TOWN OF ESSEX SELECTBOARD
REGULAR MEETING AGENDA

Online
Essex Junction, VT 05452
Monday, January 11, 2021
6:30 PM

E-mail: manager@essex.org *www.essexvt.org* *Phone: (802) 878-1341*

*Due to the Covid-19 pandemic, **this meeting will be held remotely**. Available options to watch or join the meeting:*

- **WATCH:** the meeting will be live-streamed on Town Meeting TV.
- **JOIN ONLINE**: Join Microsoft Teams Meeting. Depending on your browser, you may need to call in for audio (below).
- **JOIN CALLING:** Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 168 027 114#
- **PROVIDE FULL NAME:** For minutes, please provide your full name whenever prompted.
- **CHAT DURING MEETING: Please use "Chat" to request to speak, only. Please do not use for comments.**
- **RAISE YOUR HAND:** Click on the hand in Teams to speak or use the "Chat" feature to request to speak.
- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
   a. Comments from Public on Items Not on Agenda
5. **PUBLIC HEARING**
   a. Public Hearing on addition to Title 7, Motor Vehicles, Traffic and Parking, of the Municipal Ordinance, Section 7.12.015 to change speed limit on portion of Sand Hill Road from 30 mph to 25 mph
6. **BUSINESS ITEMS**
   a. Consider approval on addition to Title 7, Motor Vehicles, Traffic and Parking, of the Municipal Ordinance, Section 7.12.015 to change speed limit on portion of Sand Hill Road from 30 mph to 25 mph
   b. Consider approval of the Plan for Merger of the Town of Essex and Village of Essex Junction and the proposed Charter for the merged communities
   c. Consider approval of merger vote informational materials
   d. Consider approval of Fiscal Year 2020 Fund Balance Assignments – Sarah Macy
   e. Continue Fiscal Year 2022 Budget Work Session
   f. Consider approval of warning for public hearing on Fiscal Year 2022 Operating Budget
7. **CONSENT ITEMS**
   a. Approve Annual Report dedication
   b. Approve minutes: December 21, 2020; December 28, 2020 Joint
   c. Check Warrant: 12/31/20; #17815 – 1/8/21
8. **READING FILE**
   a. Board member comments
   b. Fiscal Year 2022 Capital Budget Binder
   c. Memo from Dennis Lutz re: Proposed VT15 Waterline Project
   d. Email from Nancy Benerofe re: Town Meeting Ballot Question
   e. Town 2021 Annual Meeting/Election Preparation Schedule
   f. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
   a. An executive session is not expected
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 Chair, 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 Chair. This agenda is available in alternative formats upon request. Meetings of the Selectboard, like all programs and activities of the Town of Essex, are accessible to people with disabilities. For information on accessibility or this agenda, call the Town Manager's office at 878-1341.

Certification: _____ 1/8/2021

TOWN OF ESSEX SELECTBOARD
NOTICE OF PUBLIC HEARING
January 11, 2021
6:30 p.m.

The Selectboard of the Town of Essex shall hold a public hearing at 6:30 p.m. on January 11, 2021 online. Visit www.essexvt.org to connect via Microsoft Teams or join via conference call (audio only): 802-377-3784 – Conference ID: 168 027 114#

The purpose of the public hearing is to consider final passage of an additional provisions to Title 7, Motor Vehicles, Traffic and Parking, of the Municipal Ordinance, Chapter 7.12, Section 7.12.015.

The Selectboard of the Town of Essex hereby ordains that changes be made to the Municipal Ordinance, Title 7, Motor Vehicles, Traffic and Parking, Chapter 7.12, Section 7.12.015, by adding section 7.12.015 D. The purpose of the revised provisions is to reduce the speed limit on a section of Sand Hill Road from 30 mph to 25 mph:

7.12.015

D. Sand Hill Road from the intersection Jericho Road (VT -15) to a point 700 ft+/- north of Founders Road and from a point 1300 ft +/- south of Founders Road to Allen Martin Drive shall be 30 mph. The section of Sand Hill Road from a point 700 ft +/- north of Founders Road to a point 1300 ft +/- south of Founders Road shall be 25 mph.

Should the Town of Essex Selectboard adopt these ordinances, they will become effective immediately upon adoption.

Citizens have the right to petition for a vote on the ordinance at an annual or special meeting pursuant to 24 V.S.A. § 1973. Five (5) percent of the qualified voters of the Town of Essex, by written petition filed with the Town Clerk no later than forty-four (44) days following the date of adoption by the Selectboard, may request that the voters of the town disapprove of the Selectboard's action at a duly warned annual or special meeting.

Please direct questions to Lt. Robert Kissinger at rkissinger@essex.org or 802-878-8331.

Elaine Haney, Chair
Essex Selectboard

Memorandum

To: Selectboard; Evan Teich, Unified Manager
Cc: Chief Ron Hoague, Police; Lt. Rob Kissinger, Police
From: Tammy Getchell, Assistant to the Manager
Re: Adoption of addition to Title 7, Motor Vehicles, Traffic and Parking
Date: January 7, 2021

Issue
The issue is whether the Selectboard will approve the final passage of an addition to Title 7, Motor Vehicles, Traffic and Parking of the Town of Essex Municipal Ordinance, Section 7.12.015 to change the speed limit on portion of Sand Hill Road from 30 mph to 25 mph.

Discussion
Town ordinances are adopted after the Selectboard passes the ordinances, holds a public hearing, and then approves final passage of the ordinances. The Selectboard passed the revised provisions to Title 7 in October, and held a public hearing in November.

On December 28, 2020, the Selectboard authorized staff to make necessary amendments to adjust the language of the Motor Vehicle ordinance to modify the speed limit on Sand Hill Road to 25 mph and warn a public hearing January 11, 2021 to consider final passage of this additional provision.

The purpose of the revised provision is to reduce the speed limit on a section of Sand Hill Road from 30 mph to 25 mph:

7.12.015
D. Sand Hill Road from the intersection Jericho Road (VT -15) to a point 700 ft+/- north of Founders Road and from a point 1300 ft +/- south of Founders Road to Allen Martin Drive shall be 30 mph. The section of Sand Hill Road from a point 700 ft +/- north of Founders Road to a point 1300 ft +/- south of Founders Road shall be 25 mph.

Should the Town of Essex Selectboard adopt this addition, it will become effective immediately.

Cost
n/a

Recommendation
Staff recommends the Selectboard approve the final passage of the additional provision to Title 7 Motor Vehicles, Traffic and Parking, of the Municipal Ordinance, Chapter 7.12, Section 7.12.015 to change the speed limit on portion of Sand Hill Road from 30 mph to 25 mph, to become effective immediately.

Memorandum

To: Selectboard; Evan Teich, Unified Manager
From: Tammy Getchell, Assistant to the Manager
Re: Plan of Merger for the Town of Essex and the Village of Essex Junction and the proposed Charter for the merged communities
Date: January 7, 2021

Issue
The issue is for the Selectboard to discuss and consider approval of the Plan of Merger of the Town of Essex and Village of Essex Junction and the proposed Charter for the merged communities.

Discussion
On December 7, 2020, the Selectboard discussed whether to put the Plan of Merger on the March 2, 2021 Town meeting ballot and voted to commit to including a question asking voters if the Town of Essex shall adopt the Plan of Merger and the proposed Charter for the merged communities.

In order to include the question on the ballot, the Selectboard must approve the Plan of Merger and the proposed Charter. If approved, the preparation for annual meeting would proceed as follows:

January 25 – The Selectboard would finalize the question for the ballot, which would be included and adopted as a part of the Warning for Annual Town Meeting. The Plan of Merger would be posted for all residents to review.

February 1 – First public hearing on proposed Plan of Merger

February 16 – Second public hearing on proposed Plan of Merger

March 1 – Information hearing on any public question to be voted on during the election

March 2 – Annual Election

The most recent draft of the Selectboard's draft charter is attached, and includes changes made during the December 7, 2020 meeting.

Cost
n/a

Recommendation

It is recommended that the Selectboard finalize and approve the Plan of Merger of the Town of Essex and Village of Essex Junction and the proposed Charter for the merged communities dated January 11, 2021, before warning a vote for the ballot in March.

TOWN OF ESSEX

PREAMBLE

The inhabitants of the Town of Essex, including the historical, unincorporated Village of Essex Junction, are a corporate and political body under the name of "Town of Essex." As such, inhabitants enjoy all rights, immunities, powers, and privileges and are subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation.

Subchapter 1: Transitional Provisions

§ 101 Adoption of town and village assets and liabilities

(a) All assets and obligations formerly owned or held by the Town and Village shall become the assets and obligations of the new Town of Essex upon the effective date of the charter. This shall include all real property, easements, rights, and interests in land, buildings, and other improvements; vehicles, equipment, and other personal property; assessed but uncollected taxes, rents, and charges, together with lien rights and enforcement powers; moneys, rights of action in legal or administrative proceedings; insurance policies; documents and records; debts, claims, bonded indebtedness; without any further act, deed, or instrument being necessary. Pursuant to § 104, the unincorporated Village shall become a debt assessment district until the Village's residual bond debt is retired.

(b) All contracts, agreements, trusts, and other binding written documents affecting the Town or Village shall remain in effect on the effective date of the charter, and the new Town of Essex shall assume all the responsibilities formerly belonging to the Town and Village unless otherwise specified.

§ 102 Transition Period

The transition period shall begin on the July 1, following approval of the charter by the Legislature, and end on June 30 the year after approval of the charter. At the end of the transition period, any provision of the charter not otherwise triggered during the transition period will become effective. Nothing in this section shall affect or limit other provisions in this subchapter or in other subchapters, which serve a transitional purpose and which by their own provisions continue beyond the transitional period. In such cases, transitional provisions intended to extend beyond the transitional period shall be governed by specific sunset terms.

§ 103 Organizational Municipal Meeting

The first annual Town Meeting shall occur as follows: On the Monday before the first Town Meeting Day following the effective date of the charter, there shall be a unified,

informational meeting of the new municipality, which shall be noticed and warned to all residents of the former Town of Essex and unincorporated Village of Essex Junction. This meeting shall be for the purpose of presenting and discussing a unified budget for the new Town. Other (new Town) business may also be presented and discussed but shall not be voted on during this meeting. After presentation and discussion of the budget and any other business the meeting shall adjourn until the following day of Town Meeting Day when voting on the election of officers, the Town budget, and any other business included in the warning for the meeting shall be by Australian ballot. Time and holding of the Meeting shall be pursuant to Subchapter 5 of the Town charter. The first annual Town Meeting shall be jointly warned by the Interim Governing Body pursuant to §105. The Interim Governing Body shall appoint a Moderator to run the informational meeting.

§ 104 Transitional Districts

Transitional district rates shall be set by the new Town Selectboard.

(a) For a transitional period commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Debt Assessment District for the purpose of retiring the Village's residual bonded debt in existence before the transitional period. This residual debt is scheduled to retire in FY 2035.

(b) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Tax Reconciliation District for the purpose of transferring the cost of the Village's municipal operations into the Town's operational budget at a rate for each of those 12 years consistent with this purpose.

(c) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Sidewalk District for the purpose of levying a special tax on properties within the Village for the purpose of maintaining the Village's sidewalks, including snow removal and routine maintenance, but not capital repairs, in accordance with its previous sidewalk maintenance procedures prior to the merger.

(d) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Capital Improvement District for the purpose of levying a special tax on properties within the Village for the purpose of paying for Village capital infrastructure projects on the Village's Capital Reserve Plan prior to the merger. The Capital Improvement District

is not required to complete all projects in the plan prior to the end of the transitional period and the Selectboard shall designate in their proposed budgets which projects are to be completed in each new fiscal year of the transitional period.

(e) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the Village Center Zone, as designated in the Essex Junction zoning plan, shall be designated as a Downtown Improvement District for the purpose of continuing the Village's downtown revitalization efforts as outlined in the Village's municipal plan, and shall retain any and all state designations for the purposes of redevelopment in force at the time of adoption of the charter or until such designations are withdrawn or amended as per routine statutory process.

§ 105 Interim Governing Body

(a) For the transition period beginning as described in § 102 until the election of a new Selectboard, as described in § 103, and the new Board's seating in accord with § 305, all members of the former Town Selectboard and Village Board of Trustees shall comprise an Interim Governing Body. In no event shall the Interim Governing Body consist of fewer than three former trustees and three former selectpersons. In the event of a resignation, the remaining members of the board on which the resignation occurred shall appoint a replacement chosen from the registered voters in the communities over which they had jurisdiction. The Interim Governing Body shall schedule, warn, and hold meetings as appropriate. The selectperson members of the Interim Governing Body shall address details and issues relating to expenditures in the Essex Town budget approved by voters for the fiscal year of the transitional period. The trustee members shall address details and issues relating to expenditures in the Essex Junction budget approved by voters for the fiscal year of the transitional period. The selectpersons and trustees shall address all details and issues relating to the transition from a town and village to the new Town of Essex jointly. The Interim Governing Body with the assistance of the Unified Manager shall develop recommendations for whatever proposals or policies are needed to ensure a smooth transition. The new Town of Essex Selectboard may implement such proposals at the end of the transitional period.

(b) During the transition period the Interim Governing Body will also, with the assistance of the Manager and staff, integrate the ordinances of the former Town of Essex with the ordinances of the former Village of Essex Junction, pursuant to § 110 below, by identifying conflicting ordinances and determining in each case whether the more or less restrictive ordinance will apply or a combination thereof.

(c) In the event of a vacancy that results in fewer than three members of the former Town Selectboard or fewer than three members of the former Village Trustees, all

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remaining members shall vote to appoint a member from the district with a vacancy in a manner pursuant to § 304.

(d) The Interim Governing Body will also, with the assistance of the Unified Manager and staff, propose and warn in the manner pursuant to this charter, the first annual budget of the new Town of Essex for consideration by the voters at the first annual meeting held pursuant to § 103. This meeting shall be informational only. Voting for the budget shall occur by Australian Ballot on Town Meeting Day pursuant to § 103.

§ 106 Town Selectboard

(a) There shall be a Town Selectboard consisting of six members.

(b) Three members shall reside within the boundaries of the former incorporated Village of Essex Junction to be elected by the qualified voters within the boundaries of the former incorporated Village of Essex Junction. This area will become known as Ward 2. Boundary adjustments shall be made over time as necessary pursuant to § 301. Three members shall reside within the boundaries of the Town of Essex exclusive of the former Village of Essex Junction to be elected by the qualified voters of the Town of Essex exclusive of the former Village of Essex Junction. This area will become known as Ward 1. Boundary adjustments will be made over time as necessary pursuant to § 301.

(c) The term of office of a Town Selectperson shall be three years and terms shall be staggered. For the first election cycle six people will be elected. One seat for each ward will be for three years; one seat for each ward will be for two years; one seat for each ward will be for one year. After that, every seat shall be a three-year term.

(d) No sooner than three years, and no later than five years after the first election of the six-member Selectboard, the Selectboard shall appoint a special commission to study the composition of voting wards within the Town of Essex, including the former incorporated Village of Essex Junction, and, having regard to an equal division of population and other considerations deemed proper, recommend within one year, changes, if any, to the number and boundaries of wards by which members of the Selectboard are elected.

§ 107 Budget and Municipality Administration

Following the approval of the charter by the Legislature pursuant to § 103 and § 105, the Manager will propose a unified budget for the community for the next fiscal year that addresses proper service levels, contractual obligations, capital projects, and debt, and that reflects any changes related to the merger.

§ 108 Village and Town Department Transitional Provisions

(a) For a transitional period of five consecutive years commencing from the July 1 effective date of the charter, the Manager, with the advice and consent of the new Town of Essex Selectboard, shall integrate the fire departments, community development and planning departments, parks and recreation departments, and any other former town and village municipal services and operations, with special provisions and considerations outlined below.

(b) The Town of Essex shall operate the former Essex Junction Fire Department and former Essex Town Fire Department, and each department shall have a chief appointed by the Manager. At the Manager's discretion, one person may be appointed chief for both departments. During the transitional period, pursuant to § 105, the Interim Governing Body may review options for integrating the operations of the two departments for the purpose of improving efficiency and service levels, with a preference for retaining the historic identities of the two departments and for the predominant level of service to remain "paid on call."

(c) During the five-year transitional period the Manager shall integrate and reorganize the former town and village recreation and parks departments and the Manager shall appoint a department head.

(d) During the five-year transitional period the Manager shall integrate and reorganize the former town and village community development and planning departments, and the Manager shall appoint a department head.

§ 109 Planning and Development

(a) On the effective date of this charter, the former Town plan and Village plan, and the former Town zoning bylaws and subdivision regulations, and the former Village's zoning bylaws and Land Development Code shall remain in effect in their respective former geographic areas until amended or revised by the new Town Selectboard upon recommendation by the merged Planning Commission and in conjunction with the Chittenden County Regional Planning Commission and pursuant to 24 VSA 4350(a).

(b) Prior to the effective date of the charter, the Town Selectboard shall appoint three members and the Village Trustees shall appoint three members to serve on the new Town Planning Commission. The duration of the first terms shall be staggered to establish ongoing, staggered appointment schedules. Once it has organized, the new Town Selectboard shall choose a seventh member.

(c) Prior to the effective date of the charter, the Town Selectboard shall appoint three members and the Village Trustees shall appoint three members to serve on the new Town Development Review Board. The duration of the first terms shall be staggered

to establish ongoing, staggered appointment schedules. Once it has organized, the new Town Selectboard shall choose a seventh member for a three-year term.

§ 110 Unification and Adoption of Ordinances, Bylaws, and Rules

On the effective date of this charter, all ordinances, and bylaws of the Town of Essex and the Village of Essex Junction shall become ordinances and bylaws of the new Town of Essex. Any adoption, repeal, or amendment of ordinances shall happen according to the provisions of subchapter 6 of the charter. Whenever a power is granted by any such ordinance or bylaw to an officer or officers of the Town of Essex or the Village of Essex Junction, such power is conferred upon the appropriate officer or officers of the new Town of Essex.

§ 111 Personnel

(a) Pursuant to § 105, the Interim Governing Body shall develop a pay and classification plan and make recommendations to meet the Town's needs. The new Town of Essex Selectboard may implement such proposals.

(b) The Town of Essex and Village of Essex Junction personnel regulations in effect at the time of approval of the charter shall carry over and control until amended by the new Town of Essex Selectboard. Any employment contracts or collective bargaining agreements with the former Town of Essex or Village of Essex Junction shall continue with the new Town of Essex as successor to the two former municipalities.

(c) Employees of the Town of Essex and the Village of Essex Junction shall become employees of the new Town of Essex. The dates of hire with the Town of Essex and the Village of Essex Junction will be used as the dates of hire for purposes related to benefits with the new Town of Essex and all accrued benefits shall carry over.

§ 112 Water and Sewer Districts

Upon the effective date of the charter, there shall be a transitional phase to incorporate the municipal water systems and municipal sewer systems into one service area district. The one district shall be made up of multiple systems which follow the boundaries of the legacy systems including those operated separately by the Village of Essex Junction and the Town of Essex. Each system will have its own user base consistent with the legacy systems. Costs specific to each system will be charged solely to the user base within the boundaries of that system including capital and debt service costs. Any new costs incurred after the effective date of the charter of the merged municipality attributable to the entire district will be borne by all users. Costs attributable to specific users through a special assessment, surcharge, or other contractual arrangement shall continue to be assessed to the specific users until they are paid in full. The Selectboard may amend or

establish new water and sewer rates as necessary and practicable. This does not preclude that at some time in the future, both systems could have the same rates.

§ 113 Finances

(a) The existing real property tax system of the Town shall become the system of the new Town of Essex. Upon the effective date of the charter, all grand lists will remain in effect and any remaining taxes due to the Village and Town will be payable to the new Town of Essex keeping all existing due dates. The new Town of Essex will manage the existing budget of the Village and Town with oversight by the Interim Governing Body.

(b) All tax and indebtedness incurred by the Village tax payers at the time of merger are to remain with these properties until final payment of said obligations are made in full.

(c) All existing legal obligations, including but not limited to tax stabilization agreements and any agreements to purchase real property, are to be considered obligations of the new governmental entity.

§ 114 Terms Extended

All elected officials holding office at the time of Legislative approval of the charter shall remain in their seats until elections occur according to the provisions of this charter or until they step down from office.

§ 115 Transitional Tax Districts and Transitional Tax Provisions

Transitional tax districts shall be established pursuant to § 104.

§ 116 Repeals

24 App. V.S.A. chapters 117 (Town of Essex Charter) and 221 (Village of Essex Junction Charter) are repealed.

Subchapter 2: Incorporation and Powers of the Town

§ 201 Corporate Existence

The inhabitants of the Town of Essex, within the corporate limits as now established, shall be a municipal corporation by the name of the Town of Essex. This municipal corporation is a merger of and a successor to the Town of Essex (24 App. V.S.A. chapter 117 repealed) and the Village of Essex Junction (24 App. V.S.A. chapter 221 repealed).

§202 General Powers, Law

Except as modified by the provisions of this charter, or by any lawful regulation or ordinance of the Town of Essex, all provisions of the statutes of this state applicable to municipal corporations shall apply to the Town of Essex.

§ 203 Specific Powers

(a) The Town of Essex shall have all the powers granted to towns and municipal corporations by the Constitution and laws of this State together with all the implied powers necessary to carry into execution all the powers granted; and it may enact ordinances not inconsistent with the Constitution and laws of the State of Vermont or with this charter.

(b) The Town of Essex may acquire real and personal property within or without its corporate limits for any municipal purpose, including storm water collection and disposal, waste water collection and disposal, solid waste collection and disposal, provision of public water supply, provision of public parks and recreation facilities, provision of municipal facilities for office, fire protection, and police protection, provision of public libraries, provision of public parking areas, provision of sidewalks, bicycle paths, and green strips, provision of public roadways, provision of public view zones and open spaces, and such other purposes as are addressed under the general laws of the State of Vermont. The Town of Essex may acquire such property in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage, and control such property as its interest may require.

(c) The Town of Essex may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with other Vermont municipalities, the State of Vermont, any one or more subdivisions or agencies of the State, or the United States, or any agency thereof.

(d) The Town may acquire property within or without its corporate limits for any town purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise or lease, and may sell, lease, mortgage, hold, manage, and control such property as its interests may acquire. The Town may further acquire property within its corporate limits by condemnation where granted to towns by the statutes of the State of Vermont.

(e) The Town of Essex may establish and maintain an electric power system and regulate power line installations; provided, however, that the Town shall have no authority

under this charter which conflicts with that authority granted to the Public Utilities Commission or any other state regulatory agency.

(f) In this charter, mention of a particular power shall not be construed to be exclusive or to restrict the scope of the powers which the Town of Essex would have if the particular power were not mentioned.

§ 204 Reservation of Powers

Nothing in this charter shall be so construed as in any way to limit the powers and functions conferred upon the Town of Essex and the Town Selectboard by general or special enactments in force or effect or hereafter enacted; and the powers and functions conferred by this charter shall be cumulative and in addition to the provisions of such general or special enactments.

§205 Form of Government

(a) The municipal government provided by this chapter shall be known as selectboard-manager form of government. Pursuant to its provisions and subject only to the limitations imposed by the State Constitution and by this chapter, all powers of the Town of Essex shall be vested in an elective Town Selectboard, which shall enact ordinances, codes, and regulations, adopt budgets, determine policies, and appoint the Town Manager, who shall enforce the laws and ordinances and administer the government of the Town. All powers of the Town shall be exercised in the manner prescribed by this chapter or prescribed by ordinance.

(b) Voting districts shall be established pursuant to § 301.

Subchapter 3: Voting District and Governance Structure

§ 301 Voting Wards

(a) The former incorporated Village of Essex Junction shall be known as Ward 2. Boundary adjustments will be made over time as necessary pursuant to § 301(b). The Town of Essex exclusive of the former Village of Essex Junction shall be known as Ward 1. Boundary adjustments will be made over time as necessary pursuant to § 301(b).

(b) The Town of Essex shall be divided into wards by ordinance. The Selectboard—or its designee being the Board of Civil Authority or a special commission appointed by the Selectboard—may make changes to the number and boundaries of the wards in order to provide an equal division of population among them in accordance with U.S. Census data. Ward changes shall not be made more frequently than once in ten years. Such changes shall be approved by the Selectboard and shall become effective immediately upon approval unless a later date is established therein.

§ 302 Powers and Duties of Governing Body

(a) The members of the Town of Essex Selectboard shall constitute the legislative body of the Town of Essex for all purposes required by statute, and except as otherwise herein specifically provided shall have all the powers and authority given to, and perform all duties required of town legislative bodies or selectboards under the laws of the State of Vermont.

(b) Within the limitations of the foregoing, the Town of Essex Selectboard shall have the power to:
(1) Appoint and remove a Town Manager and supervise, create, change, and abolish offices, commissions, or departments other than the offices, commissions, or departments established by this charter.

(2) Appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter.

(3) Provide for an independent audit by a certified public accountant.

(4) Inquire into the conduct of any officer, commission, or department and investigate any and all municipal affairs.

(5) Exercise every other power which is not specifically set forth herein, but which is granted to selectboards or legislative bodies by the statutes of the state of Vermont.

§ 303 Governing Body Composition and Term of Office

(a) There shall be a Town Selectboard consisting of six members.

(b) The term of office of a Town Selectperson shall be three years and terms shall be staggered.

(c) Selectpersons shall represent the Town.

§ 304 Vacancy in office

In case of a vacancy of a Selectboard seat, such vacancy shall be filled by the Town Selectboard until the next annual election pursuant to § 305(c) of this charter.

§305 Election of Governing Body Officers

(a) The terms of the officers shall commence on the first day of the month following the month of election. At the first meeting of the month following the annual Town

meeting, the Selectboard shall organize and elect a chairperson, vice chairperson, and clerk by a majority vote of the entire Selectboard, and shall file a certificate of the election for record in the office of the Town clerk.

(b) The chairperson of the Selectboard or in the chairperson's absence, the vice chairperson, shall preside at all meetings of the Selectboard and shall be recognized as the head of the Town government for all ceremonial purposes.

(c) In the event of death, resignation, or incapacity of any Selectboard member, the remaining members of the Selectboard may appoint a person to fill that position until the next annual election. Incapacity shall include the failure by any member of the board to attend at least 50 per cent of the meetings of the board in any calendar year. At the next annual Town Meeting Day, the vacancy shall be filled by election and the person so elected shall serve for the remainder of the term of office. In the event the Selectboard is unable to agree upon an interim replacement until the next annual Town election, a special election shall be held forthwith to fill the position.

(d) Elected Selectpersons who move from their ward prior to the expiration of their terms shall surrender their seats.

§ 306 Compensation

(a) Compensation paid to the Selectboard members shall be set by the voters at the annual meeting, with a minimum of $1500.00 a year per member. Selectboard members' compensation must be set forth as a separate item in the annual budget presented to the meeting.

(b) The Selectboard shall fix the compensation of all officers and employees, except as otherwise provided in this charter.

§ 307 Prohibitions and Conflicts of Interest

(a) Holding Other Office. No Selectboard member shall hold any Town employment during the term for which they were elected to the Selectboard. A Selectboard member may be appointed to represent the Town on other boards except as pursuant to 17 V.S.A. § 2647. No former Selectboard member shall hold any compensated appointive municipal office or employment, except for poll worker, until one year after the expiration of the term for which they were elected to the legislative body.

(b) Appointments and Removals. Neither the legislative body nor any of its members shall in any manner dictate the appointment or removal of any municipal administrative officers or employees whom the Manager or any of the Manager's subordinates are empowered to appoint.

(c) Interference with Administration. Except for the purpose of inquiries and investigations under § 302 (b)(4), the legislative body or its members shall deal with the municipal officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the legislative body nor its members shall give orders to any such officer or employee, either publicly or privately.

§ 308 Governing Body Meetings

As soon as possible after the election of the chairperson and vice chairperson, the Selectboard shall fix the time and place of its regular meetings, and such meetings shall be held at least once a month.

§ 309 Special Town Meetings

Special Town meetings shall be called in the manner provided by the laws of the State, and the voting on all questions shall be by the Australian ballot system.

§ 310 Procedure

(a) The Selectboard shall determine its own rules and order of business.

(b) The presence of four members shall constitute a quorum. Four affirmative votes shall be necessary to take binding Selectboard action.

(c) The Selectboard shall, in accordance with Vermont law, keep minutes of its proceedings. This journal shall be a public record.

(d) All meetings of the Selectboard shall be open to the public unless, by an affirmative vote of the majority of the members present, the Selectboard shall vote that any particular session shall be an executive session or deliberative session in accordance with Vermont law.

§ 311 Appointments

The Selectboard shall have the power to appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter. The terms of all appointments shall commence on the day after the day of appointment unless the appointment is to fill a vacancy in an office, in which case the term shall commence at the time of appointment.

§ 312 Additional Governing Body Provisions

(a) No claim for personal services shall be allowed to the officers elected at the annual meeting, except when compensation for such services is provided for under the provisions of this chapter or by the general law. The compensation of all officers and employees of the Town shall be fixed by the Selectboard, except as herein otherwise provided.

(b) The Selectboard may authorize the sale or lease of any real or personal estate belonging to the Town.

Subchapter 4 Other Elected Offices

§ 401 Brownell Library trustees

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system pursuant to § 501. Only qualified voters of the Town of Essex shall be eligible to hold the office of elected library trustee. The five permanent, self-perpetuating library trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925.

§ 402 Moderator

The Selectboard shall select a Moderator who shall preside at the informational portion of the Town Annual Meeting. The term of Moderator shall be one year. Only qualified voters of the Town of Essex shall be eligible to hold the office of Moderator.

§ 403 Town Clerk and Treasurer

The Town Clerk and Treasurer, who may be the same person, shall be hired as laid out in § 702 of this charter.

Subchapter 5 Town Meetings

§ 501 Town of Essex Meetings/Elections

(a) Annual meetings for the election of officers, the voting on the budgets, and voting on any other business included in the warnings for the meetings, shall be held on Town Meeting Day, as defined in 17 VSA § 2640(b).

(b) The Town shall hold an informational meeting as part of the annual meeting on the Monday before Town Meeting Day. This informational meeting shall be for the purpose of presenting and discussing a budget for the Town. Other business may also be presented and discussed but shall not be voted on during this meeting. A Moderator designated by the Selectboard shall preside at such meetings. After presentation and discussion of the budget and any other business the meeting shall adjourn until the following day of Town Meeting Day when voting shall occur.

(c) Provisions of the laws of the State of Vermont relating to the qualifications of electors, the manner of voting, the duties of elections officers, and all other particulars respective to preparation for, conducting, and management of elections, so far as they may be applicable, shall govern all municipal elections, and all general and special meetings, except as otherwise provided in this charter.

(d) The election of officers and the voting on all questions shall be by Australian ballot system. The Town Clerk and Board of Civil Authority shall conduct elections in accordance with general laws of the State.

Subchapter 6 Ordinances

§ 601 Adoption of Ordinances

Ordinances shall be adopted in accordance with state law pursuant to 24 V.S.A. §§ 1972 – 1976, with the additional requirements noted in this subchapter.

§ 602 Public Hearing

(a) The Selectboard shall hold a minimum of one public hearing prior to the adoption of any ordinance.

(b) At the time and place so advertised, or at any time and place to which the hearing may from time to time be adjourned, the ordinance shall be introduced, and thereafter, all persons interested shall be given an opportunity to be heard.

(c) After the hearing, the Selectboard may finally pass the ordinance with or without amendment, except that if the Selectboard makes an amendment, it shall cause the amended ordinance to be published, pursuant to subsection (a) of this section at least once together with a notice of the time and place of a public hearing at which the amended ordinance will be further considered, which publication shall be at least three days prior to the public hearing. At the time so advertised or at any time and place to which the meeting may be adjourned, the amended ordinance shall be introduced, and after the hearing, the Selectboard may finally pass the amended ordinance, or again amend it subject to the same procedures as outlined herein.

