210-5-35-10-640.201	2345.64	57077	10/31/25
		3155488	Adult Collection			
05375	ESSEX JUNCTION EMPLOYEES	10/10/25 Payroll Transfer	210-2-00-00-210.005	170.00	A 103125	10/31/25
		PR-10/10/25	Misc Deductions Payable			
05375	ESSEX JUNCTION EMPLOYEES	10/24/25 Payroll Transfer	210-2-00-00-210.005	170.00	B 103125	10/31/25
		PR-10/24/25	Misc Deductions Payable			
17140	THE EDGE (VILLAGE)	10/24/25 Payroll Transfer	210-2-00-00-210.005	399.00	C 103125	10/31/25
		PR-10/24/25	Misc Deductions Payable			
17425	ICMA ROTH PLAN 706287	10/24/25 Payroll Transfer	210-2-00-00-210.004	150.00	D 103125	10/31/25
		PR-10/24/25	Retirement Payable			
80158	MISSION SQUARE TRADITINAL	10/24/25 Payroll Transfer	210-2-00-00-210.004	269.23	E 103125	10/31/25
		PR-10/24/25	Retirement Payable			
V1160	ICMA RETIREMENT TRUST-457	10/24/25 Payroll Transfer	210-2-00-00-210.004	2994.11	F 103125	10/31/25
		PR-10/24/25	Retirement Payable			
V1161	ICMA RETIREMENT TRUST-401	10/24/25 Payroll Transfer	210-2-00-00-210.004	5214.41	G 103125	10/31/25
		PR-10/24/25	Retirement Payable			
V1165	INTERNAL REVENUE SERVICE	10/24/25 Payroll Transfer	210-2-00-00-210.002	51025.44	H 103125	10/29/25
		PR-10/24/25	Federal Inc Tax W/H			
V2413	VT DEPT OF TAXES	10/24/25 Payroll Transfer	210-2-00-00-210.003	7002.88	I 103125	10/29/25
		PR-10/24/25	State Inc Tax W/H			
19060	ASSOC OF AFRICANS LIVING	10/22/25 1 Translation - Nepali -	230-5-40-10-720.002	60.00	56970	10/31/25
		8937	Iroquois Ave Road and Wat			
25715	DONALD L. HAMLIN CONSULT	10/22/25 EJ-Iroquois Ave Waterline	230-5-40-10-720.002	31816.90	56994	10/31/25
		24807102225	Iroquois Ave Road and Wat			
36240	DUBOIS & KING INC	10/09/25 Crescent Connector	230-5-16-10-890.824	1986.63	56996	10/31/25
		1025055	Cres. Connector			
80077	BREADLOAF CONSTRUCTION CO	09/30/25 2 Lincoln Renovation	232-5-41-20-890.832	434788.86	56972	10/31/25
		13	2 Lincoln Street Renovati			
37715	INTEGRITY COMMUNICATIONS	10/22/25 Phone Programming/Setup	232-5-41-20-890.832	584.26	57027	10/31/25
		44519	2 Lincoln Street Renovati			

10/31/25

City of Essex Junction Accounts Payable

Page 8 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V2124	STAPLES ADVANTAGE	10/02/25	chair mats 6044498070	232-5-41-20-890.832 2 Lincoln Street Renovati	316.80	57057	10/31/25
V10617	CHADWICK-BAROSS	10/28/25	HOSE, SUCTION, WATER for PSO0067001	254-5-54-20-610.000 General Supplies	59.24	56976	10/31/25
80271	Combs-Wilber, Jennifer	10/30/25	Troy Wilber Final payout 10302025	254-5-54-20-110.000 Regular Salaries	31360.03	56990	10/31/25
31275	DON WESTON EXCAVATING INC	10/17/25	Replace hydrant 11200	254-5-54-20-433.000 R&M Infrastructure	3855.16	56993	10/31/25
40025	E J PRESCOTT INC	10/16/25	gate valve operation nuts 6557592	254-5-54-20-433.000 R&M Infrastructure	520.00	56997	10/31/25
40025	E J PRESCOTT INC	10/20/25	Water supplies 6566235	254-5-54-20-610.000 General Supplies	1475.73	56997	10/31/25
04035	GOT THAT RENTAL & SALES I	10/27/25	Uniform for Cory Beaudoin 148189	254-5-54-20-612.000 Uniforms	26.99	57016	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	254-5-54-20-210.000 Group Insurance	46.28	57033	10/31/25
03070	MINUTEMAN PRESS	10/28/25	UB Postage Oct 2025 102825	254-5-54-20-560.000 Postage	668.19	57038	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25	Dental Nov 2025 101525 6197	254-5-54-20-210.000 Group Insurance	216.78	57042	10/31/25
36130	VERIZON WIRELESS VSAT	10/17/25	Cell Service October 2025 6126246740	254-5-54-20-530.000 Communications	104.96	57066	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	254-5-54-20-210.000 Group Insurance	42.14	57070	10/31/25
29825	VT GAS SYSTEMS	10/22/25	VGS: Service Date : 09/1 25622	254-5-54-20-621.000 Natural Gas/Heating	79.60	57074	10/31/25
07565	W B MASON CO INC	10/16/25	Laminating Sheets 257552669	254-5-54-20-610.000 General Supplies	31.68	57075	10/31/25
80266	ACRISON INC	10/10/25	polymer pump for dewateri 251965	255-5-55-30-570.000 Other Purchased Services	8568.92	56960	10/31/25
05290	ADVANCE AUTO PARTS 9820	10/20/25	BATTERY-LAWN blade for pl 552529353975	255-5-55-30-430.000 R&M Vehicles & Equipment	111.15	56961	10/31/25
05290	ADVANCE AUTO PARTS 9820	10/21/25	Grit blowers 552529454004	255-5-55-30-610.000 General Supplies	33.44	56961	10/31/25
20660	BRENNTAG LUBRICANTS LLC	10/15/25	MOBIL DTE OIL HEAVY MEDIU BLN25927026	255-5-55-30-626.000 Gasoline	2513.33	56973	10/31/25
V10617	CHADWICK-BAROSS	10/28/25	HOSE, SUCTION, WATER for PSO0067001	255-5-55-30-610.000 General Supplies	59.23	56976	10/31/25
26290	CHAMPLIN ASSOC. INC.	10/27/25	floats for UVM trailer 6000	255-5-55-70-722.008 Vt Phos Challenge PePhlo	429.00	56978	10/31/25
23455	CHITTENDEN SOLID WASTE DI	10/01/25	SEP25 Biosolids INV23637	255-5-55-30-568.000 Biosolids Subcontractor	10385.14	56980	10/31/25
V10411	CLEAN WATERS, INC.	10/21/25	Poly-Solv -01 Polymer Res 14700	255-5-55-30-619.000 Chemicals	352.24	56982	10/31/25
04940	COMCAST	10/23/25	Services from Oct 30, 202 03160281025	255-5-55-30-530.000 Communications	174.89	56987	10/31/25
06870	ENDYNE INC	10/15/25	Essex Jct. WWTF TKN 553311	255-5-55-30-340.000 Technical Services	35.00	57003	10/31/25
06870	ENDYNE INC	10/16/25	Constituent Monitoring 553412	255-5-55-30-340.000 Technical Services	130.00	57003	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 9 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
06870	ENDYNE INC	10/21/25	Essex Jct. WWTF TKN Only 553932	255-5-55-30-340.000 Technical Services	35.00	57003	10/31/25
06870	ENDYNE INC	10/28/25	Essex Jct. WWTF TKN Only 554642	255-5-55-30-340.000 Technical Services	35.00	57003	10/31/25
38955	F W WEBB COMPANY	10/09/25	parts for Ferrous Pump 92867964	255-5-55-30-570.000 Other Purchased Services	331.66	57005	10/31/25
38955	F W WEBB COMPANY	10/10/25	Wastewater General Mainte 92890683	255-5-55-30-570.000 Other Purchased Services	8.77	57005	10/31/25
38955	F W WEBB COMPANY	10/27/25	parts for leak in lab bas 93139349	255-5-55-30-610.000 General Supplies	11.80	57005	10/31/25
29280	FIRST NATIONAL BANK OMAH	10/20/25	WWTF Visa Service Period: 0481102025	255-5-55-30-610.000 General Supplies	193.17	57009	10/31/25
29280	FIRST NATIONAL BANK OMAH	10/20/25	WWTF Visa Service Period: 0481102025	255-5-55-30-500.000 Training, Conf, Dues	965.00	57009	10/31/25
29280	FIRST NATIONAL BANK OMAH	10/20/25	WWTF Visa Service Period: 0481102025	255-5-55-30-435.000 COGEN	6.91	57009	10/31/25
24785	GRAINGER	10/20/25	Solenoid valve and key bo 9681432374	255-5-55-30-570.000 Other Purchased Services	225.29	57017	10/31/25
24785	GRAINGER	10/21/25	WATER PUMP, ALUMINUM, 1-2 9682695367	255-5-55-30-570.000 Other Purchased Services	581.67	57017	10/31/25
07010	GREEN MOUNTAIN POWER CORP	10/20/25	39 Cascade street: Usage 1025Cascade	255-5-55-30-622.000 Electricity	8018.52	57019	10/31/25
09050	HACH COMPANY	10/20/25	REAGENT SET, CHLORINE 14720643	255-5-55-30-618.000 Laboratory Supplies	725.08	57020	10/31/25
24250	IMPACT FIRE LLC	10/16/25	FIRE EXTINGUISHER HYDRO 125044957	255-5-55-30-431.000 R&M Buildings	187.00	57024	10/31/25
80087	KONICA MINOLTA PREMIER FI	10/11/25	Copier Lease October 2025 566469078	255-5-55-30-442.000 Rental Vehicles/Equip	158.45	57028	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	255-5-55-30-210.000 Group Insurance	256.20	57033	10/31/25
V1661	NORTH CENTRAL LABORATORIE	10/20/25	Lab Supplies 527126	255-5-55-30-618.000 Laboratory Supplies	1175.58	57041	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25	Dental Nov 2025 101525 6197	255-5-55-30-210.000 Group Insurance	402.23	57042	10/31/25
03180	SAFETY SYSTEMS OF VT LLC	10/02/25	Annual Fire Alarm Monitor 113166703	255-5-55-30-530.000 Communications	410.00	57053	10/31/25
03180	SAFETY SYSTEMS OF VT LLC	09/26/25	Fire Alarm repair 13157880	255-5-55-30-431.000 R&M Buildings	150.00	57053	10/31/25
23855	SOUTHWORTH-MILTON, INC.	10/27/25	WWTF oil change and inspe SINV0075955	255-5-55-30-431.000 R&M Buildings	702.14	57056	10/31/25
V2124	STAPLES ADVANTAGE	10/18/25	Laminating sheets 6045447810	255-5-55-30-610.000 General Supplies	40.00	57057	10/31/25
V2124	STAPLES ADVANTAGE	10/25/25	Supplies 6045921402	255-5-55-30-610.000 General Supplies	35.93	57057	10/31/25
02970	USA BLUE BOOK INC	10/22/25	Val-Matic AWWA Lever Spr INV00863688	255-5-55-30-570.000 Other Purchased Services	3330.47	57064	10/31/25
02970	USA BLUE BOOK INC	10/24/25	Val-Matic Plug valve, fla INV00866333	255-5-55-30-570.000 Other Purchased Services	2721.15	57064	10/31/25
36130	VERIZON WIRELESS VSAT	10/17/25	Cell Service October 2025 6126246740	255-5-55-30-530.000 Communications	37.45	57066	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 10 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025	255-5-55-30-210.000	71.07	57070	10/31/25
			823892885	Group Insurance			
29825	VT GAS SYSTEMS	10/22/25	VGS: Service Date : 09/1	255-5-55-30-621.000	1187.86	57074	10/31/25
			25622	Natural Gas/Heating			
42625	ALDRICH & ELLIOTT PC	08/01/25	Project 22016.002 Profess	256-5-56-70-722.005	8426.16	56963	10/31/25
			83176	Maple/River St PS			
42625	ALDRICH & ELLIOTT PC	08/01/25	Project 22016.002 Profess	256-5-56-70-722.055	3800.00	56963	10/31/25
			83176	West St PS			
42625	ALDRICH & ELLIOTT PC	09/01/25	Project 22016.002 Profess	256-5-56-70-722.005	3000.00	56963	10/31/25
			83232	Maple/River St PS			
42625	ALDRICH & ELLIOTT PC	09/01/25	Project 22016.002 Profess	256-5-56-70-722.055	500.00	56963	10/31/25
			83232	West St PS			
42625	ALDRICH & ELLIOTT PC	10/01/25	Project 22016.002 Essex J	256-5-56-70-722.055	1000.00	56963	10/31/25
			83315	West St PS			
42625	ALDRICH & ELLIOTT PC	10/01/25	Project 22016.002 Essex J	256-5-56-70-722.005	6000.00	56963	10/31/25
			83315	Maple/River St PS			
V10617	CHADWICK-BAROSS	10/28/25	HOSE, SUCTION, WATER for	256-5-56-40-610.000	710.86	56976	10/31/25
			PSO0067001	General Supplies			
25715	DONALD L. HAMLIN CONSULT	10/22/25	EJ-Assistance CHM: Septem	256-5-56-40-330.000	2431.25	56994	10/31/25
			25817102225	Professional Services			
04640	FASTENAL INDUSTRIAL & CON	10/23/25	Manhole Cover Lift magne	256-5-56-40-609.000	1093.25	57008	10/31/25
			VTBUR340937	Safety Supplies			
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025	256-5-56-40-210.000	94.06	57033	10/31/25
			1726075	Group Insurance			
03070	MINUTEMAN PRESS	10/28/25	UB Postage Oct 2025	256-5-56-40-560.000	1356.63	57038	10/31/25
			102825	Postage			
24960	NORTHEAST DELTA DENTAL	10/15/25	Dental Nov 2025	256-5-56-40-210.000	202.15	57042	10/31/25
			101525 6197	Group Insurance			
29470	SIKORA SERVICE CENTER	10/17/25	Truck state inspection	256-5-56-40-430.000	101.75	57055	10/31/25
			44575	R&M Vehicles & Equipment			
23855	SOUTHWORTH-MILTON, INC.	10/27/25	173 West Street Pump Stat	256-5-56-40-434.002	722.41	57056	10/31/25
			SINV0075948	West Street PS Costs			
23855	SOUTHWORTH-MILTON, INC.	10/27/25	9 Susie Wilson Road Pump	256-5-56-40-434.001	748.13	57056	10/31/25
			SINV0075950	Susie Wilson PS Costs			
36130	VERIZON WIRELESS VSAT	08/23/25	Pump Stations: July 24, 2	256-5-56-40-434.002	-9.91	57066	10/31/25
			6121841413	West Street PS Costs			
36130	VERIZON WIRELESS VSAT	08/23/25	Pump Stations: July 24, 2	256-5-56-40-434.000	-38.50	57066	10/31/25
			6121841413	R&M Pump Stations			
36130	VERIZON WIRELESS VSAT	08/23/25	Pump Stations: July 24, 2	256-5-56-40-434.001	-9.91	57066	10/31/25
			6121841413	Susie Wilson PS Costs			
23395	VILLAGE HARDWARE - WILLIS	10/15/25	Utility Heater for pump s	256-5-56-40-434.000	32.29	57069	10/31/25
			521054	R&M Pump Stations			
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025	256-5-56-40-210.000	39.74	57070	10/31/25
			823892885	Group Insurance			
29825	VT GAS SYSTEMS	10/22/25	VGS: Service Date : 09/1	256-5-56-40-434.002	55.98	57074	10/31/25
			25622	West Street PS Costs			
29825	VT GAS SYSTEMS	10/22/25	VGS: Service Date : 09/1	256-5-56-40-621.000	65.05	57074	10/31/25
			25622	Natural Gas/Heating			
29825	VT GAS SYSTEMS	10/22/25	VGS: Service Date : 09/1	256-5-56-40-434.001	54.93	57074	10/31/25
			25622	Susie Wilson PS Costs			