§ 603 Effective Date

Every ordinance shall become effective upon passage unless otherwise specified.

§ 604 Rescission of Ordinances

All ordinances shall be subject to rescission by a special or annual Town meeting, as follows: If, within 44 days after final passage by the Selectboard of any such ordinance, a petition signed by voters of the Town not less in number than five percent of the qualified voters of the municipality is filed with the Town Clerk requesting its reference to a special or annual Town meeting, the Selectboard shall fix the time and place of the meeting, which shall be within 60 days after the filing of the petition, and notice thereof shall be given in the manner provided by law in the calling of a special or annual Town meeting. Voting shall be by Australian ballot. An ordinance so referred shall remain in effect upon the conclusion of the meeting unless a majority of those present and voting against the ordinance at the special or annual Town meeting exceeds five percent in number of the qualified voters of the municipality.

§ 605 Petition for Enactment of Ordinance; Special Meeting

(a) Subject to the provisions of §304 of this §charter, voters of the Town may at any time petition in the same manner as in §304 for the enactment of any proposed lawful ordinance by filing the petition, including the text of the ordinance, with the Town Clerk. The Selectboard shall call a special Town meeting (or include the ordinance as annual meeting business) to be held within 60 days of the date of the filing, unless prior to the meeting the ordinance shall be enacted by the Selectboard. The warning for the meeting shall state the proposed ordinance in full or in concise summary and shall provide for an Australian ballot vote as to its enactment. The ordinance shall take effect on the 10th day after the conclusion of the meeting provided that voters as qualified in §304, constituting a majority of those voting thereon, shall have voted in the affirmative.

(b) The proposed ordinance shall be examined by the Town Attorney before being submitted to the special Town meeting. The Town Attorney is authorized subject to the approval of the Selectboard, to correct the ordinance so as to avoid repetitions, illegalities, and unconstitutional provisions and to ensure accuracy in its text and references and clearness and preciseness in its phraseology, but the Town Attorney shall not materially change its meaning and effect.

(c) The provisions of this section shall not apply to any appointments of officers, members of commissions, or boards made by the Selectboard or to the appointment or designation of Selectboard, or to rules governing the procedure of the Selectboard.

Subchapter 7: Town Manager

§701 Appointment/Hiring of Manager

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The Selectboard shall appoint a Town Manager under and in accordance with Vermont Statutes Annotated, as amended from time to time hereafter. The Manager shall be appointed solely on the basis of the Manager's executive and administrative qualifications in accordance with the Vermont statutes.

§ 702 Powers of Manager

The Manager shall be the chief administrative officer of the Town of Essex. The Manager shall be responsible to the Selectboard for the administration of all Town of Essex affairs placed in the Manager's charge by or under this charter. The Manager shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the Vermont statutes.

(a) The Manager shall appoint and, when the Manager deems it necessary for the good of the service, suspend or remove all Town of Essex employees, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this charter, or personnel rules adopted pursuant to this charter. The Manager may authorize any employee who is subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. There shall be no discrimination in employment, in accordance with applicable state and federal laws, including but not limited to 21 V.S.A. § 495. Appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ensure that the responsible administrative officer may secure efficient service.

(b) The Town Manager shall hire: a Town Clerk and a Town Treasurer to serve in accordance with established personnel guidelines.

(c) The Town Manager shall appoint, if needed, with the approval of the selectboard, constables, Grand Juror, a Town Agent if the Town Attorney is not a resident of the Town of Essex, cemetery commissioners, fire wardens, fence viewers, Inspector of Lumber and Shingles, and any other officer which the selectboard of a Town are authorized to appoint if the selectboard have not filled the office. The terms of the appointed officials shall commence on the first day of July following appointment. Appointments to fill a vacancy in an office shall be effective at the time of appointment and shall run for the unexpired period of the term.

(d) The Manager shall direct and supervise the administration of all departments, offices, and agencies of the Town of Essex, except as otherwise provided by this charter or by law.

(e) The Manager shall recommend hiring of Town Attorney with Selectboard approval, and shall hire special attorneys as needed.

(f) The Manager or a staff member designated by the Manager shall attend all Selectboard meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Selectboard may meet in executive session without the Manager for discussion of the Manager's performance or if the Manager is the subject of an investigation pursuant to §302(b)(4) of this charter.

(g) The Manager shall see that all laws, provisions of this charter, and acts of the Selectboard, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.

(h) The Manager shall prepare and submit the annual budget and capital program to the Selectboard.

(i) The Manager shall submit to the Selectboard and make available to the public a complete report on the finances and administrative activities of the Town of Essex as of the end of each fiscal year.

(j) The Manager shall make such other reports as the Selectboard may require concerning the operations of Town of Essex departments, offices, and agencies subject to the Manager's direction and supervision.

(k) The Manager shall keep the Selectboard fully advised as to the financial condition and future needs of the Town of Essex and make such recommendations to the Selectboard concerning the affairs of the Town of Essex as the Manager deems desirable.

(l) The Manager shall be responsible for the enforcement of all Town of Essex ordinances and laws.

(m) The Manager may when advisable or proper delegate to subordinate officers and employees of the Town of Essex any duties conferred upon the Manager by this charter, the Vermont statutes, or the Selectboard members.

(n) The Manager shall perform such other duties as are specified in this charter or in State law, or as may be required by the Selectboard.

§ 703 Hearing/Removal Process

(a) The Selectboard may remove the Manager from office for cause in accordance with the following procedures:

1. The Selectboard shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered within three days to the Manager.

2. Within five days after a copy of the resolution is delivered to the Manager, the Manager may file with the Selectboard a written request for a hearing; said hearing to be in a public or executive session by choice of the Manager. This hearing shall be held at a special Selectboard meeting not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Selectboard a written reply not later than five days before the hearing.

3. The Selectboard, if it determines cause exists, shall adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the Manager, if the Manager has not requested a public hearing, or at any time after the public hearing if the Manager has requested one.

(b) The Manager shall continue to receive the Manager's salary until the effective date of a final resolution of removal.

§ 704 Vacancy in Office of Manager

The Deputy Manager, or the Manager's designee, shall perform the Manager's duties in the event of the Manager's absence due to disability, incapacitation, or vacation. If the Deputy Manager is unable or if the Manager fails to make such designations, then the Selectboard, may by resolution appoint an officer or employee of the Town to perform the duties of the Manager until the Manager is able to return to duty.

Subchapter 8: Boards and Commissions

§ 801 Board of Civil Authority

The Board of Civil Authority shall be defined by 17 VSA § 2103(5).

§ 802 Board of Abatement of Taxes

The Board of Civil Authority shall constitute a Board of Abatement as provided by law. The Board of Abatement shall meet and discharge its duties as required by the applicable statutory provisions.

§ 803 Planning Commission

There shall be a Planning Commission and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as they may be amended from time to time hereafter. The Planning Commission shall consist of seven members and alternate members as necessary, appointed by the Town Selectboard in accordance with 24 V.S.A. §§ 4322-4323, as may be amended from time to time. Members of the Commission shall hold no other Town office.

§ 804 Development Review Board

A Development Review Board shall be established and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as they may be amended from time to time hereafter. The Development Review Board shall consist of seven regular members and alternate members as necessary, appointed by the Town Selectboard in accordance with 24 V.S.A. § 4460, as may be amended from time to time. .

§ 805 Brownell Library Trustees

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system pursuant to § 501. Only qualified voters of the Town of Essex shall be eligible to hold the office of elected library trustee. The Trustees holding office at the time of enactment of the charter shall serve until their terms are completed. The Library Trustees shall establish policy for the operation of the Library and shall otherwise act in conformance with the Vermont statutes. The five permanent, self-perpetuating Library Trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. The Library shall be required to follow all financial and personnel policies adopted by the Town Selectboard.

Subchapter 9: Administrative Departments

§ 901 Personnel Administration and Benefits

(a) The Manager or the Manager's appointee shall be the personnel director. The Manager shall maintain personnel rules and regulations protecting the interests of the Town and of the employees. These rules and regulations must be approved by the Selectboard and shall include the procedure for amending them and for placing them into practice. Each employee shall receive a copy of the rules and regulations when the employee is hired.

(b) The rules and regulations may deal with the following subjects or with other similar matters of personnel administration: job classification, jobs to be filled, tenure, retirement, pensions, leaves of absence, vacations, holidays, hours and days of work, group insurance, salary plans, rules governing hiring, temporary appointments, lay-off,

reinstatement, promotion, transfer, demotion, settlement of disputes, dismissal, probationary periods, permanent or continuing status, in-service training, injury, employee records, and further regulations concerning the hearing of appeals.

(c) No person in the service of the Town shall either directly or indirectly give, render, pay, or receive any service or other valuable thing for or on account of or in connection with any appointment, proposed appointment, promotion, or proposed promotion.

§ 902 Department of Real Estate Appraisal

There shall be established a department of real estate appraisal headed by a professionally qualified real estate assessor, who shall be appointed by the Manager.

§ 903 Appraisal of Property

The department of real estate appraisal shall appraise all real and business personal property for the purpose of establishing the grand list. Appraisals shall be reviewed periodically and kept up to date. Technically qualified individuals or firms may be employed as needed.

§ 904 Appraisal of Business Personal Property for Tax Purposes

Appraisal of business personal property shall be in accordance with the provisions of 32 V.S.A. § 3618, as the same may from time to time be amended, provided that all business personal property acquired by a taxpayer after September 30, 1995 shall be exempt from tax.

§ 905 Duties of Department

The duties and powers of the department of real estate appraisal shall be the same as those established for listers under the general statutes.

§ 906 Purpose

The purpose of the department of real estate appraisal is to provide for appointment of a qualified real estate assessor rather than the election of listers. The Town shall be governed by, and each taxpayer shall have rights granted by, the applicable statutes concerning real and personal property taxation, appeal therefrom, and other statutes concerning taxation.

Subchapter 10 Budget Process

§ 1001 Fiscal year

The fiscal year of the Town shall begin on the first day of July and end on the last day of June of each calendar year. The fiscal year shall constitute the budget and accounting year as used in this charter.

§ 1002 Annual Municipal Budget

With support from the finance department, the Manager shall submit to the Selectboard a budget for review before annual Town Meeting or at such previous time as may be directed by the Selectboard. The budget shall contain:

(a) An estimate of the financial condition of the Town as of the end of the fiscal year.

(b) An itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year.

(c) An itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years.

(d) A capital budget for the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements.

(e) Such other information as may be required by the Selectboard.

§ 1003 Governing Body's Action on the Budget

The Selectboard shall review and approve the recommended budget with or without change. The budget shall be published not later than two weeks after its preliminary adoption by the Selectboard. The Selectboard shall fix the time and place for holding a public hearing for the budget and shall give a public notice of such hearing.

§ 1004 Meeting Warning and Budget

(a) The Selectboard shall hold at least one public hearing at least 30 days prior to the annual meeting to present and explain its proposed budget and shall give a public notice of such hearing.

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(b) The Manager shall not less than 15 days prior to the annual meeting make available the Selectboard's recommended budget and the final warning of the pending annual meeting.

(c) The annual Town report shall be made available to the legal voters of the Town not later than 10 days prior to the annual meeting.

§ 1005 Appropriation and Transfers

(a) An annual budget shall be adopted at Town Meeting by the vote of a majority of eligible voters by Australian ballot. If, after the total budget has been appropriated, the Selectboard finds additional appropriations necessary, the appropriations shall be made and reported at the next Town Meeting as a specific item. The appropriations shall only be made in special circumstances or situations of an emergency nature. No specific explanation need be given for any normal annual operating expense in any office, department, or agency which may be increased over the budget amount by an amount not more than 10 percent of the office's, department's, or agency's budget.

(b) From the effective date of the budget, the amounts stated therein, as approved by the voters, become appropriated to the several agencies and purposes therein named.

(c) The Manager may at any time transfer an unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department, or agency. At the request of the Manager, the Selectboard may, by resolution, transfer any unencumbered appropriation balance or portion thereof within the Selectboard budget from one department, office, or agency to another. Notwithstanding the above, no unexpended balance in any appropriation not included in the Selectboard budget shall be transferred or used for any other purpose.

§ 1006 Amount to be Raised by Taxation

Upon passage of the budget by the voters, the amounts stated therein as the amount to be raised by taxes shall constitute a determination of the amount of the levy for the purposes of the Town in the corresponding tax year, and the Selectboard shall levy such taxes on the grand list as prepared by the assessor for the corresponding tax year.

Subchapter 11: Taxation

§ 1101 Taxes on Real Property

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Taxes on real property shall be paid in equal installments on March 15 and September 15. The Selectboard shall send notice to taxpayers no less than 30 days prior to when taxes are due.

§ 1102 Penalty

(a) An additional charge of eight percent shall be added to any tax not paid on or before the dates specified in section § 1101 of this charter, and interest as authorized by Vermont statutes.

§ 1103 Assessment and Taxation Agreement

Notwithstanding section § 904 of this charter and the requirements of the general laws of the State of Vermont, the Selectboard is hereby authorized and empowered to negotiate and execute assessment and taxation agreements between the Town and a taxpayer or taxpayers within the Town of Essex consistent with applicable requirements of the Vermont Constitution.

Subchapter 12: Capital Improvements

§ 1201 Capital Programs

(a) The Manager shall prepare and submit to the Selectboard a five-year capital program at least three months prior to the final date for submission of the budget.

(b) Contents. The capital program shall include:

1. A clear general summary of its contents;

2. A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;

3. Cost estimates, method of financing, and recommended time schedules for each such improvement; and

4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

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Subchapter 13: Amendment of Charter and Initiatives

§ 1301 Laws Governing

This charter may be amended in accordance with the procedure provided for by state statutes for amendment of municipal charters.

Subchapter 14: General

§ 1401 Savings Clause

Repeal or modification of this charter shall not affect the validity of previously enacted ordinance, resolution, or bylaw.

§ 1402 Separability of Provisions

The provisions of this charter are declared to be severable. If any provisions of this charter are for any reason invalid, such invalidity shall not affect the remaining provisions, which can be given effect without the invalid provision.

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Memorandum

To: Town Selectboard, Evan Teich, Unified Manager
CC: Village Trustees, Tammy Getchell, Assistant to the Manager
From: Linda Mahns, Administrative Assistant
Re: Informational materials about the March merger vote
Date: January 8, 2021

Issue
The issue is whether the Selectboard will approve the distribution of informational materials about the March vote to consider the Plan of Merger of the Village of Essex Junction and Town of Essex proposed Charter for the merged communities.

Discussion
If the Selectboard confirms that the March 2021 ballots will have a question about merging the Village of Essex Junction and Town of Essex, they will likely want to distribute informational materials about the vote and the issue.

The document attached for review contains:

- Voter Information for the Upcoming Vote on the Merger Plan for the Town of Essex and Village of Essex Junction.
- Charter & FAQs
- Informational Meeting Monday, March 1, 2021

Materials can, at minimum, be posted on the Town website and the GreaterEssex2020.org website.

Cost
$4,733.00 plus the estimated cost of postage to send to all residents: $1,775.00
Staff time.

Recommendation
Staff recommends that the Selectboard approve the distribution of informational materials about the March 2021 vote to merge the Village of Essex Junction and the Town of Essex.

For more info, go to: GreaterEssex2020.org

GREATER ESSEX

DATES TO REMEMBER & CONTACT INFORMATION

Voter Information for the Upcoming Vote on the Merger Plan for the Town of Essex and the Village of Essex Junction

In this booklet you will find the proposed charter and frequently asked questions (FAQs) for your information as a resident of the Town of Essex including the Village of Essex Junction.

There is an Informational Meeting Monday, March 1, 2021 at 7:30 pm. Sign up to receive notifications about upcoming meetings at www.essexvt.org.

Due to the pandemic, the Vermont Legislature has authorized mail-in ballots for Town Meeting 2021. You can also vote in person.

- **The polls will be open on Town Meeting Day, Tuesday, March 2nd, from 7 am to 7 pm.**
- Village residents should vote at Essex High School.
- Town outside the Village residents should vote at Essex Middle School.

If you didn't receive a mailed ballot in November, want to check whether you will receive a mailed ballot, or want to register to vote, please contact the Town Clerk's office at (802) 879-0413.

Please reach out to your elected officials to ask your questions!

Town of Essex Selectboard	Village of Essex Junction Trustees
Elaine Haney, Chair ehaney@essex.org	Andrew Brown, President abrown@essexjunction.org
Patrick Murray pmurray@essex.org	George Tyler gtyler@essexjunction.org
Vince Franco vfranco@essex.org	Dan Kerin dkerin@essexjunction.org
Andy Watts awatts@essex.org	Raj Chawla rchawla@essexjunction.org
Dawn Hill-Fleury dhillfleury@essex.org	Amber Thibeault athibeault@essexjunction.org

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For more info, go to: GreaterEssex2020.org

GREATER ESSEX

TABLE OF CONTENTS

DRAFT

Description ***Page Number***

Letter from the Chair of the Town of Essex Selectboard & President of the Village of Essex Junction Board of Trustees 3

Pros & Cons of Merger 5

Town & Village Consolidations (2014 - present) 8

History, Taxation & Districts 9

Taxation Plan Explained 13

Taxation Charts 16

Merger Timeline 17

Frequently Asked Questions 18

Charter Summary 27

Charter & Plan of Merger 34

For more info, go to: GreaterEssex2020.org

GREATER ESSEX

LETTER FROM THE CHAIR OF THE TOWN OF ESSEX SELECTBOARD & PRESIDENT OF THE VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

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Dear Essex Residents,

Over the last seven years the Selectboard and Trustees have worked together to chart a course for the future of our community. As equal partners, we have discussed, researched, and deliberated how best to position the Town of Essex and the Village of Essex Junction for a fiscally and operationally sustainable and strong future. As a conclusion to that work, we believe merging our two municipalities is the best way to achieve a more vibrant, equitable and sustainable community.

Our two communities have come a long way. Since 2014, we have been working together, consolidating services, eliminating duplication, and increasing efficiency. These efforts have already resulted in savings to Essex taxpayers of over $3 million while maintaining the high level of services residents expect. The majority of the Selectboard and Trustees strongly believe that becoming one, unified Essex will continue that success and make our community stronger.

This booklet contains the culmination of our work. With the guidance of input from hundreds of Essex residents throughout the Town and Village—through surveys, focus groups, public meetings, and feedback from scores of individuals—together the boards drafted a new charter for a unified Town of Essex that has an unincorporated Village of Essex Junction within it for the voters to review and vote upon.

We also obtained guidance on the charter from attorneys specializing in municipal law, and statewide authorities including the Vermont Department of Taxes, the House Government Operations Committee of the Vermont Legislature, and its Legislative Council. Our focus all along has been drafting a charter that provides the best opportunity for each of our almost 22,000 residents to be fairly represented and to pay equally for our high quality municipal services.

In November, Village residents voted overwhelmingly in favor of a similar version of the charter for a unified Town of Essex. Over 70% of Town voters living in the Village approved merging the Village and the Town. Now, as required by state law, the entire Town will vote, including our Village residents, on whether to merge our two governments. If this vote is positive the merger plan will go to the State Legislature for ratification.

In this booklet you will find the official merger charter, as well as a summary of the charter in less “legalese” language. There is detailed information (including charts and tables) about taxation, a visual timeline, and answers to many frequently asked questions that we have gathered from residents at meetings, in surveys, and online. At the request of residents there is also a list of the many pros and cons of merger for voters to consider. This booklet has been mailed to every household in Essex to ensure that all residents have all the information they need to vote on the merger charter.

LETTER FROM THE CHAIR OF THE TOWN OF ESSEX SELECTBOARD & PRESIDENT OF THE VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

Due to the pandemic, the Vermont Legislature has authorized mail-in ballots for Town Meeting 2021. You will receive your ballot in the mail by February 5 2021. **Just like in the November election, please fill it out and return it to the Town Clerk's office at 81 Main Street by March 1, 2021.** You can also vote in person.

- **The polls will be open on Town Meeting Day, Tuesday, March 2nd, from 7 am to 7 pm.**
- Village residents should vote at Essex High School.
- Town outside the Village residents should vote at Essex Middle School.

If you didn't receive a mailed ballot in November, want to check whether you will receive a mailed ballot, or want to register to vote, please contact the Town Clerk's office at (802) 879-0413.

Prior to the vote there will be two public hearings about the merger charter. These meetings will be online on February 1, 2021 and February 16, 2021, both at 6:30 pm. Also, printed copies of this booklet containing the proposed new charter are located outside of the Village Office at 2 Lincoln Street, outside the Town Offce at 81 Main Street, and online at www.EssexVT.org, www.EssexJunction .org, and GreaterEssex2020.org.

There will be an informational Town Meeting on Monday, March 1st at 7:30 pm. Because Town voters in November voted to approve the budget via Australian ballot (that is, approving the budget at the polls rather than by voice vote at Town Meeting), the March 1st meeting will not include any voting. It will feature presentations about the FY2022 budget and about merger, with opportunity for public questions, but there will be no voting at the meeting. **Voting will happen the next day, March 2nd.**

Thank you to every resident who has participated in the merger conversation. Please don't hesitate to reach out to any Selectboard member or Trustee with your questions.

Elaine Haney

Elaine Haney
Chair, Town of Essex Selectboard

Andrew Brown

Andrew Brown
President, Village of Essex Junction Board of Trustees

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For more info, go to: GreaterEssex2020.org

GREATER ESSEX

PROS & CONS OF MERGER

There have been lots of rumors and assumptions about how merger would affect Village and Town residents and unfortunately, misinformation has distorted the facts. Some have even said they believe that the other side must “give up something” before they’ll vote yes on merger.

The truth is that with merger there is give and take, the benefits outweigh the negatives, and all residents in both the Town and Village will give up some things but also gain some things.

This list of “gains and sacrifices” --the pros and cons--puts into perspective the things that aren’t great about merger alongside the things that actually are really good. While residents must make their own decisions about merger, this list will hopefully help everyone understand that merger is not the huge negative some are making it out to be. It’s actually an important step forward for our community towards a future that’s more equitable, affordable, and sustainable.

What is the Village giving up?

Their government. Under merger, the Village Board of Trustees and Village Planning Commission would be dissolved. (The Village’s state Downtown Designation would remain.)

Priority for certain services. Once merged, there would not be any committees that only Village residents get to serve on or services that only Village residents get to use. Village residents would no longer have first pick of EJRP programming and Town outside the Village (TOV) residents would be eligible to become elected board members of the Brownell Library board of trustees.

Their autonomy. The Village budget would no longer exist as something only Village residents could vote on. There would be only a single Town budget covering expenses for the entire Town, including the Village, that all Town residents would vote on. All ballot initiatives, including the budget, would be Town-wide votes. Village residents would no longer vote twice on ballot items.

What is the Village gaining?

Lower taxes, temporarily. Municipal property taxes for the average Village property (with a house valued at $280K) would see an annual decrease of ~$40 for 12 years. However, there would still be regular annual tax increases based on community need. After 12 years, the merger-related tax reduction would end and only regular annual increases would occur. After 12 years Village residents would pay approximately the same tax rate as TOV residents.

Tax equity. Village residents would pay taxes to only one municipality, not two. Village residents would no longer pay taxes to the Town for services they do not receive or for services they already tax themselves for.

Predictable representation. For the first time ever, Village residents would have their own representatives on the Town Selectboard, elected only by people who live in the Village.

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PROS & CONS OF MERGER

What is the Town outside the Village giving up?

Higher taxes, temporarily. Municipal property taxes for the average TOV resident (with a house valued at $280K) would see an annual increase of ~$26 for 12 years. This would be on top of regular annual tax increases based on community need. After the 12 years, the merger-related tax increase would end and only regular annual increases would occur. After 12 years TOV residents would be paying approximately the same tax rate as Village residents.

Shared responsibility for all capital projects. After the 12th year of merger, TOV residents will share with Village residents the full cost and responsibility for all capital expenditures Townwide.

What is the Town outside the Village gaining?

Predictable representation. For the first time ever, TOV residents would have their own representatives on the Town Selectboard, elected only by people who live in the TOV district.

Equal access. For the first time, all TOV residents would be able to use EJRP recreation services and programs without paying extra for them and without waiting for Village residents to sign up first. This includes swimming lessons, camps, and childcare.

More say over spending Townwide. For the first time, TOV residents will have a say on total Town expenditures and services. TOV residents will be able to vote on budget expenditures, projects, and any other ballot questions related to the entire Town, including the Village.

More input into planning and development. TOV residents will have input on development in the entire Town, including the Village downtown.

Better, less expensive childcare. Under merger the EJRP childcare program, which is 5-star and state certified, would expand to serve the entire community and would cost less. Currently the Town contracts for childcare services with the YMCA, which is not 5-star and costs more than EJRP.

What is everybody giving up?

Potentially longer wait times for infrastructure projects. TOV and Village infrastructure projects would be merged into a single capital project list, and priority projects would be selected from this prioritized list.

What's not changing?

Services. Residents will still have plowed roads, police and firefighters, open libraries, clerk services, park maintenance, cleaned culverts, wastewater systems, and all the other amenities we currently enjoy. However, Town staff and the Selectboard will continue to review and adjust services to meet resident needs while maintaining a fiscally responsible budget.

Our identities. The Village of Essex Junction will be known as Essex Junction and the Town of Essex will remain the Town of Essex.

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What is everybody gaining?

One government. No more doubles of municipal departments, less confusion, one set of services paid for equally by everyone. One governing body and one community direction.

More transparency. Only one budget and one board means less confusion and more clarity about the municipal budget and policies.

One set of ordinances. Essex Police will not have to enforce two different sets of laws.

Same day voting for everything. You'll be able to vote on one, single day for the Town budget, Town-elected offices, and the EWSD budget. No more voting 3 - 5 different times every year.

Australian ballot budget voting. Everyone will be able to vote on the budget at the polls, instead of having the merged community's $18M+ budget approved by a small group of people attending Town Meeting.

Informational Town Meeting. Town Meeting will still happen, but the voting will be at the polls the next day or by absentee ballot. So if you can't make it to Town Meeting, you can still vote.

One land development code. A single, consistent land development code means predictability and stability for businesses—those now located in Essex and those thinking about moving here.

More organized, consistent planning. One Planning Commission and a new Development Review Board will allow for consistent planning Townwide, with all residents able to participate.

One community setting its course together on a host of issues:

- Ensuring racial justice, equity, and safety
- Becoming a welcoming and inclusive community
- Housing that meets the needs of our entire community
- Community and economic development
- Preservation of open space and stewardship of the environment
- First-class recreational facilities
- Building resiliency and sustainability

The respect of Vermonters. After decades of being seen as unable to get along, Essex residents would become a model for how communities can work together to resolve their differences.

DRAFT

Town & Village Consolidations

2012
Boards meet to discuss sharing administrative services.

2013
Shared Services Report outlining shared Town & Village administration.

2014
Town Manager becomes Unified Municipal Manager.

2015

2016
Public Works integration
Finance Office consolidation
Town & Village Clerk consolidation

2017

2018
Unified Manager begins ongoing Town/Village alignment process. Boards commence regular monthly joint meetings.

201
...appoint joint
...ance
Su...mmittee.

2019
Governance Subcommittee begins work on merger charter.

2020
Village voters approve merger charter in November.

2012 • 2020

DRAFT

For more info, go to: GreaterEssex2020.org

GREATER ESSEX

HISTORY, TAXATION & DISTRICTS

How did we get here?

Since 2014 the Town and Village have been sharing and consolidating services in an effort to save taxpayer dollars, improve efficiency and eliminate duplication. Between 2014-2019, together we have saved over $2.8 M. Please refer to the timeline on page 8 to see what we have done so far with regards to consolidation.

The minutes of the Selectboard and Trustees joint meeting on June 14, 2018 show that *"all members of the boards, at joint meetings on April 25 and May 14, have said they would like the current consolidation efforts to result in end goals of one community/municipality, one legislative body with equal representation, one budget and one tax rate."* At that same meeting the boards unanimously agreed to appoint two members each to a Governance Subcommittee to "research governance issues for consolidation."

The appointed members of the Subcommittee were:

- Irene Wrenner, Essex Selectboard
- Max Levy, Essex Selectboard
- Elaine Haney, Essex Junction Trustees
- George Tyler, Essex Junction Trustees

Their key tasks as directed by both boards were to:

1. Develop criteria for researching and assessing different forms of governance for potential reorganization/integration of Town and Village governments.
2. Recommend governance model(s) to the Selectboard and Trustees.

How did you end up choosing merger?

The Subcommittee met multiple times between June 2018 and March 2019. In total the Subcommittee vetted 13 different scenarios and discussed them at length with counsel. The scenarios involved multiple models with various board configurations and charters; overlay districts; forming a city; and separation (more thorough descriptions of the scenarios are available in the *minutes from November 14, 2018*).

When conducting their research, the Governance Subcommittee agreed to a set of criteria that they used to assess multiple models of governance.

- Better integrated planning
- Better relations
- Better transparency
- Diversify tax base
- Economic and overall sustainability
- Maintain Heart & Soul values
- Maintain public safety
- Makes public participation easier
- Makes voting easier
- Preserve identity
- Eliminate duplication
- Equal representation
- "Eventual" single tax rate
- Improves communication
- Maintain a high level of service
- Speaking with one voice, and having a seat at the table in relevant issues and bodies
- Tax equity

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The Subcommittee assessed each potential governance model using the above criteria and determined that three models met the majority of them. The Subcommittee recommended these three possible governance models for further analysis to the full Selectboard and Trustees on April 9, 2019:

1. A unified town charter model
2. A 'special district' model
3. A 'modified status quo' model

Governance Subcommittee efforts continued, with a change in membership in 2019. The new membership was:

- Andy Watts, Essex Selectboard
- Max Levy, Essex Selectboard
- Raj Chawla, Essex Junction Trustees
- George Tyler, Essex Junction Trustees

Gathering public input

From May 2019 through March 2020 the Governance Subcommittee turned to public outreach. Working with local market research firm KSV, they conducted community surveys and focus groups.

Survey results showed strong support for merger in the Village (Rep. Dist. 8-2) and moderate/negative support in the Town outside the Village (Rep. Districts 8-1 and 8-3). But many Town outside the Village respondents said they might favor merger contingent on 1) more information, and 2) assurance of designated seats for the Town outside the Village on the elected board.

Based on these findings, the Selectboard and Trustees tasked the Governance Subcommittee with developing a merger charter. When developing the draft charter, the Subcommittee changed its recommendation for an all "at-large" elected body to a Town/Village voting district model to address the preference for district representation.

Survey results also showed strong support for a gradual step-up to a single tax rate, with the majority of Town outside the Village residents supporting a 10-12 year timeframe.

Four challenges for merger

Based on the results of the survey the Governance Subcommittee proceeded with developing a draft merger charter. The biggest challenges were to:

1. Integrate the $3.5 M Essex Junction budget with the $15 M Essex Town budget **AND**
2. Maintain the high level of municipal services residents expect and pay for **AND**
3. Achieve eventual tax equity **AND**
4. Preserve the identities of the Town and Village.

Currently, the Town of Essex levies taxes on all properties in the Town outside the Village and in the Village of Essex Junction to pay for Town expenditures. Essex Junction levies taxes only on properties in the Village to pay for Village expenditures.

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Consolidating the Town's expenditures and the Village's expenditures into a single operating budget with a uniform, community-wide tax rate (that is, distributing the cost of Village expenditures throughout the community instead of just in the Village) all at once would result in approximately a **$325 property tax increase on the average home in the Town outside the Village valued at $280,000**. This increase would not be one-time. It would be built into all future Town budgets.

Such a dramatic tax increase on properties in the Town outside the Village could compel the newly consolidated Town/Village elected board to cut costs that could jeopardize the foundational aim of merger to maintain a high level of services and preserve Town and Village identities.

A gradual step-up is necessary and preferred.