10/31/25

City of Essex Junction Accounts Payable

Page 11 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
31275	DON WESTON EXCAVATING INC	10/17/25 Replace catch basin on Ra 11201	257-5-57-50-575.000 Storm Sewer Maintenance	4256.00	56993	10/31/25
31275	DON WESTON EXCAVATING INC	10/17/25 Replace catch basin - Sug 11202	257-5-57-50-575.000 Storm Sewer Maintenance	13808.25	56993	10/31/25
25715	DONALD L. HAMLIN CONSULT	10/22/25 EJ-Autumn Pond Constructi 24801102225	257-5-57-50-451.000 Summer Construction Servi	626.15	56994	10/31/25
25715	DONALD L. HAMLIN CONSULT	10/22/25 EJ-17 Park Street: Septem 24805102225	257-5-57-50-451.000 Summer Construction Servi	145.15	56994	10/31/25
29280	FIRST NATIONAL BANK OMAH	10/20/25 WWTF Visa Service Period: 0481102025	257-5-57-50-500.000 Training, Conferences, Du	46.43	57009	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25 Life Ins Nov 2025 1726075	257-5-57-50-210.000 Group Insurance	48.68	57033	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25 Dental Nov 2025 101525 6197	257-5-57-50-210.000 Group Insurance	100.81	57042	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25 Vision Nov 2025 823892885	257-5-57-50-210.000 Group Insurance	18.65	57070	10/31/25
07305	AIRGAS USA LLC	07/14/25 Pool Chemicals 9162931532	259-5-30-11-431.000 R&M Buildings & Grounds	949.27	56962	10/31/25
19815	AMAZON CAPITAL SERVICES	10/27/25 Behavior Support 11W1WFRVJ7P7	259-5-30-15-610.000 General Supplies	24.95	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/20/25 Program Supplies 14Y99YFD6DJY	259-5-30-14-610.000 General Supplies	39.99	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/21/25 Pumpkin Palooza 191Y1RY1J1JD	259-5-30-14-610.000 General Supplies	33.90	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/17/25 RK EES 1-2 Supplies 193XPXLKLVX3	259-5-30-15-610.000 General Supplies	234.56	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/27/25 Program Supplies 19FTGTHW37G4	259-5-30-14-610.000 General Supplies	1169.80	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/27/25 RK EES 1-2 Supplies 19FTGTHWG4FM	259-5-30-15-610.000 General Supplies	69.04	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/15/25 RK Fleming Supplies 1CLL9Y316KV7	259-5-30-15-610.000 General Supplies	168.28	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/24/25 Preschool Supplies 1DKCL4J4RC3F	259-5-30-16-610.000 General Supplies	231.84	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/15/25 RK Town Behavior 1DKY6QJH7RM6	259-5-30-15-610.000 General Supplies	32.54	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/27/25 PS Supplies 1FJ1GX3F3494	259-5-30-16-610.000 General Supplies	23.88	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/27/25 Behavior Support Supplies 1G9C1JX37K4M	259-5-30-15-610.000 General Supplies	21.55	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/20/25 RK Behavior Support 1K63WLYH6PHR	259-5-30-15-610.000 General Supplies	77.91	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/22/25 Pumpkin Palooza Candy 1KFNQJP9VR7X	259-5-30-14-610.000 General Supplies	137.74	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/13/25 PS Imagineers Supplies 1KKVPVMDT6VJ	259-5-30-16-610.000 General Supplies	117.38	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/14/25 RK MSP Supplies 1KP9RH7479KY	259-5-30-15-610.000 General Supplies	199.94	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/21/25 Pumpkin Palooza 1KPHVPN3H1NW	259-5-30-14-610.000 General Supplies	271.51	56966	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 12 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	10/20/25	Behavior Support 1L9VCMPL66QK	259-5-30-15-610.000 General Supplies	54.33	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/15/25	RK EES K Supplies 1LG6N64F7L4N	259-5-30-15-610.000 General Supplies	82.50	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/16/25	RK Founders Supplies 1LXGHH7L7NL1	259-5-30-15-610.000 General Supplies	70.40	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/26/25	RK MSP Supplies 1MD46PY1LX4P	259-5-30-15-610.000 General Supplies	6.91	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/17/25	RK Westford Supplies 1MT9LVH6P3DP	259-5-30-15-610.000 General Supplies	37.39	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/17/25	RK MSP Supplies 1MT9LVH6THFY	259-5-30-15-610.000 General Supplies	66.37	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/15/25	RK Hiawatha Supplies 1NC6FW3J64FP	259-5-30-15-610.000 General Supplies	87.89	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/13/25	RK MSP Supplies 1NKYNL3GR1DY	259-5-30-15-610.000 General Supplies	104.13	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/27/25	RK Westford Supplies 1P1NK6RVG97W	259-5-30-15-610.000 General Supplies	79.66	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/16/25	RK Fleming Supplies 1PYHR4V17WRA	259-5-30-15-610.000 General Supplies	153.66	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/21/25	PS Discoverers Supplies 1QVJ7944HCJF	259-5-30-16-610.000 General Supplies	32.46	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/27/25	RK EES 1-2 Supplies 1R3FYXWTN3MV	259-5-30-15-610.000 General Supplies	4.98	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/16/25	PS Imagineers Supplies 1R6GYQCTGDNF	259-5-30-16-610.000 General Supplies	79.59	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/17/25	RK Town Behavior 1R6GYQCTML1X	259-5-30-15-610.000 General Supplies	35.98	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/27/25	RK MSP Supplies 1VMYQRRRDG6D	259-5-30-15-610.000 General Supplies	8.90	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/16/25	RK Town Behavior 1VWFCFXMGX7R	259-5-30-15-610.000 General Supplies	5.59	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/16/25	RK Town Behavior 1WV4YVGY7WJQ	259-5-30-15-610.000 General Supplies	5.81	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/10/25	RK Fleming Supplies 1WWTGJKGTXLH	259-5-30-15-610.000 General Supplies	347.81	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/21/25	PS Discoverers Supplies 1WXNMCT9KKHY	259-5-30-16-610.000 General Supplies	81.48	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/27/25	RK MSP Supplies 1X7CD3YKKVFW	259-5-30-15-610.000 General Supplies	16.62	56966	10/31/25
19815	AMAZON CAPITAL SERVICES	10/16/25	RK Town Behavior Supplies 1YCRGLFG9HHT	259-5-30-15-610.000 General Supplies	22.95	56966	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-15-530.000 Communications	869.71	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-14-500.000 Training, Conf, Dues	1823.22	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-10-505.000 Tech. Subs, Licenses	668.08	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-11-610.000 General Supplies	12.83	56975	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 13 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-16-330.000 Professional Services	282.32	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-15-330.000 Professional Services	80.00	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-16-610.000 General Supplies	207.75	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-15-610.000 General Supplies	229.89	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-17-330.000 Professional Services	185.40	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-14-330.000 Professional Services	6498.77	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-14-610.000 General Supplies	5175.36	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-12-610.000 General Supplies	74.24	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-12-500.000 Training, Conf, Dues	886.29	56975	10/31/25
22670	CAPITAL ONE CREDIT CARD -	10/16/25	EJRP CC Sept/Oct 11256508	259-5-30-10-500.000 Training, Conf, Dues	1873.86	56975	10/31/25
28130	COLCHESTER PAINTBALL, INC	07/21/25	Disc EMS 7/21 2021051	259-5-30-17-330.000 Professional Services	350.00	56984	10/31/25
28130	COLCHESTER PAINTBALL, INC	10/17/25	Camp Field Trip 7/23 2021053	259-5-30-17-330.000 Professional Services	350.00	56984	10/31/25
28130	COLCHESTER PAINTBALL, INC	10/17/25	Field Trip 7/24 2021054	259-5-30-17-330.000 Professional Services	350.00	56984	10/31/25
18025	CREATIVE DISPLAYS INC	10/22/25	Winter Lights Display 62899	259-5-30-12-610.000 General Supplies	3279.78	56989	10/31/25
04330	EWSD CHILD NUTRITION	09/08/25	Camp Lunch July 3235	259-5-30-17-330.000 Professional Services	12900.60	57004	10/31/25
04330	EWSD CHILD NUTRITION	10/16/25	Vac Camp 10/2 Lunch 3236	259-5-30-15-330.000 Professional Services	567.00	57004	10/31/25
04330	EWSD CHILD NUTRITION	10/21/25	Summer Camp Lunch Aug 3241	259-5-30-17-610.000 General Supplies	6377.40	57004	10/31/25
V08218	FAIRBANKS MUSEUM	09/08/25	Vac Camp Field Trips 090825D	259-5-30-15-330.000 Professional Services	940.00	57007	10/31/25
80192	Fountain of Youth Fitness	10/21/25	Lifting Spirits 10/20 101025D	259-5-30-14-330.000 Professional Services	97.60	57013	10/31/25
80192	Fountain of Youth Fitness	10/27/25	Lifting Spirits 10/27 102725D	259-5-30-14-330.000 Professional Services	89.60	57013	10/31/25
80246	GRAVITY CIRQUE INC	10/22/25	Pumpkin Palooza Event 102225D	259-5-30-14-330.000 Professional Services	1200.00	57018	10/31/25
80087	KONICA MINOLTA PREMIER FI	10/11/25	Copier Lease October 2025 566469078	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	57028	10/31/25
80087	KONICA MINOLTA PREMIER FI	10/11/25	Copier Lease October 2025 566469078	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	57028	10/31/25
28425	LIBRIZZI JESSICA	10/21/25	Track and Field Team 102125D	259-5-30-14-330.000 Professional Services	2134.00	57029	10/31/25
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	259-5-30-15-210.000 Group Insurance	439.20	57033	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 14 of 15

10:30 am

Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	MADISON NATIONAL LIFE INS	10/17/25	Life Ins Nov 2025 1726075	259-5-30-16-210.000 Group Insurance	256.20	57033	10/31/25
80051	MADISON NATIONAL LIFE- -	10/23/25	3rd QTR 2025 FICA REIMBUR 80589	259-5-30-15-220.000 Social Security	214.20	57034	10/31/25
80126	MAPLE STREET ART SPACE LL	10/22/25	Meet Me On Main Events 102225D	259-5-30-14-330.000 Professional Services	550.00	57035	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25	Dental Nov 2025 101525 6197	259-5-30-16-210.000 Group Insurance	262.50	57042	10/31/25
24960	NORTHEAST DELTA DENTAL	10/15/25	Dental Nov 2025 101525 6197	259-5-30-15-210.000 Group Insurance	405.88	57042	10/31/25
80268	Nelson, Taylor Lynn	10/15/25	Cheer Coach 101525D	259-5-30-14-330.000 Professional Services	1200.00	57043	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/14/25	RK Westford Snack 481014	259-5-30-15-610.000 General Supplies	115.10	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/13/25	RK Founders Snack 481235	259-5-30-15-610.000 General Supplies	225.81	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/14/25	RK EES K Snack 483187	259-5-30-15-610.000 General Supplies	78.11	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/13/25	RK MSP Snack 483297	259-5-30-15-610.000 General Supplies	360.94	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/15/25	RK Fleming Snack 484782	259-5-30-15-610.000 General Supplies	251.80	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/15/25	RK Hiawatha Snack 484807	259-5-30-15-610.000 General Supplies	167.36	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/15/25	RK EES 1-2 Snack 484949	259-5-30-15-610.000 General Supplies	283.00	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/15/25	RK Snack 485603	259-5-30-15-610.000 General Supplies	16.23	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/22/25	Vac Camp ADL 486565	259-5-30-15-610.000 General Supplies	24.74	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/20/25	RK EES K Snack 488174	259-5-30-15-610.000 General Supplies	17.18	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/20/25	RK MSP Snack 488330	259-5-30-15-610.000 General Supplies	193.13	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/22/25	RK EES 1-2 Snack 489118	259-5-30-15-610.000 General Supplies	178.41	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/22/25	Vac Camp Breakfast 490199	259-5-30-15-610.000 General Supplies	161.24	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/23/25	RK Fleming Snack 491111	259-5-30-15-610.000 General Supplies	246.02	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/27/25	RK EES 1-2 Snack 492491	259-5-30-15-610.000 General Supplies	192.89	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/27/25	RK MSP Snack 492657	259-5-30-15-610.000 General Supplies	224.76	57046	10/31/25
29425	PERFORMANCE FOOD 24793-EJ	10/27/25	RK EES K Snack 492871	259-5-30-15-610.000 General Supplies	161.61	57046	10/31/25
10435	SCREENMYLOGO.COM	10/15/25	Running Series Shirts 21834	259-5-30-14-610.000 General Supplies	1212.50	57054	10/31/25
23495	STUDENT TRANSPORTATION OF	10/24/25	Vac Camp Bus 10/23 70323497	259-5-30-15-580.000 Travel	328.31	57058	10/31/25

10/31/25

City of Essex Junction Accounts Payable

Page 15 of 15

10:30 am

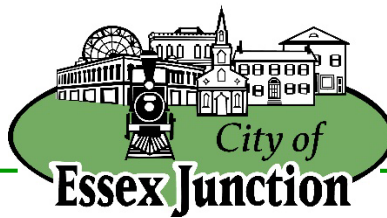
Check Warrant Report # 24098 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/24/25 To 10/31/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	10/24/25	Vac Camp Bus 10/23 70323498	259-5-30-15-580.000 Travel	656.63	57058	10/31/25
29090	SUNBELT RENTALS	10/03/25	generator 175155979000	259-5-30-14-610.000 General Supplies	1500.00	57060	10/31/25
36130	VERIZON WIRELESS VSAT	10/17/25	Cell Service October 2025 6126246740	259-5-30-16-530.000 Communications	37.45	57066	10/31/25
25315	VESPA'S PIZZA PASTA & DEL	08/15/25	Fleming Reach 8/15 081525D1	259-5-30-17-610.000 General Supplies	130.00	57067	10/31/25
25315	VESPA'S PIZZA PASTA & DEL	10/21/25	EES 1-2 Staff Mtg 102125D	259-5-30-15-610.000 General Supplies	45.75	57067	10/31/25
25315	VESPA'S PIZZA PASTA & DEL	10/24/25	City Pumpkin Carving Pizz 102425D	259-5-30-14-610.000 General Supplies	140.99	57067	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	259-5-30-16-210.000 Group Insurance	54.14	57070	10/31/25
21230	VISION SERVICE PLAN (CT)	10/19/25	Vision Nov 2025 823892885	259-5-30-15-210.000 Group Insurance	107.79	57070	10/31/25
80116	VT AUDIO VISUAL LLC	10/22/25	Meet Me on Main Event 7066	259-5-30-14-330.000 Professional Services	1841.00	57073	10/31/25
07565	W B MASON CO INC	10/13/25	PS Supplies 257492622	259-5-30-16-610.000 General Supplies	53.38	57075	10/31/25
07565	W B MASON CO INC	10/17/25	Behavior Support Supplies 257599813	259-5-30-15-610.000 General Supplies	90.19	57075	10/31/25
07565	W B MASON CO INC	10/22/25	Pumpkin Palooza Supplies 257705840	259-5-30-14-610.000 General Supplies	73.58	57075	10/31/25
07565	W B MASON CO INC	10/22/25	PS Supplies 257706822	259-5-30-16-610.000 General Supplies	564.98	57075	10/31/25
10915	WHITCOMB'S LAND OF PUMPKI	10/23/25	Vac Camp Field Trip 10/23 102325D	259-5-30-15-330.000 Professional Services	273.00	57076	10/31/25
80209	Wasted Public Bene Corp	10/17/25	Meet Me on Main Portolets 9530	259-5-30-14-330.000 Professional Services	1580.00	57078	10/31/25
Report Total					835698.36	=====	

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 \$ ***835,698.36
Let this be your order for the payments of these amounts.



MEMORANDUM

To: Regina Mahony, City Manager; City Council; Department Managers
CC: Tri-Town Members (Essex Town and Williston)
From: Jess Morris, Finance Director
Meeting Date: November 12, 2025
Subject: October Financial Report

The following budget vs actual report includes detail by fund for all City funds (General Fund, capital funds, enterprise funds, etc). Each report details the approved budget, year to date actuals, remaining budget amount, actual as a % of budget, and a month to date amount which is the total revenue/expenditure for the last month of the included reporting period. These reports are run through 10/31/25 therefore the year to date actuals are for the period 7/1/25-10/31/25, and the month actuals are for the month of October.

While we will continue to receive October invoices over the coming weeks, we are about 33% of the way through the fiscal year. The General Fund revenue is just under 96% of budget or \$11,901,797 and expenditures are just over 33% of budget or \$4,154,225.

The Water Fund operating revenue is just over 31% of budget or \$609,949 and operating expenditures are just under 37% of budget or \$725,268. The Wastewater Fund operating revenue is just under 44% of budget or \$1,398,399 and operating expenditures are just under 31% of budget or \$986,172. The Sanitation Fund operating revenue is just over 30% of budget or \$345,069 and operating expenditures are just over 39% of budget or \$358,950. The Stormwater Fund operating revenue is just over 43% or \$139,195, and operating expenditures are just over 26% or \$85,564. Stormwater fees were billed for the first time on the October bills, and an insert was included in the mailing to remind customers and provide resources for any Stormwater specific questions.

There are currently 149 delinquent utility accounts with balances totaling \$33,781. There is currently one property with water shut off for non-payment as a result of the September shut-off process.

The EJP Program Fund revenue is just over 20% of budget or \$877,862, and expenditures are just under 43% of budget or \$1,901,773.

There are several factors that contribute to revenue and expenditures seeming either higher or lower at any point during the fiscal year. Property taxes are billed in August and all revenue is recorded at that point for the entire fiscal year, and utility bills are produced tri-annually thereby recording revenue every four months rather than monthly. There are several large payments made either on a quarterly, bi-annual or annual basis for things such as insurance (property/casualty/auto/worker's comp), debt payments, and annual dues/memberships to various organizations, as well as quarterly transfers for capital and administrative allocations between funds.

Also included with the financial report are reports of the LOT Fund activity, 2 Lincoln Renovation, and Economic Development Fund activity.

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4 Revenue					
210-4-00 General Revenues					
210-4-00-00-010.000 Property Taxes	11,405,931.00	11,349,137.90	56,793.10	99.50%	-27,057.06
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	8,800.00	8,800.00	50.00%	0.00
210-4-00-00-020.022 Rents and Royalties	0.00	2,100.00	-2,100.00	100.00%	1,400.00
210-4-00-00-020.054 Admin Fee - Water	199,500.00	99,750.00	99,750.00	50.00%	49,875.00
210-4-00-00-020.055 Admin Fee - WWTF	99,750.00	49,875.00	49,875.00	50.00%	24,937.50
210-4-00-00-020.056 Admin Fee - Sanitation	199,500.00	99,750.00	99,750.00	50.00%	49,875.00
210-4-00-00-020.059 Admin Fee - EJRP PF	53,155.00	26,577.50	26,577.50	50.00%	13,288.75
210-4-00-00-030.009 Cannabis Control	400.00	0.00	400.00	0.00%	0.00
210-4-00-00-042.001 PILOT Revenue	14,000.00	10,249.00	3,751.00	73.21%	10,249.00
210-4-00-00-042.002 Railroad Taxes	2,500.00	0.00	2,500.00	0.00%	0.00
210-4-00-00-042.004 State Act 60 Revenue	32,800.00	0.00	32,800.00	0.00%	0.00
210-4-00-00-042.005 State Act 68 Revenue	38,000.00	48,686.01	-10,686.01	128.12%	0.00
210-4-00-00-060.000 Interest Income	10,000.00	7,130.93	2,869.07	71.31%	77.29
210-4-00-00-080.001 State District Court Fine	5,000.00	1,728.50	3,271.50	34.57%	1,728.50
210-4-00-00-085.000 Penalties	40,000.00	31,277.35	8,722.65	78.19%	-417.36
210-4-00-00-086.000 Interest	8,000.00	5,439.90	2,560.10	68.00%	2,078.54
210-4-00-00-098.000 Misc Revenue	1,500.00	3,170.56	-1,670.56	211.37%	2.45
Total General Revenues	12,127,636.00	11,743,672.65	383,963.35	96.83%	126,037.61
210-4-10 Admin Revenues					
Total Admin Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-12-10 Clerk Revenue					
210-4-12-10-020.003 Use of Vault	25.00	17.00	8.00	68.00%	8.00
210-4-12-10-020.004 Recording Fees	55,000.00	21,276.00	33,724.00	38.68%	4,095.00
210-4-12-10-020.010 Printing and Duplication	1,000.00	146.00	854.00	14.60%	34.00
210-4-12-10-020.011 Online Land Records	150.00	203.00	-53.00	135.33%	63.00
210-4-12-10-020.013 Sale of Certified Copy	1,000.00	610.00	390.00	61.00%	150.00
210-4-12-10-020.023 Records Preservation	15,000.00	7,734.00	7,266.00	51.56%	1,480.00
210-4-12-10-030.001 Liquor Licenses	2,500.00	185.00	2,315.00	7.40%	0.00
210-4-12-10-030.002 Hunting and Fishing	10.00	0.00	10.00	0.00%	0.00
210-4-12-10-030.003 Marriage Licenses	250.00	270.00	-20.00	108.00%	60.00
210-4-12-10-030.004 Animal Licenses	3,000.00	384.00	2,616.00	12.80%	50.00
210-4-12-10-030.005 Green Mountain Passport	100.00	70.00	30.00	70.00%	8.00
210-4-12-10-030.006 DMV Registrations	0.00	9.00	-9.00	100.00%	3.00
Total Clerk Revenue	78,035.00	30,904.00	47,131.00	39.60%	5,951.00
210-4-14-10 Information Technology					
Total Information Technology	0.00	0.00	0.00	0.00%	0.00
210-4-16 ComDev Revenues					
210-4-16-10-020.016 Bike Locker Rental Revenu	0.00	45.00	-45.00	100.00%	0.00
210-4-16-10-030.008 License and Zoning Fees	75,000.00	9,460.00	65,540.00	12.61%	1,850.00
Total ComDev Revenues	75,000.00	9,505.00	65,495.00	12.67%	1,850.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4-17 EconDev Revenues					
Total EconDev Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-25 Fire Revenues					
210-4-25-10-098.000 Misc Revenue	0.00	10.00	-10.00	100.00%	0.00
Total Fire Revenues	0.00	10.00	-10.00	100.00%	0.00
210-4-30 EJPJ Revenues					
210-4-30-10-020.000 Charges for Services	8,670.00	340.00	8,330.00	3.92%	0.00
210-4-30-12-091.000 Transfer btwn funds (non-	1,500.00	750.00	750.00	50.00%	0.00
Total EJPJ Revenues	10,170.00	1,090.00	9,080.00	10.72%	0.00
210-4-35 Library Revenues					
210-4-35-10-041.000 State and Other Grant Rev	0.00	350.00	-350.00	100.00%	0.00
210-4-35-10-098.000 Misc Revenue	900.00	509.40	390.60	56.60%	59.15
Total Library Revenues	900.00	859.40	40.60	95.49%	59.15
210-4-40 PW Revenues					
210-4-40-12-020.017 EV Charger	0.00	1,321.69	-1,321.69	100.00%	395.00
210-4-40-12-040.834 Emerald Ash Borer	0.00	36,640.00	-36,640.00	100.00%	36,640.00
210-4-40-12-042.006 State Aid to Highways	125,000.00	70,035.70	54,964.30	56.03%	31,555.88
210-4-40-12-098.000 Misc Revenue	2,500.00	748.30	1,751.70	29.93%	221.00
Total PW Revenues	127,500.00	108,745.69	18,754.31	85.29%	68,811.88
210-4-41 Building Revenues					
210-4-41-22-040.000 Federal Grant Revenue	0.00	5,000.00	-5,000.00	100.00%	5,000.00
Total Building Revenues	0.00	5,000.00	-5,000.00	100.00%	5,000.00
210-4-90-00 Other Sources and Uses					
210-4-90-00-050.000 Library Donation Revenue	0.00	860.00	-860.00	100.00%	0.00
210-4-90-00-640.201 Adult Collection replacem	0.00	699.00	-699.00	100.00%	58.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	451.00	-451.00	100.00%	200.00
Total Other Sources and Uses	0.00	2,010.00	-2,010.00	100.00%	258.00
Total Revenue	12,419,241.00	11,901,796.74	517,444.26	95.83%	207,967.64
Total Revenues	12,419,241.00	11,901,796.74	517,444.26	95.83%	207,967.64
210-5-10-10 Administration					
210-5-10-10-110.000 Regular Salaries	362,725.00	111,357.36	251,367.64	30.70%	28,186.18