Town outside the Village survey respondents indicated they preferred a gradual, 10-12 year step-up to accomplish tax equity. Town staff recommended incrementally adding the cost of Village expenditures to the Town budget over 12 years, which is also how long it will take for the current Village bonded debt to be paid off (by Village taxpayers only). The Selectboard and Trustees agreed that tying the overall taxation step-up period to the Village's debt payment period would prevent a sudden and dramatic increase to taxes for Town outside the Village residents while allowing the Village to keep paying off its debt on schedule.

There are benefits to the gradual phasing-in of Village costs to the Town general fund over 12 years:

- The annual cost to the average Town outside the Village property owner (valued at $280K) goes from approximately $325 all at once to about $26 per year for 12 years.
- Grand list growth (the value of total taxable properties) will help buffer the financial impact on current property taxpayers. The Town grand list grows annually at an average rate of 1%.
- Consolidation of Town/Village services from 2014-2020 resulted in overall cost savings of approximately $3 M. Gradual consolidation of services after merger is very likely to provide additional savings by continuing to reduce costs.
- After merger, Town outside the Village residents will have more "say" in how Village services operate. "Town versus Village" perceptions of how services are provided will evolve into an overall sense of ownership and sharing.

Why do we need special taxing districts?

Designating "special districts" in the transition portion of the merger charter (the first 12 years after merger) provides a clear, durable, and legal mechanism for paying down debt and phasing in costs. Special districts can only be modified or eliminated by a charter change, which must be voted on by the community and approved by the Vermont Legislature, which means the Selectboard cannot on its own simply change the number of years. The charter cannot specify dollar amounts to be raised or spent by the elected board. But it gives the board authority to levy a special tax within a district to pay for a specific purpose.

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The merger charter includes five special districts:

1. **Debt Repayment District:** This district must be established to limit the repayment of the Village's bonded debt to only Village residents. This district does not affect the cost of merger.
2. **Tax Reconciliation District:** This district allows the Town to assess different tax rates to the Village in order to phase-in the cost of Village expenditures. This district does not affect the cost of merger.
3. **Sidewalk District:** This district allows the Town to raise taxes from Village residents to pay for the same level of sidewalk maintenance in the Village that Village residents are currently paying for (estimated at $125K/year). This district reduces the cost of merger to Town outside the Village residents slightly.
4. **Capital Improvement District:** This district allows the Town to raise taxes from Village residents to enable some Village capital projects to be funded solely by Village taxpayers (the future Selectboard could add more projects to further reduce cost of merger to Town outside the Village residents.). This district reduces the cost of merger to Town outside the Village residents slightly.
5. **Downtown Improvement District:** This district allows Village residents to continue paying to facilitate the Village Redevelopment Program. This district does not affect the cost of merger.

The Sidewalk and Capital Improvement Districts together reduce the cost of merger to Town outside the Village residents by another approximately $1-3 per year below the estimated $26 per year for the average property of $280K.

What happens after 12 years?

At the end of the 12-year merger transition period, all special districts would cease to exist. The elected board would lose the authority to raise a specific Village-only tax to pay for a Village-only expenditure.

1. **Debt Repayment District:** After 12 years the Village debt would be retired. This district cannot be renewed.
2. **Tax Reconciliation District:** After 12 years the Village budget will have been entirely phased into the Town general fund and the tax rate should be equal for all at this point. There would be no reason to reestablish this district.
3. **Sidewalk District:** The additional cost and additional service for Village sidewalks would come to an end. The elected board and community could seek to continue the district and/or expand the district to include other areas of the Town, which would require a charter amendment and community vote. (Please refer to the FAQ on page 20 about the Sidewalk District for more information.)
4. **Capital Improvement District:** The costs of Village-only projects designated at the beginning of merger would be paid off. Going forward, costs of all capital projects, both Town and Village, would be paid by all taxpayers, as Town capital projects are currently paid.
5. **Downtown Improvement District:** The elected board's taxing authority for a specific Village downtown improvement fund would end.

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For more info, go to: GreaterEssex2020.org

GREATER ESSEX
TAXATION PLAN EXPLAINED

Taxation Plan for Merger of the Town of Essex with the Village of Essex Junction

The information below is meant to explain the taxation plan that is included in the plan of merger that would bring the entire Essex community to one tax rate over a period of 12 years.

What is the current tax rate structure?

This chart shows the current tax rate structure with FY2020 rates. It is broken down into the Town Outside the Village (TOV) and the Village, with Town-wide tax rates shown in both columns. The bottom line shows that the TOV residents' overall tax rate is 0.5396 while the Village's is higher, at 0.8592.

Current Tax Rates & Structure	Town Outside the Village (TOV)	Village
Town General Tax	0.5067	0.5067
TOV Highway Tax	0.0110	—
Town Capital Tax	0.0200	0.0200
Tax Agreements	0.0019	0.0019
Village General Tax	—	0.3206
Village Economic Dev. Tax	—	0.0100
Total	**0.5396**	**0.8592**

Merger means that these two different levels of taxation must meet somewhere in the middle. This requires the lower rate to rise as the higher rate falls. To get to one tax rate, through merger the rates in this chart that only appear in one column will be eliminated (the bolded boxes) or distributed across the entire community (the gray box). That includes the TOV Highway Tax, the Village Economic Development Tax, and the Village General Tax.

The following assumptions apply:

1. The first year of the 12-year merger transition starts July 1, 2022 (FY2023).
2. TOV Highway Tax and the Village Economic Development Tax (the bolded boxes) are both eliminated in year 1.
3. The Village and Town budgets become one budget with multiple funding sources in FY2023.
4. The amount previously raised by the Village General Tax (the gray box) is frozen and integrated incrementally over 12 years into the Town General Fund. This amount is raised annually from the Village-only grand list until it is phased out.

   NOTE: This amount is frozen only for the purposes of this exercise, to isolate the actual costs of merger. Over the course of 12 years there will still be annual increases to the budget due to the increasing cost to run a municipality. Therefore, the increases/decreases shown below are ***approximate****.*

5. Village debt remains with the Village-only grand list until it is paid in FY2035. (12 years aligns with the termination of the Village's debt payments.)

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6. The projected future expenses for debt are actual debt numbers based on current outstanding debt for the Town and Village. These steadily decrease over time and sunset in FY2034 for the Town and in FY2035 for the Village. The Town debt is for the police station bond and the renovation of the Town offices. The Village debt is for road construction and repair.

How much will my taxes change as a result of merger?

In order to show the taxation changes related to merger, the figures below are frozen at FY2020 grand list and budget amounts. Annual growth in both the budgets and the grand list are assumed to be 0% only for the purposes of this exercise. This way the 12-year distribution of the Village General Fund tax revenue can be separated out.

Using FY2020 numbers, in order to eliminate the Village General Tax, a total of $3,242,862 would be absorbed into the Town-wide tax rate incrementally over 12 years. *(This amount does not include Village debt, which will remain with the Village taxpayers until paid off in FY2035.)* The total impact of absorbing that amount into the entire grand list is as follows:

Property Value	TOTAL Tax Increase/(Decrease)	
	Town Outside the Village	Village
$280K	$329	($487)
$350K	$412	($609)
$500K	$588	($871)
$1M	$1,176	($1,741)

The amounts in the above table show the TOTAL approximate tax increase/decrease of merger. The following table shows those total amounts for different property values in the TOV and the Village spread out over 12 years.

Property Value	ANNUAL Tax Increase/(Decrease) OVER 12 YEARS	
	Town Outside the Village	Village
$280K	$26	($43)
$350K	$33	($54)
$500K	$46	($77)
$1M	$93	($154)

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Will increases in the Town budget and the grand list change these numbers?

Yes. Remember, the figures above are frozen at FY2020 levels just for the purpose of identifying the changes to taxation caused by merger. The Town budget and the grand list will not remain frozen. Though it's not possible to know exactly how these numbers will change in the future, we do know what the overall impact of those changes will be. Grand list growth alone would decrease these numbers. Budget growth alone would increase these numbers. It is expected that both the Town budget and the grand list will grow, causing slight changes to these numbers year-to-year.

What else could be done to reduce the tax impacts of merger?

New, non-property tax revenue and reducing expenditures are two ways the taxation changes could be impacted:

- **New revenue, like a local option tax, would decrease the reliance on the property tax.** It would free up capacity in the existing property tax rate to absorb more of the transition, without increasing taxes. A local option tax could replace the funds Essex taxpayers currently pay towards capital by approximately $1M annually. The resulting decreased reliance on property taxes would then be used to help ease the 12-year taxation transition. A local option tax is not part of the merger plan, but is a separate initiative voters could consider as a way to further reduce the financial impact of merger.
- **Increasing current non-tax revenues such as fees for services** would result in some additional revenue but would not make a noticeable difference because fees for services are a small part of the revenue budget.
- **Reduce expenditures or keep budget increases to a bare minimum**, outside of certain budget increases that can be expected each year as a result of contractual obligations, the cost of winter road materials, the cost of paving, and the cost of utilities. Increasing efficiency, eliminating duplication, and budgeting responsibly will continue to be goals to reduce overall expenditures.

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For more info, go to: GreaterEssex2020.org

GREATER ESSEX
TAXATION CHANGE TABLES

TOTAL Merger-Related Taxation Changes

What is the TOTAL impact of taking the amount raised by the Village general tax and spreading it over the entire grand list?

Property Value	Town Outside the Village	Village
$280k	$329	($487)
$350k	$412	($609)
$500k	$588	($871)
$1M	$1,176	($1,741)

ANNUAL Merger-Related Taxation Changes

Town Outside the Village													
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Ave. over 13 years
$11	$24	$24	$24	$24	$24	$24	$24	$24	$24	$24	$24	$52	$25
Village													
($20)	($35)	($34)	($34)	($34)	($34)	($34)	($35)	($34)	($35)	($35)	($34)	($73)	($36)

The total change is an increase of approximately $330 for Town Outside the Village and a decrease of approximately $470 for the Village.

GREATER ESSEX

For more info, go to: GreaterEssex2020.org

MERGER TIMELINE

APPROVALS
MARCH - JUNE 2021

Essex Voters Approve Merger Charter
Town Meeting 2021

House Government Ops Committee
Approves Merger Charter

Senate Government Ops Committee
Approves Merger Charter

Vermont Legislature
Approves Merger Charter
June 2021

TODAY

INTERIM PERIOD
JULY 2021 - JUNE 30, 2022

Interim Governing Board
- July 2021 - February 2022
- Aligns T/V Ordinances
- Develops Pay/Classification System
- Incorporates Water/Sewer Systems
- Appoints 6 Planning Commissioners
- Appoints 6 DRB Members

Petitions for New Selectboard Members Due to Town Clerk
- January 2022

1st New Town Meeting
- March 2022
- New Town Selectboard Elected

TRANSITION PERIOD
JULY 1, 2022 - JUNE 30, 2034

Special Taxing Districts - 12 Years
- Debt Assessment District
- Tax Reconciliation District
- Sidewalk District
- Capital Improvement District
- Downtown Improvement District

July 2022
- Effective Date of New Charter
- Town Plan/Village LDC Remain in Effect
- New SB Appoints 1 PC Member

July 2022
- New SB Appoints 1 DRB Member
- T/V Ordinances Become New Town Ordinances
- All Grand Lists Remain in Effect

July 2022 – 2027
- Department Consolidations
  - o Community Development
  - o Fire
  - o Recreation

Redistricting Commission
- Any time after 7/1/2024
- But before 6/30/2026

GOAL

For more info, go to: GreaterEssex2020.org

GREATER ESSEX

FREQUENTLY ASKED QUESTIONS (FAQs)

These are questions from residents gathered from social media, communications to board members, comments on surveys, and more.

I received a ballot in the mail asking if I approve the Plan of Merger between the Village and the Town. What is it for and what does it mean?

The Town of Essex Selectboard, the governing body of the Town of Essex, is asking Town voters if they want to merge the Town government with the government of the Village of Essex Junction.

All Village residents are citizens of two governments, the Essex Junction government and the Essex Town government. Therefore, Village residents are represented by both the Village Trustees and Town Selectboard, and are taxed by both municipalities. Town residents who do not live within the Village of Essex Junction are represented solely by the Town Selectboard, and pay taxes only to the Town of Essex.

The “Plan of Merger” refers to a municipal charter, a legally binding, founding document. The charter describes how the merged community will be governed and how elections will be held, among other things. If voters approve the Plan of Merger, the Vermont Legislature must then approve the new charter before it can become legally binding.

Village voters already approved the merger charter. Do Town of Essex voters also need to approve the merger charter?

Yes. The Town of Essex Selectboard has approved putting a merger question on the ballot for Town Meeting 2021 and will put it before Town voters, including Village voters, asking them if they wish to merge and form a new government with the Village of Essex Junction.

If approved, the two plans of merger – the Village’s and Town’s – would then be sent to the Vermont Legislature for approval. The two plans would then be consolidated into a single plan and new municipal charter. In Vermont, the Legislature controls municipal charters and can approve, amend, or reject charters independent of the outcome of local voting.

The Village voted on this in November. Why did the Town delay sending our merger ballots until 2021?

The Selectboard needed more time to complete its deliberations on the merger charter. In addition, the Selectboard asked the Legislature to clarify its feedback from May of 2020 regarding the voter-backed proposal to change the current Essex Town Charter to create a six-member Selectboard, with three members elected from inside the Village and three from outside the Village. The Selectboard had hoped to receive an answer from the Legislature before finalizing the merger charter. The Legislature has not provided direction on that question yet; it is anticipated they will discuss it in January 2021 when the new legislative session begins.

FREQUENTLY ASKED QUESTIONS (FAQs)

Is the Town's plan of merger different from the Village's plan of merger?

Yes. There are several minor differences between the two merger charters, and one major difference: the Selectboard version includes an even-numbered governing board, while the version Village voters approved includes an odd-numbered board. But that doesn't mean merger can't happen. The differences between the two versions can be reconciled by the Legislature.

What happens if Town voters don't approve merger?

If Town voters do not approve the merger charter, then the status quo continues, with no changes to taxation for Town outside the Village residents, and with Village residents continuing to pay taxes to both the Village and the Town. The Trustees and Village residents would consider alternative scenarios, including some form of status quo, although the Selectboard would continue to work with the Trustees to equalize the tax disparity between the Village and Town. The citizens of the Village may also decide to explore separation of the Village of Essex Junction from the Town of Essex and consider which services, if any, they wish to continue sharing with the Town.

If merger does not pass and if separation is considered, would the schools also separate again?

No. The Essex Westford School District is its own municipality, unrelated to the Town or Village and regulated by the state.

What's a brief description of what taxation will look like for merger, separation, and status quo?

Merger: Over a 12-year period, taxes levied on all properties will be equalized. This means that after 12 years an average $280,000 property in the Village will pay the same amount in property taxes as a $280,000 property in the Town outside of the Village. Over the 12-year period, taxes on a $280,000 property in the Village would gradually go down by about $30 per year, and taxes on a $280,000 property in the Town outside the Village would go up about $26 per year. Properties worth more than the average would see a larger increase/decrease, and properties worth less would see a smaller increase/decrease. After 12 years, the merger-related increases and decreases would stop.

Separation: It is not known what exactly will happen to taxes under separation because there are too many changes to services and decisions to be made in order to know for sure. Some calculations have been made by Town staff but they are very basic and include many assumptions that can all change.

Here's what's known: The Village grand list is 42% of the total grand list of the Town. If the Village were to become a completely separate municipality, it would keep all its property tax revenue to pay for its own services and no longer pay taxes to the Town. This would mean the Town would lose up to 42% of its annual property tax revenue, unless it continues to contract out for services with the (now separated) Village or other municipalities. If the Town lost that much revenue immediately, it would not be able to maintain its current level of services and would have to make some very serious and difficult choices: cut services, raise taxes, or most likely both.

However, if separated, the Village would not necessarily save 42%. The Village would still need police protection and other essential services, like a clerk and a finance department, for example. The 42% the Village would no longer pay to the Town would have to be spent on getting those services from somewhere else or creating them in Village government. It's possible the Village would still partner with the Town to maintain some of these services, instead of creating new arrangements. If the Village and Town were to continue partnering on some services, the Town would most likely see an 18-24% increase in taxes. The Village would save the 42% usually given to the Town, but based on additional services it would have to establish, it would ultimately see only a small reduction in taxes.

Status Quo: Not changing anything means neither merger nor separation happens, and the Village and Town continue to share services. The Village would still have to pay extra taxes to the Town, so the tax inequity would continue. Going forward, the Town could work with the Village to find ways to share its tax revenue more equitably in areas it historically has not, like capital spending on road repairs and equipment. The Village and Town could continue to look for ways to equalize taxes over time. This would be similar to merger, but it would be dependent on the Town Selectboard's direction, which can change. It is also much more complicated and stressful for staff to maintain the status quo. It is less transparent, doesn't eliminate all duplications, and prevents both communities from moving together towards a shared vision.

What happens after the 12 years?

Over the 12-year period as the tax rates equalize, the Selectboard would work to:

1. Address the sidewalk district: During the 12-year transition period the Town would levy a special tax in the Village to help pay for the higher levels of sidewalk plowing and maintenance that it receives. But this special tax would end after 12 years unless the community wishes to continue it or expand it into the Town.
2. Continue debt reconciliation: During the 12-year transition the Village would pay off its residual bonded debt. The last payments would be in the 12th year (FY2035), eliminating the district and ending taxation for that purpose.
3. Maintain the capital district: During the 12-year transition the Village would also be considered a capital improvement district, which would allow the Town government to charge Village residents some additional tax for capital expenditures (infrastructure repair and large equipment, for instance) without impacting taxes in the Town. This will allow the Selectboard to limit some of the financial impact of transferring the Village's expenditures into the Town general fund budget over that-12 year period.

Towards the end of the 12-year period there will be decisions to be made. The Selectboard could choose to:

1. Taper down the amount levied on the Village over the last few years until the last year is a manageable amount to be absorbed into the entire Town budget in the last year. **Or,**
2. Tax Village residents the full amount for 12 years but address the entire amount being added into the Town budget in the 13th year. **Or,**
3. At the 13th year decide whether the entire remaining amount is needed by reducing the it or eliminating it altogether.

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There could be other options to address the 13th year but the important thing to know is that the Selectboard, as that 13th year approaches, will have the ability to take steps to ensure that last year does not have a significant financial impact on residents.

At the end of 12 years all these special districts/tax arrangements would cease and all Village expenditures would be paid for community-wide from the Town general fund.

Is there a guarantee of a 12-year phase-in? Could the Selectboard shorten that time period or increase the number of years?

The merger plan includes a 12-year phase-in plan to equalize taxes. This phase-in plan is an official part of the charter, and it would take a charter change approved by the entire community to change the terms of that agreement. That means the Selectboard could not unilaterally extend the 12 years – they would need voter approval. In addition, even if the voters did vote to change the 12-year term, the Legislature must approve any charter change. It is unlikely that the Legislature would approve a charter change that would economically harm a significant part of a municipality.

What else does merging entail?

In addition to the taxation plan there are still some departments to be consolidated: community planning, fire, and parks and recreation. All Town and Village employees would become employees of the new Town and many of our operations will be combined. Village and Town ordinances and land development codes and municipal plans will need to be combined.

Is separation an option right now? What would separation mean for the Essex Police Department and Essex Rescue?

The Selectboard and Trustees agree that merger is the best option. Therefore neither is pursuing separation. Separation does not provide as many benefits to the community as merger.

Essex Rescue is a standalone nonprofit organization, not a Village or Town department; the Town contributes financially to it on behalf of all residents. The Essex Police Department is 100% funded in the Town budget, which means the cost is levied equally against all Town and Village residential and business properties. If separation occurred, the Town and the newly separated, independent Village would have to negotiate whether the Village would “purchase” police services from the Town or pursue other options like contracting with the Vermont State Police, creating its own police department, or contracting for protective services with a neighboring community.

What will happen to Town and Village ordinances if we merge?

The Village Trustees have authority to pass ordinances for Essex Junction. The Town Selectboard has authority to pass ordinances for the area of the Town outside the Village. However, many of the Town and Village ordinances are the same. There are some significant differences; for example, it is illegal to discharge

a firearm anywhere within the Village; the Town has zones where firearms discharge is legal. As part of the merger process, the ordinances of both the Town and Village would be aligned to ensure that all differences are reconciled.

Will any positions be cut in order to save tax dollars?

The Town Selectboard and Village Trustees made a commitment at the outset of merger discussions that there would be no reduction of current service levels due to merger. Because service levels generally are proportionate to staffing levels, this means there are no anticipated staff cuts as a result of merger. However, over time, organizations change, as do their priorities and funding abilities. It is likely that as the two municipalities come together, the Manager will assess service needs and reorganize resources as positions become vacant, or employees retire.

Why not cut spending to equalize taxes? Why raise taxes on the residents in the Town?

The Selectboard has decided not to "promise" specific tax cuts but instead has focused first on the efficiencies and elimination of duplication that merger would bring about. If merger is approved by voters, the process of integrating departments and services would include the review of expenditures for additional savings.

Why does the Village need its own sidewalk district? Can the sidewalk district be expanded to include parts of the Town? What happens to the sidewalk district at the end of the 12 years? Who has more sidewalks, the Village or the Town outside the Village?

Historically, the Village has had a robust sidewalk plowing plan. Almost every sidewalk in the Village gets plowed after every storm. This is because, up until 2017, the Village did not have busses to take kids to school. The sidewalks needed to be plowed throughout the Village so that all the kids could walk to school. That practice continues to this day because it is the level of service Village residents expect and pay for, and many Village children still walk to school. In addition, the Village puts a high priority on safe and walkable neighborhoods. It's estimated, the cost of this service in the Village is about $125,000 per year.

The Selectboard and Trustees agreed it was very important to find ways to reduce the tax impact of merger on residents in the Town outside the Village. One way was for Village taxpayers to continue paying the cost of Village sidewalk maintenance, and not have Town outside the Village residents pay for it. The sidewalk district was suggested to allow the merged Town to levy that tax just on residents inside the Village to cover those costs. The sidewalk district is a concession—something Village residents are willing to continue paying to make it easier for Town outside the Village residents to afford merger.

In the charter, the sidewalk district ends after 12 years. At that time, the Selectboard can decide whether to continue the district, expand it to include more neighborhoods, or end it. Expanding the district would involve studying the new areas to include to understand the costs of delivering that service—especially equipment and manpower needs—and setting policy for how the Town would add new areas to the district. The desire to

increase interconnectivity for pedestrians and to reduce the overall cost of plowing are two reasons why the district could be expanded.

The Town outside the Village has 53.6 miles of concrete or paved sidewalks and paths. Of those, 48.2 miles are plowed. The Village has 39.6 miles of sidewalks.

How do we know merger would actually save money? What has been done already to help the Village and Town save money?

Here is a list of Town services that were previously consolidated or aligned with Village services to provide greater efficiencies in service delivery and cost for the entire community:

- Police
- Senior bus
- Unified Town / Village Manager
- Tax billing and collecting
- Stormwater services
- Finance and administrative services
- Highway (excluding rolling stock)
- Information technology
- Public Works administration and paving
- Clerk / Elections / Records
- Human resources / benefits administration
- Fire departments alignment (pay and training)
- Recreation departments alignment (co-location)

In addition, the Town of Essex shares the wastewater treatment facility with the Village and Williston. The Town pays for the services of Essex Rescue and Green Mountain Transit for all residents. The Town also covers health insurance, employee benefits, buildings and property maintenance, and economic development for the entire community. The Town and Village share equipment and human resources wherever possible.

The improved services achieved over the last several years through consolidation resulted in significant savings in taxpayer dollars. Between FY14- FY20 consolidations have saved Essex taxpayers $2.82 million dollars (and counting). This figure is the lowest estimate, based on the most easily quantifiable information. Other, less quantifiable savings have also been achieved through efficiencies and improved practices.

There have been many previous attempts at merger in the past. What's different about this one is that the Village and Town now have positive proof that consolidating services and increasing collaboration saves taxpayer dollars and improves efficiency. Merging will allow the maximum amount of savings and efficiency to be achieved and put the Town on a financially sustainable path for the future.

How can we be sure that the rural character of the Town will not be lost to all the development that's happening in the Village?

Right now the Town has its own municipal plan that lays out a vision for how the Town Center and all other areas of the rural Town will (or won't) develop. The Village has its own municipal plan for how the Village Center will develop. Under merger, these two plans would simply come together into a single document,

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without changing the goals or plans for either area. The Town has limitations on development due to sewer and water capacity issues, and due to open land commitments. There are no plans to change the rural nature of the Town beyond what has already been approved by voters, and the merger charter does not make any changes to existing municipal plans.

Does IBM leaving the Village have anything to do with the desire to merge?

There is a longstanding misunderstanding about IBM in the community. IBM paid property taxes to the Village and the Town. It also paid a "Machinery & Equipment" subsidy worth millions of dollars annually to both governments. Essex Town and Essex Junction annual reports from the 1980s and 1990s, available at local libraries, show that the Essex Town government routinely received substantially more IBM tax and M&E revenue annually than the Village government. The lingering misunderstanding in the community stems from the M&E compensation that IBM gave to the local Town and Village school districts. IBM, for unclear reasons, gave significantly more M&E revenue to the Village school district than the Town school district. This was a source of understandable resentment. However, when the Vermont Legislature approved Act 60 in 1995, it ended the M&E subsidy for Village schools. In 1999, IBM, the Town, and the Village agreed to phase out the M&E tax over 12 years.

If Village residents voted in November on merger, why do they also get to vote on merger again in March? Shouldn't Town outside the Village residents get to have their own vote? Why do Village residents get to vote twice on merger?

Village residents are also Town residents. This means that when the entire Town votes on something, it includes Village voters. Since Village residents also live and pay taxes to a second municipality (the Village), they also have to vote as that municipality. Village voters will vote in March because they are Town residents and the March vote will be a full Town of Essex vote. Residents of the Town outside the Village are not their own municipality. They vote as residents of the Town, which includes the Village. If merger passes, the need to hold two different votes would go away. Village residents would not vote twice on anything anymore. All Town residents, including Village residents, would vote only once on all ballot items.

Why do we have to make changes to the Town Charter for merger? Can't the Village just dissolve its own charter to merge with the Town?

The Selectboard and the Village Trustees agreed to create a new charter for a merged Town of Essex that would include aspects of the current Town and Village charters but also add new aspects—like the 12-year transition period—necessary for the merged community. By dissolving both the Town of Essex and the Village of Essex Junction charters and approving an entirely new charter, both communities would unite under a single governing document, which addresses concerns about one municipality "taking over" the other.

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FREQUENTLY ASKED QUESTIONS (FAQs)

Why are we voting now? Why can't we wait on this until COVID is over?

The Selectboard, the Trustees, and the community have worked on this charter and the merger process for close to three years. Multiple focus groups, two community-wide surveys, and dozens of public meetings with resident input were held. Both boards conducted research, consulted attorneys and experts, and vetted the plan with multiple authorities, including the Town's full legislative delegation, the Vermont Department of Taxes, Legislative Council, and the House Government Operations Committee. The Selectboard delayed voting on the plan in November 2020 to allow for two more public input sessions and to finish reviewing the plan. Selectboard members' concerns were continually addressed and adjustments were made to the plan accordingly. While the plan is not perfect, the majority of Selectboard members feel that it is ready for the public to vote on.

It's important to remember that charters are living documents. The charter can be changed if we find that something doesn't work, something was left out, or something needs to be added. The majority of the Selectboard feels that the current merger plan and charter is ready to be voted on.

While it is true that the pandemic has caused uncertainty and worry for everyone, the Town and Village both accomplished successful elections in November, safely and securely—with the largest turnout ever, because of mail-in balloting. We expect a similar, smooth process in March.

Why 12 years? Why can't we just merge all at once?

There are three primary reasons the transition period is 12 years long:

1. The majority of Town outside the Village residents who responded to the survey about merger indicated they preferred a 10-12 year transition period.
2. The Selectboard and Trustees wanted to avoid a large, one-time tax increase for Town outside the Village residents.
3. The 12-year period coincides with the end of the Village's construction bond debt.

Why does the Village get to vote twice?

Village residents are also Town residents. They voted in November as Village voters. They will vote in March as Town voters. If merger passes, Village residents will no longer vote twice on any ballot items.

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What about 3+3?

In March 2020 Town voters approved a charter change to increase the Town Selectboard membership from 5 at-large representatives to 6 members, 3 from the Village and 3 from the Town outside the Village.

The approved charter change was then sent to the Vermont Legislature. The House Government Operations Committee did not officially approve the change and opted to wait until the results of an anticipated merger vote came to them.

The Town requested that the Committee make a determination regarding the 3+3 charter change, but the Committee has not responded. It is expected they will discuss it again during the new legislative session.

If the merger vote passes, the new charter will also go to the Legislature, along with the merger plan approved by Village voters in November. The two merger plans and the 3+3 charter change would then likely be considered together.

There is a small number of differences between the Village's version of the merger charter and the Town's version, the main one being that the Village version has an odd-numbered board and the Town version contains the 3+3 model. The Legislature is expected to reconcile the differences into a final merger charter.

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For more info, go to: GreaterEssex2020.org

GREATER ESSEX
CHARTER SUMMARY

The actual charter is presented (beginning on page 34) in its final, legal form, section by section in plain text. What is listed below is a “less legalese” explanation.

Preamble

All residents of the Town, including all residents of the Village, together are the residents of the new Town of Essex, and the new Town of Essex has all the rights and responsibilities of a Vermont municipality.

Subchapter 1: Transitional Provisions

This section covers all the initial changes that have to happen between when this merger plan is approved by the Legislature and when the new Selectboard is elected and seated. It will last a year, from state approval of the merger through June 30th of the following year. All the sections in this chapter apply to this transitional period.

§101 Adoption of town and village assets and liabilities
All the buildings, property, equipment, and other assets of the Town and the Village will belong to the new Town of Essex. This includes fire trucks, underground pipes, parks, signs, the wastewater treatment plant, and all other things that the Town and Village purchased or owned before merger. They all will belong to the new Town. This also includes all debts owed to each municipality, for example, unpaid taxes, water bills, and other amounts owed to either the Town or Village.

Any contracts or agreements the Town or Village agreed to before merger will be agreed to by the new Town, EXCEPT FOR the Village’s current bond, which only Village residents will continue to pay (state law requires that only those who approved the debt are subject to its terms). Town outside the Village residents will NOT take on this debt. See §104 for more details on this.

§102 Transition Period
If voters approve merger in March 2021, the charter of the new Town of Essex will take effect after the state Legislature approves it. That is also when the transitional period begins. The transitional period ends on June 30th of the following year. Anything in Subchapter 1 (the transitional provisions) that goes beyond June 30, 2022 has to have a deadline when it must end. Anything that would happen after the transitional period ends would begin July 1, 2022.

§103 Organizational Municipal Meeting
Establishes the date of the first Town Meeting of the new Town. It will be an informational meeting, and voting on the budget and for the new Selectboard members will happen by Australian ballot. The meeting will be warned by the transitional board (more about the transitional board in §105).

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§104 Transitional Districts
Instead of equalizing tax rates between the Village and Town all at once, this will happen over a 12-year period. That gradual change, along with the districts below, limits the tax increases that Town outside the Village residents will experience to about $26 per year for 12 years, instead of about $350 all at once. It slows down the tax decreases Village residents will receive to about $30 per year for 12 years, instead of about $400 all at once. The 12-year period would start July 1, 2023 (fiscal year 2023) and end June 30, 2035 (fiscal year 2035).

Debt Assessment District: From July 1, 2021 through the year 2035, the residents of the Village will continue to pay off their construction bond. Town outside the Village residents will NOT pay for this. When the bond is paid off in 2035, that debt will go away entirely.

Tax Reconciliation District: This sets up the Village as a special district so that it can be charged a different tax rate from the Town outside the Village during the transition period. After 12 years (2035) both the Village and Town outside the Village will be paying the same tax rate and the district will go away.

Sidewalk District: This means that until 2035, Village residents will continue to pay for the cost of maintenance, plowing, and repair of Village sidewalks. So for the first 12 years, Town outside the Village residents will not pay for this.

Capital Improvement District: For the first 12 years, until 2035, Village residents would continue to pay taxes for capital improvements that are on the Village's existing list of projects.

Downtown Improvement District: The Village's Comprehensive Plan lays out specific goals and plans for the Village Center. The Downtown Improvement District ensures that plans for this Village area will continue when it becomes part of the new Town. The area is currently designated by the state as a "Designated Downtown." This section ensures that designation continues after merger.

FYI: The Village Center is a zoned area of the Village that roughly runs from the Champlain Valley Expo on Pearl Street to Rocky's on Park Street to Maple Street Park to the tracks on Main Street to Whitcomb's Garage on Lincoln Street.

§105 Interim Governing Body
After the Legislature approves the new charter, the current Selectboard and the current Board of Trustees will join together to form an Interim Governing Body (IGB). This section talks about how the IGB will handle adding new members if someone resigns, what its responsibilities are, and how it will make decisions.

The IGB will work with municipal staff to integrate the Town's existing ordinances with the Village's existing ordinances. More on ordinances in Subchapter 6.

§106 Town Selectboard
This section describes the new Town Selectboard, which would be elected in 2022 and replace the Interim Governing Body. In the Town's version of the charter, the new Selectboard will have six members: three members will live in the Village, and three members will live in the Town outside the Village. The Town outside the Village is Ward 1 and the Village is Ward 2.

This section also sets out the terms of new Selectboard members for the first 3 elections so that they will be staggered. After that initial period, every member will serve 3-year terms. Between 3-5 years after the start of

the new Selectboard, they will appoint a special commission to study the governance system and make recommendations if anything should be changed.

§107 Budget and Municipality Administration
The Town Manager will create and present a budget to the Selectboard.

§108 Village and Town Department Transitional Provisions
Within the first 5 years of merger the Town Manager will integrate the fire departments, community planning departments, parks and recreation departments, and any other necessary services. The Essex Fire Department and Essex Junction Fire Department will retain their chiefs and the Town Manager may at some point appoint one person to serve as chief of both. The libraries will remain unchanged.

§109 Planning and Development
During the transition period, the land development code and zoning bylaws and municipal plans of both the Village and Town will remain in effect. After the transitional period, the new Town Selectboard will work with the new Town Planning Commission and the Chittenden County Regional Planning Commission (CCRPC) to merge the plans into one town plan, one land development code, and one set of zoning bylaws.

The current Town Selectboard and current Village Trustees will each appoint 3 members of the new Town Planning Commission and 3 members of the new Town Development Review Board. After the new Town Selectboard is elected, it will add a seventh member to each.

§110 Unification and Adoption of Ordinances, Bylaws, and Rules
During the transition period, the IGB will integrate the ordinances of the Town and Village following specific guidance from state statute. The new Town Selectboard will follow specific procedures to make any changes to the ordinances. Specifics about how that would work (including warning at least one public hearing) are in Subchapter 6.

§111 Personnel
The IGB will create a plan of classification and pay for all of the employees of the new Town. At the end of the transitional period, the new Town Selectboard can implement the plan. Existing Town personnel regulations will carry over into the new Town. They can be amended by the new Town Selectboard. Current Village and Town employees will all become employees of the new Town of Essex. Dates of hire and accrued benefits will carry over.

§112 Water and Sewer Districts
During the transitional period the water and sewer systems will be integrated into one district made up of multiple systems. Users of each system will continue to be served by those systems. Costs associated with each system will be paid for by the users of each system. New costs for improvements to the overall system will be paid for by all users. New costs for improvements to a specific system will be paid for by the users of that system. The new Town Selectboard has the authority to change the water and sewer rates as needed.

§113 Finances
The grand lists of the Town and Village will remain in effect upon merger. Taxes owed to the Village or Town at the time of merger will be payable to the new Town. Due dates will not change. The IGB will oversee the existing budgets of the Village and Town during the transitional period.

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Debts owed by Village taxpayers at the time of merger will stay with those taxpayers until they are paid off. This applies to the infrastructure bond Village residents approved in 2016, which will be paid off in 2035. Town outside the Village residents will NOT pay this debt.

Any existing legal obligations (like tax stabilization agreements) set up by the Village or the Town will be honored by the new Town.

§114 Terms Extended
Anyone holding office on the current Selectboard and Village Board of Trustees at the time merger is approved by the Legislature will remain in their seats until the new Town Selectboard is elected or until they step down.

§115 Transitional Tax Districts and Transitional Tax Provisions
This is a repetition of the tax districts laid out in §104.

§116 Repeals
With the approval of the charter by the Legislature, the current charters of the Town of Essex and the Village of Essex Junction will be repealed.

Subchapter 2: Incorporation and Powers of the Town

This section covers the specific powers the new Town will have, like the ability to collect taxes, to run a sewer system, and more. It confirms that the new Town of Essex replaces the current Town of Essex and Village of Essex Junction and that all Vermont laws that apply to municipalities will apply to the new Town of Essex. This section also outlines powers the Town has regarding acquiring property.

§204 Reservation of Powers
The new Town may have other functions or powers that are not limited by or included in this charter.

§205 Form of Government
Establishes that the new Town government will be the selectboard-manager form of government. All powers of the Town will be invested in the elected Selectboard. There will be voting districts (see Subchapter 3).

Subchapter 3: Voting District and Governance Structure

The Village of Essex Junction will be Ward 2. The areas of the Town not within Village boundaries will be Ward 1. The new Town wards will be amendable by ordinance, not charter change. The Selectboard, or the Board of Civil Authority or a specially designated commission of the Selectboard, can recommend changes to ward boundaries and/or to the number of wards. US Census data would be the basis for any such changes.

§302 Powers and Duties of Governing Body
This section sets forth what the Selectboard can and cannot do, and establishes how it will fill vacancies, member compensation, and meeting procedures, among other things.

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The new Town Selectboard will have the power to:

- Appoint/remove the Town Manager
- Create/change/abolish offices, commissions, and departments
- Appoint members of boards and commissions
- Provide for an audit by an independent Certified Public Accountant (CPA)
- Investigate the conduct of any municipal employee, elected official, committee, or department and investigate municipal affairs
- Make appointments to committees
- Authorize the purchase and sale of Town property
- Other powers not specified in the charter but that are allowable by Vermont statute

The new Town Selectboard will have 6 members with staggered 3-year terms. Selectboard members will represent the entire Town, not just their wards. If a Selectboard member moves out of their ward while still in office, then they must surrender their seat.

The Selectboard will fill vacancies until the next Town Meeting Day and newly elected Selectboard members will start their terms on the first day of the month after being elected (if elected in March they would start on April 1).

If a Selectboard member resigns, dies, or is unable to serve due to incapacity, the remaining Selectboard members will appoint someone to fill the vacancy until the next Town Meeting Day. Incapacity can include if a member misses at least half of all Selectboard meetings. At the next Town Meeting Day the seat will be up for election for the remainder of the term. If an appointment can't be made, the Selectboard can hold a special election.

Selectboard members will be paid a minimum of $1,500 per year. There must be a specific line item in the budget for Selectboard pay. Selectboard members cannot be Town employees while they are in office, or for 1 year after leaving office (except for poll worker). A Selectboard member may serve on other boards as a representative of the Town.

Selectboard members may not interfere in the hiring or firing of any Town employee, which is a responsibility of the Town Manager. Selectboard members may not deal directly with Town staff unless they go through the Manager first, as is the norm for the selectboard-manager form of government.

The Selectboard must meet at least once a month. Special Town meetings can be called according to Vermont law. Voting at special Town meetings will be by Australian ballot. This section outlines how the Selectboard will conduct its meetings, keep minutes, follow Open Meeting Law, and use executive session.

Subchapter 4 Other Elected Offices

This section talks about the other Town offices that are elected besides the Selectboard: the Brownell Library Trustees. It specifies that the Town Clerk and Town Treasurer are appointed and can be the same person. It also specifies that the Town Moderator will be appointed by the Selectboard to preside over the informational Town Meeting.

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Subchapter 5: Town Meetings

This section states that elections and voting on budgets and other ballot items will happen on Town Meeting Day as defined by Vermont law (usually the first Tuesday in March). It requires the Town to follow state law when conducting elections and special meetings. All voting will be by Australian ballot and will be conducted by the Town Clerk and Board of Civil Authority.

Subchapter 6: Ordinances

The new Town will adopt ordinances following procedures laid out in state statute, and also a minimum of one public hearing. The Selectboard can pass the ordinance after the hearing(s), or it can amend the ordinance. If it amends the ordinance, it must warn another public hearing. This procedure would be followed until the ordinance is finally approved. This section also allows for an ordinance to be rescinded by voter petition and allows residents to petition for an ordinance to be enacted.

FYI: Holding one public hearing is a minimum. In the past, controversial topics have had two or more public hearings scheduled. This can be done by a simple majority vote of the Selectboard to warn such a hearing.

Subchapter 7: Town Manager

This section outlines the responsibilities of the Manager. The Selectboard has the authority to hire and remove the Manager. The Manager is responsible to the Selectboard for the administration of the Town, the hiring of all Town employees, the appointment of several offices, the creation of the Town budget, and more. There is a removal process for the Manager and a plan for what to do if the Manager's office becomes vacant.

Subchapter 8: Boards and Commissions

This section defines the new Town's Board of Civil Authority, Board of Abatement of Taxes, Planning Commission, Development Review Board, and Brownell Library Board of Trustees.

Subchapter 9: Administrative Departments

This section focuses on personnel. There must be a personnel director as well as personnel rules and regulations, which the Selectboard must approve. This section also outlines the department of real estate appraisal.

Subchapter 10: Budget Process

This section establishes the new Town's fiscal year and the requirements for what must be contained in the annual budget. It states the Selectboard's responsibility to review and approve the budget and reviews how it will be approved by voters. It also details what the Selectboard can do regarding additional appropriations and transfers of unencumbered appropriation balance and how the tax levy is based on the budget.

Subchapter 11: Taxation

Property tax payments will still be due on March 15th and September 15th, and an 8% penalty will apply for late payments, as is current practice. (The 8% penalty matches the interest rate the state charges the municipality.) This section allows the Town to make tax agreements with residents.

Subchapter 12: Capital Improvements

As is currently the practice, the manager must provide the Selectboard with a five-year capital program as part of the annual budget process.

Subchapter 13: Amendment of Charter and Initiatives

The Town must follow state statute to make amendments to the charter.

Subchapter 14: General

Changes to the charter will not affect ordinances or other bylaws. If one part of the charter is declared invalid, the rest of the charter still remains in effect.

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TOWN OF ESSEX

PREAMBLE

The inhabitants of the Town of Essex, including the historical, unincorporated Village of Essex Junction, are a corporate and political body under the name of "Town of Essex." As such, inhabitants enjoy all rights, immunities, powers, and privileges and are subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation.

Subchapter 1: Transitional Provisions

§ 101 Adoption of town and village assets and liabilities

(a) All assets and obligations formerly owned or held by the Town and Village shall become the assets and obligations of the new Town of Essex upon the effective date of the charter. This shall include all real property, easements, rights, and interests in land, buildings, and other improvements; vehicles, equipment, and other personal property; assessed but uncollected taxes, rents, and charges, together with lien rights and enforcement powers; moneys, rights of action in legal or administrative proceedings; insurance policies; documents and records; debts, claims, bonded indebtedness; without any further act, deed, or instrument being necessary. Pursuant to § 104, the unincorporated Village shall become a debt assessment district until the Village's residual bond debt is retired.

(b) All contracts, agreements, trusts, and other binding written documents affecting the Town or Village shall remain in effect on the effective date of the charter, and the new Town of Essex shall assume all the responsibilities formerly belonging to the Town and Village unless otherwise specified.

§ 102 Transition Period

The transition period shall begin on the July 1, following approval of the charter by the Legislature, and end on June 30 the year after a pproval of the charter. At the end of the transition period, any provision of the charter not otherwise triggered during the transition period will become effective. Nothing in this section shall affect or limit other provisions in this subchapter or in other subchapters, which serve a transitional purpose and which by their own provisions continue beyond the transitional period. In such cases, transitional provisions intended to extend beyond the transitional period shall be governed by specific sunset terms.

§ 103 Organizational Municipal Meeting

The first annual Town Meeting shall occur as follows: On the Monday before the first Town Meeting Day following the effective date of the charter, there shall be a unified, informational meeting of the new municipality, which shall be noticed and warned to all residents of the former Town of Essex and unincorporated Village of Essex Junction. This meeting shall be for the purpose of presenting and discussing a unified budget for the new Town. Other (new Town) business may also be presented and discussed but shall not be voted on during this meeting. After presentation and discussion of the budget and any other business the meeting shall adjourn until the following day of Town Meeting Day when voting on the election of officers, the Town budget, and any other business included in the warning for the meeting shall be by Australian ballot. Time and holding of the Meeting shall be pursuant to Subchapter 5 of the Town charter. The first annual Town Meeting shall be jointly warned by the Interim Governing Body pursuant to §105. The Interim Governing Body shall appoint a Moderator to run the informational meeting.

§ 104 Transitional Districts

Transitional district rates shall be set by the new Town Selectboard.

(a) For a transitional period commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Debt Assessment District for the purpose of retiring the Village's residual bonded debt in existence before the transitional period. This residual debt is scheduled to retire in FY 2035.

(b) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Tax Reconciliation District for the purpose of transferring the cost of the Village's municipal operations into the Town's operational budget at a rate for each of those 12 years consistent with this purpose.

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(c) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Sidewalk District for the purpose of levying a special tax on properties within the Village for the purpose of maintaining the Village's sidewalks, including snow removal and routine maintenance, but not capital repairs, in accordance with its previous sidewalk maintenance procedures prior to the merger.

(d) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Capital Improvement District for the purpose of levying a special tax on properties within the Village for the purpose of paying for Village capital infrastructure projects on the Village's Capital Reserve Plan prior to the merger. The Capital Improvement District is not required to complete all projects in the plan prior to the end of the transitional period and the Selectboard shall designate in their proposed budgets which projects are to be completed in each new fiscal year of the transitional period.

(e) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the Village Center Zone, as designated in the Essex Junction zoning plan, shall be designated as a Downtown Improvement District for the purpose of continuing the Village's downtown revitalization efforts as outlined in the Village's municipal plan, and shall retain any and all state designations for the purposes of redevelopment in force at the time of adoption of the charter or until such designations are withdrawn or amended as per routine statutory process.

§ 105 Interim Governing Body

(a) For the transition period beginning as described in § 102 until the election of a new Selectboard, as described in § 103, and the new Board's seating in accord with § 305, all members of the former Town Selectboard and Village Board of Trustees shall comprise an Interim Governing Body. In no event shall the Interim Governing Body consist of fewer than three former trustees and three former selectpersons. In the event of a resignation, the remaining members of the board on which the resignation occurred shall appoint a replacement chosen from the registered voters in the communities over which they had jurisdiction. The Interim Governing Body shall schedule, warn, and hold meetings as appropriate. The selectperson members of the Interim Governing Body shall address details and issues relating to expenditures in the Essex Town budget approved by voters for the fiscal year of the transitional period. The trustee members shall address details and issues relating to expenditures in the Essex Junction budget approved by voters for the fiscal year of the transitional period. The selectpersons and trustees shall address all details and issues relating to the transition from a town and village to the new Town of Essex jointly. The Interim Governing Body with the assistance of the Unified Manager shall develop recommendations for whatever proposals or policies are needed to ensure a smooth transition. The new Town of Essex Selectboard may implement such proposals at the end of the transitional period.

(b) During the transition period the Interim Governing Body will also, with the assistance of the Manager and staff, integrate the ordinances of the former Town of Essex with the ordinances of the former Village of Essex Junction, pursuant to § 110 below, by identifying conflicting ordinances and determining in each case whether the more or less restrictive ordinance will apply or a combination thereof.

(c) In the event of a vacancy that results in fewer than three members of the former Town Selectboard or fewer than three members of the former Village Trustees, all remaining members shall vote to appoint a member from the district with a vacancy in a manner pursuant to § 304.

(d) The Interim Governing Body will also, with the assistance of the Unified Manager and staff, propose and warn in the manner pursuant to this charter, the first annual budget of the new Town of Essex for consideration by the voters at the first annual meeting held pursuant to § 103. This meeting shall be informational only. Voting for the budget shall occur by Australian Ballot on Town Meeting Day pursuant to § 103.

§ 106 Town Selectboard

(a) There shall be a Town Selectboard consisting of six members.

(b) Three members shall reside within the boundaries of the former incorporated Village of Essex Junction to be elected by the qualified voters within the boundaries of the former incorporated Village of Essex Junction. This area will become known as Ward 2. Boundary adjustments shall be made over time as necessary pursuant to § 301. Three members shall reside within the boundaries of the Town of Essex exclusive of the former Village of Essex Junction to be elected by the qualified voters of the Town of Essex exclusive of the former Village of Essex Junction. This area will become known as Ward 1. Boundary adjustments will be made over time as necessary pursuant to § 301.

(c) The term of office of a Town Selectperson shall be three years and terms shall be staggered. For the first election cycle six people will be elected. One seat for each ward will be for three years; one seat for each ward will be for two years; one seat for each ward will be for one year. After that, every seat shall be a three-year term.

(d) No sooner than three years, and no later than five years after the first election of the six-member Selectboard, the Selectboard shall appoint a special commission to study the composition of voting wards within the Town of Essex, including the former incorporated Village of Essex Junction, and, having regard to an equal division of population and other considerations deemed proper, recommend within one year, changes, if any, to the number and boundaries of wards by which members of the Selectboard are elected.

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§ 107 Budget and Municipality Administration

Following the approval of the charter by the Legislature pursuant to § 103 and § 105, the Manager will propose a unified budget for the community for the next fiscal year that addresses proper service levels, contractual obligations, capital projects, and debt, and that reflects any changes related to the merger.

§ 108 Village and Town Department Transitional Provisions

(a) For a transitional period of five consecutive years commencing from the July 1 effective date of the charter, the Manager, with the advice and consent of the new Town of Essex Selectboard, shall integrate the fire departments, community development and planning departments, parks and recreation departments, and any other former town and village municipal services and operations, with special provisions and considerations outlined below.

(b) The Town of Essex shall operate the former Essex Junction Fire Department and former Essex Town Fire Department, and each department shall have a chief appointed by the Manager. At the Manager's discretion, one person may be appointed chief for both departments. During the transitional period, pursuant to § 105, the Interim Governing Body may review options for integrating the operations of the two departments for the purpose of improving efficiency and service levels, with a preference for retaining the historic identities of the two departments and for the predominant level of service to remain "paid on call."

(c) During the five-year transitional period the Manager shall integrate and reorganize the former town and village recreation and parks departments and the Manager shall appoint a department head.

(d) During the five-year transitional period the Manager shall integrate and reorganize the former town and village community development and planning departments, and the Manager shall appoint a department head.

§ 109 Planning and Development

(a) On the effective date of this charter, the former Town plan and Village plan, and the former Town zoning bylaws and subdivision regulations, and the former Village's zoning bylaws and Land Development Code shall remain in effect in their respective former geographic areas until amended or revised by the new Town Selectboard upon recommendation by the merged Planning Commission and in conjunction with the Chittenden County Regional Planning Commission and pursuant to 24 VSA 4350(a).

(b) Prior to the effective date of the charter, the Town Selectboard shall appoint three members and the Village Trustees shall appoint three members to serve on the new Town Planning Commission. The duration of the first terms shall be staggered to establish ongoing, staggered appointment schedules. Once it has organized, the new Town Selectboard shall choose a seventh member.

(c) Prior to the effective date of the charter, the Town Selectboard shall appoint three members and the Village Trustees shall appoint three members to serve on the new Town Development Review Board. The duration of the first terms shall be staggered to establish ongoing, staggered appointment schedules. Once it has organized, the new Town Selectboard shall choose a seventh member for a three-year term.

§ 110 Unification and Adoption of Ordinances, Bylaws, and Rules

On the effective date of this charter, all ordinances, and bylaws of the Town of Essex and the Village of Essex Junction shall become ordinances and bylaws of the new Town of Essex. Any adoption, repeal, or amendment of ordinances shall happen according to the provisions of subchapter 6 of the charter. Whenever a power is granted by any such ordinance or bylaw to an officer or officers of the Town of Essex or the Village of Essex Junction, such power is conferred upon the appropriate officer or officers of the new Town of Essex.

§ 111 Personnel

(a) Pursuant to § 105, the Interim Governing Body shall develop a pay and classification plan and make recommendations to meet the Town's needs. The new Town of Essex Selectboard may implement such proposals.

(b) The Town of Essex and Village of Essex Junction personnel regulations in effect at the time of approval of the charter shall carry over and control until amended by the new Town of Essex Selectboard. Any employment contracts or collective bargaining agreements with the former Town of Essex or Village of Essex Junction shall continue with the new Town of Essex as successor to the two former municipalities.

(c) Employees of the Town of Essex and the Village of Essex Junction shall become employees of the new Town of Essex. The dates of hire with the Town of Essex and the Village of Essex Junction will be used as the dates of hire for purposes related to benefits with the new Town of Essex and all accrued benefits shall carry over.

§ 112 Water and Sewer Districts

Upon the effective date of the charter, there shall be a transitional phase to incorporate the municipal water systems and municipal sewer systems into one service area district. The one district shall be made up of multiple systems which follow the boundaries of the legacy systems including those operated separately by the Village of Essex Junction and the Town of Essex. Each system will have its own user base consistent with the legacy systems. Costs specific to each system will be charged solely to the user base within the boundaries of that

system including capital and debt service costs. Any new costs incurred after the effective date of the charter of the merged municipality attributable to the entire district will be borne by all users. Costs attributable to specific users through a special assessment, surcharge, or other contractual arrangement shall continue to be assessed to the specific users until they are paid in full. The Selectboard may amend or establish new water and sewer rates as necessary and practicable. This does not preclude that at some time in the future, both systems could have the same rates.

§ 113 Finances

(a) The existing real property tax system of the Town shall become the system of the new Town of Essex. Upon the effective date of the charter, all grand lists will remain in effect and any remaining taxes due to the Village and Town will be payable to the new Town of Essex keeping all existing due dates. The new Town of Essex will manage the existing budget of the Village and Town with oversight by the Interim Governing Body.

(b) All tax and indebtedness incurred by the Village tax payers at the time of merger are to remain with these properties until final payment of said obligations are made in full.

(c) All existing legal obligations, including but not limited to tax stabilization agreements and any agreements to purchase real property, are to be considered obligations of the new governmental entity.

§ 114 Terms Extended

All elected officials holding office at the time of Legislative approval of the charter shall remain in their seats until elections occur according to the provisions of this charter or until they step down from office.

§ 115 Transitional Tax Districts and Transitional Tax Provisions

Transitional tax districts shall be established pursuant to § 104.

§ 116 Repeals

24 App. V.S.A. chapters 117 (Town of Essex Charter) and 221 (Village of Essex Junction Charter) are repealed.

Subchapter 2: Incorporation and Powers of the Town

§ 201 Corporate Existence

The inhabitants of the Town of Essex, within the corporate limits as now established, shall be a municipal corporation by the name of the Town of Essex. This municipal corporation is a merger of and a successor to the Town of Essex (24 App. V.S.A. chapter 117 repealed) and the Village of Essex Junction (24 App. V.S.A. chapter 221 repealed).

§202 General Powers, Law

Except as modified by the provisions of this charter, or by any lawful regulation or ordinance of the Town of Essex, all provisions of the statutes of this state applicable to municipal corporations shall apply to the Town of Essex.

§ 203 Specific Powers

(a) The Town of Essex shall have all the powers granted to towns and municipal corporations by the Constitution and laws of this State together with all the implied powers necessary to carry into execution all the powers granted; and it may enact ordinances not inconsistent with the Constitution and laws of the State of Vermont or with this charter.

(b) The Town of Essex may acquire real and personal property within or without its corporate limits for any municipal purpose, including storm water collection and disposal, waste water collection and disposal, solid waste collection and disposal, provision of public water supply, provision of public parks and recreation facilities, provision of municipal facilities for office, fire protection, and police protection, provision of public libraries, provision of public parking areas, provision of sidewalks, bicycle paths, and green strips, provision of public roadways, provision of public view zones and open spaces, and such other purposes as are addressed under the general laws of the State of Vermont. The Town of Essex may acquire such property in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage, and control such property as its interest may require.

(c) The Town of Essex may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with other Vermont municipalities, the State of Vermont, any one or more subdivisions or agencies of the State, or the United States, or any agency thereof.

(d) The Town may acquire property within or without its corporate limits for any town purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise or lease, and may sell, lease, mortgage, hold, manage, and control such property as its interests may acquire. The Town may further acquire property within its corporate limits by condemnation where granted to towns by the statutes of the State of Vermont.

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(e) The Town of Essex may establish and maintain an electric power system and regulate power line installations; provided, however, that the Town shall have no authority under this charter which conflicts with that authority granted to the Public Utilities Commission or any other state regulatory agency.

(f) In this charter, mention of a particular power shall not be construed to be exclusive or to restrict the scope of the powers which the Town of Essex would have if the particular power were not mentioned.

§ 204 Reservation of Powers

Nothing in this charter shall be so construed as in any way to limit the powers and functions conferred upon the Town of Essex and the Town Selectboard by general or special enactments in force or effect or hereafter enacted; and the powers and functions conferred by this charter shall be cumulative and in addition to the provisions of such general or special enactments.

§205 Form of Government

(a) The municipal government provided by this chapter shall be known as selectboard-manager form of government. Pursuant to its provisions and subject only to the limitations imposed by the State Constitution and by this chapter, all powers of the Town of Essex shall be vested in an elective Town Selectboard, which shall enact ordinances, codes, and regulations, adopt budgets, determine policies, and appoint the Town Manager, who shall enforce the laws and ordinances and administer the government of the Town. All powers of the Town shall be exercised in the manner prescribed by this chapter or prescribed by ordinance.

(b) Voting districts shall be established pursuant to § 301.

Subchapter 3: Voting District and Governance Structure

§ 301 Voting Wards

(a) The former incorporated Village of Essex Junction shall be known as Ward 2. Boundary adjustments will be made over time as necessary pursuant to § 301(b). The Town of Essex exclusive of the former Village of Essex Junction shall be known as Ward 1. Boundary adjustments will be made over time as necessary pursuant to § 301(b).

(b) The Town of Essex shall be divided into wards by ordinance. The Selectboard—or its designee being the Board of Civil Authority or a special commission appointed by the Selectboard—may make changes to the number and boundaries of the wards in order to provide an equal division of population among them in accordance with U.S. Census data. Ward changes shall not be made more frequently than once in ten years. Such changes shall be approved by the Selectboard and shall become effective immediately upon approval unless a later date is established therein.

§ 302 Powers and Duties of Governing Body

(a) The members of the Town of Essex Selectboard shall constitute the legislative body of the Town of Essex for all purposes required by statute, and except as otherwise herein specifically provided shall have all the powers and authority given to, and perform all duties required of town legislative bodies or selectboards under the laws of the State of Vermont.

(b) Within the limitations of the foregoing, the Town of Essex Selectboard shall have the power to:

(1) Appoint and remove a Town Manager and supervise, create, change, and abolish offices, commissions, or departments other than the offices, commissions, or departments established by this charter.

(2) Appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter.

(3) Provide for an independent audit by a certified public accountant.

(4) Inquire into the conduct of any officer, commission, or department and investigate any and all municipal affairs.

(5) Exercise every other power which is not specifically set forth herein, but which is granted to selectboards or legislative bodies by the statutes of the state of Vermont.

§ 303 Governing Body Composition and Term of Office

(a) There shall be a Town Selectboard consisting of six members.

(b) The term of office of a Town Selectperson shall be three years and terms shall be staggered.

(c) Selectpersons shall represent the Town.

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§ 304 Vacancy in office

In case of a vacancy of a Selectboard seat, such vacancy shall be filled by the Town Selectboard until the next annual election pursuant to § 305(c) of this charter.

§305 Election of Governing Body Officers

(a) The terms of the officers shall commence on the first day of the month following the month of election. At the first meeting of the month following the annual Town meeting, the Selectboard shall organize and elect a chairperson, vice chairperson, and clerk by a majority vote of the entire Selectboard, and shall file a certificate of the election for record in the office of the Town clerk.

(b) The chairperson of the Selectboard or in the chairperson's absence, the vice chairperson, shall preside at all meetings of the Selectboard and shall be recognized as the head of the Town government for all ceremonial purposes.

(c) In the event of death, resignation, or incapacity of any Selectboard member, the remaining members of the Selectboard may appoint a person to fill that position until the next annual election. Incapacity shall include the failure by any member of the board to attend at least 50 per cent of the meetings of the board in any calendar year. At the next annual Town Meeting Day, the vacancy shall be filled by election and the person so elected shall serve for the remainder of the term of office. In the event the Selectboard is unable to agree upon an interim replacement until the next annual Town election, a special election shall be held forthwith to fill the position.

(d) Elected Selectpersons who move from their ward prior to the expiration of their terms shall surrender their seats.

§ 306 Compensation

(a) Compensation paid to the Selectboard members shall be set by the voters at the annual meeting, with a minimum of $1500.00 a year per member. Selectboard members' compensation must be set forth as a separate item in the annual budget presented to the meeting.

(b) The Selectboard shall fix the compensation of all officers and employees, except as otherwise provided in this charter.

§ 307 Prohibitions and Conflicts of Interest

(a) Holding Other Office. No Selectboard member shall hold any Town employment during the term for which they were elected to the Selectboard. A Selectboard member may be appointed to represent the Town on other boards except as pursuant to 17 V.S.A. § 2647. No former Selectboard member shall hold any compensated appointive municipal office or employment, except for poll worker, until one year after the expiration of the term for which they were elected to the legislative body.

(b) Appointments and Removals. Neither the legislative body nor any of its members shall in any manner dictate the appointment or removal of any municipal administrative officers or employees whom the Manager or any of the Manager's subordinates are empowered to appoint.

(c) Interference with Administration. Except for the purpose of inquiries and investigations under § 302 (b)(4), the legislative body or its members shall deal with the municipal officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the legislative body nor its members shall give orders to any such officer or employee, either publicly or privately.

§ 308 Governing Body Meetings

As soon as possible after the election of the chairperson and vice chairperson, the Selectboard shall fix the time and place of its regular meetings, and such meetings shall be held at least once a month.

§ 309 Special Town Meetings

Special Town meetings shall be called in the manner provided by the laws of the State, and the voting on all questions shall be by the Australian ballot system.

§ 310 Procedure

(a) The Selectboard shall determine its own rules and order of business.

(b) The presence of four members shall constitute a quorum. Four affirmative votes shall be necessary to take binding Selectboard action.

(c) The Selectboard shall, in accordance with Vermont law, keep minutes of its proceedings. This journal shall be a public record.

(d) All meetings of the Selectboard shall be open to the public unless, by an affirmative vote of the majority of the members present, the Selectboard shall vote that any particular session shall be an executive session or deliberative session in accordance with Vermont law.

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§ 311 Appointments

The Selectboard shall have the power to appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter. The terms of all appointments shall commence on the day after the day of appointment unless the appointment is to fill a vacancy in an office, in which case the term shall commence at the time of appointment.

§ 312 Additional Governing Body Provisions

(a) No claim for personal services shall be allowed to the officers elected at the annual meeting, except when compensation for such services is provided for under the provisions of this chapter or by the general law. The compensation of all officers and employees of the Town shall be fixed by the Selectboard, except as herein otherwise provided.

(b) The Selectboard may authorize the sale or lease of any real or personal estate belonging to the Town.

Subchapter 4 Other Elected Offices

§ 401 Brownell Library trustees

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system pursuant to § 501. Only qualified voters of the Town of Essex shall be eligible to hold the office of elected library trustee. The five permanent, self-perpetuating library trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925.

§ 402 Moderator

The Selectboard shall select a Moderator who shall preside at the informational portion of the Town Annual Meeting. The term of Moderator shall be one year. Only qualified voters of the Town of Essex shall be eligible to hold the office of Moderator.