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-10-10-210.000 Group Insurance	136,610.00	40,130.44	96,479.56	29.38%	7,339.24
210-5-10-10-220.000 Social Security	27,952.00	8,431.40	19,520.60	30.16%	2,157.34
210-5-10-10-225.000 Act 76 Childcare Tax	1,206.00	324.36	881.64	26.90%	86.82
210-5-10-10-230.000 Retirement	32,789.00	10,058.08	22,730.92	30.68%	2,572.74
210-5-10-10-290.000 Other Employee Benefits	6,178.00	400.00	5,778.00	6.47%	400.00
210-5-10-10-320.000 Legal Services	35,500.00	1,882.00	33,618.00	5.30%	982.00
210-5-10-10-330.000 Professional Services	51,507.00	390.95	51,116.05	0.76%	69.20
210-5-10-10-340.000 Technical Services	0.00	774.42	-774.42	100.00%	0.00
210-5-10-10-442.000 Rental Vehicles/Equip	5,784.00	1,233.51	4,550.49	21.33%	331.08
210-5-10-10-500.000 Training, Conf, Dues	8,174.00	2,001.54	6,172.46	24.49%	178.64
210-5-10-10-505.000 Tech. Subs, Licenses	16,471.00	8,610.27	7,860.73	52.28%	545.80
210-5-10-10-530.000 Communications	3,348.00	2,993.73	354.27	89.42%	37.45
210-5-10-10-540.000 Advertising	20,475.00	6,577.16	13,897.84	32.12%	1,159.00
210-5-10-10-550.000 Printing and Binding	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-10-10-560.000 Postage	9,590.00	3,109.06	6,480.94	32.42%	1,009.75
210-5-10-10-580.000 Travel	2,000.00	30.94	1,969.06	1.55%	20.44
210-5-10-10-610.000 General Supplies	3,000.00	1,385.25	1,614.75	46.18%	283.51
210-5-10-10-755.000 Furniture and Fixtures	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-10-10-845.000 Employee/Volunteer Recogn	6,000.00	145.08	5,854.92	2.42%	145.08
Total Administration	735,309.00	199,835.55	535,473.45	27.18%	45,504.27
210-5-11-10 Legislative					
210-5-11-10-190.000 Board Member Payments	11,800.00	1,850.00	9,950.00	15.68%	900.00
210-5-11-10-190.001 City Council Payments	12,500.00	3,125.00	9,375.00	25.00%	0.00
210-5-11-10-220.000 Social Security	956.00	239.05	716.95	25.01%	0.00
210-5-11-10-225.000 Act 76 Childcare Tax	41.00	10.30	30.70	25.12%	0.00
210-5-11-10-320.000 Legal Services	3,600.00	0.00	3,600.00	0.00%	0.00
210-5-11-10-330.000 Professtional Services	28,739.00	15,387.36	13,351.64	53.54%	148.32
210-5-11-10-500.000 Training, Conferences, Du	18,364.00	16,040.38	2,323.62	87.35%	0.00
210-5-11-10-540.000 Advertising	900.00	209.04	690.96	23.23%	0.00
210-5-11-10-580.000 Travel	250.00	0.00	250.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,000.00	14.99	1,985.01	0.75%	14.99
210-5-11-10-831.000 Special or New Programs	20,000.00	839.82	19,160.18	4.20%	554.98
Total Legislative	99,150.00	37,715.94	61,434.06	38.04%	1,618.29
210-5-12-10 Clerk					
210-5-12-10-110.000 Regular Salaries	151,619.00	46,367.20	105,251.80	30.58%	11,591.80
210-5-12-10-120.000 Part Time Salaries	10,024.00	0.00	10,024.00	0.00%	0.00
210-5-12-10-130.000 Overtime	470.00	117.63	352.37	25.03%	117.63
210-5-12-10-210.000 Group Insurance	37,371.00	20,314.46	17,056.54	54.36%	4,534.88
210-5-12-10-220.000 Social Security	12,682.00	3,645.69	9,036.31	28.75%	918.18
210-5-12-10-225.000 Act 76 Childcare Tax	547.00	145.26	401.74	26.56%	36.57
210-5-12-10-230.000 Retirement	15,172.00	4,612.66	10,559.34	30.40%	1,161.10
210-5-12-10-290.000 Other Employee Benefits	800.00	0.00	800.00	0.00%	0.00
210-5-12-10-330.000 Professional Services	486.00	144.00	342.00	29.63%	0.00
210-5-12-10-430.000 R&M Vehicles & Equipment	50.00	0.00	50.00	0.00%	0.00
210-5-12-10-500.000 Training Conf Dues	2,000.00	969.80	1,030.20	48.49%	90.00
210-5-12-10-505.000 Tech. Subs Licenses	4,300.00	1,092.42	3,207.58	25.41%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-12-10-550.000 Printing and Binding	1,500.00	646.44	853.56	43.10%	0.00
210-5-12-10-560.000 Postage	400.00	318.10	81.90	79.53%	234.00
210-5-12-10-570.023 Records Preservation	15,000.00	6,660.36	8,339.64	44.40%	0.00
210-5-12-10-580.000 Travel	500.00	504.66	-4.66	100.93%	358.50
210-5-12-10-610.000 General Supplies	2,000.00	92.28	1,907.72	4.61%	0.00
210-5-12-10-820.000 Elections	14,000.00	209.10	13,790.90	1.49%	0.00
Total Clerk	268,921.00	85,840.06	183,080.94	31.92%	19,042.66
210-5-13-10 Finance					
210-5-13-10-110.000 Regular Salaries	292,962.00	87,600.17	205,361.83	29.90%	23,946.45
210-5-13-10-190.000 Board Member Payments	1,400.00	0.00	1,400.00	0.00%	0.00
210-5-13-10-210.000 Group Insurance	59,140.00	19,972.66	39,167.34	33.77%	6,257.03
210-5-13-10-220.000 Social Security	25,436.00	7,440.11	17,995.89	29.25%	1,969.28
210-5-13-10-225.000 Act 76 Childcare Tax	1,097.00	286.21	810.79	26.09%	72.97
210-5-13-10-230.000 Retirement	30,634.00	8,238.37	22,395.63	26.89%	1,980.26
210-5-13-10-250.000 Unemployment Insurance	4,608.00	2,137.26	2,470.74	46.38%	0.00
210-5-13-10-260.000 Workers Comp Insurance	39,043.00	18,903.90	20,139.10	48.42%	0.00
210-5-13-10-290.000 Other Employee Benefits	1,600.00	400.00	1,200.00	25.00%	0.00
210-5-13-10-330.000 Professional Services	14,388.00	7,504.46	6,883.54	52.16%	24.00
210-5-13-10-335.000 Audit	18,412.00	10,953.21	7,458.79	59.49%	10,059.07
210-5-13-10-500.000 Training, Conf, Dues	1,758.00	80.00	1,678.00	4.55%	0.00
210-5-13-10-505.000 Tech. Subs, Licenses	22,754.00	12,911.67	9,842.33	56.74%	1,325.98
210-5-13-10-520.000 PACIF Insurance	99,922.00	46,154.88	53,767.12	46.19%	0.00
210-5-13-10-550.000 Printing and Binding	3,883.00	2,883.51	999.49	74.26%	0.00
210-5-13-10-560.000 Postage	2,800.00	2,054.01	745.99	73.36%	0.00
210-5-13-10-580.000 Travel	1,140.00	350.62	789.38	30.76%	237.81
210-5-13-10-610.000 General Supplies	800.00	0.00	800.00	0.00%	0.00
Total Finance	621,777.00	227,871.04	393,905.96	36.65%	45,872.85
210-5-14-10 Information Technology					
210-5-14-10-330.000 Professional Services	140,016.00	45,697.40	94,318.60	32.64%	11,905.60
210-5-14-10-432.000 R&M Technology	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-14-10-505.000 Tech. Subs, Licenses	41,785.00	19,420.81	22,364.19	46.48%	3,497.00
210-5-14-10-735.000 Tech: Equip/Hardware	24,750.00	21,142.84	3,607.16	85.43%	21,083.88
Total Information Technology	211,551.00	86,261.05	125,289.95	40.78%	36,486.48
210-5-15-10 Assessing					
210-5-15-10-330.000 Professional Services	94,575.00	23,643.75	70,931.25	25.00%	23,643.75
210-5-15-10-505.000 Tech. Subs, Licenses	1,500.00	0.00	1,500.00	0.00%	0.00
Total Assessing	96,075.00	23,643.75	72,431.25	24.61%	23,643.75
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	225,773.00	69,225.04	156,547.96	30.66%	17,306.26
210-5-16-10-190.000 Board member Payments	9,600.00	2,150.00	7,450.00	22.40%	250.00
210-5-16-10-210.000 Group Insurance	59,616.00	30,946.96	28,669.04	51.91%	6,086.03
210-5-16-10-220.000 Social Security	18,624.00	5,629.68	12,994.32	30.23%	1,378.72

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-16-10-225.000 Act 76 Childcare Tax	803.00	212.12	590.88	26.42%	51.78
210-5-16-10-230.000 Retirement	19,374.00	5,872.40	13,501.60	30.31%	1,468.10
210-5-16-10-290.000 Other Employee Benefits	1,200.00	0.00	1,200.00	0.00%	0.00
210-5-16-10-320.000 Legal Services	17,000.00	8,019.72	8,980.28	47.17%	1,762.50
210-5-16-10-330.000 Professional Services	23,560.00	3,095.75	20,464.25	13.14%	419.44
210-5-16-10-500.000 Training, Conf, Dues	4,630.00	2,213.91	2,416.09	47.82%	372.91
210-5-16-10-505.000 Tech. Subs., Licenses	600.00	0.00	600.00	0.00%	0.00
210-5-16-10-530.000 Communications	1,080.00	0.00	1,080.00	0.00%	0.00
210-5-16-10-540.000 Advertising	2,600.00	365.04	2,234.96	14.04%	82.68
210-5-16-10-550.000 Printing and Binding	3,000.00	640.75	2,359.25	21.36%	135.00
210-5-16-10-560.000 Postage	2,350.00	0.00	2,350.00	0.00%	0.00
210-5-16-10-580.000 Travel	5,800.00	400.00	5,400.00	6.90%	100.00
210-5-16-10-610.000 General Supplies	3,000.00	218.52	2,781.48	7.28%	0.00
210-5-16-10-810.111 BWAC	10,000.00	325.00	9,675.00	3.25%	0.00
210-5-16-10-899.000 Matching Grant Funds	17,000.00	2,625.00	14,375.00	15.44%	2,625.00
Total Community Development	425,610.00	131,939.89	293,670.11	31.00%	32,038.42
210-5-17-10 Economic Development					
Total Economic Development	0.00	0.00	0.00	0.00%	0.00
210-5-18-10 Health & Human Services					
210-5-18-10-800.106 Essex Rescue	207,140.00	207,140.40	-0.40	100.00%	0.00
210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20,000.00	20,000.00	0.00	100.00%	0.00
210-5-18-10-800.108 Essex Police Dept	3,008,353.00	752,088.25	2,256,264.75	25.00%	752,088.25
Total Health & Human Services	3,235,493.00	979,228.65	2,256,264.35	30.27%	752,088.25
210-5-19-10 County & Regional Functio					
210-5-19-10-800.101 CCRPC	19,712.00	19,712.00	0.00	100.00%	0.00
210-5-19-10-800.102 GMT	311,638.00	71,148.25	240,489.75	22.83%	0.00
210-5-19-10-800.103 County Tax	73,911.00	43,114.75	30,796.25	58.33%	0.00
210-5-19-10-800.104 Chamber of Commerce	995.00	995.00	0.00	100.00%	0.00
210-5-19-10-800.105 GBIC	3,750.00	3,750.00	0.00	100.00%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	33,895.00	33,895.00	0.00	100.00%	0.00
210-5-19-10-800.110 Essex Comm Historical Soc	2,000.00	2,000.00	0.00	100.00%	0.00
Total County & Regional Functio	445,901.00	174,615.00	271,286.00	39.16%	0.00
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	315,000.00	92,630.83	222,369.17	29.41%	23,336.39
210-5-25-10-210.000 Group Insurance	3,400.00	2,337.50	1,062.50	68.75%	0.00
210-5-25-10-220.000 Social Security	24,098.00	7,101.74	16,996.26	29.47%	1,785.27
210-5-25-10-225.000 Act 76 Childcare Tax	1,040.00	300.60	739.40	28.90%	75.37
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	5,959.00	14,041.00	29.80%	0.00
210-5-25-10-290.000 Other Employee Benefits	1,000.00	432.00	568.00	43.20%	216.00
210-5-25-10-330.000 Professional Services	6,000.00	200.00	5,800.00	3.33%	0.00
210-5-25-10-430.000 R&M Vehicles & Equipment	25,000.00	13,289.34	11,710.66	53.16%	4,617.63
210-5-25-10-500.000 Training, Conf, Dues	7,000.00	428.00	6,572.00	6.11%	284.00

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-25-10-505.000 Tech. Subs, Licenses	8,000.00	5,726.04	2,273.96	71.58%	5,726.04
210-5-25-10-521.000 Insurance Deductibles	0.00	1,000.00	-1,000.00	100.00%	0.00
210-5-25-10-530.000 Communications	4,500.00	240.32	4,259.68	5.34%	60.08
210-5-25-10-570.000 Other Purchased Services	11,000.00	4,461.06	6,538.94	40.56%	1,507.61
210-5-25-10-610.000 General Supplies	4,000.00	1,526.78	2,473.22	38.17%	443.99
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	20,095.08	24,904.92	44.66%	1,618.60
210-5-25-10-612.000 Uniforms	32,000.00	35.05	31,964.95	0.11%	35.05
210-5-25-10-613.000 Program Supplies	7,500.00	81.47	7,418.53	1.09%	68.97
210-5-25-10-626.000 Gasoline	6,500.00	1,294.07	5,205.93	19.91%	368.24
210-5-25-10-750.000 Machinery & Equipment	22,000.00	16,885.71	5,114.29	76.75%	1,809.95
Total Fire	543,038.00	174,024.59	369,013.41	32.05%	41,953.19
210-5-30-10 EJP Administration					
210-5-30-10-110.000 Regular Salaries	436,934.00	138,981.06	297,952.94	31.81%	36,104.04
210-5-30-10-120.000 Part Time Salaries	0.00	1,561.69	-1,561.69	100.00%	313.12
210-5-30-10-210.000 Group Insurance	217,195.00	86,504.05	130,690.95	39.83%	17,006.48
210-5-30-10-220.000 Social Security	33,731.00	10,584.29	23,146.71	31.38%	2,765.05
210-5-30-10-225.000 Act 76 Childcare Tax	1,455.00	390.83	1,064.17	26.86%	104.69
210-5-30-10-230.000 Retirement	33,819.00	10,970.53	22,848.47	32.44%	2,970.23
210-5-30-10-290.000 Other Employee Benefits	2,400.00	400.00	2,000.00	16.67%	400.00
210-5-30-10-330.000 Professional Services	11,764.00	2,347.00	9,417.00	19.95%	225.00
210-5-30-10-442.000 Rental Vehicles/Equip	1,776.00	597.60	1,178.40	33.65%	298.80
210-5-30-10-500.000 Training, Conf, Dues	2,873.00	1,369.00	1,504.00	47.65%	0.00
210-5-30-10-530.000 Communications	2,160.00	720.00	1,440.00	33.33%	180.00
210-5-30-10-561.000 CC Processing Fees	200.00	21.42	178.58	10.71%	0.00
210-5-30-10-610.000 General Supplies	15,000.00	3,313.71	11,686.29	22.09%	432.14
210-5-30-10-832.000 Scholarships	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-30-10-850.000 Community Events & Celebr	0.00	14,184.00	-14,184.00	100.00%	0.00
210-5-30-10-910.000 Transfer to Other Funds	17,500.00	0.00	17,500.00	0.00%	0.00
Total EJP Administration	780,807.00	271,945.18	508,861.82	34.83%	60,799.55
210-5-30-12 EJP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	129,489.00	41,475.68	88,013.32	32.03%	10,368.92
210-5-30-12-120.000 Part Time Salaries	66,335.00	32,049.03	34,285.97	48.31%	5,095.71
210-5-30-12-130.000 Overtime	0.00	236.08	-236.08	100.00%	118.04
210-5-30-12-210.000 Group Insurance	64,535.00	26,387.78	38,147.22	40.89%	5,154.22
210-5-30-12-220.000 Social Security	15,082.00	5,574.93	9,507.07	36.96%	1,174.37
210-5-30-12-225.000 Act 76 Childcare Tax	651.00	224.81	426.19	34.53%	46.71
210-5-30-12-230.000 Retirement	12,484.00	3,840.92	8,643.08	30.77%	965.54
210-5-30-12-290.000 Other Employee Benefits	800.00	0.00	800.00	0.00%	0.00
210-5-30-12-330.000 Professional Services	16,049.00	6,931.85	9,117.15	43.19%	2,031.63
210-5-30-12-431.000 R&M Buildings & Grounds	11,577.00	6,232.97	5,344.03	53.84%	-589.62
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	0.00
210-5-30-12-442.000 Rental Vehicles/Equip	2,207.00	1,237.50	969.50	56.07%	1,237.50
210-5-30-12-500.000 Training, Conf, Dues	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-30-12-530.000 Communications	1,080.00	360.00	720.00	33.33%	90.00
210-5-30-12-610.000 General Supplies	27,681.00	9,742.93	17,938.07	35.20%	4,615.15
210-5-30-12-626.000 Gasoline	4,500.00	1,265.38	3,234.62	28.12%	370.08