§ 403 Town Clerk and Treasurer

The Town Clerk and Treasurer, who may be the same person, shall be hired as laid out in § 702 of this charter.

Subchapter 5 Town Meetings

§ 501 Town of Essex Meetings/Elections

(a) Annual meetings for the election of officers, the voting on the budgets, and voting on any other business included in the warnings for the meetings, shall be held on Town Meeting Day, as defined in 17 VSA § 2640(b).

(b) The Town shall hold an informational meeting as part of the annual meeting on the Monday before Town Meeting Day. This informational meeting shall be for the purpose of presenting and discussing a budget for the Town. Other business may also be presented and discussed but shall not be voted on during this meeting. A Moderator designated by the Selectboard shall preside at such meetings. After presentation and discussion of the budget and any other business the meeting shall adjourn until the following day of Town Meeting Day when voting shall occur.

(c) Provisions of the laws of the State of Vermont relating to the qualifications of electors, the manner of voting, the duties of elections officers, and all other particulars respective to preparation for, conducting, and management of elections, so far as they may be applicable, shall govern all municipal elections, and all general and special meetings, except as otherwise provided in this charter.

(d) The election of officers and the voting on all questions shall be by Australian ballot system. The Town Clerk and Board of Civil Authority shall conduct elections in accordance with general laws of the State.

Subchapter 6 Ordinances

§ 601 Adoption of Ordinances

Ordinances shall be adopted in accordance with state law pursuant to 24 V.S.A. §§ 1972 – 1976, with the additional requirements noted in this subchapter.

§ 602 Public Hearing

(a) The Selectboard shall hold a minimum of one public hearing prior to the adoption of any ordinance.

(b) At the time and place so advertised, or at any time and place to which the hearing may from time to time be adjourned, the ordinance shall be introduced, and thereafter, all persons interested shall be given an opportunity to be heard.

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(c) After the hearing, the Selectboard may finally pass the ordinance with or without amendment, except that if the Selectboard makes an amendment, it shall cause the amended ordinance to be published, pursuant to subsection (a) of this section at least once together with a notice of the time and place of a public hearing at which the amended ordinance will be further considered, which publication shall be at least three days prior to the public hearing. At the time so advertised or at any time and place to which the meeting may be adjourned, the amended ordinance shall be introduced, and after the hearing, the Selectboard may finally pass the amended ordinance, or again amend it subject to the same procedures as outlined herein.

§ 603 Effective Date

Every ordinance shall become effective upon passage unless otherwise specified.

§ 604 Rescission of Ordinances

All ordinances shall be subject to rescission by a special or annual Town meeting, as follows: If, within 44 days after final passage by the Selectboard of any such ordinance, a petition signed by voters of the Town not less in number than five percent of the qualified voters of the municipality is filed with the Town Clerk requesting its reference to a special or annual Town meeting, the Selectboard shall fix the time and place of the meeting, which shall be within 60 days after the filing of the petition, and notice thereof shall be given in the manner provided by law in the calling of a special or annual Town meeting. Voting shall be by Australian ballot. An ordinance so referred shall remain in effect upon the conclusion of the meeting unless a majority of those present and voting against the ordinance at the special or annual Town meeting exceeds five percent in number of the qualified voters of the municipality.

§ 605 Petition for Enactment of Ordinance; Special Meeting

(a) Subject to the provisions of §304 of this §charter, voters of the Town may at any time petition in the same manner as in §304 for the enactment of any proposed lawful ordinance by filing the petition, including the text of the ordinance, with the Town Clerk. The Selectboard shall call a special Town meeting (or include the ordinance as annual meeting business) to be held within 60 days of the date of the filing, unless prior to the meeting the ordinance shall be enacted by the Selectboard. The warning for the meeting shall state the proposed ordinance in full or in concise summary and shall provide for an Australian ballot vote as to its enactment. The ordinance shall take effect on the 10th day after the conclusion of the meeting provided that voters as qualified in §304, constituting a majority of those voting thereon, shall have voted in the affirmative.

(b) The proposed ordinance shall be examined by the Town Attorney before being submitted to the special Town meeting. The Town Attorney is authorized subject to the approval of the Selectboard, to correct the ordinance so as to avoid repetitions, illegalities, and unconstitutional provisions and to ensure accuracy in its text and references and clearness and preciseness in its phraseology, but the Town Attorney shall not materially change its meaning and effect.

(c) The provisions of this section shall not apply to any appointments of officers, members of commissions, or boards made by the Selectboard or to the appointment or designation of Selectboard, or to rules governing the procedure of the Selectboard.

Subchapter 7: Town Manager

§701 Appointment/Hiring of Manager

The Selectboard shall appoint a Town Manager under and in accordance with Vermont Statutes Annotated, as amended from time to time hereafter. The Manager shall be appointed solely on the basis of the Manager's executive and administrative qualifications in accordance with the Vermont statutes.

§ 702 Powers of Manager

The Manager shall be the chief administrative officer of the Town of Essex. The Manager shall be responsible to the Selectboard for the administration of all Town of Essex affairs placed in the Manager's charge by or under this charter. The Manager shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the Vermont statutes.

(a) The Manager shall appoint and, when the Manager deems it necessary for the good of the service, suspend or remove all Town of Essex employees, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this charter, or personnel rules adopted pursuant to this charter. The Manager may authorize any employee who is subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. There shall be no discrimination in employment, in accordance with applicable state and federal laws, including but not limited to 21 V.S.A. § 495. Appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ensure that the responsible administrative officer may secure efficient service.

(b) The Town Manager shall hire: a Town Clerk and a Town Treasurer to serve in accordance with established personnel guidelines.

(c) The Town Manager shall appoint, if needed, with the approval of the selectboard, constables, Grand Juror, a Town Agent if the Town Attorney is not a resident of the Town of Essex, cemetery commissioners, fire wardens, fence viewers, Inspector of Lumber and Shingles, and any other officer which the selectboard of a Town are authorized to appoint if the selectboard have not filled the office. The terms of the

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appointed officials shall commence on the first day of July following appointment. Appointments to fill a vacancy in an office shall be effective at the time of appointment and shall run for the unexpired period of the term.

(d) The Manager shall direct and supervise the administration of all departments, offices, and agencies of the Town of Essex, except as otherwise provided by this charter or by law.

(e) The Manager shall recommend hiring of Town Attorney with Selectboard approval, and shall hire special attorneys as needed.

(f) The Manager or a staff member designated by the Manager shall attend all Selectboard meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Selectboard may meet in executive session without the Manager for discussion of the Manager's performance or if the Manager is the subject of an investigation pursuant to §302(b)(4) of this charter.

(g) The Manager shall see that all laws, provisions of this charter, and acts of the Selectboard, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.

(h) The Manager shall prepare and submit the annual budget and capital program to the Selectboard.

(i) The Manager shall submit to the Selectboard and make available to the public a complete report on the finances and administrative activities of the Town of Essex as of the end of each fiscal year.

(j) The Manager shall make such other reports as the Selectboard may require concerning the operations of Town of Essex departments, offices, and agencies subject to the Manager's direction and supervision.

(k) The Manager shall keep the Selectboard fully advised as to the financial condition and future needs of the Town of Essex and make such recommendations to the Selectboard concerning the affairs of the Town of Essex as the Manager deems desirable.

(l) The Manager shall be responsible for the enforcement of all Town of Essex ordinances and laws.

(m) The Manager may when advisable or proper delegate to subordinate officers and employees of the Town of Essex any duties conferred upon the Manager by this charter, the Vermont statutes, or the Selectboard members.

(n) The Manager shall perform such other duties as are specified in this charter or in State law, or as may be required by the Selectboard.

§ 703 Hearing/Removal Process

(a) The Selectboard may remove the Manager from office for cause in accordance with the following procedures:

1. The Selectboard shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered within three days to the Manager.

2. Within five days after a copy of the resolution is delivered to the Manager, the Manager may file with the Selectboard a written request for a hearing; said hearing to be in a public or executive session by choice of the Manager. This hearing shall be held at a special Selectboard meeting not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Selectboard a written reply not later than five days before the hearing.

3. The Selectboard, if it determines cause exists, shall adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the Manager, if the Manager has not requested a public hearing, or at any time after the public hearing if the Manager has requested one.

(b) The Manager shall continue to receive the Manager's salary until the effective date of a final resolution of removal.

§ 704 Vacancy in Office of Manager

The Deputy Manager, or the Manager's designee, shall perform the Manager's duties in the event of the Manager's absence due to disability, incapacitation, or vacation. If the Deputy Manager is unable or if the Manager fails to make such designations, then the Selectboard, may by resolution appoint an officer or employee of the Town to perform the duties of the Manager until the Manager is able to return to duty.

Subchapter 8: Boards and Commissions

§ 801 Board of Civil Authority

The Board of Civil Authority shall be defined by 17 VSA § 2103(5).

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§ 802 Board of Abatement of Taxes

The Board of Civil Authority shall constitute a Board of Abatement as provided by law. The Board of Abatement shall meet and discharge its duties as required by the applicable statutory provisions.

§ 803 Planning Commission

There shall be a Planning Commission and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as they may be amended from time to time hereafter. The Planning Commission shall consist of seven members and alternate members as necessary, appointed by the Town Selectboard in accordance with 24 V.S.A. §§ 4322-4323, as may be amended from time to time. Members of the Commission shall hold no other Town office.

§ 804 Development Review Board

A Development Review Board shall be established and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as they may be amended from time to time hereafter. The Development Review Board shall consist of seven regular members and alternate members as necessary, appointed by the Town Selectboard in accordance with 24 V.S.A. § 4460, as may be amended from time to time. .

§ 805 Brownell Library Trustees

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system p ursuant to § 501. Only qualified voters of the Town of Essex shall be eligible to hold the office of elected library trustee. The Trustees holding office at the time of enactment of the charter shall serve until their terms are completed. The Library Trustees shall establish policy for the operation of the Library and shall otherwise act in conformance with the Vermont statutes. The five permanent, self-perpetuating Library Trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. The Library shall be required to follow all financial and personnel policies adopted by the Town Selectboard.

Subchapter 9: Administrative Departments

§ 901 Personnel Administration and Benefits

(a) The Manager or the Manager's appointee shall be the personnel director. The Manager shall maintain personnel rules and regulations protecting the interests of the Town and of the employees. These rules and regulations must be approved by the Selectboard and shall include the procedure for amending them and for placing them into practice. Each employee shall receive a copy of the rules and regulations when the employee is hired.

(b) The rules and regulations may deal with the following subjects or with other similar matters of personnel administration: job classification, jobs to be filled, tenure, retirement, pensions, leaves of absence, vacations, holidays, hours and days of work, group insurance, salary plans, rules governing hiring, temporary appointments, lay-off, reinstatement, promotion, transfer, demotion, settlement of disputes, dismissal, probationary periods, permanent or continuing status, in-service training, injury, employee records, and further regulations concerning the hearing of appeals.

(c) No person in the service of the Town shall either directly or indirectly give, render, pay, or receive any service or other valuable thing for or on account of or in connection with any appointment, proposed appointment, promotion, or proposed promotion.

§ 902 Department of Real Estate Appraisal

There shall be established a department of real estate appraisal headed by a professionally qualified real estate assessor, who shall be appointed by the Manager.

§ 903 Appraisal of Property

The department of real estate appraisal shall appraise all real and business personal property for the purpose of establishing the grand list. Appraisals shall be reviewed periodically and kept up to date. Technically qualified individuals or firms may be employed as needed.

§ 904 Appraisal of Business Personal Property for Tax Purposes

Appraisal of business personal property shall be in accordance with the provisions of 32 V.S.A. § 3618, as the same may from time to time be amended, provided that all business personal property acquired by a taxpayer after September 30, 1995 shall be exempt from tax.

§ 905 Duties of Department

The duties and powers of the department of real estate appraisal shall be the same as those established for listers under the general statutes.

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§ 906 Purpose

The purpose of the department of real estate appraisal is to provide for appointment of a qualified real estate assessor rather than the election of listers. The Town shall be governed by, and each taxpayer shall have rights granted by, the applicable statutes concerning real and personal property taxation, appeal therefrom, and other statutes concerning taxation.

Subchapter 10 Budget Process

§ 1001 Fiscal year

The fiscal year of the Town shall begin on the first day of July and end on the last day of June of each calendar year. The fiscal year shall constitute the budget and accounting year as used in this charter.

§ 1002 Annual Municipal Budget

With support from the finance department, the Manager shall submit to the Selectboard a budget for review before annual Town Meeting or at such previous time as may be directed by the Selectboard. The budget shall contain:

(a) An estimate of the financial condition of the Town as of the end of the fiscal year.

(b) An itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year.

(c) An itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years.

(d) A capital budget for the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements.

(e) Such other information as may be required by the Selectboard.

§ 1003 Governing Body's Action on the Budget

The Selectboard shall review and approve the recommended budget with or without change. The budget shall be published not later than two weeks after its preliminary adoption by the Selectboard. The Selectboard shall fix the time and place for holding a public hearing for the budget and shall give a public notice of such hearing.

§ 1004 Meeting Warning and Budget

(a) The Selectboard shall hold at least one public hearing at least 30 days prior to the annual meeting to present and explain its proposed budget and shall give a public notice of such hearing.

(b) The Manager shall not less than 15 days prior to the annual meeting make available the Selectboard's recommended budget and the final warning of the pending annual meeting.

(c) The annual Town report shall be made available to the legal voters of the Town not later than 10 days prior to the annual meeting.

§ 1005 Appropriation and Transfers

(a) An annual budget shall be adopted at Town Meeting by the vote of a majority of eligible voters by Australian ballot. If, after the total budget has been appropriated, the Selectboard finds additional appropriations necessary, the appropriations shall be made and reported at the next Town Meeting as a specific item. The appropriations shall only be made in special circumstances or situations of an emergency nature. No specific explanation need be given for any normal annual operating expense in any office, department, or agency which may be increased over the budget amount by an amount not more than 10 percent of the office's, department's, or agency's budget.

(b) From the effective date of the budget, the amounts stated therein, as approved by the voters, become appropriated to the several agencies and purposes therein named.

(c) The Manager may at any time transfer an unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department, or agency. At the request of the Manager, the Selectboard may, by resolution, transfer any unencumbered appropriation balance or portion thereof within the Selectboard budget from one department, office, or agency to another. Notwithstanding the above, no unexpended balance in any appropriation not included in the Selectboard budget shall be transferred or used for any other purpose.

DRAFT

§ 1006 Amount to be Raised by Taxation

Upon passage of the budget by the voters, the amounts stated therein as the amount to be raised by taxes shall constitute a determination of the amount of the levy for the purposes of the Town in the corresponding tax year, and the Selectboard shall levy such taxes on the grand list as prepared by the assessor for the corresponding tax year.

Subchapter 11: Taxation

§ 1101 Taxes on Real Property

Taxes on real property shall be paid in equal installments on March 15 and September 15. The Selectboard shall send notice to taxpayers no less than 30 days prior to when taxes are due.

§ 1102 Penalty

(a) An additional charge of eight percent shall be added to any tax not paid on or before the dates specified in section § 1101 of this charter, and interest as authorized by Vermont statutes.

§ 1103 Assessment and Taxation Agreement

Notwithstanding section § 904 of this charter and the requirements of the general laws of the State of Vermont, the Selectboard is hereby authorized and empowered to negotiate and execute assessment and taxation agreements between the Town and a taxpayer or taxpayers within the Town of Essex consistent with applicable requirements of the Vermont Constitution.

Subchapter 12: Capital Improvements

§ 1201 Capital Programs

(a) The Manager shall prepare and submit to the Selectboard a five-year capital program at least three months prior to the final date for submission of the budget.

(b) Contents. The capital program shall include:

1. A clear general summary of its contents;

2. A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;

3. Cost estimates, method of financing, and recommended time schedules for each such improvement; and

4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

Subchapter 13: Amendment of Charter and Initiatives

§ 1301 Laws Governing

This charter may be amended in accordance with the procedure provided for by state statutes for amendment of municipal charters.

Subchapter 14: General

§ 1401 Savings Clause

Repeal or modification of this charter shall not affect the validity of previously enacted ordinance, resolution, or bylaw.

§ 1402 Separability of Provisions

The provisions of this charter are declared to be severable. If any provisions of this charter are for any reason invalid, such invalidity shall not affect the remaining provisions, which can be given effect without the invalid provision.

DRAFT

MEMORANDUM

TO: Town of Essex Selectboard; Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Manager
DATE: December 18, 2020
SUBJECT: Assignment of FY20 Fund Balance

Issue
The issue is whether the Selectboard will assign the FY20 Fund Balance as recommended by the Unified Manager and the Finance Director.

Discussion
The FY20 audit is complete and we are working on the financial statements now. As of June 30, 2019 the General Fund had a total fund balance of $5,507,795. Total fund balance includes Nonspendable, Restricted, Committed, Assigned and Unassigned fund balance amounts. Total fund balance increased from FY19 to FY20 by $448,891.

Per the Town's Fund Balance Policy, the Selectboard can maintain an unassigned fund balance in the General Fund of up to 15% of the current budget and assign amounts above that threshold or return them to taxpayers. Fifteen percent of the FY21 Budget is $2,299,895. It is worth noting that of the assignments proposed this year is an additional $600,000 to be returned to taxpayers with $300,000 of that proposed for the FY22 budget and the other $300,000 would be used over FY23 and FY24 to ease away from relying on fund balance to offset the tax rate gradually.

The amount of fund balance over 15% is $3,207,900. Of this amount, $365,596 is nonspendable (prepaid expenses and inventory), and $815,159 is restricted for Real Estate Appraisal. The amount over the 15% threshold that is available for assignment by the Selectboard is $2,027,145 – this includes existing assignments the balance of which are detailed in the second table.

The following table shows nonspendable and restricted fund balance items, no action needed

Category	FY19 Amount	FY20 Changes	FY20 Amount	Type
Prepaid Expenses	$189,014	$412	$189,426	Nonspendable
Inventory	$175,190	$980	$176,170	Nonspendable
Reappraisal	$747,592	$67,567	$815,159	Restricted
Total	***$1,111,796***	***$68,959***	***$1,180,755***	

The following table shows existing categories of assigned fund balance and any FY20 changes

Category	FY19 Amount	FY20 Changes	FY20 Amount	Notes
Economic Dev.	$9,713	$0	$9,713	Assigned
Planning Reserve	$33,687	($3,575)	$30,112	Assigned
Accrued Retirement Benefits	$454,798	$57,258	$512,056	Partially assigned, assign new balance
Records Preservation	$100,217	$45,931	$146,148	Partially assigned, assign new balance
Reduce Property Taxes in FY20	$100,000	($100,000)	$0	Used in FY20
Reduce Property Taxes in FY21	$100,000	0	$100,000	Assigned
Assigned for future tax reduction	$93,721	$0	$93,721	Assigned
Assigned for FY21 costs	$49,670	$0	$49,670	Assigned
Transfer to Capital	$371,569	($371,569)	$0	Transferred in FY20
Assigned for Personnel Costs	$208,000	($8,000)	$200,000	Finance portion used in FY20, hold balance for FY21
Assigned for Building needs	$71,467	($71,467)	$0	Transferred to capital in FY20
Assigned for Merger Related Costs	$124,322	($31,701)	$92,621	Assigned
Assigned for K9 Supplies	$5,347	($1,961)	$3,386	Assigned
Total	***$1,722,511***	***($485,084)***	***$1,237,427***	

The following table shows new staff recommended assignments

Category	FY20 Amount	Details
Reduce property taxes in FY22	$300,000	Assignment for future budgeted tax reduction
Reduce property taxes future years	$300,000	FY22 proposed budget includes increase in use of fund balance, this will need to be stepped back gradually to avoid a spike in tax rate
Transfer to Capital	$189,717	Transfer balance to Capital Fund
Additional Assignments	***$789,717***	

The sum total of the two tables above would result in assigned fund balance of $2,027,144 leaving unassigned fund balance of $2,299,895 which is equal to 15% of the FY21 general fund budget.

Cost
No cost.

Recommendation
Staff recommends that fund balance be assigned in the amounts indicated above.

Memorandum

To: Town Selectboard; Evan Teich, Unified Manager
From: Sarah Macy, Finance Director
Re: Suggested adjustments to proposed FY22 General Fund budget
Date: January 5, 2021

Issue:
The issue is to propose a list of suggested adjustments and the impact on the proposed FY22 Town General Fund budget that was presented Monday January 4, 2021.

Discussion:
The proposed budget has total expenditures of $16,094,707 or a 5.0% increase over FY21; a tax levy of $14,557,135 or a 3.9% increase; and an estimated tax rate of 0.5372 or 3.8% increase over FY21 (which was the same as the FY20 rate).

Recommended Adjustments

Decreases to Expenditures:

- Budget Police salaries and benefits at 98% $88,303
- Decrease CCRPC budget for partial double counting $6,400

Increases to Expenditures

- Increase GMT contribution to actual $3,260

Increases to Non-Tax Revenue Sources

- Add transfer from Village WWTF for IT $14,000

The combination of these adjustments changes the bottom line budget to $16,003,264 or a 4.4% increase over FY21; it reduces the tax levy to $14,451,692 or a 3.1% increase over FY21; and reduces the estimated tax rate to 0.5333 or a 3.0% increase over the FY21 tax rate (which was the same as the FY20 tax rate).

Adjustments for Discussion

Decreased to Expenditures

- Decrease postage for tax bill mailing $400
- Decrease R&M vehicles in Assessing and ComDev $1,000
- Decrease Pool Other Purchased Services $1,700
- Begin stipends to boards and commissions mid-year $13,750

Increases to Non-Tax Revenue Sources

- Increase the use of Fund balance from existing assignment $50,000

The addition of these adjustments changes the bottom line budget to $15,986,414 or a 4.3% increase over FY21; it reduces the tax levy to $14,384,842 or a 2.7% increase over FY21; and reduces the estimated tax rate to 0.5309 or a 2.5% increase over the FY21 tax rate (which was the same as the FY20 tax rate).

Any adjustments to expenditures will impact the total amount budgeted for Human Services Grants which is budgeted at 1% of the total budget. That would be the final adjustment once we decide on any other adjustments.

Recommendation:
Staff Recommends the Selectboard discuss and determine which adjustments should be made in order to finalize the FY22 General Fund budget.

Memorandum

To: Selectboard; Evan Teich, Unified Manager
Cc: Sarah Macy, Finance Director
From: Tammy Getchell, Assistant to the Manager
Re: Warning the public hearing for FY22 Operating Budget
Date: January 5, 2021

Issue
The issue is whether the Selectboard will warn a public hearing for the FY22 Operating Budget for the Town of Essex.

Discussion
The Selectboard is holding a work session on the FY22 municipal budget on January 11. If the budget is finalized that evening, the Selectboard may warn a public hearing for the following Tuesday, January 19. A draft warning is attached, and numbers can be inserted into the warning once the budget proposal is finalized.

Cost
The cost to warn the public hearing in Burlington Free Press is approximately $200.

Recommendation

It is recommended that the Selectboard warn a public hearing for the fiscal year 2022 operating budget for the Town of Essex, in the amount of $_____, to be held January 19, 2021 at 6:35 PM online.

TOWN OF ESSEX
NOTICE OF PUBLIC HEARING
PROPOSED FY2022 BUDGET
January 19, 2021
6:35 PM

A public hearing on the 2021-2022 municipal budget for the Town of Essex will be held on Tuesday, January 19, 2021 at 6:35 PM online. Visit www.essexvt.org to connect via Microsoft Teams or join via conference call (audio only): 802-377-3784 – Conference ID: _____

The public is invited to attend and offer comments regarding the proposed budget.

The proposed FY2022 budget of $__,___,___ shows an increase in expenditures of $___,___, or _.__%, over the current budget.

If approved, it is estimated that the proposed budget will result in a General Tax rate increase of $0.____, or _.__%, over the current year. Complete details can be found at www.essexvt.org.

Memorandum

To: Town Selectboard; Evan Teich, Unified Manager
Cc: Village Trustees
From: Tammy Getchell, Assistant to the Manager
Re: Annual Report dedication
Date: January 7, 2021

Issue
The issue is whether the Selectboard will approve a joint Annual Report dedication for 2020.

Discussion
I recently asked Selectboard members and the Trustees for suggestions on their respective annual report dedications for 2020. Overwhelmingly, the responses back were to dedicate the reports to those who have lost their lives to COVID-19, to the healthcare workers, essential workers, teachers, mask-makers, emergency workers, military, those working in food and agriculture, local, state and national government employees, manufacturing, delivery and any and all who volunteered or donated to assist their neighbor during the pandemic.

Since the Town and the Village print separate annual reports, staff propose the same dedication for both reports as a shared dedication by the Town of Essex Selectboard and the Village of Essex Junction Trustees in memory of lives lost and in celebration of those who stepped up.

Cost
n/a

Recommendation
It is recommended the Selectboard approve a joint dedication with the Village Trustees of the Town Annual Report and the Village of Essex Junction Annual Report in memory of those who died from the COVID pandemic and in honor of those who are essential to our economy and society and continue to sacrifice daily for our nation's safety and wellbeing.

TOWN OF ESSEX
SELECTBOARD MEETING MINUTES
Monday December 21, 2020

SELECTBOARD: Elaine Haney, Chair; Vince Franco; Dawn Hill-Fleury; Patrick Murray; Andy Watts

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sharon Kelley, Zoning Administrator; Owiso Makuku, Community Development Director; Darren Schibler, Town Planner.
OTHERS PRESENT: Jon Alden; Raj Chawla; Kevin Collins; Annie Cooper; Ned Daly; Patty Davis; Tracey Delphia; Erin Dickinson; Betsy Dunn; Mark Kane; Joshua Knox; Jon Moore; Megan O'Rourke; Ken Signorello; Margaret Smith; Deana Stoneback; Sara Stultz; Mike Thorne; Irene Wrenner; Lorraine Zaloom; Sharon Zukowski; Sabrina ___

1. CALL TO ORDER

Ms. Haney called the Essex Selectboard to order at 6:30 PM.

2. AGENDA ADDITIONS/ CHANGES

Ms. Hill-Fleury requested to pull item 6c, approve $1 increase to dog license fees, from the consent agenda to become business item 5e.

3. AGENDA APPROVAL

PATRICK MURRAY made a motion, seconded by DAWN HILL-FLEURY, to approve the agenda, as amended. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Ms. Zaloom requested an update on the status of local restaurants and businesses who rely on close contact. She also requested an update on local unemployment rates. Mr. Duggan referenced agenda items 7g and 7i: a memo regarding the local unemployment rate for November (2.5%) as compared to statewide and nationwide rates; and a Local Support and Action Team Task Force report. Ms. Haney said local businesses recently discussed their challenges with maintaining different criteria for state and federal grant funds.

Ms. Wrenner said the Downtown Essex Junction Facebook page is misnamed as the EssexVT Community Group. She requested that the page's previous name be reinstated and that this name be included in the Minutes of 12/7/20.

5. BUSINESS ITEMS

a. Presentation of Town Meeting TV annual update

Ms. O'Rourke, Town Meeting TV (TMTV) Channel Director, recognized the service of Essex's TMTV Trustee RaMona Sheppard and provided TMTV's annual update and funding request. She discussed TMTV's recording and archival of municipal meetings and described technical adaptations for virtual meetings during COVID-19. She said they budgeted for 36 Essex meetings but covered 47. She requested level funding for FY22 and provided a multi-year overview of costs and funding requests. She explained a large drop in revenue from Cable in 2021 and talked about the Vermont Access Network's efforts with the legislature. Ms. O'Rourke said TMTV is exploring ways to move forward, post-pandemic, in a hybrid online/live meeting model. She talked about TMTV's grant funded internships in the fields of communications and television production.

The Selectboard members thanked TMTV for their services. Mr. Murray pointed out that, with the current online meeting model, community meeting participation has significantly increased. Mr.

Watts asked how the franchise fee discontinuation and changes in the Federal Public, Educational and Governmental (PEG) Access impacts TMTV. Ms. O'Rourke said since changing their name, people do struggle to find the new channel they operate on. She said Vermont's PEG Access study committee has been working to determine a strategy moving forward in Vermont's Public Access stations. She said there will be a report on their findings and suggestions soon.

Ms. Zaloom and Ms. Cooper expressed gratitude for TMTV's work and described TMTV's services as vital and loved.

b. **Presentation of Green Mountain Transit annual update**

Mr. Moore provided an annual Green Mountain Transit (GMT) update, in preparation for their FY22 funding request. He talked about the organization's history and provided an overview of employees, vehicles, bus stops, service areas, and Board of Commissioners. He talked about GMT's mission and finances, with a breakdown of revenues inclusive of Cares Act funds. He described GMT's services and adherence to the Americans with Disabilities Act (ADA). He said fixed route ridership decreased by 22% due to COVID-19. He talked about GMT's assessment of Essex's FY21 programs and costs, including Fixed Routes, ADA Programs, and Vehicle leases. He said GMT initiatives include: Technology; Micro-Transit services; Strategic Planning; Fleet replacement; Fleet Electrification; Safety; and zero-fare COVID-19 Response service.

The Selectboard Members discussed the GMT update with Mr. Moore. Mr. Murray wondered about long-term plans for GMT's micro-transit initiative. Mr. Watts asked about GMT's financial stability, considering their significant financial challenges the prior year. Mr. Moore said GMT received $7 million dollars from the Cares Act, which helped balance the budget entering into FY22. He said they hope a resurgence of ridership and are exploring new sustainability strategies. Mr. Moore clarified for Mr. Watts that all GMT services are fixed costs except ADA costs, which are based on ridership. Ms. Haney thanked Mr. Moore for GMT's coordination with schools and asked for an update on commuter bus stop construction in Williston re:direct transit from Essex to Montpelier. Mr. Moore stated construction planned for last summer was postponed. Mr. Duggan said there is currently an open Essex Alternative Representative position to the GMT board.

Ms. Dunn suggested expanding wifi accessibility on busses. Mr. Moore said wifi is currently available on busses and is planned for smaller vehicles.

c. **Discussion and potential adoption of Essex Town Center (ETC) Next Town Center plan**

Mr. Kane, SE Group Director of Community Planning & Design, provided an overview presentation of the ETC Next Town Center Master Plan. He described the ETC Next visioning process, which included staff, the public, and the Planning Commission. Mr. Kane said they created ETC Next as a new vision for Essex; it includes: interconnected neighborhoods with a variety of land uses; multi-modal transportation; a wayfinding system; and a common palette of streetscape; and landscape elements to reinforce unique character. He described the agricultural region and unique characteristics for each neighborhood. He talked about the plan's opportunities for: new development patterns; neighborhood focus; adaptive use of land; in-fill growth; mixed use development; historic pattern vibrancy; diverse forms of mobility; streets that support activity and commerce; architectural character; and cohesiveness, respective of settings. As the plan moves forward, opportunities would include increased residential density and diversity through mixed use areas. He said next steps should be the following: define each neighborhood within ETC Next parameters; use the plan to inform future zoning; and establish the right infrastructure, policies, and regulations to bring the vision to reality. He said the plan can provide a foundation for zoning and planning as well as having conversations with developers.

Staff and Planning Commissioners discussed the ETC Next plan. They agreed that it is cohesive, attainable, and could be a good foundation for the future of Essex. Mr. Knox talked about the strength of the interconnected neighborhoods design. Mr. Daly appreciated that the plan included participation from residents to determine short- and long-term benefits. Mr. Alden approved of embedded opportunities within the plan. Ms. Makuku said discussions of the plan included how to use the document for appropriate development. Mr. Schibler echoed everyone's support.

The Selectboard members discussed the ETC Next plan and thanked the SE Group for their work. Mr. Watts wondered whether Vermont's concerns about using character to deny development would play a role in the plan. He said the new Housing Commission is considering the implications of VT Act 179. Mr. Kane said the plan will observe regulatory structures. Ms. Makuku and Mr. Schibler said Act 179 relates to promoting affordable housing and ensures that character cannot be used to deny a project. They said the ETC Next plan will adhere to the Act 179 by encouraging appropriate housing development. Ms. Hill-Fleury clarified a neighborhood boundary in the ETC Next plan and wondered how the plan accommodates/considers wetlands.

Ms. Stultz said discussions of the plan's motorized connectivity should consider traffic flow and address bottlenose traffic and turning challenges at the junction of Rte. 15 and Towers Road. She also said traffic and development noise impact on residential areas should be addressed.

Ms. Davis commended the ETC Next planning process for including public input. She supported the plan for promoting the community's hopes for development.

Ms. Zaloom described the plan as cohesive. She wondered what next steps need to be taken to align the plan with zoning. She expressed concern that development could impact groundwater flow and wondered what strategies would be used to mitigate this. She hoped strategies, such as connectors or buffer zones will be considered to address the noise impact of Rte. 15 on residential areas. She said she would like affordability to be considered in expanded development.

Mr. Lawrence asked for clarification of how a higher percentage of rental units could impact local taxes. He also wondered how public works such as trash or snow removal would be impacted.

Mr. Kane, staff members and Mr. Murray addressed public comments. Regarding noise: public works and traffic Mr. Kane said the neighborhood-centered design of the plan can be customized to meet needs. Mr. Schibler added that the plan will condense development to avoid sprawl and make the area look like a place people want to live. Regarding traffic: Ms. Makuku said public works is creating a workplan with the Chittenden Regional Planning Commission in order to conduct a traffic study. Regarding stormwater mitigation: Ms. Makuku said she is confident in how the plan addresses stormwater control and Mr. Schibler said that wetlands will continue to be protected. Regarding affordability: Ms. Makuku said impact fees and higher density normally increase affordability due to market forces. Mr. Murray added that the schools have seen a decrease in students and can handle a significant increase without the need for building expansion.

Ms. Dunn asked how development is kept in check when it does not go as planned; for example, when a building is approved at a certain height and then is taller when it is being built. Ms. Kelley explained how violations, fines, stop work orders and litigations are administered. She, Mr. Duggan, Ms. Makuku, and Mr. Kane all discussed how the plan can inform zoning, which includes multiple public hearings to address site planning and architecture.

Mr. Lawrence asked how an apartment building would affect local taxes. Ms. Owiso suggested a Strong Towns webinar about taxing economics, which explains how higher population density

provides a higher tax base that can positively effect homeowner taxes. Mr. Schibler and Mr. Kane talked about property values and the mixed-use structure of the ETC Next plan.

Ms. Davis said she appreciates that the ETC Next's neighborhood development structure encourages resident engagement with how the plan would be implemented.

Ms. Cooper thanked the Selectboard, staff, and presenters for the good discussion on this item.

DAWN HILL-FLEURY made a motion, seconded by PATRICK MURRAY for the purpose of discussion, to accept the plan as presented.

Mr. Murray said he would like to talk with the Planning Commission for clarification before adopting the plan. Mr. Watts said the Planning Commission invited a discussion and he would like to honor the request. Mr. Franco and Ms. Haney said they would like more time to digest the plan.

DAWN HILL-FLEURY withdrew her motion.

d. **Discussion and potential action on funding for ongoing racial equity work**

Mr. Duggan provided an overview of Racial Equity work conducted since the summer of 2020 as well as most recent topics including a task force staff made up of residents, the Police Department leadership, and the Selectboard who have met twice to consider next steps. He requested that the Selectboard approve up to $15,200 for a retreat and monthly meetings for ongoing work of the task force. He suggested funding for ongoing efforts be used from the Police, Managers, and Selectboard professional services budgets for this effort. Mr. Duggan made a recommendation for the future for one person to be on staff to coordinate the effort.

The Selectboard discussed the issue and agreed that it is important for racial equity work to continue. Mr. Murray, who represents the Selectboard on the task force, suggested that the Selectboard approve the request. He said planning is still in the early stages and described the work as monumental. Mr. Teich said this Racial Equity goes beyond just the Police Department to hiring practices, housing policies, and a review of municipal functions through a racial equity lens. He said a full report of findings and recommendations from Creative Discourse is forthcoming.

ANDY WATTS made a motion, seconded by VINCE FRANCO, to approve the use of up to $12,000 from the Selectboard Professional Services budget to fund ongoing racial equity work. The motion passed 5-0.

e. **Approve $1 increase to dog license fees**

Mr. Duggan stated the Town Clerk suggested a $1 increase to Dog License fees to offset mailing costs. Mr. Watts said that in the past Mr. Luck found he could not increase Dog License fees because of how the Municipal Charter is written on the subject. Mr. Duggan suggested he conduct research and report back to the Selectboard at a future time.

Ms. Delphia requested that, whenever new or increased fees on residents are being considered, the agenda item be included under Business, not as a Consent Agenda item.

6. CONSENT ITEMS

VINCE FRANCO made a motion, seconded by PATRICK MURRAY, to approve the Consent Agenda:

a. Appointment: Jeff Benjamin, Economic Development Commission
To appoint Jeff Benjamin to a term on the Economic Development Commission ending June 30, 2023, as a more permanent role from the interim seat he has been filling.

b. Approve renewal of Chittenden Solid Waste District (CSWD) Drop-Off Center lease

To approve the proposed 5-year lease for the Essex Drop-Off Center, to be signed by the Unified Manager.

c. ~~Approve $1 increase to dog license fees~~
d. Approve minutes: December 7, 2020
e. Check Warrant: #17804 – 12/4/20; #17808 – 12/8/20; #17810 – 12/11/20; #17813 – 12/18/20

The motion passed 5-0.

7. READING FILE

a. Board member comments
- Mr. Watts asked for an update on when the budget will be ready for review in advance of the full-day budget session.
- Mr. Watts requested information about what the Town would legally need to do with regard to the Village Budget if the Town budget is voted down in the new Australian Ballot voting process. He said the MOU with the Village on this subject assumes the Town budget would be approved at Town Meeting. Mr. Duggan agreed to research and provide this information.

b. Email from Dalia M. Elhashami re: Proposal to turn abandoned house at the Tree Farm into a homeless shelter
c. Letter from Governor Scott to Susan McNamara-Hill
d. Memo from Dennis Lutz re: Status of current Capital Projects
- Ms. Haney thanked Mr. Lutz for this Capital Projects update. Mr. Watts requested time be allocated to answering questions posed in this memo because no Capital Projects discussion took place during budgeting the previous year. Ms. Haney said this opportunity would be included in the January 4 budget day.

e. Green Mountain Power Hydro Dam #19 licensing letter
f. Christmas Tree Pick-up 2020
- Mr. Murray noted that Christmas Tree pick-up will begin January 4.

g. Memo from Greg Duggan re: Unemployment rates
- Ms. Haney thanked Mr. Duggan for this update. Mr. Teich said he requested status updates from local food pantries and findings will be reported to the Selectboard.

h. Thanksgiving card from Aunt Dots
i. Connecting toward Recovery and Renewal November 2020
j. Upcoming meeting schedule

8. EXECUTIVE SESSION

a. ***An executive session is not expected**
An executive session did not take place.

9. ADJOURN

PATRICK MURRAY made a motion, seconded by DAWN HILL-FLEURY, to adjourn.
The motion passed 5-0 at 9:12 p.m.

Respectfully Submitted,
Cathy Ainsworth
Recording Secretary

Approved this _____ day of _____, 2020
(See minutes of this day for corrections, if any)

_____
Vince Franco, Clerk, Selectboard

VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESEX SELECTBOARD
SPECIAL MEETING MINUTES
December 28, 2020

SELECTBOARD: Elaine Haney, Chair; Patrick Murray, Vice-Chair; Vince Franco, Clerk; Dawn Hill-Fleury; Andy Watts.

TRUSTEES: Andrew Brown, President; Raj Chawla; Dan Kerin**;** Amber Thibeault.

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Tammy Getchell, Assistant to the Manager.

OTHERS PRESENT: Alyssa Black, Alex Caron, Thomas Chittenden, Annie Cooper, Karen Dolan, Betsy Dunn, Dylan Giambatista, Lori Houghton, Adam Kavanaugh, Ethan Lawrence, Ginny Lyons, Linda Myers, Lynn Powers, Kesha Ram, Marybeth Redmond, Ken Signorello, Margaret Smith, Tanya Vyhovsky, Irene Wrenner, Lorraine Zaloom, Sharon Zukowski.

1. CALL TO ORDER

Andrew Brown called the meeting of the Village of Essex Junction Trustees to order at 6:30 PM.

Elaine Haney called the meeting of the Town of Essex Selectboard to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

Mr. Duggan requested to pull items C-E (regarding traffic ordinances) from the agenda since clarity is still needed in terms of process and management moving forward. He said that staff will work on providing additional information to the Joint Board prior to the discussion of these items.

3. AGENDA APPROVAL

PATRICK MURRAY made a motion, and VINCE FRANCO seconded, to remove items 5c-e from agenda.

Motion withdrawn.

PATRICK MURRAY made a motion, and VINCE FRANCO seconded, to remove item 5d from the agenda. The motion passed 5-0.

VINCE FRANCO made a motion, and PATRICK MURRAY seconded, to swap the order of items 5f and 5g on the agenda.

VOTING (by roll): Andy Watts – nay, Dawn Hill-Fleury – nay, Vince Franco – aye, Patrick Murray – aye, Elaine Haney – aye. The motion passed 3-2.

RAJ CHAWLA made a motion, and AMBER THIBEAULT seconded, to remove Item 5d and swap items 5f and 5g on the agenda. The motion passed 4-0.

4. PUBLIC TO BE HEARD

a. Comments from public on items not on agenda

No comments at this time.

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5. BUSINESS ITEMS

a. Presentation of resolution of appreciation to Linda Myers

Ms. Haney introduced Linda Myers, noting that she has been the Town of Essex Selectboard chair, a Selectboard member, and a state representative for many years. She said that the Selectboard has drafted a resolution of appreciation for her longtime services. Mr. Franco read the resolution into the record:

WHEREAS, Linda K. Myers has concluded her meritorious service as a Representative of the Town of Essex (Chittenden-8-1) to the Vermont House of Representatives; and
WHEREAS, Linda has served the people of Essex in the Vermont Legislature as a state representative since 2002; and,
WHEREAS, Linda, as a member of the House Appropriations Committee, worked tirelessly with her Committee to meet the budgetary and economic challenges of the Covid-19 pandemic on the State of Vermont; and
WHEREAS, Linda, in her role as Vice-Chair of the House Corrections and Institutions Committee, played a vigorous and vital role in rebuilding Vermont's infrastructure following the devastation of Tropical Storm Irene; and,
WHEREAS, Linda also served on the Legislative Committee on Administrative Rules and the Special Committee on School Construction; and,
WHEREAS, Linda served on the Town of Essex Selectboard for 13 years from August 2001 to March 2014 and as its Chair from August 2010 through March 2014; and,
WHEREAS, Linda's service to Essex started long before taking elected office; and,
WHEREAS, Linda guided the Essex High School cheerleading team to four state championships and two second place finishes in six years as coach; and,
WHEREAS, Linda was active in teaching religious education at the Holy Family parish in Essex Junction; and,
WHEREAS, Linda served as a community journalist and editor for the Essex Reporter for nearly two decades;
NOW THEREFORE BE IT: RESOLVED, that the Selectboard and Board of Trustees, on behalf of the citizens of the Town of Essex, hereby extend our gratitude to Linda K. Myers on behalf of her many years of service to the people of Essex. Adopted this 28th day of December 2020.

The boards expressed appreciation for Ms. Myers. Lori Houghton, Mary Beth Redmond, Ginny Lyons, Kesha Ram, and Tanya Vyhovsky all spoke about Ms. Myers' work and expressed their appreciation for her, thanked her for her years of service, and wished her luck in the future.

Ms. Myers thanked everyone for their kind words and the resolution.

Irene Wrenner raised a point of order noting that there was no opportunity for public input prior to a vote on this resolution.

DAWN HILL-FLEURY made a motion, and VINCE FRANCO seconded, to approve the resolution as written. The motion passed 5-0.

RAJ CHAWLA made a motion, and AMBER THIBEAULT seconded, to approve the resolution as written. The motion passed 5-0.

b. Discussion with Essex delegation about Vermont legislative issues

Introductions:
Representative Redmond, Representative Vyhovsky, Representative Houghton, Representative Black, Representative Giambatista, Representative Dolan, Senator Lyons, Senator Chittenden, and Senator Ram all introduced themselves as the legislative delegation of either Essex or Chittenden County to the state legislature.

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Andrew Brown introduced the item, thanking the delegation for their flexibility with municipalities during COVID-19 and the State of Emergency, and asked them for their initial thoughts for this upcoming legislative biennium.

Senator Lyons first noted a bill that the Government Operations Committee in the Senate has been working on, which would allow Selectboards to move their Town Meetings--should that need arise and would allow the use of paper ballots. She also noted a bill dealing with the increased selling prices of residential properties as more out-of-state buyers come into the market and how that could impact assessed valuation, saying that the bill would try to ensure that residential taxes don't skyrocket.

Mr. Watts asked about whether the bill allowing flexibility to different Town Meeting dates would apply to those towns that have specific Town Meeting dates called out in their charter. Senator Lyons replied that she believes that is part of the discussion around the bill.

Representative Redmond spoke about her work in human services and the legislature's work to: allocate Coronavirus Relief Funds (CRF) from the federal government to different areas of the state; develop report-back requirements on how the funds were used; and whether they were used effectively. She noted that funding was put towards: food security; increased mental health resources; and rental assistance. She said that part of the next package would look at addressing increased opioid overdoses, and assistance with childcare.

Representative Houghton spoke about her work on the House Health Care Committee, saying they are focused on the impacts of COVID-19 and how the relief funds distributed throughout the state can help ensure that the health system is stable through the duration of the pandemic. She also said that they will be looking to address: issues with mental health; workforce shortages; and healthcare disparities among different populations.

Senator Lyons noted that the legislature will spend the first year of the session looking at COVID-19-related issues including: federal funding; economic issues; a nursing workforce bill; and the vaccination process.

Mr. Murray asked about the postponed weighting study and talked about changes to the Common Level of Appraisal (CLA), and how both of those could greatly impact tax rates in Essex. Representative Giambatista said that there is a lot of complexity around making broad and quick changes to weights for tax rate calculation, and that there is interest in evaluating that weight application and more equitably funding educational opportunities in the state.

Mr. Watts noted a bill passed by the Senate on self-rule and asked for legislators' comments on it. He asked about the status on both a citizen-initiated charter change in Essex that went to the House Government Operations Committee and wasn't acted on, as well as a second charter charge to make charter language more gender-neutral Senator Lyons said that the self-rule bill would allow areas of statute to be eliminated for pilot municipalities, and that it went to the House in 2019. Representative Houghton said that the self-rule bill has been controversial in the House and that she will look into its status. Representative Redmond said that she is working to reintroduce a draft of the citizen-initiated charter change bill back into the House Government Operations Committee. She added that the Town must vote on the merger and then it will be sent down to the State House for representatives to work up a bill to go through the legislative process. Senator Lyons said that charter changes traditionally started in the House and then come to the Senate where they are passed.

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Board members spoke about other general concerns and topics of interest. Mr. Murray brought up the importance of arts funding and COVID-19's impact on that industry and asked that this be considered when legislators work on the allocation process for additional COVID-19 relief funds.

Ms. Haney brought up waiving requirements of Act 250 in downtowns and village centers, which would give businesses a way to expand or move into downtowns without the added expenses of Act 250 requirements. She said that towns like Essex have the capacity to conduct studies and issue permits related to Act 250 requirements and that asking developers to also conduct their own studies is duplicative. Senator Lyons agreed with that point, saying that many towns in Chittenden County have that capacity.

Mr. Watts voiced some concerns about the new cannabis legislation including: cannabis retail establishments; the licensing fee structure; and the proposed cannabis control board's lack of municipal representation. Ms. Haney said that municipal representation on that board is not provided for in the legislation. Mr. Chawla also voiced concern about the ability of the community to address zoning issues related to cannabis retail, since the Village is a walking district with schools in close proximity to where retailers may want to establish locations. Senator Lyons said that these are important points for legislators to be aware of, that there is a strong prevention component to the cannabis retail legislation, and that there will be opportunities during public hearings for Vermonters to weigh in on the rules. She added that the Vermont League of Cities and Towns is very engaged on the cannabis resolution.

Mr. Murray spoke about the racial justice work conducted by the Essex community and said that Essex was fortunate to be able to fund that work itself. He asked that legislators please consider creating programs or funding for programs to allow for community-wide introspection on policing and the community. Representative Vyhovsky said she has been in touch with the Racial Justice Alliance about how to bring forward concerns and issues at the state level. Mr. Watts added that the Essex Community Justice Center has funding concerns, and said that it would be important to provide more support for these types of organizations throughout the state. Senator Lyons said that the pandemic has exacerbated social disparity issues and that the Senate Health and Welfare Committee discusses this frequently. She said it is helpful to hear these types of comments when the legislature parses the federal guidelines for the use of the next round of funding. She said that building racial equity across the state is extremely important.

Mr. Brown requested that the legislature not level-fund organizations and budgets, especially given the lack of Cost of Living Allowances (COLA) increases. Representative Redmond agreed, saying that community organizations and the social safety net are consistently level-funded and that the legislature will need to figure out how to increase funding even with a lack of revenue.

Mr. Kerin mentioned some difficulties in Chittenden County around traffic and roadway improvements and asked about any legislation moving forward around these issues. Representative Redmond said that the next federal stimulus package will allocate funding for transportation issues such as infrastructure. She also said that there is a transportation modernization bill in the works to: electrify public buses; create better public transit systems; and provide assistance for low- and-middle-income individuals to purchase hybrid and electric vehicles. Mr. Franco suggested a tax credit for teleworking. Mr. Watts added that this undertaking would address many of the issues around meeting the carbon-emission requirements.

Andrew Brown and Elaine Haney thanked the legislative delegation for their time and attention.

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c. Discussion of potential revisions to Title 7, Motor Vehicles, Traffic and Parking of the Town of Essex Municipal Ordinance (Selectboard) and Title 8, Motor Vehicles, Traffic and Parking, Village of Essex Junction Municipal Code (Trustees)

ANDY WATTS made a motion, and DAWN HILL-FLEURY seconded, that the Selectboard authorize staff to adjust the language of the Title 7, Motor Vehicles, Traffic, and Parking of the Town of Essex Municipal Ordinance to modify the speed limit on Sand Hill Road in the area around Founders Road to be 25 mph and to warn a public hearing for January 11th. The motion passed 5-0.

d. Adopt revisions to Title 8, Motor Vehicles, Traffic and Parking, Village of Essex Junction Municipal Code (Trustees only)

This item was removed from the agenda.

e. Passage of revisions to Title 7, Motor Vehicles, Traffic and Parking of the Town of Essex Municipal Ordinance, and warn public hearing (Selectboard only)

This item was removed from the agenda.

f. Approve holding of annual meetings by Australian ballot (Selectboard only)

Greg Duggan introduced this item, saying that the State has given municipalities the ability to hold town meetings by Australian ballot and that the voters had already elected to do that in November for the budget vote. The request is for the Selectboard to approve having Town meetings by ballot in 2021, in order to communicate it to voters.

Mr. Watts said it made sense to do this for Town Meeting but is unsure about committing to it for all meetings. Mr. Duggan replied that he'd be comfortable if the Board wants to authorize the annual meeting in March being held by Australian ballot. Mr. Murray agreed with Mr. Watts.

ANDY WATTS made a motion, and DAWN HILL-FLEURY seconded, that the Selectboard vote to hold the Annual Meeting during 2021 entirely by Australian ballot. The motion passed 5-0.

g. *Discuss the evaluation of a public official

VINCE FRANCO made a motion, and PATRICK MURRAY seconded, that the Selectboard and Trustees enter into executive session to discuss the evaluation of a public employee in accordance with 1 VSA Section 313(a)(3) and to include Human Resources Director Travis Sabataso.

VOTING (by roll): Andy Watts – nay, Dawn Hill-Fleury – nay, Vince Franco – aye, Patrick Murray – aye, Elaine Haney – aye. The motion passed 3-2.

DAN KERIN made a motion, and AMBER THIBEAULT seconded, that the Selectboard and Trustees enter into executive session to discuss the evaluation of a public employee in accordance with 1 VSA Section 313(a)(3) and to include Human Resources Director Travis Sabataso. The motion passed 4-0.

The Selectboard and Trustees entered into executive session at 8:25 PM.

The Selectboard and Trustees exited executive session at 8:43 PM.

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6. READING FILE:

- **a. Board member comments:** Ms. Haney asked the Selectboard to review their budget packet and materials prior to the daylong budget meeting on January 4th.
- **b. Memo from Susan McNamara Hill re: 2021 Candidate Information**
- **c. Upcoming meeting schedule**

7. EXECUTIVE SESSION:

- **a. *An executive session is anticipated to discuss the evaluation of a public official**

8. ADJOURN:

DAN KERIN made a motion, and Amber seconded, that the Trustees adjourn the meeting. The motion passed 4-0 at 8:44 PM.

VINCE FRANCO made a motion, and PATRICK MURRAY seconded, that the Selectboard adjourn the meeting. The motion passed 5-0 at 8:58 PM.

Respectfully Submitted,
Amy Coonradt
Recording Secretary

Approved this_____day of_____, 2021

(see minutes of this day for corrections, if any)

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All Invoices For Check Acct 01(GENERAL FUND) 12/31/20 To 12/31/20 & Fund 1

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
02035	BURLINGTON FREE PRESS	11/01/20	VARIOUS ADS 0003613341	110-41320.540 ADVERTISING	512.00	32067	12/31/20
08565	CREATIVE DISCOURSE	12/29/20	stipends for racial equit 1091	110-41110.320 PROFESSIONAL SERVICES	20.00	32085	12/31/20
08565	CREATIVE DISCOURSE	12/29/20	stipends for racial equit 1091	110-41320.330 PROFESSIONAL SERVICES	20.00	32085	12/31/20
08565	CREATIVE DISCOURSE	12/29/20	stipends for racial equit 1091	110-42130.330 PROFESSIONAL SERVICES	160.00	32085	12/31/20
38585	IDENTIFICATION SOURCE	12/11/20	2021 Animal Tags 21309	110-41540.610 GENERAL SUPPLIES	769.52	32123	12/31/20
08645	LOWES BUSINESS ACCT/SYNCB	12/11/20	Breakroom remodel 02107	110-41946.015 Gen Supplies - PW Garage	66.09	32135	12/31/20
08645	LOWES BUSINESS ACCT/SYNCB	12/07/20	paint for shop 02114	110-41946.015 Gen Supplies - PW Garage	166.88	32135	12/31/20
08645	LOWES BUSINESS ACCT/SYNCB	12/01/20	lumber for shop work at s 02615	110-41946.015 Gen Supplies - PW Garage	40.06	32135	12/31/20
08645	LOWES BUSINESS ACCT/SYNCB	12/14/20	breakroom remodel 02803	110-41946.015 Gen Supplies - PW Garage	69.08	32135	12/31/20
08645	LOWES BUSINESS ACCT/SYNCB	11/18/20	sanitizing wipes, face ma 09020	110-41320.600 Emergency Prep. Supplies	432.62	32135	12/31/20
17860	MAYER & MAYER	12/31/20	Payroll Transfer PR-12/31/20	110-20211.000 MISC DEDUCTIONS PAYABLE	25.00	32137	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-42220.442 Rental of Equipment	80.74	32144	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-42130.442 RENTAL OF EQUIPMENT	80.74	32144	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-42130.442 RENTAL OF EQUIPMENT	80.74	32144	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-45510.442 Rental of Equipment	80.74	32144	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-41960.442 Rental of Equipment	94.15	32144	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-41510.442 Rental of Equipment	120.43	32144	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-42130.442 RENTAL OF EQUIPMENT	138.97	32144	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-41540.442 Rental of Equipment	138.97	32144	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-41960.442 Rental of Equipment	46.32	32144	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-43110.442 RENTAL OF EQUIPMENT	46.32	32144	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	110-41320.442 Rental of Equipment	177.89	32144	12/31/20
27030	VT OFFICE OF CHILD SUPPOR	12/31/20	Payroll Transfer PR-12/31/20	110-20211.000 MISC DEDUCTIONS PAYABLE	11.54	32177	12/31/20
41630	VT STATE TREASURER	12/29/20	Dog fees to State 203112	110-20276.000 DUE TO VT - DOG LIC	980.00	32178	12/31/20
17425	ICMA ROTH PLAN 706287	12/31/20	Payroll Transfer PR-12/31/20	110-20208.000 RETIREMENT PAYABLE	73.53	12300052	12/31/20

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
09005	ICMA - 457 (PLAN 302056)	12/31/20	Payroll Transfer PR-12/31/20	110-20211.000 MISC DEDUCTIONS PAYABLE	4520.61	12300338	12/31/20
14545	ICMA-RC (PLAN 705508)	12/31/20	Payroll Transfer PR-12/31/20	110-20211.000 MISC DEDUCTIONS PAYABLE	780.45	12300339	12/31/20
23055	ICMA - 401 (PLAN 10904	12/31/20	Payroll Transfer PR-12/31/20	110-20208.000 RETIREMENT PAYABLE	902.91	12300340	12/31/20
25365	INTERNAL REVENUE SERVICE	12/31/20	Payroll Transfer PR-12/31/20	110-20206.000 FEDERAL INC TAX W/H	14066.80	12300341	01/06/21
25365	INTERNAL REVENUE SERVICE	12/31/20	Payroll Transfer PR-12/31/20	110-20205.000 FICA TAX W/H	20235.32	12300341	01/06/21
25365	INTERNAL REVENUE SERVICE	12/31/20	Payroll Transfer PR-12/31/20A	110-20206.000 FEDERAL INC TAX W/H	9.48	12300341	01/06/21
25365	INTERNAL REVENUE SERVICE	12/31/20	Payroll Transfer PR-12/31/20A	110-20205.000 FICA TAX W/H	1.26	12300341	01/06/21
23015	VT DEPT OF TAXES	12/31/20	Payroll Transfer PR-12/31/20	110-20207.000 STATE INC TAX W/H	4592.95	12300342	01/06/21
V1161	ICMA RETIREMENT TRUST-401	12/31/20	Payroll Transfer PR-12/31/20	110-20208.000 RETIREMENT PAYABLE	7632.89	12300527	12/31/20
V1160	ICMA RETIREMENT TRUST-457	12/31/20	Payroll Transfer PR-12/31/20	110-20208.000 RETIREMENT PAYABLE	1151.65	12300528	12/31/20
V2337	UNITED WAY OF CHITTENDEN	12/18/20	Payroll Transfer PR-12/18/20	110-20211.000 MISC DEDUCTIONS PAYABLE	10.00	12300529	12/31/20
V2337	UNITED WAY OF CHITTENDEN	12/24/20	Payroll Transfer PR-12/24/20	110-20211.000 MISC DEDUCTIONS PAYABLE	10.00	12300529	12/31/20
V2337	UNITED WAY OF CHITTENDEN	12/31/20	Payroll Transfer PR-12/31/20	110-20211.000 MISC DEDUCTIONS PAYABLE	10.00	12300529	12/31/20
V1165	INTERNAL REVENUE SERVICE	12/31/20	Payroll Transfer PR-12/31/20	110-20206.000 FEDERAL INC TAX W/H	15141.83	12300531	01/06/21
V2413	VT DEPT OF TAXES	12/31/20	Payroll Transfer PR-12/31/20	110-20207.000 STATE INC TAX W/H	1846.70	12300532	01/06/21
05375	ESSEX JUNCTION EMPLOYEES	12/18/20	Payroll Transfer PR-12/18/20	110-20211.000 MISC DEDUCTIONS PAYABLE	36.00	12302525	12/31/20
05375	ESSEX JUNCTION EMPLOYEES	12/24/20	Payroll Transfer PR-12/24/20	110-20211.000 MISC DEDUCTIONS PAYABLE	36.00	12302525	12/31/20
05375	ESSEX JUNCTION EMPLOYEES	12/31/20	Payroll Transfer PR-12/31/20	110-20211.000 MISC DEDUCTIONS PAYABLE	36.00	12302525	12/31/20
23015	VT DEPT OF TAXES	12/31/20	Payroll Transfer PR-12/31/20A	110-20207.000 STATE INC TAX W/H	2.85	12310088	01/06/21
21385	HEALTH EQUITY	12/31/20	Payroll Transfer PR-12/31/20	110-20215.000 HSA Payable HE	107.97	20123101	12/31/20
21385	HEALTH EQUITY	12/31/20	Payroll Transfer PR-12/31/20A	110-20215.000 HSA Payable HE	-43.07	20123101	12/31/20
05390	FAMILY SUPPORT REGISTRY	12/31/20	Payroll Transfer PR-12/31/20	110-20240.000 JUDGEMENTS PAYABLE	69.23	20123102	12/31/20
V9941	COMMERCIAL CARD SVCS	12/03/20	SUBSCRIPTION 20201203	110-41320.560 DUES/SUBSCRIPTION/MEET	14.50	37410680	12/31/20
23080	MVP HEALTH CARE INC	12/31/20	Adj town MVP 123120ADJ	122-42160.210 Group Insurance	30.80	32143	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	122-42160.442 Rental of Equipment	138.97	32144	12/31/20

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	125-45110.442 Rental of Equipment	177.90	32144	12/31/20
08645	LOWES BUSINESS ACCT/SYNCB	12/03/20	supplies for Gauthier Pum 11331	151-43202.431 R & M - SUPPLIES	47.48	32135	12/31/20
08645	LOWES BUSINESS ACCT/SYNCB	12/15/20	WS small tools 12604	151-43200.611 SMALL TOOLS & EQUIPMENT	74.56	32135	12/31/20
08645	LOWES BUSINESS ACCT/SYNCB	12/04/20	supplies for pump station 12808	151-43202.431 R & M - SUPPLIES	94.92	32135	12/31/20
05485	NATIONAL BUSINESS LEASING	12/21/20	Copier leases 12/15-1/14/ 66343797	151-43200.442 RENTALS	46.32	32144	12/31/20
			Report Total		76215.61		

To the Treasurer of Town of Essex, 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 $ ****76,215.61
Let this be your order for the payments of these amounts.