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total EJP Parks and Facilities	354,970.00	136,059.86	218,910.14	38.33%	30,678.25
210-5-30-13 Adult Programs					
210-5-30-13-530.000 Communications	0.00	106.27	-106.27	100.00%	0.00
Total Adult Programs	0.00	106.27	-106.27	100.00%	0.00
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	475,410.00	146,179.55	329,230.45	30.75%	36,465.61
210-5-35-10-120.000 Part Time Salaries	146,132.00	42,795.35	103,336.65	29.29%	11,147.65
210-5-35-10-190.000 Board Member Payments	2,200.00	500.00	1,700.00	22.73%	150.00
210-5-35-10-210.000 Group Insurance	188,643.00	65,748.61	122,894.39	34.85%	13,171.70
210-5-35-10-220.000 Social Security	47,904.00	14,459.44	33,444.56	30.18%	3,757.86
210-5-35-10-225.000 Act 76 Childcare Tax	2,066.00	592.02	1,473.98	28.66%	153.99
210-5-35-10-230.000 Retirement	44,755.00	13,633.50	31,121.50	30.46%	3,469.25
210-5-35-10-290.000 Other Employee Benefits	2,800.00	2,000.00	800.00	71.43%	2,000.00
210-5-35-10-340.000 Technical Services	3,000.00	2,194.00	806.00	73.13%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,936.00	1,312.00	2,624.00	33.33%	656.00
210-5-35-10-500.000 Training, Conf, Dues	6,000.00	313.97	5,686.03	5.23%	14.14
210-5-35-10-505.000 Tech. Subs, Licenses	14,797.00	7,838.45	6,958.55	52.97%	159.45
210-5-35-10-530.000 Communications	2,160.00	720.00	1,440.00	33.33%	180.00
210-5-35-10-540.000 Advertising	700.00	0.00	700.00	0.00%	0.00
210-5-35-10-560.000 Postage	3,000.00	666.14	2,333.86	22.20%	236.70
210-5-35-10-610.000 General Supplies	11,200.00	2,315.24	8,884.76	20.67%	723.87
210-5-35-10-640.201 Adult Collection	46,000.00	17,613.97	28,386.03	38.29%	5,504.86
210-5-35-10-640.202 Juvenile Collection	25,500.00	8,739.87	16,760.13	34.27%	1,102.80
210-5-35-10-735.000 Tech: Equip/Hardware	7,000.00	81.88	6,918.12	1.17%	20.47
210-5-35-10-755.000 Furniture & Fixtures	7,000.00	3,337.73	3,662.27	47.68%	0.00
210-5-35-10-840.201 Adult Programs	2,000.00	71.37	1,928.63	3.57%	30.43
210-5-35-10-840.202 Childrens Programs	4,500.00	2,306.09	2,193.91	51.25%	350.00
210-5-35-10-845.000 Employee/Volunteer Recogn	1,000.00	56.76	943.24	5.68%	0.00
210-5-35-10-895.000 State and Other Grant Exp	0.00	350.00	-350.00	100.00%	0.00
Total Brownell Library	1,047,703.00	333,825.94	713,877.06	31.86%	79,294.78
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	218,526.00	55,302.35	163,223.65	25.31%	16,094.20
210-5-40-12-120.000 Part Time Salaries	33,920.00	15,840.37	18,079.63	46.70%	3,191.26
210-5-40-12-130.000 Overtime	21,342.00	3,846.19	17,495.81	18.02%	792.65
210-5-40-12-190.000 Board Member Payments	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-40-12-210.000 Group Insurance	124,748.00	23,002.90	101,745.10	18.44%	5,875.54
210-5-40-12-220.000 Social Security	21,341.00	5,777.82	15,563.18	27.07%	1,550.16
210-5-40-12-225.000 Act 76 Childcare Tax	921.00	231.22	689.78	25.11%	71.66
210-5-40-12-230.000 Retirement	21,732.00	6,133.43	15,598.57	28.22%	2,250.71
210-5-40-12-250.000 Unemployment Insurance	204.00	227.48	-23.48	111.51%	0.00
210-5-40-12-260.000 Workers Comp Insurance	15,663.00	7,205.00	8,458.00	46.00%	0.00
210-5-40-12-290.000 Other Employee Benefits	1,600.00	0.00	1,600.00	0.00%	0.00
210-5-40-12-330.000 Professional Services	20,000.00	3,606.50	16,393.50	18.03%	834.40
210-5-40-12-410.000 Water and Sewer Charges	3,800.00	0.00	3,800.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-40-12-422.000 Snow Removal	25,000.00	0.00	25,000.00	0.00%	0.00
210-5-40-12-425.000 Trash Removal	9,500.00	3,433.12	6,066.88	36.14%	1,581.04
210-5-40-12-430.000 R&M Vehicles & Equipment	120,000.00	22,119.07	97,880.93	18.43%	11,890.76
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	4,564.53	5,435.47	45.65%	1,264.53
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	0.00	13,000.00	0.00%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	776.60	2,223.40	25.89%	140.80
210-5-40-12-451.000 Summer Construction Servi	310,000.00	178,592.55	131,407.45	57.61%	0.00
210-5-40-12-500.000 Training, Conf, Dues	3,500.00	0.00	3,500.00	0.00%	0.00
210-5-40-12-505.000 Tech. Subs, Licenses	0.00	10,647.05	-10,647.05	100.00%	271.48
210-5-40-12-520.000 PACIF Insurance	17,264.00	7,961.08	9,302.92	46.11%	0.00
210-5-40-12-521.000 Insurance Deductibles	1,000.00	1,000.00	0.00	100.00%	0.00
210-5-40-12-530.000 Communications	5,340.00	1,284.25	4,055.75	24.05%	92.47
210-5-40-12-540.000 Advertising	500.00	0.00	500.00	0.00%	0.00
210-5-40-12-571.000 Streetscape Maintenance	25,000.00	82.50	24,917.50	0.33%	0.00
210-5-40-12-572.000 Traffic Control	35,000.00	6,530.81	28,469.19	18.66%	150.80
210-5-40-12-573.000 Sidewalk and Curb Maint	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-40-12-600.000 Salt, Sand and Gravel	165,000.00	0.00	165,000.00	0.00%	0.00
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	12,907.01	32,092.99	28.68%	838.48
210-5-40-12-609.000 Safety Supplies	3,000.00	91.70	2,908.30	3.06%	0.00
210-5-40-12-610.000 General Supplies	35,000.00	7,280.82	27,719.18	20.80%	1,885.86
210-5-40-12-610.200 Streetlight Supplies	20,000.00	2,799.27	17,200.73	14.00%	0.00
210-5-40-12-612.000 Uniforms	3,400.00	1,767.09	1,632.91	51.97%	319.98
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	345.64	3,854.36	8.23%	178.51
210-5-40-12-622.000 Electricity	25,000.00	3,137.26	21,862.74	12.55%	1,103.59
210-5-40-12-622.200 Streetlight Electricity	142,000.00	41,307.27	100,692.73	29.09%	15,002.26
210-5-40-12-626.000 Gasoline	50,000.00	7,110.15	42,889.85	14.22%	2,644.61
210-5-40-12-750.000 Machinery & Equipment	10,000.00	2,274.00	7,726.00	22.74%	2,274.00
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	370.80	9,629.20	3.71%	0.00
Total Highways	1,583,501.00	437,535.83	1,145,965.17	27.63%	70,299.75
210-5-41 Buildings					
210-5-41-20 2 Lincoln Street					
210-5-41-20-400.000 Contracted Services	6,000.00	638.52	5,361.48	10.64%	318.88
210-5-41-20-410.000 Water and Sewer Charges	1,700.00	0.00	1,700.00	0.00%	0.00
210-5-41-20-420.000 Cleaning Services	18,000.00	4,972.42	13,027.58	27.62%	4,136.42
210-5-41-20-425.000 Trash Removal	4,000.00	1,026.99	2,973.01	25.67%	342.33
210-5-41-20-431.000 R&M Buildings & Grounds	8,000.00	1,961.86	6,038.14	24.52%	155.17
210-5-41-20-530.000 Communications	7,000.00	2,266.97	4,733.03	32.39%	149.89
210-5-41-20-610.000 General Supplies	3,500.00	644.23	2,855.77	18.41%	0.00
210-5-41-20-621.000 Natural Gas/Heating	6,000.00	260.18	5,739.82	4.34%	161.58
210-5-41-20-622.000 Electricity	9,000.00	2,927.79	6,072.21	32.53%	913.42
210-5-41-20-755.000 Furniture and Fixtures	500.00	0.00	500.00	0.00%	0.00
Total 2 Lincoln Street	63,700.00	14,698.96	49,001.04	23.08%	6,177.69
210-5-41-21 Brownell Library					
210-5-41-21-400.000 Contracted Services	6,350.00	1,159.00	5,191.00	18.25%	0.00
210-5-41-21-410.000 Water and Sewer Charges	650.00	228.65	421.35	35.18%	0.00
210-5-41-21-420.000 Cleaning Services	42,000.00	12,256.00	29,744.00	29.18%	5,473.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-41-21-431.000 R&M Buildings & Grounds	21,650.00	12,704.58	8,945.42	58.68%	1,059.98
210-5-41-21-530.000 Communications	4,470.00	1,017.78	3,452.22	22.77%	337.34
210-5-41-21-610.000 General Supplies	1,500.00	949.08	550.92	63.27%	282.05
210-5-41-21-621.000 Natural Gas/Heating	7,200.00	377.91	6,822.09	5.25%	267.41
210-5-41-21-622.000 Electricity	16,800.00	5,062.80	11,737.20	30.14%	1,684.43
Total Brownell Library	100,620.00	33,735.80	66,884.20	33.55%	9,104.21
210-5-41-22 Fire Station					
210-5-41-22-400.000 Contracted Services	850.00	571.20	278.80	67.20%	0.00
210-5-41-22-410.000 Water and Sewer Charges	600.00	0.00	600.00	0.00%	0.00
210-5-41-22-420.000 Cleaning Services	250.00	0.00	250.00	0.00%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	8,500.00	0.00	8,500.00	0.00%	0.00
210-5-41-22-530.000 Communications	2,000.00	283.22	1,716.78	14.16%	23.50
210-5-41-22-610.000 General Supplies	1,500.00	541.55	958.45	36.10%	141.55
210-5-41-22-621.000 Natural Gas/Heating	5,000.00	244.32	4,755.68	4.89%	128.51
210-5-41-22-622.000 Electricity	8,250.00	2,927.78	5,322.22	35.49%	913.41
Total Fire Station	26,950.00	4,568.07	22,381.93	16.95%	1,206.97
210-5-41-23 Park Street School					
210-5-41-23-400.000 Contracted Services	2,000.00	2,373.50	-373.50	118.68%	0.00
210-5-41-23-410.000 Water and Sewer Charges	1,500.00	0.00	1,500.00	0.00%	0.00
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	0.00	15,000.00	0.00%	0.00
210-5-41-23-530.000 Communications	2,500.00	778.81	1,721.19	31.15%	0.00
210-5-41-23-621.000 Natural Gas/Heating	3,900.00	347.89	3,552.11	8.92%	210.09
210-5-41-23-622.000 Electricity	5,900.00	1,199.02	4,700.98	20.32%	396.59
Total Park Street School	30,800.00	4,699.22	26,100.78	15.26%	606.68
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	6,500.00	0.00	6,500.00	0.00%	0.00
210-5-41-26-410.000 Water and Sewer Charges	8,750.00	0.00	8,750.00	0.00%	0.00
210-5-41-26-420.000 Cleaning Services	35,000.00	16,030.42	18,969.58	45.80%	5,753.92
210-5-41-26-425.000 Trash Removal	4,900.00	2,060.20	2,839.80	42.04%	579.46
210-5-41-26-530.000 Communications	4,000.00	1,129.62	2,870.38	28.24%	0.00
210-5-41-26-610.000 General Supplies	6,500.00	21.43	6,478.57	0.33%	0.00
210-5-41-26-621.000 Natural Gas/Heating	7,000.00	456.47	6,543.53	6.52%	134.86
210-5-41-26-622.000 Electricity	38,000.00	16,238.42	21,761.58	42.73%	4,028.90
210-5-41-26-920.000 Transfer btwn Funds (Capi	30,000.00	0.00	30,000.00	0.00%	0.00
Total Maple St. Park and Pool	140,650.00	35,936.56	104,713.44	25.55%	10,497.14
210-5-41-27-431.000 R&M Buildings & Grounds	0.00	531.25	-531.25	100.00%	0.00
Total Buildings	362,720.00	94,189.86	268,530.14	25.97%	27,592.69
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	396.11	-396.11	100.00%	184.13
210-5-90-00-910.000 Transfer btwn Funds	7,811.00	0.00	7,811.00	0.00%	0.00

11/03/25

City of Essex Junction General Ledger
 Current Yr Pd: 4 Year Budget Status Report
 GENERAL FUND

Page 10 of 31

11:54 am

jmorris

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-90-00-920.000 Transfer btwn funds (capi	1,107,959.00	553,979.50	553,979.50	50.00%	276,989.75
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-90-00-922.001 General Reserves	110,000.00	0.00	110,000.00	0.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	4,265.31	-4,265.31	100.00%	944.51
Total Transfers and Misc.	1,230,770.00	558,640.92	672,129.08	45.39%	278,118.39
210-5-95-00 Debt Service					
210-5-95-00-900.000 Transfer Between Town/Cit	188,738.00	47,184.50	141,553.50	25.00%	47,184.50
210-5-95-00-950.903 Capital Imp Principal	135,135.00	135,300.00	-165.00	100.12%	0.00
210-5-95-00-955.903 Capital Imp Interest	52,070.00	18,441.39	33,628.61	35.42%	0.00
Total Debt Service	375,943.00	200,925.89	175,017.11	53.45%	47,184.50
Total Expenditures	12,419,239.00	4,154,225.27	8,265,013.73	33.45%	1,592,216.07
Total GENERAL FUND	2.00	7,747,571.47	-7,747,573.47		-1,384,248.43
=====	=====	=====	=====	=====	=====

11/03/25

City of Essex Junction General Ledger
 Current Yr Pd: 4 Year Budget Status Report
 ECONOMIC DEVELOPMENT FUND

Page 11 of 31

11:54 am

jmorris

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
220-4-00-00-010.000 Property Taxes	112,000.00	56,640.17	55,359.83	50.57%	0.00
220-4-00-00-060.000 Interest Income	0.00	4,424.70	-4,424.70	100.00%	0.00
Total Revenues	112,000.00	61,064.87	50,935.13	54.52%	0.00
220-5-00-00-720.002 1 Main; Road Res-Q	0.00	135.00	-135.00	100.00%	0.00
220-5-00-00-890.836 Train Station	450,000.00	2,865.00	447,135.00	0.64%	0.00
220-5-00-00-899.000 Matching Grant Funds	450,000.00	0.00	450,000.00	0.00%	0.00
Total Expenditures	900,000.00	3,000.00	897,000.00	0.33%	0.00
Total ECONOMIC DEVELOPMENT FUND	-788,000.00	58,064.87	729,935.13	-7.37%	0.00

11/03/25

City of Essex Junction General Ledger
 Current Yr Pd: 4 Year Budget Status Report
 MEMORIAL PARK FUND

Page 12 of 31

11:54 am

jmorris

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
221-4-00-00-060.000 Interest Income	0.00	25.81	-25.81	100.00%	0.00
Total Revenues	0.00	25.81	-25.81	100.00%	0.00
221-5-00-00-431.000 R&M Buildings & Grounds	0.00	3,361.42	-3,361.42	100.00%	0.00
Total Expenditures	0.00	3,361.42	-3,361.42	100.00%	0.00
Total MEMORIAL PARK FUND	0.00	-3,335.61	3,335.61	-100.00%	0.00

11/03/25

11:54 am

City of Essex Junction General Ledger
Current Yr Pd: 4 Year Budget Status Report
ARPA FUNDS

Page 13 of 31

jmorris

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date

Total Revenues	0.00	0.00	0.00	0.00%	0.00

Total Expenditures	0.00	0.00	0.00	0.00%	0.00

Total ARPA FUNDS	0.00	0.00	0.00	0.00%	0.00
=====					

11/03/25

City of Essex Junction General Ledger
 Current Yr Pd: 4 Year Budget Status Report
 LOCAL OPTION TAX

Page 14 of 31

11:54 am

jmorris

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
224-4-00-00-015.000 LOT Revenue	900,000.00	0.00	900,000.00	0.00%	0.00
224-4-00-00-060.000 Interest Income	0.00	3,528.57	-3,528.57	100.00%	0.00
Total Revenues	900,000.00	3,528.57	896,471.43	0.39%	0.00
224-5-00-00-330.000 Professional Services	0.00	6,500.00	-6,500.00	100.00%	0.00
224-5-00-00-570.000 Other Purchased Services	0.00	-75.00	75.00	100.00%	175.00
224-5-00-00-920.000 Transfer to Capital	800,000.00	400,000.00	400,000.00	50.00%	200,000.00
224-5-40-12-573.000 Sidewalk Improve/Repairs	225,000.00	4,256.00	220,744.00	1.89%	0.00
Total Expenditures	1,025,000.00	410,681.00	614,319.00	40.07%	200,175.00
Total LOCAL OPTION TAX	-125,000.00	-407,152.43	532,152.43	325.72%	-200,175.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
230-4-00-00 Revenue					
230-4-00-00-055.000 Contributions/Assessments	16,236.00	0.00	16,236.00	0.00%	0.00
230-4-00-00-060.000 Interest Income	0.00	10,676.32	-10,676.32	100.00%	0.00
230-4-00-00-092.000 Transfer to Capital	1,443,218.00	721,609.00	721,609.00	50.00%	360,804.50
Total Revenue	1,459,454.00	732,285.32	727,168.68	50.18%	360,804.50
Total Revenues	1,459,454.00	732,285.32	727,168.68	50.18%	360,804.50
230-5-16-10-890.824 Cres. Connector					
230-5-16-10-890.824 Cres. Connector	0.00	11,804.93	-11,804.93	100.00%	2,121.63
230-5-40-10-720.002 Iroquois Ave Road and Wat	0.00	617,759.70	-617,759.70	100.00%	165,744.66
230-5-40-13-720.003 SW & Road West St to Susi	1,218,188.00	0.00	1,218,188.00	0.00%	0.00
230-5-41-25-730.000 Public Works Facility	0.00	2,669.50	-2,669.50	100.00%	0.00
Total Expenditures	1,218,188.00	632,234.13	585,953.87	51.90%	167,866.29
Total GEN FUND CAP RESERVE	241,266.00	100,051.19	-341,317.19	41.47%	192,938.21

11/03/25

City of Essex Junction General Ledger
 Current Yr Pd: 4 Year Budget Status Report
 ROLLING STOCK FUND

Page 16 of 31

11:54 am

jmorris

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
231-4-00-00-020.024 Vac Truck Rental	0.00	377.02	-377.02	100.00%	377.02
231-4-00-00-060.000 Interest Income	0.00	3,575.27	-3,575.27	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	300,638.00	150,319.00	150,319.00	50.00%	75,159.50
Total Revenues	300,638.00	154,271.29	146,366.71	51.31%	75,536.52
231-5-25-10-751.007 Fire Command Vehicle	70,000.00	0.00	70,000.00	0.00%	0.00
231-5-40-12-751.001 Dump Truck #34	275,000.00	0.00	275,000.00	0.00%	0.00
Total Expenditures	345,000.00	0.00	345,000.00	0.00%	0.00
Total ROLLING STOCK FUND	-44,362.00	154,271.29	-109,909.29	-347.76%	75,536.52

11/03/25

City of Essex Junction General Ledger
 Current Yr Pd: 4 Year Budget Status Report
 BUILDING MAINT FUND

Page 17 of 31

11:54 am

jmorris

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
232-4-00-00-060.000 Interest Income	0.00	6,565.11	-6,565.11	100.00%	0.00
232-4-00-00-092.000 Transfer to Capital	50,000.00	25,000.00	25,000.00	50.00%	12,500.00
232-4-00-00-098.000 Misc Revenue	0.00	1,000.00	-1,000.00	100.00%	0.00
Total Revenues	50,000.00	32,565.11	17,434.89	65.13%	12,500.00
232-5-41-20-730.000 Buildings & Improvements	0.00	-1,100.00	1,100.00	100.00%	0.00
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	481,343.68	-481,343.68	100.00%	450,167.59
232-5-41-21-730.001 Roof	0.00	2,782.50	-2,782.50	100.00%	1,932.50
Total Expenditures	0.00	483,026.18	-483,026.18	100.00%	452,100.09
Total BUILDING MAINT FUND	50,000.00	-450,461.07	400,461.07	-900.92%	-439,600.09

11/03/25

City of Essex Junction General Ledger
 Current Yr Pd: 4 Year Budget Status Report
 EJRP CAP RESERVE

Page 18 of 31

11:54 am

jmorris

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
233-4-00-00-060.000 Interest Income	0.00	339.79	-339.79	100.00%	0.00
233-4-00-00-092.000 Transfer to Capital	114,103.00	57,051.50	57,051.50	50.00%	28,525.75
Total Revenues	114,103.00	57,391.29	56,711.71	50.30%	28,525.75
233-5-00-00-730.002 Buildings & Facilities	55,000.00	0.00	55,000.00	0.00%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	12,000.00	0.00	100.00%	0.00
233-5-00-00-740.002 Resurfacing	22,254.00	17,200.00	5,054.00	77.29%	0.00
233-5-00-00-740.005 Park Amenities	0.00	3,577.50	-3,577.50	100.00%	0.00
233-5-00-00-750.001 Maintenance Equipment	24,849.00	0.00	24,849.00	0.00%	0.00
Total Expenditures	114,103.00	32,777.50	81,325.50	28.73%	0.00
Total EJRP CAP RESERVE	0.00	24,613.79	-24,613.79	-100.00%	28,525.75

11/03/25

11:54 am

City of Essex Junction General Ledger
Current Yr Pd: 4 Year Budget Status Report
LAND ACQUISITION FUND

Page 19 of 31

jmorris

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date

Total Revenues	0.00	0.00	0.00	0.00%	0.00

Total LAND ACQUISITION FUND	0.00	0.00	0.00	0.00%	0.00
=====					

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-4-54-20 Water Revenues					
254-4-54-20-021.000 Water User Fees	1,746,995.00	552,704.92	1,194,290.08	31.64%	596,204.68
254-4-54-20-021.001 Water Large User Fees	206,773.00	46,396.26	160,376.74	22.44%	13,892.90
254-4-54-20-024.000 Utility Connection Fees	3,000.00	1,200.00	1,800.00	40.00%	0.00
254-4-54-20-060.000 Interest Income	1,000.00	7,234.63	-6,234.63	723.46%	0.00
254-4-54-20-085.000 Penalties	5,000.00	2,412.91	2,587.09	48.26%	-1.43
254-4-54-20-098.000 Misc Revenue	150.00	0.00	150.00	0.00%	0.00
Total Water Revenues	1,962,918.00	609,948.72	1,352,969.28	31.07%	610,096.15
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	850,011.92	-850,011.92	100.00%	254,647.65
254-4-54-70-092.000 Transfer to Capital	560,000.00	280,000.00	280,000.00	50.00%	140,000.00
Total Nonoperating Revenues	560,000.00	1,130,011.92	-570,011.92	201.79%	394,647.65
Total Revenues	2,522,918.00	1,739,960.64	782,957.36	68.97%	1,004,743.80

254-5-54-20 Operating Expenses

254-5-54-20-110.000 Regular Salaries	188,406.00	80,830.32	107,575.68	42.90%	39,082.45
254-5-54-20-130.000 Overtime	24,069.00	4,281.08	19,787.92	17.79%	328.20
254-5-54-20-210.000 Group Insurance	105,600.00	40,938.56	64,661.44	38.77%	5,027.64
254-5-54-20-220.000 Social Security	16,476.00	4,027.97	12,448.03	24.45%	603.64
254-5-54-20-225.000 Act 76 Childcare Tax	711.00	140.34	570.66	19.74%	14.83
254-5-54-20-230.000 Retirement	19,806.00	4,684.61	15,121.39	23.65%	479.71
254-5-54-20-250.000 Unemployment Insurance	180.00	105.32	74.68	58.51%	0.00
254-5-54-20-260.000 Workers Comp Insurance	7,913.00	2,412.16	5,500.84	30.48%	0.00
254-5-54-20-290.000 Other Employee Benefits	800.00	0.00	800.00	0.00%	0.00
254-5-54-20-330.000 Professional Services	3,121.00	0.00	3,121.00	0.00%	0.00
254-5-54-20-335.000 Audit	6,706.00	5,476.60	1,229.40	81.67%	5,029.53
254-5-54-20-410.000 Water and Sewer Charges	200.00	0.00	200.00	0.00%	0.00
254-5-54-20-411.000 CWD Water Purchase	738,826.00	186,598.03	552,227.97	25.26%	59,700.40
254-5-54-20-430.000 R&M Vehicles & Equipment	7,000.00	967.06	6,032.94	13.82%	311.79
254-5-54-20-431.000 R&M Buildings & Grounds	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-433.000 R&M Infrastructure	25,000.00	5,204.62	19,795.38	20.82%	5,204.62
254-5-54-20-441.000 Rental Land/Buildings	150.00	0.00	150.00	0.00%	0.00
254-5-54-20-491.000 Administrative Fees	199,500.00	99,750.00	99,750.00	50.00%	49,875.00
254-5-54-20-500.000 Training, Conf, Dues	2,500.00	80.00	2,420.00	3.20%	0.00
254-5-54-20-505.000 Tech. Subs, Licenses	2,609.00	1,668.02	940.98	63.93%	96.36
254-5-54-20-520.000 PACIF Insurance	7,216.00	3,329.98	3,886.02	46.15%	0.00
254-5-54-20-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-530.000 Communications	3,580.00	554.70	3,025.30	15.49%	104.96
254-5-54-20-550.000 Printing and Binding	2,500.00	0.00	2,500.00	0.00%	0.00
254-5-54-20-560.000 Postage	3,800.00	668.19	3,131.81	17.58%	668.19
254-5-54-20-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	2,371.67	4,628.33	33.88%	2,255.64
254-5-54-20-612.000 Uniforms	1,350.00	60.24	1,289.76	4.46%	26.99
254-5-54-20-614.000 Meters and Parts	6,000.00	0.00	6,000.00	0.00%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,500.00	227.10	3,272.90	6.49%	129.83

WATER FUND

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
254-5-54-20-622.000 Electricity	1,400.00	204.09	1,195.91	14.58%	71.90
254-5-54-20-626.000 Gasoline	3,000.00	687.29	2,312.71	22.91%	294.34
254-5-54-20-735.000 Tech: Equip/Hardware	2,000.00	0.00	2,000.00	0.00%	0.00
254-5-54-20-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
254-5-54-20-920.000 Transfer btwn funds (capi	560,000.00	280,000.00	280,000.00	50.00%	140,000.00
Total Operating Expenses	1,962,919.00	725,267.95	1,237,651.05	36.95%	309,306.02
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	850,011.92	-850,011.92	100.00%	254,647.65
254-5-54-70-723.004 Main St Water Line	0.00	1,900.00	-1,900.00	100.00%	0.00
254-5-54-70-723.007 SW & Road West St to Susi	14,223.00	0.00	14,223.00	0.00%	0.00
254-5-54-70-723.008 Waterline 235 Pearl to Su	528,354.00	0.00	528,354.00	0.00%	0.00
254-5-54-70-750.001 Meter Replacement Program	10,584.00	1,561.38	9,022.62	14.75%	0.00
254-5-54-70-750.002 New/Replacement Valves	50,000.00	0.00	50,000.00	0.00%	0.00
254-5-54-70-955.000 Bond Interest Expense	0.00	59,907.60	-59,907.60	100.00%	0.00
Total NonOperating Expenses	603,161.00	913,380.90	-310,219.90	151.43%	254,647.65
Total Expenditures	2,566,080.00	1,638,648.85	927,431.15	63.86%	563,953.67
Total WATER FUND	-43,162.00	101,311.79	-58,149.79	-234.72%	440,790.13

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-4-55-30 Operating Revenue					
255-4-55-30-022.000 Sewer User Fees	1,243,935.00	393,519.14	850,415.86	31.64%	415,519.14
255-4-55-30-022.001 City: Septage Discharg	55,000.00	44,551.18	10,448.82	81.00%	11,859.20
255-4-55-30-022.002 City: Leachate Revenue	1,000.00	514.68	485.32	51.47%	90.38
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	824,018.00	412,009.00	412,009.00	50.00%	206,004.50
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,009,743.00	504,871.50	504,871.50	50.00%	252,435.75
255-4-55-30-025.003 Tri-Town: Septage	25,000.00	0.00	25,000.00	0.00%	0.00
255-4-55-30-025.004 Tri-Town: Leachate	100.00	0.00	100.00	0.00%	0.00
255-4-55-30-025.005 Tri-Town: Pump Station In	37,044.00	18,000.00	19,044.00	48.59%	9,000.00
255-4-55-30-060.000 Interest Income	0.00	16,861.19	-16,861.19	100.00%	0.00
255-4-55-30-085.000 Penalties	3,500.00	1,597.07	1,902.93	45.63%	-2.87
255-4-55-30-098.000 Misc Revenue	0.00	6,475.00	-6,475.00	100.00%	2,100.00
Total Operating Revenue	3,199,340.00	1,398,398.76	1,800,941.24	43.71%	897,006.10
255-4-55-70 Nonoperating Revenues					
255-4-55-70-042.008 Essex Debt Payment	0.00	287,302.09	-287,302.09	100.00%	287,302.09
255-4-55-70-042.009 Williston Debt Payment	0.00	295,137.60	-295,137.60	100.00%	295,137.60
255-4-55-70-042.010 Essex Jct. Debt Payment	0.00	279,466.58	-279,466.58	100.00%	279,466.58
255-4-55-70-092.000 Transfer to Capital	480,000.00	240,000.00	240,000.00	50.00%	120,000.00
Total Nonoperating Revenues	480,000.00	1,101,906.27	-621,906.27	229.56%	981,906.27
Total Revenues	3,679,340.00	2,500,305.03	1,179,034.97	67.96%	1,878,912.37
255-5-55-30 Operating Expenses					
255-5-55-30-110.000 Regular Salaries	530,187.00	149,521.97	380,665.03	28.20%	39,295.63
255-5-55-30-120.000 Part Time Salaries	8,880.00	3,404.00	5,476.00	38.33%	0.00
255-5-55-30-130.000 Overtime	49,944.00	15,686.48	34,257.52	31.41%	3,604.16
255-5-55-30-210.000 Group Insurance	176,434.00	41,555.35	134,878.65	23.55%	8,390.46
255-5-55-30-220.000 Social Security	47,742.00	13,399.38	34,342.62	28.07%	3,419.60
255-5-55-30-225.000 Act 76 Childcare Tax	2,059.00	509.14	1,549.86	24.73%	134.65
255-5-55-30-230.000 Retirement	52,849.00	15,190.15	37,658.85	28.74%	4,126.81
255-5-55-30-250.000 Unemployment Insurance	534.00	384.64	149.36	72.03%	0.00
255-5-55-30-260.000 Workers Comp Insurance	25,152.00	7,064.18	18,087.82	28.09%	0.00
255-5-55-30-290.000 Other Employee Benefits	3,600.00	0.00	3,600.00	0.00%	0.00
255-5-55-30-320.000 Legal Services	3,000.00	67.50	2,932.50	2.25%	0.00
255-5-55-30-330.000 Professional Services	7,000.00	1,937.50	5,062.50	27.68%	0.00
255-5-55-30-335.000 Audit	6,353.00	5,188.30	1,164.70	81.67%	4,764.77
255-5-55-30-340.000 Technical Services	15,750.00	4,799.10	10,950.90	30.47%	1,650.00
255-5-55-30-410.000 Water and Sewer Charges	3,605.00	0.00	3,605.00	0.00%	0.00
255-5-55-30-415.000 Stormwater Charges	4,088.00	0.00	4,088.00	0.00%	0.00
255-5-55-30-421.000 Grit Disposal	18,000.00	4,133.04	13,866.96	22.96%	1,377.68
255-5-55-30-430.000 R&M Vehicles & Equipment	1,500.00	111.15	1,388.85	7.41%	111.15
255-5-55-30-431.000 R&M Buildings	45,702.00	28,277.59	17,424.41	61.87%	2,612.51
255-5-55-30-435.000 COGEN	35,000.00	11,691.70	23,308.30	33.40%	13.82
255-5-55-30-442.000 Rental Vehicles/Equip	3,400.00	633.80	2,766.20	18.64%	316.90
255-5-55-30-491.000 Administrative Fees	99,750.00	49,875.00	49,875.00	50.00%	24,937.50
255-5-55-30-500.000 Training, Conf, Dues	8,800.00	1,298.08	7,501.92	14.75%	1,298.08

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-5-55-30-505.000 Tech. Subs, Licenses	11,783.00	3,294.29	8,488.71	27.96%	439.72
255-5-55-30-510.000 Permits, Licenses, Reg	12,105.00	1,997.00	10,108.00	16.50%	0.00
255-5-55-30-520.000 PACIF Insurance	42,427.00	19,625.48	22,801.52	46.26%	0.00
255-5-55-30-530.000 Communications	17,500.00	4,283.53	13,216.47	24.48%	1,732.59
255-5-55-30-540.000 Advertising	1,350.00	0.00	1,350.00	0.00%	0.00
255-5-55-30-567.000 Biosolids Land Applicatio	235,000.00	0.00	235,000.00	0.00%	0.00
255-5-55-30-568.000 Biosolids Subcontractor	310,046.00	67,970.68	242,075.32	21.92%	11,860.14
255-5-55-30-570.000 Other Purchased Services	150,000.00	66,517.99	83,482.01	44.35%	34,082.94
255-5-55-30-609.000 Safety Supplies	3,000.00	6,599.75	-3,599.75	219.99%	-1,360.20
255-5-55-30-610.000 General Supplies	8,500.00	3,025.05	5,474.95	35.59%	900.41
255-5-55-30-611.000 Small Tools & Equipment	5,000.00	1,450.92	3,549.08	29.02%	0.00
255-5-55-30-612.000 Uniforms	7,050.00	838.94	6,211.06	11.90%	0.00
255-5-55-30-618.000 Laboratory Supplies	28,000.00	5,567.09	22,432.91	19.88%	2,412.66
255-5-55-30-619.000 Chemicals	525,000.00	128,666.88	396,333.12	24.51%	45,857.02
255-5-55-30-621.000 Natural Gas/Heating	21,000.00	4,765.63	16,234.37	22.69%	2,752.17
255-5-55-30-622.000 Electricity	170,000.00	53,353.94	116,646.06	31.38%	10,237.37
255-5-55-30-626.000 Gasoline	2,000.00	3,587.45	-1,587.45	179.37%	3,118.85
255-5-55-30-735.000 Tech: Equip/Hardware	18,750.00	19,149.00	-399.00	102.13%	2,985.00
255-5-55-30-910.000 Transfer btwn funds (non-	1,500.00	750.00	750.00	50.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	480,000.00	240,000.00	240,000.00	50.00%	120,000.00
Total Operating Expenses	3,199,340.00	986,171.67	2,213,168.33	30.82%	331,072.39
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	0.00	12,077.52	-12,077.52	100.00%	8,016.56
255-5-55-70-722.013 Cogen	55,000.00	0.00	55,000.00	0.00%	0.00
255-5-55-70-722.020 Digester Flare/Flame Arre	50,000.00	8,085.00	41,915.00	16.17%	1,470.00
255-5-55-70-722.021 Aeration Header Replaceme	25,000.00	17,691.81	7,308.19	70.77%	1,800.00
255-5-55-70-722.022 Process Monitoring Upgrad	48,000.00	0.00	48,000.00	0.00%	0.00
255-5-55-70-722.023 Headworks Improvements	40,000.00	0.00	40,000.00	0.00%	0.00
255-5-55-70-722.024 Dewatering VFDs	60,000.00	0.00	60,000.00	0.00%	0.00
255-5-55-70-730.001 Energy Conservation	10,000.00	0.00	10,000.00	0.00%	0.00
255-5-55-70-730.004 Catwalk	20,000.00	0.00	20,000.00	0.00%	0.00
255-5-55-70-730.005 HVAC Upgrades	25,000.00	13,210.76	11,789.24	52.84%	13,210.76
255-5-55-70-750.002 IT Upgrades	16,483.00	0.00	16,483.00	0.00%	0.00
255-5-55-70-955.002 RZEDB Interest	0.00	16,455.69	-16,455.69	100.00%	0.00
255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	0.00	154,720.39	-154,720.39	100.00%	154,720.39
Total Nonoperating Expenses	349,483.00	222,241.17	127,241.83	63.59%	179,217.71
Total Expenditures	3,548,823.00	1,208,412.84	2,340,410.16	34.05%	510,290.10
Total WASTEWATER FUND	130,517.00	1,291,892.19	-1,422,409.19	989.83%	1,368,622.27

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-4-56-40 Operating Revenues					
256-4-56-40-023.000 Sanitation User Fees	1,006,390.00	322,993.25	683,396.75	32.09%	335,993.25
256-4-56-40-023.001 Essex Pump Station Fees	30,365.00	0.00	30,365.00	0.00%	0.00
256-4-56-40-023.002 Two party agreement	67,022.00	0.00	67,022.00	0.00%	0.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	1,509.90	28,490.10	5.03%	0.00
256-4-56-40-026.000 Allocation Fees	0.00	6,758.40	-6,758.40	100.00%	4,070.40
256-4-56-40-060.000 Interest Income	5,000.00	12,323.12	-7,323.12	246.46%	0.00
256-4-56-40-085.000 Penalties	3,000.00	1,307.49	1,692.51	43.58%	-2.48
256-4-56-40-098.000 Misc Revenue	0.00	176.47	-176.47	100.00%	176.47
Total Operating Revenues	1,141,777.00	345,068.63	796,708.37	30.22%	340,237.64
256-4-56-70 Nonoperating Revenues					
256-4-56-70-092.000 Transfer to Capital	222,000.00	111,000.00	111,000.00	50.00%	55,500.00
Total Nonoperating Revenues	222,000.00	111,000.00	111,000.00	50.00%	55,500.00
Total Revenues	1,363,777.00	456,068.63	907,708.37	33.44%	395,737.64

256-5-56-40 Operating Expenses					
256-5-56-40-110.000 Regular Salaries	174,975.00	51,421.04	123,553.96	29.39%	11,449.44
256-5-56-40-130.000 Overtime	24,246.00	3,669.85	20,576.15	15.14%	1,616.25
256-5-56-40-210.000 Group Insurance	63,587.00	25,277.13	38,309.87	39.75%	4,383.59
256-5-56-40-220.000 Social Security	16,197.00	4,407.99	11,789.01	27.21%	1,049.39
256-5-56-40-225.000 Act 76 Childcare Tax	699.00	157.92	541.08	22.59%	32.37
256-5-56-40-230.000 Retirement	19,618.00	5,067.32	14,550.68	25.83%	999.89
256-5-56-40-250.000 Unemployment Insurance	180.00	81.86	98.14	45.48%	0.00
256-5-56-40-260.000 Workers Comp Insurance	8,419.00	2,287.72	6,131.28	27.17%	0.00
256-5-56-40-290.000 Other Employee Benefits	800.00	0.00	800.00	0.00%	0.00
256-5-56-40-330.000 Professional Services	6,242.00	3,725.25	2,516.75	59.68%	2,431.25
256-5-56-40-335.000 Audit	3,529.00	2,881.89	647.11	81.66%	2,646.63
256-5-56-40-340.000 Technical Services	14,500.00	2,240.00	12,260.00	15.45%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	0.00	500.00	0.00%	0.00
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	5,268.66	-3,268.66	263.43%	101.75
256-5-56-40-431.000 R&M Buildings & Grounds	6,000.00	0.00	6,000.00	0.00%	0.00
256-5-56-40-433.000 R&M Infrastructure	15,000.00	0.00	15,000.00	0.00%	0.00
256-5-56-40-434.000 R&M Pump Stations	22,500.00	4,107.93	18,392.07	18.26%	524.29
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	3,006.37	10,993.63	21.47%	1,505.73
256-5-56-40-434.002 West Street PS Costs	12,000.00	3,778.82	8,221.18	31.49%	1,642.50
256-5-56-40-441.000 Rental Land/Buildings	2,048.00	2,507.17	-459.17	122.42%	0.00
256-5-56-40-491.000 Administrative Fees	235,500.00	117,750.00	117,750.00	50.00%	58,875.00
256-5-56-40-500.000 Training, Conf, Dues	2,000.00	0.00	2,000.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	1,726.00	873.89	852.11	50.63%	82.73
256-5-56-40-520.000 PACIF Insurance	3,402.00	1,586.32	1,815.68	46.63%	0.00
256-5-56-40-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-530.000 Communications	1,080.00	360.00	720.00	33.33%	90.00
256-5-56-40-560.000 Postage	6,180.00	1,356.63	4,823.37	21.95%	1,356.63
256-5-56-40-609.000 Safety Supplies	3,000.00	1,093.25	1,906.75	36.44%	1,093.25
256-5-56-40-610.000 General Supplies	2,500.00	917.27	1,582.73	36.69%	892.12