_____

_____

_____

_____

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Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	110-41510.570 OTHER PURCHASED SERVICES	46.67	32184	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	110-41560.741 HARDWARE/SFTWARE/SERVICE	43.23	32184	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	110-41945.010 Telephone - 81 Main St	30.56	32184	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	110-42124.576 IT CARE AND MAINTENANCE	79.21	32184	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	110-42170.530 TELEPHONE	26.36	32184	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	110-43110.570 OTHER PURCHASED SERVICE	171.68	32184	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	110-45110.530 COMMUNICATIONS	26.27	32184	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	110-45220.530 COMMUNICATIONS	26.27	32184	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	110-45300.530 COMMUNICATIONS	93.34	32184	01/08/21
27170	ACUMEN DATA SYSTEMS INC	12/11/20	Acumen ClockView Setup 6232	110-41510.570 OTHER PURCHASED SERVICES	5145.00	32186	01/08/21
20440	AINSWORTH CATHY L	12/30/20	Recording Secretary 59	110-41110.330 SECRETARY	1511.16	32189	01/08/21
07305	AIRGAS USA LLC	12/22/20	regulator and gauge for w 9108292670	110-43110.610 GENERAL SUPPLIES	161.04	32190	01/08/21
19815	AMAZON CAPITAL SERVICES	12/16/20	OFFICE SUPPLIES 1CHDWCG6QYYF	110-42130.610 GENERAL SUPPLIES	48.77	32193	01/08/21
19815	AMAZON CAPITAL SERVICES	11/25/20	Tow straps - big trucks 1TTCQJ6MYTLQ	110-43110.610 GENERAL SUPPLIES	367.85	32193	01/08/21
19815	AMAZON CAPITAL SERVICES	01/02/21	ALLOWANCE/COMP EQUIP 1YH77GHKjFT6	110-42130.612 UNIFORMS	131.42	32193	01/08/21
19815	AMAZON CAPITAL SERVICES	01/02/21	ALLOWANCE/COMP EQUIP 1YH77GHKjFT6	110-42124.575 INFORMATION TECHNOLOGY	7.59	32193	01/08/21
42665	AMAZON/SYNCB	11/26/20	Adult DVD 435699446934	110-45510.640 Adult Collection	14.99	32194	01/08/21
42665	AMAZON/SYNCB	12/17/20	Adult DVD 564597933885	110-45510.640 Adult Collection	13.99	32194	01/08/21
42665	AMAZON/SYNCB	12/08/20	Adult DVD 839779584345	110-45510.640 Adult Collection	17.99	32194	01/08/21
42665	AMAZON/SYNCB	12/08/20	Juvenile Books 954549344543	110-45510.641 Juvenile Collection	47.88	32194	01/08/21
42665	AMAZON/SYNCB	01/02/21	Adult DVDs 999679377467	110-45510.640 Adult Collection	109.17	32194	01/08/21
27185	ASHER MITALI	12/30/20	Refund Permit Fees 123020	110-36400.000 RECORDS PRESERVATION	4.00	32197	01/08/21
27185	ASHER MITALI	12/30/20	Refund Permit Fees 123020	110-34120.000 RECORDING OF LEGAL DOCS	11.00	32197	01/08/21
27185	ASHER MITALI	12/30/20	Refund Permit Fees 123020	110-41320.430 REPAIR/MAINTENANCE SERV	85.00	32197	01/08/21
02000	BAKER & TAYLOR, INC	12/16/20	Adult Books 5016619480	110-45510.610 GENERAL SUPPLIES	0.70	32199	01/08/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
02000	BAKER & TAYLOR, INC	12/16/20	Adult Books 5016619480	110-45510.640 Adult Collection	15.34	32199	01/08/21
07465	BIBENS ACE HARDWARE INC	12/29/20	BROOM HANDLE 40138	110-42220.610 GENERAL SUPPLIES	9.99	32201	01/08/21
07465	BIBENS ACE HARDWARE INC	12/31/20	paint supplies for the sh 40163	110-41946.015 Gen Supplies - PW Garage	12.46	32201	01/08/21
24475	BOND O'REILLY AUTO-ESSEX	12/04/20	restock supplies 5677278914	110-43110.433 R&M SUPPLIES - VEHICLES	47.88	32202	01/08/21
24475	BOND O'REILLY AUTO-ESSEX	12/07/20	parts for Truck 54 5677279393	110-43110.433 R&M SUPPLIES - VEHICLES	407.06	32202	01/08/21
24475	BOND O'REILLY AUTO-ESSEX	12/14/20	parts - truck 54 5677280366	110-43110.433 R&M SUPPLIES - VEHICLES	62.89	32202	01/08/21
24475	BOND O'REILLY AUTO-ESSEX	12/30/20	restock supplies 5677282561	110-43110.433 R&M SUPPLIES - VEHICLES	24.58	32202	01/08/21
02235	BOUND TREE MEDICAL LLC	12/23/20	EMS SUPPLIES 83894344	110-42220.611 SMALL TOOLS AND EQUIP	36.68	32203	01/08/21
03000	CARGILL SALT EASTERN INC	12/29/20	winter road salt 2905899050	110-43125.610 GENERAL SUPPLIES	2160.12	32205	01/08/21
23455	CHITTENDEN SOLID WASTE DI	12/30/20	disposal of tires and ref 3267215	110-43110.570 OTHER PURCHASED SERVICE	43.00	32207	01/08/21
04940	COMCAST	12/28/20	Internet 1/8-2/7/21 -12/8 0050825 1220	110-41945.011 Telephone - Essex Free	10.00	32211	01/08/21
04940	COMCAST	12/17/20	Cable 81 Main 12/24-1/23 0109571 1220	110-41945.010 Telephone - 81 Main St	193.97	32212	01/08/21
04940	COMCAST	12/14/20	Sand Hill Internet Januar 0116220 1220	110-45124.530 COMMUNICATIONS	149.95	32213	01/08/21
04940	COMCAST	12/19/20	Internet 2 Lincoln 12/26- 0136343 1220	110-41940.900 Village Buildings Exp	153.35	32214	01/08/21
19330	CONSOLIDATED COMMUNICATIO	12/30/20	Pots lines Alderbrook,Poo 123020D	110-45124.530 COMMUNICATIONS	56.52	32216	01/08/21
33075	DELL MARKETING LP	11/26/20	EFD Computer Replacements 10441764177	110-42220.611 SMALL TOOLS AND EQUIP	3903.62	32220	01/08/21
24305	DEMCO INC	12/28/20	Book Processing Supplies 6888595	110-45510.610 GENERAL SUPPLIES	77.96	32221	01/08/21
11115	DOMINION TECH COMPUTER SV	01/01/21	O365 Monthly Licensing 20217233	110-41560.741 HARDWARE/SFTWARE/SERVICE	2414.05	32222	01/08/21
35260	EAST COAST PRINTERS INC	12/23/20	BASEBALL HATS/EQUIP ALLOW 12042034	110-42130.612 UNIFORMS	852.50	32224	01/08/21
35260	EAST COAST PRINTERS INC	12/30/20	safety vests 12232011	110-43110.612 UNIFORMS	372.00	32224	01/08/21
39060	ESSEX CAR WASH INC	12/31/20	DEC Monthly Car washes 3742	110-42152.430 REPAIR/MAINTENANCE SERV	153.00	32226	01/08/21
23215	ESSEX EQUIPMENT INC	12/30/20	traffic control signs 107681760001	110-41510.801 DATA BREACH EXPENSES	315.00	32227	01/08/21
23215	ESSEX EQUIPMENT INC	12/30/20	grade stakes 107750080001	110-43120.610 GENERAL SUPPLIES	23.64	32227	01/08/21
04640	FASTENAL INDUSTRIAL & CON	12/07/20	SCBA SUPPLY VTBUR287486	110-42220.741 SCABA MACHINERY	22.72	32229	01/08/21
04640	FASTENAL INDUSTRIAL & CON	12/18/20	SAFETY GLASSES- UNIFORMS VTBUR287813	110-42220.612 UNIFORMS	23.76	32229	01/08/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
04640	FASTENAL INDUSTRIAL & CON	12/22/20	DEF FOR TRUCKS VTBUR288156	110-42260.430 REPAIR AND MAINT SERV	104.94	32229	01/08/21
19445	FIRST NATIONAL BANK OMAHA	12/24/20	ESRI Membership Renewal (9760122420	110-41560.741 HARDWARE/SFTWARE/SERVICE	4397.94	32232	01/08/21
19805	FIRST NATIONAL BANK OMAHA	12/24/20	Town Mgr closing date 12- 9572 1220	110-41320.600 Emergency Prep. Supplies	217.80	32233	01/08/21
19805	FIRST NATIONAL BANK OMAHA	12/24/20	Town Mgr closing date 12- 9572 1220	110-41320.570 OTHER PURCHASED SERVICE	476.93	32233	01/08/21
19005	FIRSTLIGHT FIBER	12/15/20	Telephone 8352827	110-41945.012 Telephone - Fire Station	50.92	32237	01/08/21
14595	FOLEY SERVICES INC	12/29/20	CARPET RUNNERS 1345552	110-41943.013 Contractual Svcs - Police	48.40	32238	01/08/21
14595	FOLEY SERVICES INC	01/05/21	CARPET RUNNERS 1346675	110-41943.013 Contractual Svcs - Police	48.40	32238	01/08/21
04340	FORD MOTOR CREDIT COMPANY	01/03/21	LEASE PAYMENT 25 1763943	110-47126.000 Police Lease Prin.	446.43	32239	01/08/21
04340	FORD MOTOR CREDIT COMPANY	01/03/21	LEASE PAYMENT 25 1763943	110-47400.000 INTEREST - SHORT TERM	32.27	32239	01/08/21
07000	GALLS INC	11/23/20	SGT JACKETS 017011837	110-42130.612 UNIFORMS	486.90	32240	01/08/21
07000	GALLS INC	12/30/20	DEPASQUALE ALLOWANCE 017309043	110-42130.612 UNIFORMS	58.52	32240	01/08/21
07000	GALLS INC	12/30/20	DEPASQUALE ALLOWANCE 017313556	110-42130.612 UNIFORMS	86.79	32240	01/08/21
26400	GMT/CCTA	12/14/20	Senior Van Maintenance 2021 0176	110-45300.430 REPAIR/MAINTENANCE SERV	292.50	32244	01/08/21
27235	HANDY TOYOTA	01/07/21	2018 Toyota RAV4 LE 01072137978A	110-42152.742 VEHICLES	18406.00	32245	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-41320.210 GROUP INSURANCE	135.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-41510.210 GROUP INSURANCE	90.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-41540.210 GROUP INSURANCE	90.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-41950.210 GROUP INSURANCE	45.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-41970.210 GROUP INSURANCE	135.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-41560.210 GROUP INSURANCE	90.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-45110.210 GROUP INSURANCE	90.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-45220.210 GROUP INSURANCE	45.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-41960.210 GROUP INSURANCE	45.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-43110.210 GROUP INSURANCE	405.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-45510.210 GROUP INSURANCE	180.00	32246	01/08/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-42110.210 GROUP INSURANCE	135.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-42120.210 GROUP INSURANCE	135.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-42124.210 GROUP INSURANCE	225.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-42130.210 GROUP INSURANCE	765.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-43151.210 GROUP INSURANCE	45.00	32246	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	110-45300.210 GROUP INSURANCE	45.00	32246	01/08/21
37715	INTEGRITY COMMUNICATIONS	01/05/21	2 PHONES/LICENSES/PROGRAM 39202	110-42170.530 TELEPHONE	1118.24	32249	01/08/21
28255	JOHN LEO & SONS INC	10/20/20	fuel for generator 124946	110-41944.015 Gas - PW Garage	29.88	32251	01/08/21
28255	JOHN LEO & SONS INC	12/22/20	EPR Truck Repair 127072	110-45220.430 REPAIR/MAINTENANCE SERV	516.50	32251	01/08/21
26475	MCNEIL,LEDDY, & SHEAHAN I	12/08/20	Legal November 120820D	110-41530.320 LEGAL SERVICES	5966.40	32254	01/08/21
20080	MICROMARKETING LLC	12/30/20	Books on CD 834520	110-45510.640 Adult Collection	73.10	32256	01/08/21
40075	NEW YORK CLEANERS	01/04/21	DECEMBER DRY CLEANING 010421D	110-42130.612 UNIFORMS	434.40	32258	01/08/21
24410	PRIORITY EXPRESS INC	12/27/20	Book Courier Svc 12/21-12 80512053	110-45510.570 OTHER PURCHASED SERVICE	20.00	32262	01/08/21
27225	ROAR POSTAL SUPPLIES	12/29/20	Postage tapes 20202779	110-41946.010 Gen Supplies - 81 Main St	90.00	32265	01/08/21
28030	ROUTE 15 AUTOMOTIVE SERVI	01/05/21	BATTERY/AIR FILTER/TIRE V 131076	110-42152.430 REPAIR/MAINTENANCE SERV	105.00	32266	01/08/21
26405	RTT MOBILE INTERPRETATION	01/04/21	DEC TRANSLATION SERVICE 115311	110-42130.330 PROFESSIONAL SERVICES	169.50	32267	01/08/21
05280	S & D LANDSCAPES LLC	01/04/21	contract snow removal 173433	110-43125.570 OTHER PURCHASED SERVICE	5268.29	32269	01/08/21
02550	SANEL NAPA	12/02/20	restock supplies 9131073141	110-43110.433 R&M SUPPLIES - VEHICLES	142.91	32271	01/08/21
02550	SANEL NAPA	12/08/20	restock supplies 9131083274	110-43110.433 R&M SUPPLIES - VEHICLES	9.68	32271	01/08/21
02550	SANEL NAPA	12/15/20	restock supplies 9131093931	110-43110.433 R&M SUPPLIES - VEHICLES	16.06	32271	01/08/21
02550	SANEL NAPA	12/15/20	restock supplies 9131093940	110-43110.433 R&M SUPPLIES - VEHICLES	22.44	32271	01/08/21
02550	SANEL NAPA	12/21/20	restock supplies 9131101076	110-43110.433 R&M SUPPLIES - VEHICLES	160.01	32271	01/08/21
02550	SANEL NAPA	12/23/20	restock supplies 9131105376	110-43110.433 R&M SUPPLIES - VEHICLES	109.15	32271	01/08/21
42565	SEVEN DAYS	12/23/20	Legal Ad-ZBA 208507	110-41970.540 ADVERTISING	91.52	32274	01/08/21
25665	SIRCHIE FINGER PRINT LABS	12/31/20	EVIDENCE SUPPLIES 0475355IN	110-42130.611 SMALL TOOLS & EQUIPMENT	296.65	32276	01/08/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
26925	STAPLES CREDIT PLAN	01/05/21	supplies 01052021D	110-41946.010 Gen Supplies - 81 Main St	110.60	32279	01/08/21
26925	STAPLES CREDIT PLAN	12/30/20	supplies for Capital Budg 123020D	110-41946.010 Gen Supplies - 81 Main St	216.00	32279	01/08/21
23785	SURETY LENDER SERVICES LL	03/23/20	Refund of Tax Credit 2061001012	110-20202.000 TAX PAYMENTS IN ADVANCE	3266.29	32281	01/08/21
36825	THE SMALL ENGINE CO INC	12/30/20	torsion spring for chains 088736	110-43110.433 R&M SUPPLIES - VEHICLES	1.58	32282	01/08/21
39690	U S POSTAL SVC	01/08/21	Replenish postage machine 010821D	110-41946.010 Gen Supplies - 81 Main St	6000.00	32284	01/08/21
27145	VAILLANCOURT TREE SERVICE	12/21/20	Dartmoor Court Tree Remov 13014	110-45220.570 OTHER PURCHASED SERVICE	1500.00	32285	01/08/21
19720	VERIZON CONNECT NWF, INC.	01/01/21	DEC AVL SERVICE OSV02321696	110-43110.530 COMMUNICATIONS	291.42	32286	01/08/21
19720	VERIZON CONNECT NWF, INC.	01/01/21	DEC AVL SERVICE OSV02321696	110-45220.530 COMMUNICATIONS	32.38	32286	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	110-41945.010 Telephone - 81 Main St	146.45	32287	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	110-42124.576 IT CARE AND MAINTENANCE	600.17	32287	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	110-42170.530 TELEPHONE	133.79	32287	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	110-42220.611 SMALL TOOLS AND EQUIP	240.06	32287	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	110-43110.570 OTHER PURCHASED SERVICE	163.78	32287	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	110-43151.570 OTHER PURCHASED SERVICE	40.01	32287	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	110-44110.560 DUES/SUBS/MEETINGS	48.56	32287	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	110-45220.530 COMMUNICATIONS	48.56	32287	01/08/21
22070	VILLAGE COPY & PRINT INC.	12/30/20	Dog license reminder post 8266	110-41540.610 GENERAL SUPPLIES	170.55	32291	01/08/21
44805	VMERS DB	12/04/20	Payroll Transfer PR-12/04/20	110-20208.000 RETIREMENT PAYABLE	23374.28	32294	01/08/21
44805	VMERS DB	12/11/20	Payroll Transfer PR-12/11/20	110-20208.000 RETIREMENT PAYABLE	19795.69	32294	01/08/21
44805	VMERS DB	12/18/20	Payroll Transfer PR-12/18/20	110-20208.000 RETIREMENT PAYABLE	19738.06	32294	01/08/21
44805	VMERS DB	12/24/20	Payroll Transfer PR-12/24/20	110-20208.000 RETIREMENT PAYABLE	19339.45	32294	01/08/21
44805	VMERS DB	12/31/20	Payroll Transfer PR-12/31/20	110-20208.000 RETIREMENT PAYABLE	23269.97	32294	01/08/21
29825	VT GAS SYSTEMS	12/21/20	gas various locations 11/ 122120D	110-41948.015 Natural Gas - PW Garage	597.75	32297	01/08/21
29825	VT GAS SYSTEMS	12/21/20	gas various locations 11/ 122120D	110-41948.011 Natural Gas - Essex Free	296.09	32297	01/08/21
29825	VT GAS SYSTEMS	12/21/20	gas various locations 11/ 122120D	110-41948.014 Natural Gas - PW Admin	87.54	32297	01/08/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	VT GAS SYSTEMS	12/21/20	gas various locations 11/ 122120D	110-41948.012 Natural Gas - Fire Sta.	363.01	32297	01/08/21
29825	VT GAS SYSTEMS	12/21/20	gas various locations 11/ 122120D	110-41948.017 Natural Gas - Memorial Ha	294.14	32297	01/08/21
29825	VT GAS SYSTEMS	12/21/20	gas various locations 11/ 122120D	110-41948.010 Natural Gas - 81 Main St	635.87	32297	01/08/21
29825	VT GAS SYSTEMS	12/21/20	gas various locations 11/ 122120D	110-41948.018 Natural Gas - Powell	123.43	32297	01/08/21
41920	VT HERITAGE DISTRIBUTORS	12/31/20	Bottled water svc 81 Main 901793 1220	110-41510.610 GENERAL SUPPLIES	27.20	32301	01/08/21
41920	VT HERITAGE DISTRIBUTORS	12/31/20	Bottled water svc PWO 902441 1220	110-43110.570 OTHER PURCHASED SERVICE	6.45	32301	01/08/21
00935	VT PET FOOD & SUPPLY	12/31/20	K9 FOOD/SUPPLIES 12/31/2020	110-42130.613 K9 Supplies	146.24	32302	01/08/21
41630	VT STATE TREASURER	12/31/20	4th Qtr Marriage fees to 201230	110-20275.000 DUE TO VT MARRIAGE LIC	900.00	32303	01/08/21
25510	WALK MY DOG	01/01/21	Impound/ Kennel Services EPD6	110-44110.575 ANIMAL CONTROL/SHELTER	200.00	32305	01/08/21
14545	ICMA-RC (PLAN 705508)	01/08/21	Payroll Transfer PR-01/08/21	110-20211.000 MISC DEDUCTIONS PAYABLE	350.47	1070104	01/08/21
23055	ICMA - 401 (PLAN 10904	01/08/21	Payroll Transfer PR-01/08/21	110-20208.000 RETIREMENT PAYABLE	872.40	1070105	01/08/21
09005	ICMA - 457 (PLAN 302056)	01/08/21	Payroll Transfer PR-01/08/21	110-20211.000 MISC DEDUCTIONS PAYABLE	4084.19	1070106	01/08/21
V1161	ICMA RETIREMENT TRUST-401	01/08/21	Payroll Transfer PR-01/08/21	110-20208.000 RETIREMENT PAYABLE	7632.89	1070523	01/08/21
V1160	ICMA RETIREMENT TRUST-457	01/08/21	Payroll Transfer PR-01/08/21	110-20208.000 RETIREMENT PAYABLE	1145.43	1070524	01/08/21
17425	ICMA ROTH PLAN 706287	01/08/21	Payroll Transfer PR-01/08/21	110-20208.000 RETIREMENT PAYABLE	72.24	1070526	01/08/21
21385	HEALTH EQUITY	01/08/21	Payroll Transfer PR-01/08/21	110-20215.000 HSA Payable HE	35036.52	21010702	01/08/21
05390	FAMILY SUPPORT REGISTRY	01/08/21	Payroll Transfer PR-01/08/21	110-20240.000 JUDGEMENTS PAYABLE	69.23	21010801	01/08/21
26030	THOMSON REUTERS - WEST	01/01/21	DEC CLEAR LE INVESTIGATOR 843594846	121-42160.810 Justice Fund Exp	185.50	32283	01/08/21
19720	VERIZON CONNECT NWF, INC.	11/20/20	USM- Universal Harness fo INVE0211242	121-42160.810 Justice Fund Exp	9.57	32286	01/08/21
19720	VERIZON CONNECT NWF, INC.	01/01/21	DEC AVL SERVICE OSV02321696	121-42160.810 Justice Fund Exp	271.57	32286	01/08/21
17880	VT CENTER FOR RESPONDER W	12/23/20	DEC Wellness Services 1160	121-42160.810 Justice Fund Exp	1250.00	32295	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	122-42160.410 Utilities	37.76	32184	01/08/21
14400	ABOVE AND BEYOND	01/04/21	CJC JANITORIAL 5693	122-42160.330 Professional Services	195.00	32185	01/08/21
19815	AMAZON CAPITAL SERVICES	12/18/20	CJC OFFICE SUPPLIES 1Q3NTVWL1M19	122-42160.610 General Supplies	403.77	32193	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	122-42160.210 Group Insurance	45.00	32246	01/08/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
27190	HUETHER DONNA	01/04/21	CJC RESTITUTION 010421D	122-20203.000 Restitution Payable	425.00	32248	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	122-42160.410 Utilities	1203.26	32287	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	125-45120.530 ESP COMMUNICATIONS	31.36	32184	01/08/21
07465	BIBENS ACE HARDWARE INC	01/04/21	Giving Tree Supplies 40179	125-45115.610 General Supplies	21.99	32201	01/08/21
01930	CENTER FOR TECHNOLOGY	12/18/20	Holiday Senior Meals 432813	125-45115.610 General Supplies	1500.00	32206	01/08/21
25390	FIRST NATIONAL BANK OMAHA	12/18/20	EJRP Credit Card December 4955 1220	125-45115.610 General Supplies	88.00	32231	01/08/21
25390	FIRST NATIONAL BANK OMAHA	12/18/20	EJRP Credit Card December 4955 1220	125-45115.610 General Supplies	110.00	32231	01/08/21
25390	FIRST NATIONAL BANK OMAHA	12/18/20	EJRP Credit Card December 4955 1220	125-45115.610 General Supplies	55.00	32231	01/08/21
14570	METROROCK STATION / VERTI	12/28/20	ESP/Enrichment Program 83394	125-45120.570 ESP OTHER PURCHASED SVCE	744.00	32255	01/08/21
25605	SAWMILL STUDIO	01/04/21	ESP Woodworking Sets 010421D	125-45120.570 ESP OTHER PURCHASED SVCE	900.00	32272	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	125-45110.530 COMMUNICATIONS	57.56	32287	01/08/21
07140	A NADEAU AND COMPANY INC	12/31/20	road gravel 12312020D	130-46802.090 GRAVEL ROADS	7180.13	32183	01/08/21
14585	MUNICIPAL EMERGENCY SERVI	12/14/20	new e2 adapters IN1529715	130-46810.000 FIRETRUCKS	4283.25	32257	01/08/21
00275	SB SIGNS INC	12/21/20	Paid Tax - Credit 122120D	130-46899.015 CAP EQUIP - SENIOR BUS	-33.25	32273	01/08/21
37985	A T & T MOBILITY	12/23/20	CELL PHONE SERVICE PD 878149869122	151-43200.530 COMMUNICATIONS	119.30	32184	01/08/21
19330	CONSOLIDATED COMMUNICATIO	12/30/20	Pots lines Alderbrook,Poo 123020D	151-43202.620 UTILITIES	53.61	32216	01/08/21
21240	HICKOK & BOARDMAN HRI	01/06/21	FY21Q2 Advisory Town 20210114	151-43200.210 GROUP INSURANCE	225.00	32246	01/08/21
12775	PRATT & SMITH ELECTRICAL	12/31/20	electrical work at Alder 8769	151-43202.570 OTHER PURCHASED SERVICE	1815.23	32261	01/08/21
36130	VERIZON WIRELESS	12/18/20	WIRELESS CELL Svc PD 9869417455	151-43200.530 COMMUNICATIONS	40.01	32287	01/08/21
29825	VT GAS SYSTEMS	12/21/20	gas various locations 11/ 122120D	151-43202.620 UTILITIES	108.57	32297	01/08/21
29825	VT GAS SYSTEMS	12/21/20	gas various locations 11/ 122120D	151-43200.623 NATURAL GAS	195.53	32297	01/08/21

Vendor	Invoice Date	Invoice Invoice Number	Description	Account	Amount Paid	Check Number	Check Date
					----------		
			Report Total		255248.11		
					==========		

To the Treasurer of Town of Essex, 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 $ ***255,248.11
Let this be your order for the payments of these amounts.

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_____

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Capital Plan FY22 – FY26

Electronic Version Table of Contents

FY22 Capital Projects List	1
Funding Schedule	7
FY20 Capital Financials	8
Status – Current Projects	14
Individual Project Sheets	
Buildings	29
Equipment	56
Highways	68
Information Technology	86
Natural Resources Management	89
Park Facilities	91
Paths, Walks, and Trails	97
Stormwater	109
Water	119
Sewer	126

			FY 21	FY 22							
PROJECT NAME	**PROJECT DESCRIPTION**	**TOTAL PROJECT COST**	**FY21 BALANCE (6/30/21 estimated)**	**FY22 Additions (CAPITAL TAX, budgeted)**	FY22 Additions (Operating or Capital Equip Transfer, budgeted)	FY22 Additions (Grants / Developer Funds, budgeted)	FY22 Additions (Transfer between projects, budgeted)	**FY22 Additions (TOTAL NON-CAPITAL, budgeted)**	**FY22 ADDITIONS TOTAL, budgeted**	ESTIMATED SPEND FY22	**FY22 BALANCE (6/30/22 estimated)**
Highway Garage Area Improvements	The major upgrade to the facilitye is a two-bay Highway garage expansion. Funds should continue being set aside for future expansion of the highway garage or other site improvements. FY22 fix siding near the ground that is rusting	$ 415,615	$ 22,753	$ 8,000				$ -	$ 8,000	$ 10,000	$ 20,753
Library deferred maintenance & expansion	Repair to front brickwork - need is very high ($30k); installation of security systems ($1,500); bathroom hand dryers ($3k); floor covering on main floor ($15k). Priorty is brick work and canopy for back entraces $8k (FY21 into FY22)	$ 117,000	$ 1,623	$ 12,000				$ -	$ 12,000	$ 8,000	$ 5,623
Memorial Hall	Long term: $380k Addition of 1200 foot structure to the rear of the building for program space, restrooms and stoarge. Short term: $12k Install small kitchen; $20k HVAC system; $8k address safety of front entryway	$ 377,000	$ 12,781	$ -				$ -	$ -		$ 12,781
Community Recreation Facility	Need for feasibility study identified in 2013, funded with $10,000 which was used toward a space needs study to include fire, public works and recreation in FY20.	$ 30,000	$ -	$ -				$ -	$ -		$ -
Energy-saving projects	Energy saving projects at existing buildings, streets, and other Town infrastructure including matching grants. FY22 transfer to Fire Dept for energy efficient lighting.	$ 32,121	$ 13,876	$ 4,000			$ (7,000)	$ (7,000)	$ (3,000)		$ 10,876
Historic Water Tower	Structural analysis as done in FY10 revealing structural support problems with the Tower stairs and a long-term need for increased maintenance. Problems with the roof were revealed in an FY17 study. SLB has placed this project on hold. Communicy historic committee is also fund raising.	$ 229,000	$ 64,168	$ 10,000				$ -	$ 10,000		$ 74,168
Tree Farm Improvements	The existing buildings at the Tree Farm are in various stages of disrepair. Other than the large garage/storage building used for storage of records and equipment, there is no defined plan to utilize the site or the buildings. It is recommended that a committee be formed to determine uses for the site before more funds are expended to repair or demolish existing buildings or build new ones. The residential house needs to be completely redone with extnesive interior work and a new roof, new water and sewer systems est. at $125K. The large storage buildings needs a new roof and paint. (FY21 into FY22 project)	$ 185,000	$ 3,526	$ 20,000				$ -	$ 20,000	$ 11,000	$ 12,526
Clerk Records Preservation	Restore permantent records stored in the old vault at 2 Lincoln; some records preservation funds are available to support the project but won't pay for all of it	$ 233,070	$ -	$ -				$ -	$ -		$ -
Building Facilities Needs	Analysis for Public Works, Parks and Rec, and Fire. Study to be performed in FY19 with $10,000 in Village funds supporting the work (will be transferred in FY20). Anticipated need for $25k to continue into the 2nd phase of the study	$ 40,000	$ 16,068	$ -				$ -	$ -		$ 16,068
Fire Department Building	Accumulation of funds to address issues with aging building, new lighting need in FY21 was pushed to FY22 after mold remediation project in FY20/FY21	$ -	$ (0)	$ 15,000			$ 7,000	$ 7,000	$ 22,000	$ 15,000	$ 7,000
SUBTOTAL BUILDINGS		***$ 1,763,806***	***$ 134,795***	***$ 69,000***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 69,000***	***$ 44,000***	***$ 159,795***

			FY 21	FY 22							
PROJECT NAME	**PROJECT DESCRIPTION**	**TOTAL PROJECT COST**	**FY21 BALANCE (6/30/21 estimated)**	**FY22 Additions (CAPITAL TAX, budgeted)**	FY22 Additions (Operating or Capital Equip Transfer, budgeted)	FY22 Additions (Grants / Developer Funds, budgeted)	FY22 Additions (Transfer between projects, budgeted)	**FY22 Additions (TOTAL NON-CAPITAL, budgeted)**	**FY22 ADDITIONS TOTAL, budgeted**	ESTIMATED SPEND FY22	**FY22 BALANCE (6/30/22 estimated)**
Road Reconstruction	Reconstruction of priority paved roads and intersections, a multi-year reconcstruction program to restore existing priority paved streets to an acceptable level and improve intersections. Reference the 2014 Highway Trasnportation Management Plan and the 2019 Road Analysis by CCRPC	$ 1,439,940	$ 70,876	$ 150,000		$ 150,000	$ 1,349	$ 151,349	$ 301,349	$ 280,000	$ 92,225
Gravel Roads Improvements	Gravel Road Impovements, 23 miles of Town gravel roads. Provide specific improvements to sections of gravel roads as outlined in the 2014 Town Highway Transportation Management Plan. Improvements will be made to satisfy the newest MS4 stormwater permit requirements.	$ 237,000	$ 46,351	$ 10,000				$ -	$ 10,000	$ 20,000	$ 36,351
DESIGNATED FUNDS - VT15/Allen Martin Drive	Intersection layout changes to provide for improved turning movements; future improvements inclue turn lanes and a traffic signal. Funding source is developer fees	$ 1,500,000	$ 31,176	$ -				$ -	$ -		$ 31,176
DESIGNATED FUNDS - West Sleepy Hollow Rd - Paving	As development occurs along this Class 4 roadway, impact fees are paid toward paving. The account was completely spend plus a small amount from Town fund to payve a portion of the road. No more paving planned until sufficient additional impact fees are collected.		$ 67,087	$ -				$ -	$ -		$ 67,087
DESIGNATED FUNDS - West Sleepy Hollow Rd - Gravel	Developments on this road are required to pay an impact fee to cover some of the improvement costs for the added traffic on the gravel portion of the road.		$ 12,585	$ -				$ -	$ -	$ 3,000	$ 9,585
DESIGNATED FUNDS - Susie Willson Corridor	Funded through developer traffic impact fees to mitigate impacts to traffic in this area. Add radar controls on two signals, new controller and other improvements at the intersections of SW, Pinecrest and Joshua Way		$ (41,850)	$ -			$ 41,850	$ 41,850	$ 41,850		$ 0
DESIGNATED FUNDS - Town Center Traffic Improvements	Developer traffic impact fees to mitigate impacts to traffic in this area. Phase I of improvements to the signals were completed in FY19, additional work planned for FY21 and beyond		$ 128,944	$ -				$ -	$ -	$ 75,000	$ 53,944
DESIGNATED FUNDS - Town Center	Developer fees designated for a green in the Town Center		$ 52,861	$ -				$ -	$ -		$ 52,861
DESIGNATED FUNDS - Woodlands II Stub Road	Developer funds from Woodlands II for potential future road connecting Woodlands II to Pinewood. Construction talks have been tabled, some funding used to build a path between the two. Balance to stay here at this time.		$ 1,349	$ -			$ (1,349)	$ (1,349)	$ (1,349)		$ 0
SUBTOTAL HIGHWAYS		***$ 3,176,940***	***$ 369,380***	***$ 160,000***	***$ -***	***$ 150,000***	***$ 41,850***	***$ 191,850***	***$ 351,850***	***$ 378,000***	***$ 343,230***
Highway Equipment, Vehicles	A 12 year capital plan to replace major heavy equipment and vehicles (cost in excess of $50k); combination of capital funds, operating transfers, leasing and borrowing from within the capital fund will be used	$ 2,796,437	$ (15,779)	$ 30,000	$ 190,000			$ 190,000	$ 220,000	$ 190,512	$ 13,709
Fire Department, Vehicles	Long term major heavy equipment replacement plan (cost in excess of $50k); updated schedule included. Gradually increase operating transfer to a level of $175k to support replacement schedule. E1, T1 and E2 were all recently replaced using lease financing.	$ 1,897,586	$ 281,963	$ -	$ 165,000			$ 165,000	$ 165,000	$ 210,844	$ 236,119
Fire Dept, Equipment	Designated for minor equipment purchased by the fire department		$ 50,727	$ -	$ 30,000			$ 30,000	$ 30,000		$ 80,727
Police Dept, Equipment	Equipment out of warranty end of 2019 at the Brigham Hill Radio Tower; Six radios to be replaced at $15,000 each over 2021-2026		$ (24,297)	$ 25,080	$ 10,000			$ 10,000	$ 35,080	$ 15,000	$ (4,217)
Capital Park Equipment, Vehicles	Funded through operating transfers for the replacement of vehicles and other parks equipment (e.g. lawn mowers)	$ 127,870	$ (1,542)	$ -	$ 28,000			$ 28,000	$ 28,000		$ 26,458
Senior Vans	Each year $4k is transferred from the opearting budget to the reserve to augement GMTA grant funding. Vans are replaced approximately every 7 years.		$ 71,679	$ -	$ 4,000			$ 4,000	$ 4,000		$ 75,679
Administrative Pool Vehicle Replacement	FY19 leased a Rav4 and those payments come from this fund as well as accumulation of funds for future replacement	$ 22,000	$ 13,814	$ -	$ 6,000			$ 6,000	$ 6,000		$ 19,814
SUBTOTAL EQUIPMENT		***$ 4,843,893***	***$ 376,564***	***$ 55,080***	***$ 433,000***	***$ -***	***$ -***	***$ 433,000***	***$ 488,080***	***$ 416,356***	***$ 448,288***