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-5-56-40-612.000 Uniforms	1,350.00	505.93	844.07	37.48%	162.00
256-5-56-40-621.000 Natural Gas/Heating	1,500.00	237.70	1,262.30	15.85%	124.54
256-5-56-40-622.000 Electricity	16,000.00	2,076.12	13,923.88	12.98%	705.93
256-5-56-40-626.000 Gasoline	6,000.00	1,306.08	4,693.92	21.77%	332.63
256-5-56-40-735.000 Tech: Equip/Hardware	3,500.00	0.00	3,500.00	0.00%	0.00
256-5-56-40-750.000 Machinery & Equipment	5,000.00	0.00	5,000.00	0.00%	0.00
256-5-56-40-920.000 Transfer btwn funds (capi	222,000.00	111,000.00	111,000.00	50.00%	55,500.00
Total Operating Expenses	918,778.00	358,950.11	559,827.89	39.07%	148,157.91
256-5-56-70 Nonoperating Expenses					
256-5-56-70-722.001 Manhole Rehab/Sliplining	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.005 Maple/River St PS	3,740,650.00	17,426.16	3,723,223.84	0.47%	17,426.16
256-5-56-70-722.006 Collection Sys Capacity S	33,129.00	0.00	33,129.00	0.00%	0.00
256-5-56-70-722.055 West St PS	0.00	5,300.00	-5,300.00	100.00%	5,300.00
256-5-56-70-750.001 Meter Replacement Program	21,488.00	3,122.77	18,365.23	14.53%	0.00
256-5-56-70-751.006 Vactor Truck	9,500.00	13,232.00	-3,732.00	139.28%	0.00
256-5-56-70-910.000 Transfer to WWTF	0.00	279,466.58	-279,466.58	100.00%	279,466.58
Total Nonoperating Expenses	3,844,767.00	318,547.51	3,526,219.49	8.29%	302,192.74
Total Expenditures	4,763,545.00	677,497.62	4,086,047.38	14.22%	450,350.65
Total SANITATION FUND	-3,399,768.00	-221,428.99	3,621,196.99	6.51%	-54,613.01

11/03/25

City of Essex Junction General Ledger
Current Yr Pd: 4 Year Budget Status Report
STORMWATER FUND

Page 26 of 31

11:54 am

jmorris

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
257-4-57-50-021.000 Stormwater User Fees	0.00	123,871.18	-123,871.18	100.00%	123,836.18
257-4-57-50-027.000 Stormwater User Fees	323,057.00	0.00	323,057.00	0.00%	0.00
257-4-57-50-040.000 Federal Grant Revenue	0.00	15,416.80	-15,416.80	100.00%	15,416.80
257-4-57-50-060.000 Interest Income	0.00	-93.15	93.15	100.00%	0.00
Total Revenues	323,057.00	139,194.83	183,862.17	43.09%	139,252.98
257-5-57-50-110.000 Regular Salaries	99,249.00	22,452.80	76,796.20	22.62%	7,439.60
257-5-57-50-120.000 Part Time Salaries	17,760.00	6,012.50	11,747.50	33.85%	0.00
257-5-57-50-210.000 Group Insurance	42,750.00	10,004.34	32,745.66	23.40%	2,842.22
257-5-57-50-220.000 Social Security	9,048.00	2,168.54	6,879.46	23.97%	566.98
257-5-57-50-225.000 Act 76 Childcare Tax	390.00	78.99	311.01	20.25%	15.27
257-5-57-50-230.000 Retirement	8,968.00	1,855.83	7,112.17	20.69%	471.48
257-5-57-50-250.000 Unemployment Insurance	50.00	19.78	30.22	39.56%	0.00
257-5-57-50-260.000 Workers Comp Insurance	6,617.00	3,140.06	3,476.94	47.45%	0.00
257-5-57-50-290.000 Other Employee Benefits	400.00	0.00	400.00	0.00%	0.00
257-5-57-50-320.000 Legal Services	3,000.00	0.00	3,000.00	0.00%	0.00
257-5-57-50-330.000 Professional Services	20,000.00	0.00	20,000.00	0.00%	0.00
257-5-57-50-451.000 Summer Construction Servi	20,000.00	902.70	19,097.30	4.51%	771.30
257-5-57-50-500.000 Training, Conferences, Du	2,000.00	670.43	1,329.57	33.52%	46.43
257-5-57-50-510.000 Permit/License/Registrati	18,250.00	7,175.85	11,074.15	39.32%	7,175.85
257-5-57-50-540.000 Advertising	1,250.00	0.00	1,250.00	0.00%	0.00
257-5-57-50-570.000 Other Purchased Services	5,000.00	1,399.99	3,600.01	28.00%	1,200.00
257-5-57-50-575.000 Storm Sewer Maintenance	20,000.00	18,361.65	1,638.35	91.81%	18,064.25
257-5-57-50-580.000 Travel	1,500.00	66.36	1,433.64	4.42%	0.00
257-5-57-50-612.000 Uniforms	675.00	593.95	81.05	87.99%	0.00
257-5-57-50-735.000 Tech: Equip/Hardware	0.00	2,188.00	-2,188.00	100.00%	0.00
257-5-57-50-830.000 Regular Programs	900.00	916.49	-16.49	101.83%	916.49
257-5-57-50-899.000 Matching Grant Funds	45,250.00	7,555.95	37,694.05	16.70%	0.00
Total Expenditures	323,057.00	85,564.21	237,492.79	26.49%	39,509.87
Total STORMWATER FUND	0.00	53,630.62	-53,630.62	-100.00%	99,743.11

11/03/25

11:54 am

City of Essex Junction General Ledger
Current Yr Pd: 4 Year Budget Status Report
SENIOR CENTER FUND

Page 27 of 31

jmorris

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
-----	-----	-----	-----	-----	-----
258-4-33-13-060.000 Interest Income	0.00	79.99	-79.99	100.00%	0.00
-----	-----	-----	-----	-----	-----
Total Revenues	0.00	79.99	-79.99	100.00%	0.00
-----	-----	-----	-----	-----	-----
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
-----	-----	-----	-----	-----	-----
Total SENIOR CENTER FUND	0.00	79.99	-79.99	-100.00%	0.00
=====	=====	=====	=====	=====	=====

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
259-4-30-10-060.000 Interest Income	0.00	7,847.25	-7,847.25	100.00%	0.00
259-4-30-11-020.304 Pool Day Admissions	74,333.00	70,907.75	3,425.25	95.39%	0.00
259-4-30-11-020.305 Pool Memberships	44,988.00	7,906.00	37,082.00	17.57%	0.00
259-4-30-11-020.306 Swim Lessons	45,219.00	2,710.00	42,509.00	5.99%	0.00
259-4-30-12-020.308 Facility & Field Rental	26,440.00	7,839.25	18,600.75	29.65%	685.00
259-4-30-14-020.311 Youth Programs	399,745.00	23,597.36	376,147.64	5.90%	2,820.03
259-4-30-14-020.312 Adult Programs	156,800.00	25,969.04	130,830.96	16.56%	632.30
259-4-30-14-050.000 Donation Revenue	20,050.00	1,000.00	19,050.00	4.99%	0.00
259-4-30-14-091.000 Transfer from Other Funds	17,500.00	0.00	17,500.00	0.00%	0.00
259-4-30-15-020.313 Childcare - AS	1,743,980.00	148,213.78	1,595,766.22	8.50%	144,171.98
259-4-30-15-020.315 Shared Staffing Contract	170,573.00	0.00	170,573.00	0.00%	0.00
259-4-30-15-040.835 Special Accommodation Gra	0.00	9,247.50	-9,247.50	100.00%	0.00
259-4-30-16-020.313 Childcare - PS	706,353.00	133,965.98	572,387.02	18.97%	56,164.92
259-4-30-17-020.313 Childcare - DC	961,280.00	401,973.52	559,306.48	41.82%	52,166.40
259-4-30-17-040.835 Special Accommodation Gra	0.00	36,685.00	-36,685.00	100.00%	0.00
Total Revenues	4,367,261.00	877,862.43	3,489,398.57	20.10%	256,640.63
259-5-30-10 Administration					
259-5-30-10-250.000 Unemployment Insurance	5,231.00	2,377.66	2,853.34	45.45%	0.00
259-5-30-10-260.000 Workers Comp Insurance	89,072.00	36,699.83	52,372.17	41.20%	0.00
259-5-30-10-330.000 Professional Services	0.00	1,700.00	-1,700.00	100.00%	0.00
259-5-30-10-442.000 Rental Vehicles/Equip	1,968.00	662.00	1,306.00	33.64%	331.00
259-5-30-10-500.000 Training, Conf, Dues	5,500.00	3,304.76	2,195.24	60.09%	1,873.86
259-5-30-10-505.000 Tech. Subs, Licenses	1,835.00	9,168.84	-7,333.84	499.66%	1,945.00
259-5-30-10-530.000 Communications	0.00	863.86	-863.86	100.00%	0.00
259-5-30-10-550.000 Printing and Binding	0.00	3,910.00	-3,910.00	100.00%	0.00
259-5-30-10-560.000 Postage	353.00	2,284.48	-1,931.48	647.16%	0.00
259-5-30-10-561.000 CC Processing Fees	0.00	11,395.48	-11,395.48	100.00%	0.00
259-5-30-10-610.000 General Supplies	0.00	196.73	-196.73	100.00%	0.00
259-5-30-10-910.000 Trnsfr Between Funds (non	0.00	26,577.50	-26,577.50	100.00%	13,288.75
Total Administration	103,959.00	99,141.14	4,817.86	95.37%	17,438.61
259-5-30-11 Pool					
259-5-30-11-120.000 Part Time Salaries	115,130.00	99,372.06	15,757.94	86.31%	0.00
259-5-30-11-130.000 Overtime	0.00	2,804.44	-2,804.44	100.00%	0.00
259-5-30-11-220.000 Social Security	8,807.00	7,816.52	990.48	88.75%	0.00
259-5-30-11-225.000 Act 76 Childcare Tax	380.00	354.88	25.12	93.39%	0.00
259-5-30-11-330.000 Professional Services	1,486.00	0.00	1,486.00	0.00%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	39,708.00	26,410.67	13,297.33	66.51%	409.80
259-5-30-11-505.000 Technology Subs, Licenses	629.00	483.24	145.76	76.83%	0.00
259-5-30-11-550.000 Printing and Binding	420.00	0.00	420.00	0.00%	0.00
259-5-30-11-560.000 Postage	270.00	0.00	270.00	0.00%	0.00
259-5-30-11-610.000 General Supplies	3,832.00	3,462.74	369.26	90.36%	12.83
259-5-30-11-910.000 Transfer btwn Funds (non-	2,126.00	0.00	2,126.00	0.00%	0.00
Total Pool	172,788.00	140,704.55	32,083.45	81.43%	422.63

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
259-5-30-12 Parks and Facilities					
259-5-30-12-120.000 Part Time Salaries	10,383.00	3,446.95	6,936.05	33.20%	0.00
259-5-30-12-220.000 Social Security	794.00	320.02	473.98	40.30%	28.17
259-5-30-12-225.000 Act 76 Childcare Tax	34.00	6.49	27.51	19.09%	0.00
259-5-30-12-330.000 Professional Services	9,000.00	28,918.58	-19,918.58	321.32%	0.00
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	1,064.80	12,735.20	7.72%	0.00
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	2,060.51	1,939.49	51.51%	886.29
259-5-30-12-610.000 General Supplies	0.00	3,501.89	-3,501.89	100.00%	3,354.02
Total Parks and Facilities	38,011.00	39,319.24	-1,308.24	103.44%	4,268.48
259-5-30-14 Recreation Programs					
259-5-30-14-110.000 Regular Salaries	58,320.00	10,215.07	48,104.93	17.52%	4,228.92
259-5-30-14-120.000 Part Time Salaries	21,284.00	2,732.85	18,551.15	12.84%	1,378.13
259-5-30-14-210.000 Group Insurance	42,844.00	811.48	42,032.52	1.89%	368.24
259-5-30-14-220.000 Social Security	6,141.00	990.10	5,150.90	16.12%	429.15
259-5-30-14-225.000 Act 76 Childcare Tax	265.00	41.84	223.16	15.79%	17.93
259-5-30-14-230.000 Retirement	3,523.00	827.48	2,695.52	23.49%	413.74
259-5-30-14-290.000 Other Employee Benefits	400.00	0.00	400.00	0.00%	0.00
259-5-30-14-330.000 Professional Services	474,238.00	184,491.51	289,746.49	38.90%	20,619.97
259-5-30-14-410.000 Water and Sewer Charges	1,500.00	0.00	1,500.00	0.00%	0.00
259-5-30-14-431.000 R&M Buildings & Grounds	1,300.00	0.00	1,300.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	2,000.00	0.00	2,000.00	0.00%	0.00
259-5-30-14-500.000 Training, Conf, Dues	6,750.00	3,595.17	3,154.83	53.26%	1,823.22
259-5-30-14-505.000 Technology Subs, Licenses	2,360.00	1,812.17	547.83	76.79%	0.00
259-5-30-14-530.000 Communications	540.00	0.00	540.00	0.00%	0.00
259-5-30-14-550.000 Printing and Binding	1,575.00	0.00	1,575.00	0.00%	0.00
259-5-30-14-560.000 Postage	1,013.00	0.00	1,013.00	0.00%	0.00
259-5-30-14-610.000 General Supplies	32,393.00	18,393.69	13,999.31	56.78%	10,477.16
259-5-30-14-850.150 Memorial Day Parade	7,500.00	0.00	7,500.00	0.00%	0.00
259-5-30-14-910.000 Transfer btwn Funds (non-	7,973.00	0.00	7,973.00	0.00%	0.00
Total Recreation Programs	671,919.00	223,911.36	448,007.64	33.32%	39,756.46
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	669,664.00	153,193.45	516,470.55	22.88%	48,341.55
259-5-30-15-120.000 Part Time Salaries	429,246.00	95,819.08	333,426.92	22.32%	51,358.47
259-5-30-15-130.000 Overtime	0.00	879.69	-879.69	100.00%	45.64
259-5-30-15-210.000 Group Insurance	204,294.00	68,594.54	135,699.46	33.58%	13,365.22
259-5-30-15-220.000 Social Security	86,208.00	19,684.01	66,523.99	22.83%	8,011.36
259-5-30-15-225.000 Act 76 Childcare Tax	3,719.00	778.00	2,941.00	20.92%	312.03
259-5-30-15-230.000 Retirement	65,662.00	19,171.79	46,490.21	29.20%	4,550.88
259-5-30-15-290.000 Other Employee Benefits	5,200.00	400.00	4,800.00	7.69%	400.00
259-5-30-15-330.000 Professional Services	101,800.00	6,631.84	95,168.16	6.51%	4,621.00
259-5-30-15-500.000 Training, Conf, Dues	45,339.00	6,617.65	38,721.35	14.60%	4,152.00
259-5-30-15-505.000 Technology Subs, Licenses	6,609.00	5,074.07	1,534.93	76.78%	0.00
259-5-30-15-530.000 Communications	7,560.00	2,189.67	5,370.33	28.96%	959.71
259-5-30-15-540.000 Advertising	3,000.00	0.00	3,000.00	0.00%	0.00
259-5-30-15-550.000 Printing and Binding	4,410.00	0.00	4,410.00	0.00%	0.00
259-5-30-15-560.000 Postage	2,835.00	0.00	2,835.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-5-30-15-580.000 Travel	0.00	1,718.81	-1,718.81	100.00%	1,718.81
259-5-30-15-610.000 General Supplies	123,316.00	31,012.94	92,303.06	25.15%	13,123.00
259-5-30-15-626.000 Gasoline	5,500.00	268.86	5,231.14	4.89%	0.00
259-5-30-15-910.000 Transfer btwn Funds (non-	22,327.00	0.00	22,327.00	0.00%	0.00
Total After School Care	1,786,689.00	412,034.40	1,374,654.60	23.06%	150,959.67
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	375,640.00	133,700.41	241,939.59	35.59%	27,942.24
259-5-30-16-120.000 Part Time Salaries	29,493.00	9,442.66	20,050.34	32.02%	2,360.04
259-5-30-16-130.000 Overtime	0.00	97.65	-97.65	100.00%	0.00
259-5-30-16-210.000 Group Insurance	182,985.00	52,614.60	130,370.40	28.75%	8,803.07
259-5-30-16-220.000 Social Security	32,759.00	11,493.18	21,265.82	35.08%	2,515.71
259-5-30-16-225.000 Act 76 Childcare Tax	1,413.00	463.66	949.34	32.81%	101.16
259-5-30-16-230.000 Retirement	30,732.00	11,593.95	19,138.05	37.73%	2,495.78
259-5-30-16-290.000 Other Employee Benefits	2,800.00	800.00	2,000.00	28.57%	400.00
259-5-30-16-330.000 Professional Services	4,525.00	1,856.47	2,668.53	41.03%	282.32
259-5-30-16-420.000 Cleaning Services	32,500.00	9,119.33	23,380.67	28.06%	5,067.83
259-5-30-16-441.000 Rental Land/Buildings	1,860.00	0.00	1,860.00	0.00%	0.00
259-5-30-16-442.000 Rental Vehicles/Equip	0.00	597.60	-597.60	100.00%	298.80
259-5-30-16-500.000 Training, Conf, Dues	11,750.00	4,673.50	7,076.50	39.77%	0.00
259-5-30-16-505.000 Technology Subs, Licenses	2,675.00	2,053.79	621.21	76.78%	0.00
259-5-30-16-530.000 Communications	0.00	149.73	-149.73	100.00%	37.45
259-5-30-16-550.000 Printing and Binding	1,785.00	0.00	1,785.00	0.00%	0.00
259-5-30-16-560.000 Postage	1,148.00	0.00	1,148.00	0.00%	0.00
259-5-30-16-580.000 Travel	1,536.00	176.40	1,359.60	11.48%	0.00
259-5-30-16-610.000 General Supplies	7,750.00	13,063.89	-5,313.89	168.57%	1,890.87
259-5-30-16-910.000 Transfer btwn Funds (non-	9,036.00	0.00	9,036.00	0.00%	0.00
Total Preschool	730,387.00	251,896.82	478,490.18	34.49%	52,195.27
259-5-30-17 Summer Day Camps					
259-5-30-17-110.000 Regular Salaries	85,671.00	52,288.27	33,382.73	61.03%	0.00
259-5-30-17-120.000 Part Time Salaries	536,093.00	468,926.90	67,166.10	87.47%	0.00
259-5-30-17-130.000 Overtime	0.00	19,371.44	-19,371.44	100.00%	0.00
259-5-30-17-220.000 Social Security	47,565.00	41,420.49	6,144.51	87.08%	0.00
259-5-30-17-225.000 Act 76 Childcare Tax	2,052.00	1,743.34	308.66	84.96%	0.00
259-5-30-17-330.000 Professional Services	163,066.00	63,820.31	99,245.69	39.14%	14,774.00
259-5-30-17-505.000 Technology Subs, Licenses	3,462.00	2,657.85	804.15	76.77%	0.00
259-5-30-17-550.000 Printing and Binding	2,310.00	0.00	2,310.00	0.00%	0.00
259-5-30-17-560.000 Postage	1,485.00	0.00	1,485.00	0.00%	0.00
259-5-30-17-580.000 Travel	0.00	45,128.57	-45,128.57	100.00%	0.00
259-5-30-17-610.000 General Supplies	66,267.00	39,405.23	26,861.77	59.46%	6,507.40
259-5-30-17-910.000 Transfer btwn Funds (non-	11,693.00	0.00	11,693.00	0.00%	0.00
Total Summer Day Camps	919,664.00	734,762.40	184,901.60	79.89%	21,281.40
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00

11/03/25

City of Essex Junction General Ledger

Page 31 of 31

11:54 am

Current Yr Pd: 4 Year Budget Status Report

jmorris

EJRP PPROGRAMS FUND

Account	Budget	Actual	Budget Balance % of Budget	Pd to Date
Total Expenditures	4,423,417.00	1,901,769.91	2,521,647.09	42.99%
Total EJRP PPROGRAMS FUND	-56,156.00	-1,023,907.48	1,080,063.48	1,823.33%
Total All Funds	-4,034,663.00	7,425,201.62	-3,390,538.62	-184.04%

LOT Fund Balance Detail

LOT Funds Revenue FY23	659,341.99	
11/21/22 Disbursement - Q1	1,178.64	
2/9/23 Disbursement - Q2	239,621.26	
5/12/23 Disbursement - Q3	195,435.64	
6/30/23 Disbursement - Q4	219,588.49	funds received in August, but recorded back to June to properly recognize revenue
Interest Accrued	3,517.96	
LOT Funds Revenue FY24	986,078.22	
Q1	284,780.40	
Q2	223,554.85	
Q3	219,797.53	
Q4	232,463.92	
Interest Accrued	25,481.52	allocated monthly
LOT Funds Revenue FY25	1,048,482.39	
Q1	263,103.52	
Q2	261,428.29	
Q3	237,710.40	
Q4	259,860.01	
Interest Accrued	26,380.17	allocated monthly
LOT Funds Revenue FY26	3,528.57	
Q1		
Q2		
Q3		
Q4		
Interest Accrued	3,528.57	allocated monthly
Less:		
FY24 Expenses	(587,239.00)	strategic planning, capital transfer, IT migration and paving actual spent
FY25 Expenses	(1,019,401.75)	capital projects within the approved capital plan \$1,000,000, sidewalks \$19,401.75
FY25 Sidewalks per Policy Balance of Funds Avail.	(236,123.81)	25% of projected revenue
Rebranding Balance of Funds Avail.	(20,825.00)	\$40,000 assigned during budget, \$12,500 reassigned to Strategic Planning by Council
Banners/Signs Balance of Funds Avail.	(14,375.00)	
FY26 Expenses to Date	(410,931.00)	capital projects within the approved capital plan \$400,000, rebranding \$6675, \$4256 sidewalks
FY26 Capital Transfer Balance of Funds Avail.	(400,000.00)	\$800,000 total
FY26 Sidewalks per Policy Balance of Funds Avail.	(245,744.00)	25% of projected revenue
Balance of LOT Funds Available	(237,208.39)	
Projected Remaining FY26 LOT Revenue	1,000,000.00	\$1,000,000 projected, less actual funds received to date
Projected FY26 LOT Fund Balance	762,791.61	

updated 11/3/25

2 Lincoln Renovation Project

	Breadloaf	Scott & Partners	Other	Totals
Original Contract	\$ 2,770,578.00	\$ 231,419.00	n/a	\$ 3,001,997.00
Change Orders/Amendments/Non-Contract	\$ 472,218.44	\$ 58,610.18	n/a	\$ 530,828.62
Revised Contract	\$ 3,242,796.44	\$ 290,029.18	n/a	\$ 3,532,825.62
Payments to Date	\$ 3,183,549.95	\$ 297,910.43	\$ 166,406.71	\$ 3,647,867.09
Balance of Contract	\$ 59,246.49	\$ (7,881.25)	n/a	\$ (115,041.47)

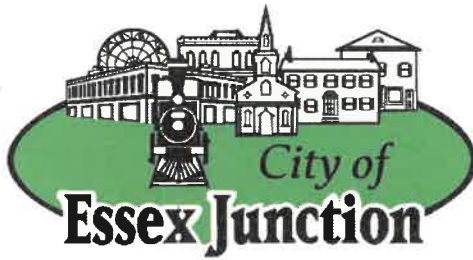
Approved Project Funds	4,020,975.60
Payments to Date	(3,647,867.09)
Remaining Contract Obligations	115,041.47
Anticipated Additional Costs	(327,418.52)
Balance of Funds Available	160,731.46

updated 11/3/25

Economic Development Fund Balance Detail

FY26 Economic Development Fund Beginning Balance PRELIMINARY	914,544.23	
Economic Development Funds Received FY26	61,064.87	
	<i>Property Taxes</i>	56,640.17 will be allocated around 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	4,424.70 allocated monthly
Less:		
		FY25 \$40,000 grant match, less \$6,425 actual spent FY25, less
Main St Park	(33,440.00)	\$135 actual spent to date FY26
Crescent Connector	(86,820.25)	actual spent FY25
EV Charging	(1,060.03)	actual spent FY25
		FY25 \$250,000 grant match, FY26 \$450,000 grant match, less
Amtrak Grant Match	(694,597.00)	\$2,538 actual spent FY25, less \$2,865 actual spent to date FY26
Balance of Economic Development Funds Available	<u>159,691.82</u>	
Projected FY26 Economic Development Fund Revenue	<u>55,359.83</u>	\$112,000 less actual property tax revenue to date
Projected FY26 Economic Development Fund Balance	<u>215,051.65</u>	

updated 11/3/25



RESOLUTION OF APPRECIATION OF TROY WILBER

Whereas, Troy Wilber served the City of Essex Junction Public Works Department for 18 years with dedication and hard work;

Whereas, Troy played a key role in keeping our city running smoothly—whether it was maintaining roads, water lines, or lending a hand wherever needed;

Whereas, Troy contributed significantly to the safety, functionality, and improvement of our community's infrastructure;

Whereas, Troy was known for his sense of humor, speaking his mind and being a dependable teammate;

Whereas, Troy passed away unexpectedly on October 7, 2025, leaving behind a legacy of service and a deep sense of loss among all who knew him;

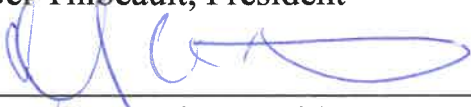
Now, therefore, be it resolved, that the City Council, on behalf of the staff and citizens of the City of Essex Junction, formally recognizes and honors the life, service, and contributions of Troy Wilber;

Be it further resolved, that this Resolution of Appreciation be entered into the official record, and that a copy be presented to Jennifer Combs-Wilber and Mikayla Combs-Wilber as a token of our gratitude and sympathy.

City of Essex Junction Council



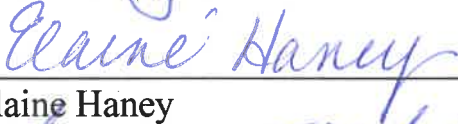
Amber Thibeault, President



Marcus Certa, Vice President



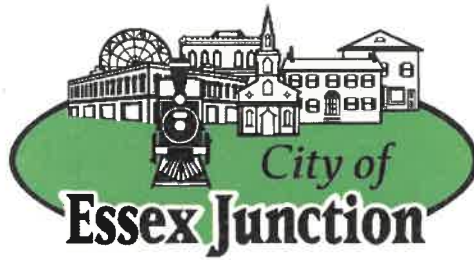
Tim Miller, Clerk



Elaine Haney



Brian Shelden



RESOLUTION IN APPRECIATION OF JOHN ROWELL

Whereas, John Rowell has honorably served as a volunteer firefighter with Essex Junction Fire Department for 43 years, always showing up with courage, dedication, and a big heart for helping others;

Whereas, throughout his tenure, John Rowell rose up through the ranks to Assistant Chief and has served in this position for 21 years;

Whereas, John has responded to countless emergencies, provided critical support during times of crisis, and exemplified the highest standards of professionalism and compassion;

Whereas, John has been a mentor and role model to fellow firefighters, generously sharing knowledge, experience, and leadership to strengthen the department and inspire others;

Whereas, beyond answering emergency calls, John has been a familiar and friendly face at community events—whether it was teaching kids about fire safety, appearing in the Memorial Day parade, participating in fundraisers, supporting Essex CHIPS, coaching with Essex Junction Little League, teaching religious education or just lending a hand wherever it was needed;

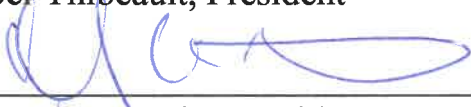
Whereas, John also stepped up to the position of Health Officer in the city where he dealt with challenging public health concerns and disputes;

Whereas, John's commitment to both the fire service and the community has made a lasting impact, and his kindness and leadership will be deeply missed;

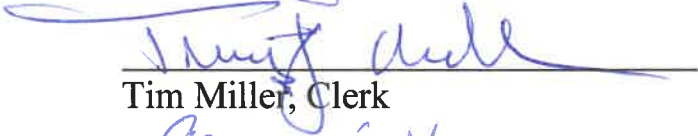
City of Essex Junction Council



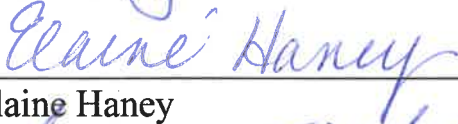
Amber Thibeault, President



Marcus Certa, Vice President



Tim Miller, Clerk



Elaine Haney



Brian Shelden

REAPPRAISAL UPDATE NOVEMBER 2025

To date, five batches of reappraisal notice/letters for Essex Junction residential property owners were mailed. Property owners receiving the notices and/or finding the green inspection cards at their doors are continuing to graciously schedule interior inspections. The designated days for the scheduled residential interior inspections are Tuesday and Thursday between 9:00am – 6:00pm. The inspections take 10-15 minutes if the Field Appraiser had already measured the exterior, took exterior photos, and left a green card. For a scheduled appointment, prior to any visit, please allow for at least thirty minutes for the inspection. We want to again express our gratitude to the property owners for allowing us to visit their property.

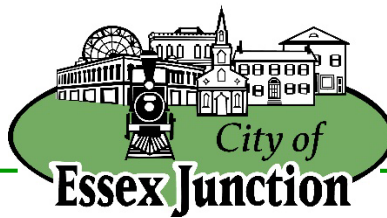
On Wednesday, October 15th letters and income and expense forms were mailed to all commercial property owners (retail, office, and mixed-use), commercial apartment, and industrial property for both town and city. The letter requests that the owners complete the 2024 income and expense data pertaining to the property. As the letter indicates, “When determining commercial property values, the Assessing Department must weigh financial as well as physical attributes (the commercial Field Appraisals will be going out to inspect the properties as well). The income approach assumes that the willing seller and buyer of any income producing property consider the income to be derived from that property as critical in the decision to buy or sell. By completing and returning the enclosed form(s), you help ensure the development of a sound basis to estimate the income approach to value. Please be aware that this information will be used only to determine ‘market’ income and expense levels for commercial, industrial, and apartment properties. In accordance with State Law and except as provided therein, all information listed on the forms is **not** available to the public for inspection. [32 V.S.A. §4009].”

Because we do not have a record of which commercial properties are owner-occupied, we initially sent forms to all commercial property owners. We ask those who own and occupy their commercial property to return the forms with "owner-occupied" indicated and if you are willing, to provide the property's expense details.

Thank you to the commercial property owners who have returned the completed forms, and we look forward to receiving the remaining responses.

Please visit our website at [Assessing Department | Essex, VT](#) for more information pertaining to the Reappraisal Project 2026.

We want to thank all property owners again for their cooperation and kindness throughout this project.



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
CC: Rick Jones, Public Works Superintendent
Meeting Date: November 12, 2025
Subject: Lead Service Line Inventory Annual Letters

Issue: This is an annual update on the Lead and Copper Rule Revisions (LCRR) issued by the U.S. Environmental Protection Agency in 2021.

Discussion:

Under the Lead and Copper Rule Revisions (LCRR) issued by the U.S. Environmental Protection Agency in 2021, every public community water system in the country was required to complete a service line inventory. The City of Essex Junction Lead Service Line Inventory has been completed, and the inventory is approved.

These federal drinking water regulations also require utilities to annually notify all customers whose service lines include a segment of unknown pipe materials, and Galvanized Requiring Replacement. Letters have been sent (in late October) to properties in the following categories:

Galvanized Requiring Replacement*: 40 properties

Unknown on the System (Public) Side**: 40 properties

Unknown on the System (Public) Side and Customer (Private) Side**: 297 properties. Properties in this category are encouraged to reach out to the City or MSK so we can get the material identified.

Unknown on the Customer (Private) Side:

**A Galvanized Requiring Replacement (GRR) service line is a section of service line that is made of galvanized steel and is currently downstream, previously downstream, or was possibly downstream of a lead service line. Because of minimal historical records showing previous service lines, clear documentation that a lead pipe was never connected to this galvanized line, doesn't exist.*

***The water system side (aka public side) is the section of the service line from the distribution main to the curb stop and the customer side (aka private side) is the section of service line from the curb stop to the foundation of your building.*

Next Steps Regarding the Inventory:

- The inventory is considered a "living" document and can be updated at any time, when new information is received. All unknowns have to be identified by the replacement deadline which is in 10 years (the EPA identifies this date as 12/31/2034). The inventory will have to be updated as lines are identified and/or replaced. The States plan for identification is to conduct sampling.
- Under the current rules, the 10-year timeline of replacement is for GRR's under the control of the water system (we don't have any of these in Essex Junction). On the private side, there is no requirement for the GRRs to be replaced under the current rules. There may be funding for those replacements in the future. The City will relay funding information to customers if and when it becomes available.

Cost:

Annual ongoing work for this inventory is now covered under the operating budget.

Recommendation:

This is for information only.



BENNINGTON – MONTPELIER – BURLINGTON, VT
PO Box 139 | 150 Depot St | Bennington, VT 05201
802.447.1402 | www.mskeng.com
Licensed in CO, CT, MA, ME, NY, VT



Date

Property Owner

Mailing Address

Mailing City, State, Zip

Re: Galvanized Requiring Replacement Service Line Pipe Materials at **Property Address**

Dear Property Owner or Resident:

Under the Lead and Copper Rule Revisions (LCRR) issued by the U.S. Environmental Protection Agency in 2021, every public community water system in the country was required to complete a service line inventory. The City of Essex Junction service line inventory has been completed, and the inventory is approved.

The service line serving your property has been categorized as having a service line with galvanized pipe materials, and there are no available records to clearly document that a lead pipe was never connected to this galvanized piping. Based on the requirements of USEPA's Lead and Copper Rule Revisions and the Vermont Department of Environmental Conservation's public drinking water program, your service line has been categorized as 'galvanized requiring replacement' (GRR) in the service line inventory prepared The City of Essex Junction water system. A GRR service line is a section of service line that is made of galvanized steel and is currently downstream, previously downstream, or was possibly downstream of a lead service line. Because of minimal historical records showing previous service lines, clear documentation that a lead pipe was never connected to this galvanized line, doesn't exist. However, lead service lines have not been encountered anywhere in the Essex Junction Water System during this project. MSK Engineers has completed over 100 service line inventories throughout Vermont and has not encountered any lead service lines outside of Bennington. Regardless, this notification letter includes educational materials about the health effects associated with exposure to lead in drinking water and actions water users can take to reduce their exposure. The Lead and Copper Rule Improvements (LCRI) require water systems to replace GRR lines under their control within 10 years. GRR service line segments in Essex Junction are under the control, ownership, and responsibility of the customer. Your service line is included in the water systems lead service line replacement plan, which is available for review upon request. Please do not hesitate to call Aubrey Ferris or Patrick Smart of MSK Engineers with any questions

GRR service lines may be a potential source of lead in drinking water. Per the US EPA, exposure to lead can cause serious health effects in all age groups. Infants and children who drink water containing lead could have decreases in IQ and attention span and increases in learning and behavior problems. Lead exposure among women who are pregnant increases prenatal risks. Lead exposure among women who later become pregnant has similar risks if lead stored in the mother's bones is released during pregnancy. Recent science suggests that adults who drink water containing lead have increased risks of heart disease, high blood pressure, kidney, or nervous system problems. Per the Vermont Department of Health webpage on lead in drinking water, "there is no safe level of lead. Take action to reduce lead levels as low as possible."

Actions you can take to reduce lead concentrations in drinking water include flushing your tap before using water for drinking or cooking; and maintaining a water filter certified to remove lead from drinking water. To flush the tap, open the faucet until the water turns ice cold. This cold water is “fresh” water from the main that has not stagnated in interior plumbing. If you use a water filter, look for a filter that is certified to NSF Standard 53 to remove lead, like the Brita Longlast or PUR PLUS. Further information on immediate actions you can take to decrease lead concentrations in drinking water can be found at <https://www.healthvermont.gov/drinking-water/lead>.

Sincerely,



Patrick Smart, P.E., Senior Engineer
MSK Engineers
(802) 447-1402 x 127
psmart@mskeng.com



Aubrey Ferris, Staff Engineer
MSK Engineers
(802) 445-5085
aferris@mskeng.com



Ricky Jones
Public Works Superintendent
802-878-6944 x 1600
rick@essexjunction.org



BENNINGTON – MONTPELIER – BURLINGTON, VT
PO Box 139 | 150 Depot St | Bennington, VT 05201
802.447.1402 | www.mskeng.com
Licensed in CO, MA, ME, NH, NY, VT



Date

Property Owner

Mailing Address

Mailing City, State, Zip

Re: Unknown Service Line Pipe Materials at **Property Address**

Dear Property Owner or Resident:

You are receiving this letter because the materials of your drinking water service line are unknown and federal drinking water regulations require the Essex Junction Water Department to provide you with this annual notification.

Under the Lead and Copper Rule Revisions (LCRR) issued by the U.S. Environmental Protection Agency in 2021, every public community water system in the country was required to complete a service line inventory. The City of Essex Junction service line inventory was completed in October 2024 and has been approved by the Vermont Department of Environmental Conservation (VTDEC). Per VTDEC requirements, each service line is divided into two segments. The water system side is the segment of the service line from the distribution main to the curb stop (shut off valve) and the customer side is the segment of service line from the curb stop to the foundation of your building. Because the system side of a service line is entirely underground, that segment could not be readily observed and was categorized based on available records when this initial service line inventory was prepared. The customer side segment of the service line is visible entering building and can be categorized via visual inspection.

Both the water system and customer side service line segments of your service line are listed as unknown materials in the water department's service line inventory. If you have any information about your service line's materials, please contact us. We are available to meet you at your house to observe service line materials at the building entrance and identify the materials of the customer side segment of your service line. Alternatively, you could upload a photograph of your service line's building entrance [via this link](#).

Since your service line's materials are unknown, there is a possibility that your service line could contain a lead pipe. However, lead service lines have not been encountered anywhere in the Essex Junction Water System during the preparation of the service line inventory. MSK Engineers has completed over 100 service line inventories throughout Vermont and has not encountered any lead service lines outside of Bennington. Based on the available information we believe it is unlikely that your service line contains lead pipe. Regardless, this notification letter includes educational materials about the health effects associated with exposure to lead in drinking water and actions water users can take to reduce their exposure. Please do not hesitate to call Aubrey Ferris or Patrick Smart of MSK Engineers with any questions.

Per the US EPA, exposure to lead can cause serious health effects in all age groups. Infants and children who drink water containing lead could have decreases in IQ and attention span and increases in learning

and behavior problems. Lead exposure among women who are pregnant increases prenatal risks. Lead exposure among women who later become pregnant has similar risks if lead stored in the mother's bones is released during pregnancy. Recent science suggests that adults who drink water containing lead have increased risks of heart disease, high blood pressure, kidney, or nervous system problems. Per the Vermont Department of Health webpage on lead in drinking water, "there is no safe level of lead. Take action to reduce lead levels as low as possible."

If your service line's customer side segment contains lead pipe and you choose to replace it, please notify the water department as soon as possible because the water department is required to identify the water system side segment's materials and replace the service line if lead is encountered. Essex Junction Water Department has developed a Lead Service Line Replacement Plan that describes our planned approach to identify unknown service line materials and replace service lines as required by these federal drinking water regulations. Please contact us if you would like to review a copy of this plan.

Actions you can take to reduce lead concentrations in drinking water include flushing your tap before using water for drinking or cooking; and maintaining a water filter certified to remove lead from drinking water. To flush the tap, open the faucet until the water turns ice cold. This cold water is "fresh" water from the main that has not stagnated in interior plumbing. If you use a water filter, look for a filter that is certified to NSF Standard 53 to remove lead, like the Brita Longlast or PUR PLUS. Further information on immediate actions you can take to decrease lead concentrations in drinking water can be found at <https://www.healthvermont.gov/environment/drinking-water/lead-drinking-water>. If you have any questions about this letter or would like to learn more about service line replacements, service line identification, and funding assistance opportunities please contact us.

Sincerely,



Patrick Smart, P.E., Senior Engineer
MSK Engineers
(802) 447-1402 x 127
psmart@mskeng.com



Aubrey Ferris, Staff Engineer
MSK Engineers
(802) 445-5085
aferris@mskeng.com



Ricky Jones
Public Works Superintendent
802-878-6944 x 1600
rick@essexjunction.org



BENNINGTON – MONTPELIER – BURLINGTON, VT
PO Box 139 | 150 Depot St | Bennington, VT 05201
802.447.1402 | www.mskeng.com
Licensed in CO, MA, ME, NH, NY, VT



Date

Property Owner

Mailing Address

Mailing City, State, Zip

Re: Unknown Service Line Pipe Materials at Property Address

Dear Property Owner or Resident:

You are receiving this letter because the materials of your drinking water service line are unknown and federal drinking water regulations require the Essex Junction Water Department to provide you with this annual notification.

Under the Lead and Copper Rule Revisions (LCRR) issued by the U.S. Environmental Protection Agency in 2021, every public community water system in the country was required to complete a service line inventory. The City of Essex Junction service line inventory was completed in October 2024 and has been approved by the Vermont Department of Environmental Conservation (VTDEC). Per VTDEC requirements, each service line is divided into two segments. The water system side is the segment of the service line from the distribution main to the curb stop (shut off valve) and the customer side is the segment of service line from the curb stop to the foundation of your building. Because the system side of a service line is entirely underground, that segment could not be readily observed and was categorized based on available records when this initial service line inventory was prepared. The customer side segment of the service line is visible entering building and can be categorized via visual inspection.

The water system segment of your service line is listed as unknown materials in the water department's service line inventory. If you have any information about your service line's materials, please contact us.

Since your service line's materials are unknown, there is a possibility that your service line could contain a lead pipe. However, lead service lines have not been encountered anywhere in the Essex Junction Water System during the preparation of the service line inventory. MSK Engineers has completed over 100 service line inventories throughout Vermont and has not encountered any lead service lines outside of Bennington. Based on the available information we believe it is unlikely that your service line contains lead pipe. Regardless, this notification letter includes educational materials about the health effects associated with exposure to lead in drinking water and actions water users can take to reduce their exposure. Please do not hesitate to call Aubrey Ferris or Patrick Smart of MSK Engineers with any questions.

Per the US EPA, exposure to lead can cause serious health effects in all age groups. Infants and children who drink water containing lead could have decreases in IQ and attention span and increases in learning and behavior problems. Lead exposure among women who are pregnant increases prenatal risks. Lead exposure among women who later become pregnant has similar risks if lead stored in the mother's bones is released during pregnancy. Recent science suggests that adults who drink water containing lead have increased risks of heart disease, high blood pressure, kidney, or nervous system problems. Per the



BENNINGTON – MONTPELIER – BURLINGTON, VT
PO Box 139 | 150 Depot St | Bennington, VT 05201
802.447.1402 | www.mskeng.com
Licensed in CO, CT, MA, ME, NY, VT



Vermont Department of Health webpage on lead in drinking water, “there is no safe level of lead. Take action to reduce lead levels as low as possible.”

Essex Junction Water Department has developed a Lead Service Line Replacement Plan that describes our planned approach to identify unknown service line materials and replace service lines as required by these federal drinking water regulations. Please contact us if you would like to review a copy of this plan.

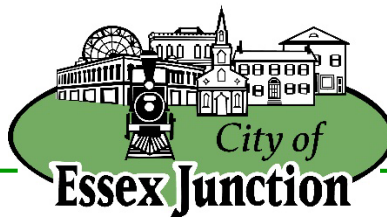
Actions you can take to reduce lead concentrations in drinking water include flushing your tap before using water for drinking or cooking; and maintaining a water filter certified to remove lead from drinking water. To flush the tap, open the faucet until the water turns ice cold. This cold water is “fresh” water from the main that has not stagnated in interior plumbing. If you use a water filter, look for a filter that is certified to NSF Standard 53 to remove lead, like the Brita Longlast or PUR PLUS. Further information on immediate actions you can take to decrease lead concentrations in drinking water can be found at <https://www.healthvermont.gov/environment/drinking-water/lead-drinking-water>. If you have any questions about this letter or would like to learn more about service line replacements, service line identification, and funding assistance opportunities please contact us.

Sincerely,

Patrick Smart, P.E., Senior Engineer
MSK Engineers
(802) 447-1402 x 127
psmart@mskeng.com

Aubrey Ferris, Staff Engineer
MSK Engineers
(802) 445-5085
aferris@mskeng.com

Ricky Jones
Public Works Superintendent
802-878-6944 x 1600
rick@essexjunction.org



MEMORANDUM

To: City Council

From: Joanne Pfaff

Meeting Date: November 12, 2025

Subject: Regional Boards and Committees

Issue: To improve coordination and understanding of discussions, decisions and actions taken on the regional boards and committees where the City is represented.

Discussion: In the packet for the first Council meeting of every month we will include this quick reference to the regional board's websites and minute locations in each reading file to keep the regional boards at front of mind. By reviewing the meeting minutes, the Council can have a better understanding of the discussions and allow them to stay informed about regional issues and resolutions.

[Chittenden Solid Waste District](#)

[Town Meeting TV](#)

[Chittenden County Communications Union District](#)

[Green Mountain Transit](#)

[Winooski Valley Parks District](#)

[Champlain Water District](#)

[Tree Farm Management Group](#)

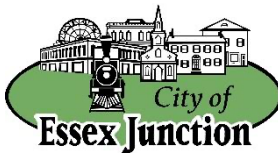
[Chittenden County Regional Planning Commission](#)

Cost: N/A

Recommendation: N/A

Recommended Motion: N/A

Attachments: N/A



**CITY OF ESSEX JUNCTION
RECREATION ADVISORY COMMITTEE
REGULAR MEETING AGENDA**

*Online & 75 Maple St.
Essex Junction, VT 05452*
**Wednesday, October 15, 2025
6:00 PM**

Members Present: Bridget Downey - Meyer, Cora Delucia, Joshua Birmingham, Jocelyn Emilo, Oona Osborne, Pat Lynch, Piper Goodkind, Rachel Hamm Vaughan

Staff Present: Brad Luck, Mark Brislin, Matt Smith, Alex Vinci

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:04 p.m.

2. ADDITIONS OR AMENDMENTS TO AGENDA

There were no additions or amendments made.

3. PUBLIC TO BE HEARD

There was no public to be heard.

4. REVIEW AND APPROVE MINUTES FROM LAST MEETING

The minutes were reviewed and approved unanimously.

5. STAFF UPDATES – PARKS TEAM

We went on a 30-minute walk through the park to learn about buildings, land, and future projects at Maple Street Park. Matt and Alex shared information about themselves, their roles, and answered questions.

6. RAC MEMBER FEEDBACK TIME

There was a discussion about Meet Me On Main!, volunteer groups, as well as the future of Cascade Park.

7. DIRECTOR'S REPORT/UPDATE

Brad shared the directors report.

8. DISCUSS ANY POTENTIAL ACTION STEPS

There were no action steps discussed.

9. ADJOURN

The meeting was adjourned at 7:35p.m. Pat made a motion and Cora seconded. The vote was unanimous.

Brownell Library Board of Trustees meeting minutes
Kolvoord Community Room
6 Lincoln Street, Essex Junction, VT
Tuesday, October 21, 2025

Attendees: Trustees: Karen Hergesheimer, Dottie Bergendahl, Jeanne Grant, Helen Donahey, Sheila Porter, Jessica Dow, Christine Packard, Alex Carmical, Venessa Luck (remote).

Teen Trustees: Gabby Stevenson, Rhiannon Adams

Staff: Wendy Hysko (remote), Alison Pierce

Meeting called to order by Karen at 7:03

1. Agenda changes/Deletions: note taker is Jeanne, not Christine
2. Public to be heard: Liz, a Foundation member, thanked the Trustees for helping at the monthly Book Donations
3. Announcements: Wendy had a Budget meeting with Regina and Jess: there will be a new carpet installed in the mid- and lower-levels of the Library.
4. Minutes of Tuesday, Sept. 16, 2025: Sheila moved we accept as written, Dottie seconded, all in favor
5. Financial report: \$2023.52 in Trustee checking; \$2946.04 Trustee CD. Budget approximately where we expect: most line items at around 25% and we're through 25% of year. Buildings budget : some items over due to one-time project but overall fine. 6 HVACs need to be replaced, one or two immediately as they failed this summer. Will be in 2027/2028 Library budget. Sheila moved to acknowledge, Alex seconded, All in favor.
6. Reports: New cleaner going well: On-line ticketing and responsive. Wasp situation resolved. Karen doing study on how long it takes Staff to get Trustee monthly reports together . Looking for input from Trustees: Are all items in report useful in our roles in supporting Library and is info presented in best way. Looking to possibly streamline data and narrative so it is more efficient for staff to gather and present. Discussion ensued. Alison open to providing yearly stats in August as she used to if Trustees find it useful. Different staff people put together different parts of report. Venessa suggested saying formal goodbye to Erin in Nov. meeting.
7. No committees
8. Work Groups: 100th planning: first party January 10 2:30-4:30 (make sure this doesn't overlap with City wide budget discussions that are held in January.) Kick-off to Year of Samuel Brownell. Food, music, tshirts. \$ from Adult budget. July 18 party hosted by Trustees. Like Meet Me On Main but Meet me at

Brownell. Food trucks, activities for kids, B & Js. July 20 cake and balloons in Library to celebrate Samuel Brownell's birthday. Historical society will do events as well. Plan to put book together featuring community members' stories about Brownell; perhaps interviews and videos as well, photos, artwork, children's drawings.

9. Sustainability and Diverse recruitment. Tonight focused on SLI Goal I.2. Trustees approved using draft included in meeting packet with amendments: removing "elected" under #1, 2nd bullet; removing "recruit" under #2, 2nd bullet; adding develop robust onboarding process under #3. Helen moved to adopt as amended; Sheila seconded; all approved. Will pass this on to Erna to submit to SLI certification. Next steps: review job description Alex developed and Jeanne and Karen tweaked; then review Equity statement and determine how and where to present . Ongoing discussion. Ideas: focus groups with people who are not active library users. Have written materials describing Trustee roles and responsibilities to hand out at events. Creating decorum and norms in event Brownell is presented with challenges to Collection, policies or staff.
10. Budget work group: Budget submitted on Sept. 22 and we have no new information. If we flat fund we will have to make cuts. Regina concerned about Brownell having to flat fund. Karen is putting together a presentation on what flat funding means and will mean in the future. What are the losses at 3%-5%? Discussed statewide library stats.
11. Foundation: Work date to clean up Booksale Room: Nov. 8, 9-12. Discussing holding fewer Book Donation days. Concern about how to dispose of books that are old and not moving, particularly Discards. Concern about Foundation mail opened by Library staff with Foundation mail being sent to 6 Lincoln along with Library mail. The Foundation does have their own PO Box. General difficulty with communication btw. Foundation and Staff and policies and procedures being developed. Also intend to have yearly meeting with Staff, Foundation and Trustees.
12. Old business: Roof update: original company who accepted job backed out, 2nd company that was chosen has signed on and completion date should be June 1, 2026. Repair cafe very successful and positive; Meet Me On Main very successful and positive. Group norms: will go on next month's agenda.
13. Adjournment: Sheila moved to adjourn, Christine seconded. All approved. Adjourned at 8:45.

Minutes submitted by Jeanne Grant

POLICE COMMUNITY ADVISORY BOARD

October 21, 2025

POLICE COMMUNITY ADVISORY BOARD

WORKING MEETING

MINUTES OF MEETING - DRAFT

October 21, 2025

POLICE COMMUNITY ADVISORY BOARD: Christina Hagestad, Jenny Parker, Gwendolyn Evans, Dan Maguire

ABSENT:

STAFF: Alyssa March- Community Liaison, Essex Police Department and Ron Hoague (EPD Chief)

ADMINISTRATION:

OTHERS PRESENT: Vince C, Robert L

1. CALL TO ORDER

The meeting started at 6:03pm.

2. AGENDA ADDITIONS/CHANGES

Meeting was changed into a working meeting due to conflicting Town meeting times, and another Board was using the Zoom account.

3. AGENDA APPROVAL

The agenda was unable to be approved due to this meeting only being a working meeting.

4. PUBLIC TO BE HEARD

Robert L voiced his concerns about the traffic in the town. Robert shared multiple incidents in the town where people do not follow the law. He shared that around Route 128 he sees the most. Chief then thanked Robert for coming to speak to the Board and informed Robert that he would go back to the Traffic Safety Officer at EPD and ask for more coverage in that area. The Chief also asked Robert to email him so they can follow up with these concerns.

5. CONSENT ITEMS

a. The Board was unable to approve the Minutes for the September meeting.

6. BUSINESS ITEMS

a. Alyssa shared the flyer for the CJC's fiscal year of 2025 and explained the work that CJC in Essex. The Chief informed the Board that due to funding, CJC will not be based in Essex for the next fiscal year and that the CJC will be working out of Burlington. It is still unsure what that will look like.

b. The Handbook for the town was on the agenda to be approved by the Board but due to it only being a working meeting, the Board cannot approve. This will be on the agenda again for the next meeting.

c. Alyssa informed the Board that 233 people participated in the survey. The Board agreed that November 1, 2025 will be the end date for the survey. Alyssa will then look at the data and bring an update to the Board at the next meeting.

d. Alyssa shared the upcoming events that the PD will be attending until the end of the year. EPD will be having Coffee with a Cop at Quality Bake Shop on Wednesday 10/28 from 8AM-10AM. Gwendolyn asked the Board to attend these events with Alyssa. Jenny will be attending the Pumpkin Palooza on 10/25. Gwendolyn will be attending the Whimsical Walk on 11/28. Dan will be attending the Train Hop on 12/12. There is still an opening for Troy's Toy Drive at ADL on 12/13.

e. The Chief shared updates about EPD. There are 2 new hires from NY that will be attending the next academy in February. There might be 2 more for the following academy as well. The department finished their last Use of Force training for the year. The department will have one other firearm and taser training before the year ends.

The City will be interviewing another candidate for PCAB soon.

For next meeting The Board will discuss: survey data, PCAB workplan, upcoming community events, the handbook as well as an EPD update.

7. ADJOURN

The meeting adjourned at 7:05pm.

Respectfully submitted,

Alyssa March
Community Affairs Liaison

City of Essex Junction Governance Committee Meeting Minutes

Thursday, October 23, 2025 @ 6:30 PM

Members present: Bethany Clark, Thomas Coen, Elaine Haney, Steve Eustis, Candace Morgan, Brian Shelden, Gabrielle Smith, Marlon Verasamy

Absent: Deb McAdoo

Staff present: Brad Luck

Members of the public present: None

Chair Steve Eustis was late so Vice Chair Marlon Verasamy called the meeting to order at 6:35 PM.

There was no public to be heard. Bethany Clark moved and Thomas Coen seconded the approval of the minutes. The minutes passed unanimously.

Bethany reviewed the experience at Meet Me on Main!. The community interactions were positive and successful; just a general wish that we could have tabled at all of them and gotten more input. Marlon shared that he and Steve Eustis presented the committee's progress the City Council the night before; the Council was receptive and looks forward to the final presentation.

Brad Luck discussed updates to materials for the public. Thomas Coen shared concern about confusion regarding the descriptions of city council president and mayor. The committee members agreed the new language provided by Brad offered more clarity.

Thomas and Gabrielle volunteered to be on the Junction City News Program on 10/27.

The Committee reviewed and revised the Community Conversations and Focus Group agendas. There was discussion of adding a virtual Community Conversation. The last day of the survey was identified as Sunday, November 16.

Steve motioned for adjournment. Thomas seconded. The motion passed unanimously at 8:07p.m.

**CITY OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
DRAFT MINUTES OF MEETING
OCTOBER 28, 2025**

COMMITTEE: Amber Thibeault, Chair; Kevin Collins, Vice-Chair; Scott McCormick; Mike Plageman; Justin Rabidoux

ADMINISTRATION: Jeff Kershner, City Engineer; Michael Giguere, City Planner; Ricky Jones, Public Works Superintendent; Jess Morris, Finance Director

PUBLIC: Tim Miller

1. CALL TO ORDER

In lieu of a Chair, Ms. Morris called the meeting to order at 6:03 PM.

2. AGENDA ADDITIONS/ CHANGES

None.

3. PUBLIC COMMENTS

There were no comments from the public.

4. DISCUSSION ITEMS

a. Appointments: Chair and Vice Chair

KEVIN COLLINS made a motion, seconded by **MIKE PLAGEMAN**, to nominate **Amber Thibault** as Chair. Motion passed 5-0.

AMBER THIBAUT made a motion, seconded by **MIKE PLAGEMAN**, to nominate **Kevin Collins** as Vice-Chair. Motion passed 5-0.

b. Presentation: Main Street Shared Use Path

Mr. Giguere, City Planner, presented. The Main Street Shared Use Path proposed to install a shared use path on Upper Main Street. This project was scoped jointly by the Town of Essex and Village of Essex Junction in 2018. The Town of Essex has received funding for Phase 1 of the project, which is entirely located within their jurisdiction. The Town of Essex would like to seek coordination with the City on implementing the next phase of this project. There is an estimated 15% cost efficiency if Phase 2 of the project is completed by both municipalities at once. The Bike/Walk Advisory Committee is in strong support of this project and believes that it would be a significant safety and logistical improvement. Mr. Rabidoux said that he will be abstaining from discussing or voting on this project as he is employed for the project consultant Stantec. The project is proposed to be on the east side of the road and links up with an existing path at Main Street. Mr. Giguere said that one of the biggest benefits is walker safety, however it will also provide more connectivity for bikers.

c. Discussion and Vote: Capital Project Rankings and Timeline for Council

Ms. Morris said that the proposed Capital Project Ranking file has been fully updated with cost estimates. She said that some projects were moved due to the availability of enterprise funds. Enterprise funds include water, sanitation, wastewater and stormwater. Additional information will be available regarding these projects at the City Council's November 12th meeting. Staff will provide a list at the next Capital Committee meeting of projects which may need to be re-ranked. Answering a question from Mr. Rabidoux, Ms. Morris said that there has been direction from City Council that the amount of general fund transfer to capital needs to be reduced.

MIKE PLAGEMAN made a motion, seconded by **KEVIN COLLINS**, to send the Rosewood Lane, North Street and Pleasant Street projects to the City Council for inclusion in the Capital Plan. Motion passed 5-0.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: April 1, 2025

KEVIN COLLINS made a motion, seconded by **JUSTIN RABIDOUX**, to approve the minutes of April 1, 2025. Motion passed 5-0.

6. READING FILE

a. Iroquois Ave Waterline and Roadway Replacement Project Award: Mr. Kershner said that the waterline and subbase have been installed, and that curbs will be installed next week. Residents have been very supportive of this project.

b. City Prioritization List

7. ADJOURN

KEVIN COLLINS made a motion, seconded by **SCOTT MCCORMICK**, to adjourn the meeting. Motion passed 6-0; the meeting adjourned at 6:40 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

Next Meeting: January 6, 2026