			FY 21	FY 22							
PROJECT NAME	**PROJECT DESCRIPTION**	**TOTAL PROJECT COST**	**FY21 BALANCE (6/30/21 estimated)**	**FY22 Additions (CAPITAL TAX, budgeted)**	FY22 Additions (Operating or Capital Equip Transfer, budgeted)	FY22 Additions (Grants / Developer Funds, budgeted)	FY22 Additions (Transfer between projects, budgeted)	**FY22 Additions (TOTAL NON-CAPITAL, budgeted)**	**FY22 ADDITIONS TOTAL, budgeted**	ESTIMATED SPEND FY22	**FY22 BALANCE (6/30/22 estimated)**
Park Asset Replacement Plan	Scheduled replacement of park assets. Details of the planned expenditures are contained in the Schedule, a copy of which is included in the Detail Summary Sheets. The total expenditure planned for FY22 is $36k. In addition to the Park Asset Replacement funds, previously collected Recreation Impact fees may be used if needed. To provide funds for other Capital Projects, including storm-water, the proposed funding for this account from the Capital Reserve- Capital Tax funds has been eliminated in FY22.	$ 263,729	$ 115,342	$ -				$ -	$ -	$ 36,000	$ 79,342
Milfoil Mitigation at Indian Brook	Implementation of Integrated Management Plan for Milfoil	TBD	$ 86,803	$ 7,500				$ -	$ 7,500		$ 94,303
Indian Brook Dam Repairs	Repairs were made to Indian Brook Dam in 2004 at a cost of $149,000 for the repairs and $32,000 for the engineering services. Based on the current condition of the dam, repairs will be necessary again in 10-15 years. One of the latches on the dam is inoperable, department is working with the Dam Safey Dept and the State of VT on future grant opportunities for dam safety.	$ 205,000	$ 121,416	$ 10,000				$ -	$ 10,000		$ 131,416
Indian Brook	Funds designated for projects at Indian Brook, could be used as part of the Dam projects or other Indian Brook projects		$ 41,099	$ -				$ -	$ -	$ 10,000	$ 31,099
Firearms Signage	Signage for parks regarding firearms usage		$ 5,000	$ -				$ -	$ -		$ 5,000
Rec Impact Fees	Developer impact fees collected		$ 124,019	$ -				$ -	$ -		$ 124,019
Cemetery Columbarium	Provide funds for the columbarium at the Mountain View Cemetery off Meretery Road		$ 3,033	$ -				$ -	$ -		$ 3,033
DESIGNATED FUNDS - Woodlands Park/Path			$ 7,043	$ -				$ -	$ -		$ 7,043
SUBTOTAL PARK FACILITIES		***$ 468,729***	***$ 503,756***	***$ 17,500***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 17,500***	***$ 46,000***	***$ 475,256***
VT RT 15 from Circ to Mini-Golf Course (also called Route 15/McDonals)	Scoping and concept design of path on VT15 from McDonalds to the Circ Highway. Estimated cost is $10k. The project should be constructed concurrent with the Athens Drive to Circ proposed path.	$ 22,800	$ 3,000	$ -				$ -	$ -		$ 3,000
Towers Rd Path/Walk from VT128	Substantially complete in FY20; residual funds will close to general paths account	$ 216,000	$ 23,888	$ -				$ -	$ -		$ 23,888
Pinecrest Dr Sidewalk from Suffold Ln to Colchester Rd (VT Rte 2A)	VTRANS grant to cover 80% of the $357,779 total costs. The local share is $71,554. The local share will be taken from the General Paths Account. A requirement to redo the wetlands determination due to an expired date may delay the start of thework. Project currently active	$ 357,770	$ (17,156)	$ -				$ -	$ -		$ (17,156)
VT15 from Athens Dr to the Circ	Scoping study completed in FY19 which investigated alternatives for non-motorized travel between the two end points. Mostly in the Town, partially in the Village. Est cost is $1.37M for an 8 foot paved bike path. Looking for grant funds, timeline 5-7 years. FY22 design work	$ 63,125	$ 492	$ -			$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 492
VT15 from the East Gate of Fort Ethan Allen to West Street	Scoping study completed in FY19 which investigated alternatives for non-motorized travel between the two end points. Mostly in the Town, partially in the Village. Est cost is $2.26. Looking for grant funds, timeline 5-7 years	$ 36,000	$ 327	$ -				$ -	$ -		$ 327
ADA Compliance	Provide ADA access ramps at locations in the Town without these ramps; an ADA study was completed in 2019 identifying areas of need in the Town		$ -	$ 20,000				$ -	$ 20,000		$ 20,000
General Paths, Walks and Trails	This account is the general path capital account where funds are accumulated for funding of specific path projects identieid elsewhere in the capital path category. As specific projects develop into potential design or construction, funds are needed to support this effort.	TBD	$ 168,536	$ 40,000			$ (15,000)	$ (15,000)	$ 25,000		$ 193,536
DESIGNATED FUNDS - Saxon Hill Master Plan and/or Trails	Funds from developer assessment for this purpose	TBD	$ 12,000	$ -				$ -	$ -		$ 12,000
SUBTOTAL PATHS/WALKS/TRAILS		***$ 695,695***	***$ 191,088***	***$ 60,000***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 60,000***	***$ 15,000***	***$ 236,088***

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Stormwater construction projects	Construction of stormwater treatment facilities at various locations within the impaired waterways - Sunderland Brook and Indian Brook. The facilities are site specific and the priority of construction will be based on permit treatment level requirements established by the State. Also, development of a program to meet new NPDES Phase 2 permit requirements.	$ 600,654	$ 454,611	$ 150,000			$ (23,250)	$ (23,250)	$ 126,750		$ 581,361
Sydney Drive Storm Pond Conversion	80/20 Grant; going to construction FY20. Upgrade of an existing stormwater pond to an infiltration/storage stormwater treatment facility to meet flow restoration plan required by NPDES Phase 2 permit		$ 60,989	$ -				$ -	$ -		$ 60,989
Village Gravel Wetland	80/20 Grant; town paying just match; Brickyard in the Village off Mansfield. Construction of a gravel wetland stormwater treatment facility to meet the flow restoration plan required by NPDES Phase 2 permit.	$ 35,614	$ 35,547	$ -				$ -	$ -		$ 35,547
Village Fairview Drive - will finish in FY20	50/50 Grant; town paying just match; Adjacent to Fairview Drive in Village. Construction of a natural swale storm water treatment facility to meet phase 2 permit requirements	$ 133,069	$ (679)	$ -				$ -	$ -		$ (679)
LDS Storm Pond Conversion	80/20 Grant; in design now; At the LDS Church property off Essex Way. Construction of an underground stormwater treatment facility to meet phase 2 permit requirements	$ 1,346,185	$ 10,606	$ -		$ 48,000	$ 12,000	$ 60,000	$ 60,000	$ 60,000	$ 10,606
Town TAP Cul-de-sacs	80/20 Grant; town/village co-applicants, town paying the 20% match, assume the remaining 80% is split between the two. Two locations in Town and one location in Village. Reconstruction of three existing cul-de-sacs for stormwater treatment to meet the flow restoration planned phosphorous removal required by the phase 2 permit.	$ 338,925	$ 834	$ -		$ 20,000	$ 5,000	$ 25,000	$ 25,000	$ 25,000	$ 834
Village Env. Mitigation Grant (phos)	80/20 Grant; Shared grant, town and village applied as co-applicants and the Town is paying the match, Since this is just a study we are going to book it 100% through the Town because there will be no capital asset and the administrative burden of splitting all the revenue and expense accounts is steep. Development of a phosphorous removal plan.	$ 50,000	$ 17,520	$ -				$ -	$ -		$ 17,520
Town Better Roads 2019 Grant - done in FY20	80/20 Grant; Road Management Plan for all gravel roads in the Town. Planning grant to develop a priority list for work on gravel roads to reduce the impact of phosphorous on Lake Champlain.	$ 1,600	$ 1,920	$ -				$ -	$ -		$ 1,920
Village Better Roads 2019 Grant - done in FY20	80/20 Grant; town paying just match; Juniper Ridge Road stone-lined ditch. Construct a gravel lined ditch on Juniper Ridge to reduce the impact of phosphorous on Lake Champlain.	$ 3,785	$ 3,785	$ -				$ -	$ -		$ 3,785
Town Grants in Aid 2019	CCRPC Grant for drainage improvements on Brigham Hill Road 80/20. Construction grant to do drainage improvements and install stone-lined ditches on a section of Brigham Hill Rd to reduce the impact of phosphorous on Lake Champlain.	$ 37,922	$ 1,541	$ -				$ -	$ -		$ 1,541

			FY 21	FY 22							
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Town Grants in Aid 2021	A grant through the CCRPC to improve gravel roads to reduce the impact of phosphorous on Lake Champlain. The work is needed to meet the Planned Phosphorous removal required by NPDES Phase 2 Storm water permit. The estimated total project cost is $37.500 of which the grant is $31,250 and the local share at is $6,250			$ -		$ 31,250	$ 6,250	$ 37,500	$ 37,500	$ 37,500	$ -
CCRPC UPWP Planning Grant	Drainage improvements for Tanglewood Drive; 80/20 - reduce erosion in Fern Hollow	$ 36,086	$ 5,117	$ -				$ -	$ -		$ 5,117
2020 UPWP Storm Line Inspection	80/20 CCRPC Grant; throughout the Town in areas with old metal storm pipes. Investigate the condition of old corrugated metal storm pipes	$ 120,000	$ 12,000	$ -				$ -	$ -		$ 12,000
2020 UPWP Storm Line Inspection Village	80/20 CCRPC Grant - Town Paying Match Only. Since this is just a study we are going to book it 100% through the Town because there will be no capital asset. A grant to investigate the condition of old corrugated metal storm pipes in the Village.	$ 24,000	$ 12,000	$ -				$ -	$ -		$ 12,000
Town Better Roads 2020 Grant	80/20 Grant; Road Management Plan for all gravel roads in the Town. Planning grant to develop a priority list for work on gravel roads to reduce the impact of phosphorous on Lake Champlain.	$ 22,160	$ -	$ -				$ -	$ -		$ -
SUBTOTAL STORMWATER		***$ 2,750,000***	***$ 615,793***	***$ 150,000***	***$ -***	***$ 99,250***	***$ -***	***$ 99,250***	***$ 249,250***	***$ 122,500***	***$ 742,543***
Equipment Replacement, Digital Records Management	A reserve fund for the scheduled replacement of the Town's main IT systems. This included hardware and software that comprise the infrastructure of the overall information management system such as servers, switches, firewalls and uninterruptable power supplies. Software deployed across the organization for email, backups, and basic office operations is also included. FY22 Meeting room AV, FY23 Data Storage Hardware Refresh	$ 125,000	$ 7,170	$ 15,000	$ 5,000			$ 5,000	$ 20,000	$ 40,000	$ (12,830)
Finance/HR Software Upgrades	Specific one time costs associated with Finance and HR software upgrades and new initiatives - FY21 budget program and HRIS systems	$ 15,000	$ -	$ -				$ -	$ -		$ -
SUBTOTAL INFORMATION		***$ 125,000***	***$ 7,170***	***$ 15,000***	***$ 5,000***	***$ -***	***$ -***	***$ 5,000***	***$ 20,000***	***$ 40,000***	***$ (12,830)***
Natural Resources Management	Tree survey completed. Funds needed to plant new trees an provide funds for replacement of trees from pests, disease and damage.	$ 100,000	$ 36,187	$ 12,000				$ -	$ 12,000	$ 18,000	$ 30,187
SUBTOTAL NATURAL RESOURCES MANAGEMENT		***$ 100,000***	***$ 36,187***	***$ 12,000***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 12,000***	***$ 18,000***	***$ 30,187***
Undesignated	In years where the total tax raised by the $0.02 capital tax has exceeded expectations, excess has been accumulated in the fund as undesignated to be used as needed for future capital projects.	$ -	$ 248,116	$ -			$ (41,850)	$ (41,850)	$ (41,850)		$ 206,266
		$ -	***$ 248,116***	***$ -***	***$ -***	***$ -***	***$ (41,850)***	***$ (41,850)***	***$ (41,850)***	***$ -***	***$ 206,266***
		$ 13,924,063	***$ 2,482,847***	***$ 538,580***	***$ 438,000***	***$ 249,250***	***$ -***	***$ 687,250***	***$ 1,225,830***	***$ 1,079,856***	***$ 2,628,821***

			FY 21	FY 22							
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Water/Sewer Capital Reserve Fund	Accumulation of funds for future capital projects (grows each year by the amount that connections fees are collected in excess of budget, reduced by capital projects)	$ 190,000	$ 819,557				$ (404,108)	$ (404,108)	$ (404,108)		$ 415,449
Pinecrest Drive to Village Route 2A	Rt 2A between Pinecrest and Village Line - Install 1500' of 8" waterline in Town along Rt 2A plus unknown length of 8" waterline in Village along Rt 2A to loop system together. Provide meter vault.	$ 190,000	$ -					$ -	$ -		$ -
VT15/Sandhill Rd Intersection Water Line Replacement	VT15/Sandhill Rd Intersection - State doing a new light/intersection we will replace the water line as they do the project; FY22 construction; we will do design work up front	$ 250,000	$ -				$ 235,000	$ 235,000	$ 235,000	$ 235,000	$ -
Douglas to Willoughby	Essex Center between Douglas Rd along Towers Rd to Willoughby - Install 3500' of 8" waterline between Douglas and Willoughby Streets to loop the system together.	$ 242,000	$ -					$ -	$ -		$ -
Sand Hill Road waterline size increase	Sand Hill Rod for 1200 ft south of Greenbriar Drive - Increase the size of waterline on a 1200 ft section of Sand Hill Road from 3" to 8" to provide fire protection and improved distribution.	$ 258,000	$ (3,500)					$ -	$ -		$ (3,500)
Birchwood/Oakwood Waterline Loop	Tanglewood Drive area has only one water feed from Sand Hill Rd. A second waterline feed from Sand Hill Road through the Rec Park would provide another feed to almost all impacted customers. Est. cost is $350k and an easement would be needed. Preliminary drawings and ROW determination in FY20	$ 350,000	$ -					$ -	$ -		$ -
VT15 CWD Waterline Project (FKA Town Center Waterline)	Future Project -- Implementation to be determined at future date. CWD wants to put another pump station so that it's pumped into the Town from two directions. Want to tie into the 8" Lang water line -- do they way to make that a 12"? Is there an advantage for us to put a 12" line up the Circ to increase capacity and/or pressure	$ 1,900,000	$ (4,108)				$ 44,108	$ 44,108	$ 44,108	$ 40,000	$ (0)
SUBTOTAL WATER		***$ 3,380,000***	***$ 811,949***	***$ -***	***$ -***	***$ -***	***$ (125,000)***	***$ (125,000)***	***$ (125,000)***	***$ 275,000***	***$ 411,949***
West Side Sewers (Pinecrest/SW/Painesville)	West side sewers (Pinecrest/SW/Painesville area) - Construct 4,000 lf of sewer to accommodate approx 88 equivalent users, who are currently on septic tanks in the area of Ira Allen Dr and a portion of Pioneer St and Pinecrest Dr, SW Rd and Blair Rd. Designs have been completed	$ 1,422,000	$ -					$ -	$ -		$ -
Cemetery Road	Future Project -- Implementation to be determined at future date. Construction of 350' 8" gravity sewer to serve Cemetery Rd off Sand Hill Rd	$ 84,500	$ -					$ -	$ -		$ -
Lang Farm Pump Station Site	Construct a new pump station to handle existing and future wastewater flows from the Town Center area; utilize the existing Lang Farm Pump Station for flows south of the Circ highway; construct new sewer force mains to divert the discharge to other points in the sewer system as noted in the sewer study conducted for the ETC Project and divert the wastewater flows to other areas of the sewer system. Project estimate = $1M; design phase $75,000	$ 1,000,000	$ -				$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ -
Village Town Pump Stations NEW	Purchase and installation of a "muffin monster" to digest non-bio solids instead of having them collect on a grate to be manually raked	$ 70,000	$ 22,000					$ -	$ -		$ 22,000
Sewer Pump Station Upgrades (SCADA)	Funds transferred from the Alderbrook Channel Modification was dropped for this project. Two Village Pump Stations at SW Rd and West Street handling significant Town Sewage.	$ 70,000	$ -					$ -	$ -		$ -
Sewer Pump Station Upgrades (relocate controls)	Control/Communication Upgrades at 14 Town Sewer Pump Stations. Install new SCADA controls at 14 pump stations at a cost of $5,000 per station at a total cost of $70,000. The costs will be paid from the sewer capital fund.	$ 400,000	$ 5,582				$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 5,582
SUBTOTAL SEWER		***$ 3,046,500***	***$ 27,582***	***$ -***	***$ -***	***$ -***	***$ 125,000***	***$ 125,000***	***$ 125,000***	***$ 125,000***	***$ 27,582***
		$ 6,426,500	***$ 839,531***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 400,000***	***$ 439,531***
		$ 20,350,563	***$ 3,322,378***	***$ 538,580***	***$ 438,000***	***$ 249,250***	***$ -***	***$ 687,250***	***$ 1,225,830***	***$ 1,479,856***	***$ 3,068,352***

	FY 21	FY 22								
CATEGORY	**FY21 BALANCE (6/30/21 estimated)**	**FY22 Additions (CAPITAL TAX, budgeted)**	FY22 Additions (Operating or Capital Equip Transfer, budgeted)	FY22 Additions (Grants / Developer Funds, budgeted)	FY22 Additions (Debt Proceeds, budgeted)	FY22 Additions (Transfer between projects, budgeted)	**FY22 Additions (TOTAL NON-CAPITAL, budgeted)**	**FY22 ADDITIONS TOTAL, budgeted**	ESTIMATED SPEND FY22	**FY22 BALANCE (6/30/22 estimated)**
Buildings	***$ 134,795***	***$ 69,000***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 69,000***	***$ 44,000***	***$ 159,795***
Highways	***$ 369,380***	***$ 160,000***	***$ -***	***$ 150,000***	***$ -***	***$ 41,850***	***$ 191,850***	***$ 351,850***	***$ 378,000***	***$ 343,230***
Equipment	***$ 376,564***	***$ 55,080***	***$ 433,000***	***$ -***	***$ -***	***$ -***	***$ 433,000***	***$ 488,080***	***$ 416,356***	***$ 448,288***
Park Facilities	***$ 503,756***	***$ 17,500***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 17,500***	***$ 46,000***	***$ 475,256***
Paths/Walks/Trails	***$ 191,088***	***$ 60,000***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 60,000***	***$ 15,000***	***$ 236,088***
Stormwater	***$ 615,793***	***$ 150,000***	***$ -***	***$ 99,250***	***$ -***	***$ -***	***$ 99,250***	***$ 249,250***	***$ 122,500***	***$ 742,543***
Information Management	***$ 7,170***	***$ 15,000***	***$ 5,000***	***$ -***	***$ -***	***$ -***	***$ 5,000***	***$ 20,000***	***$ 40,000***	***$ (12,830)***
Natural Resources Management	***$ 36,187***	***$ 12,000***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 12,000***	***$ 18,000***	***$ 30,187***
Undesignated	***$ 248,116***	***$ -***	***$ -***	***$ -***	***$ -***	***$ (41,850)***	***$ (41,850)***	***$ (41,850)***	***$ -***	***$ 206,266***
SUBTOTAL - GOVERNMENTAL ACTIVITIES	***$ 2,482,847***	***$ 538,580***	***$ 438,000***	***$ 249,250***	***$ -***	***$ -***	***$ 687,250***	***$ 1,225,830***	***$ 1,079,856***	***$ 2,628,821***
Water and Sewer	***$ 839,531***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 400,000***	***$ 439,531***
GRAND TOTAL	***$ 3,322,378***	***$ 538,580***	***$ 438,000***	***$ 249,250***	***$ -***	***$ -***	***$ 687,250***	***$ 1,225,830***	***$ 1,479,856***	***$ 3,068,352***

CAPITAL PROJECTS SUMMARY	TOTAL CAPITAL PROJECTS	130-46817.000 CONSERVATION INITIATIVES	130-46850.000 INFORMATION MGMT	130-46850.200 Phone System Upgrade	130-46899.002 HIGHWAY/SWATER VEHICLES	130-46815.000 ADMIN VEHICLES	130-46899.015 SENIOR BUS VEHICLES	130-46899.016 POLICE EQUIPMENT	FIRE FIGHTING EQUIPMENT	130-46810.000 FIRE FIGHTING VEHICLES	130-46899.005 PARKS VEHICLES	DETAIL STORMWATER PROJECTS	DETAIL PARKS PROJECTS	DETAIL PATHS WALKS	DETAIL BUILDINGS	DETAIL ROADS	UNRESTRICTED OTHER
FY 2020																	
APPROVED EXPENSE BUDGET	**$ 1,487,003.00**		**$ 20,000.00**		**$ 197,559.00**					**$ 102,064.00**		**$ 755,620.00**	**$ 5,000.00**	**$ -**	**$ 58,500.00**	**$ 348,260.00**	
REVENUE SOURCES:																	
SET-ASIDE FUNDS	**$ -**											**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
PREVIOUSLY COMMITTED	**$ -**											**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
GRANTS FED / STATE / OTHER	**$ 588,333.00**											**$ 588,333.00**	**$ -**	**$ -**	**$ -**	**$ -**	
ASSESSMENTS / FEES	**$ -**											**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
OPERATING TRANSFERS	**$ 375,000.00**				**$ 180,000.00**	**$ 6,000.00**	**$ 4,000.00**		**$ 25,000.00**	**$ 150,000.00**		**$ -**	**$ -**	**$ -**	**$ 10,000.00**	**$ -**	
OTHER SOURCES	**$ -**											**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
NEW CAPITAL FUNDS	**$ 529,000.00**	**$ 10,000.00**	**$ 10,000.00**		**$ 30,000.00**							**$ 150,000.00**	**$ 35,000.00**	**$ 40,000.00**	**$ 94,000.00**	**$ 160,000.00**	
TOTAL SOURCES	**$ 1,492,333.00**	**$ 10,000.00**	**$ 10,000.00**	**$ -**	**$ 210,000.00**	**$ 6,000.00**	**$ 4,000.00**		**$ 25,000.00**	**$ 150,000.00**	**$ -**	**$ 738,333.00**	**$ 35,000.00**	**$ 40,000.00**	**$ 104,000.00**	**$ 160,000.00**	**$ -**
REVENUE 2020																	
TAX REVENUE	$ 528,282.86	$ 10,000.00	$ 10,000.00		$ 30,000.00							$ 150,000.00	$ 35,000.00	$ 40,000.00	$ 94,000.00	$ 160,000.00	$ (717.14)
GRANTS - FEDERAL / STATE	$ 258,576.79											$ 45,863.46	$ -	$ 212,713.33	$ -	$ -	
GRANTS - OTHER	$ -											$ -	$ -	$ -	$ -	$ -	
FEES / ASSESSMENTS	$ 158,231.19											$ -	$ 43,282.00	$ 3,000.00	$ -	$ 111,949.19	
OTHER REVENUE	$ 9,338.16				$ 5,838.16						$ 3,500.00	$ -	$ -	$ -	$ -	$ -	
TRANSFERS - DEBT SERVICE	$ -											$ -	$ -	$ -	$ -	$ -	
TRANSFERS - FUND BALANCE	$ 443,036.00											$ -	$ -	$ -	$ 71,467.00	$ -	$ 371,569.00
TRANSFERS - OPERATING	$ 413,202.50		$ 3,850.00		$ 199,352.50	$ 6,000.00	$ 4,000.00		$ 25,000.00	$ 150,000.00	$ 25,000.00	$ -	$ -	$ -	$ -	$ -	
TOTAL	$ 1,810,667.50	$ 10,000.00	$ 13,850.00	$ -	$ 235,190.66	$ 6,000.00	$ 4,000.00	$ -	$ 25,000.00	$ 150,000.00	$ 28,500.00	$ 195,863.46	$ 78,282.00	$ 255,713.33	$ 165,467.00	$ 271,949.19	$ 370,851.86
INTEREST																	
INTEREST - CDS	$ 213.61											$ -	$ 213.61	$ -	$ -	$ -	$ -
INTEREST - CKG	$ 17,296.37											$ -	$ -	$ -	$ -	$ -	$ 17,296.37
INTEREST - SAVINGS	$ -											$ -	$ -	$ -	$ -	$ -	
OTHER INTEREST	$ -											$ -	$ -	$ -	$ -	$ -	$ -
TOTAL INTEREST	$ 17,509.98	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 213.61	$ -	$ -	$ -	$ 17,296.37
PROCEEDS OF LT DEBT	$ 786,339.00				$ 55,300.00					$ 731,039.00		$ -	$ -	$ -	$ -	$ -	
TOTAL REVENUE '20	$ 2,614,516.48	$ 10,000.00	$ 13,850.00	$ -	$ 290,490.66	$ 6,000.00	$ 4,000.00	$ -	$ 25,000.00	$ 881,039.00	$ 28,500.00	$ 195,863.46	$ 78,495.61	$ 255,713.33	$ 165,467.00	$ 271,949.19	$ 388,148.23
EXPENSES '20																	
ROADS	$ 423,680.67															$ 423,680.67	
BUILDINGS	$ 316,895.45														$ 316,895.45		
PARKS	$ 1,699.70												$ 1,699.70				
PATHS	$ 253,853.50													$ 253,853.50			
FIRETRUCK	$ 1,006,055.55									$ 1,006,055.55							
VEHICLES	$ 418,308.00				$ 364,806.00						$ 53,502.00						
STORMWATER	$ 119,373.67											$ 119,373.67					
INFORMATION MGMT	$ 71,626.72		$ 45,132.16	$ 26,494.56													
IMPACT FEES	$ 185,812.19												$ 185,812.19				
OTHER EXPENSES	$ 149,414.96	$ 4,827.50			$ 50,842.66	$ 3,416.40		$ 34,297.00	$ 56,031.40								
TOTAL EXPENSES '20	$ 2,946,720.41	$ 4,827.50	$ 45,132.16	$ 26,494.56	$ 415,648.66	$ 3,416.40	$ -	$ 34,297.00	$ 56,031.40	$ 1,006,055.55	$ 53,502.00	$ 119,373.67	$ 187,511.89	$ 253,853.50	$ 316,895.45	$ 423,680.67	$ -
TRANSFERS																	
FUND BALANCE	$ -											$ -	$ -	$ -	$ -	$ -	
PROJECT TRANSFERS	$ -											$ -	$ (20,000.00)	$ 20,000.00	$ 150,000.00	$ -	$ (150,000.00)
TOTAL TRANSFERS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (20,000.00)	$ 20,000.00	$ 150,000.00	$ -	$ (150,000.00)
NET CHANGE	$ (332,203.93)	$ 5,172.50	$ (31,282.16)	$ (26,494.56)	$ (125,158.00)	$ 2,583.60	$ 4,000.00	$ (34,297.00)	$ (31,031.40)	$ (125,016.55)	$ (25,002.00)	$ 76,489.79	$ (129,016.28)	$ 21,859.83	$ (1,428.45)	$ (151,731.48)	$ 238,148.23
FUND BALANCE 6/30/2020	**$ 2,824,714.94**	**$ 26,186.83**	**$ 29,664.66**	**$ (26,494.56)**	**$ (75,670.32)**	**$ 11,230.19**	**$ 67,679.14**	**$ (34,297.00)**	**$ 25,726.52**	**$ 302,807.10**	**$ (29,542.25)**	**$ 579,347.39**	**$ 630,104.18**	**$ 258,087.66**	**$ 152,681.25**	**$ 449,481.00**	**$ 457,723.17**
6/30/2020 BALANCES																	
CASH - CHECKING	$ 2,824,714.95	$ 26,186.83	$ 29,664.66	$ (26,494.56)	$ (75,670.32)	$ 11,230.19	$ 67,679.14	$ (34,297.00)	$ 25,726.52	$ 302,807.10	$ (29,542.25)	$ 579,347.39	$ 630,104.18	$ 258,087.66	$ 152,681.25	$ 449,481.00	$ 457,723.17
DUE FROM OTHER FUNDS	$ -											$ -	$ -	$ -	$ -	$ -	
A/R	$ -											$ -	$ -	$ -	$ -	$ -	
																$ -	
LESS:DEFERRED REVENUE	$ -											$ -	$ -	$ -	$ -	$ -	
TOTAL ASSETS 6/30/2020	**$ 2,824,714.95**	**$ 26,186.83**	**$ 29,664.66**	**$ (26,494.56)**	**$ (75,670.32)**	**$ 11,230.19**	**$ 67,679.14**	**$ (34,297.00)**	**$ 25,726.52**	**$ 302,807.10**	**$ (29,542.25)**	**$ 579,347.39**	**$ 630,104.18**	**$ 258,087.66**	**$ 152,681.25**	**$ 449,481.00**	**$ 457,723.17**
	$ 0.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 0.00	$ 0.00	$ -	$ -

PARKS PROJECTS	TOTAL	Stormwater	Detention Pond 130-46820.001	130-46820.007	Mansfield 130-46820.002	Main Street 130-46820.005	Vill Better Back Roads 130-46899.020	Cul-De-Sacs 130-46820.008	Better Back Roads	Control Plan 130-46820.009	Brigham Hill Road 130-46820.010	UPWP Planning 130-46820.011	PWP Stormline Ins 130-46820.012	SL Ins Vill 130-46820.013
FY 2020														
APPROVED EXPENSE BUDGET	**$ 755,620.00**		**$ 304,942.00**	**$ 40,000.00**	**$ 178,070.00**	**$ 5,000.00**		**$ 30,000.00**	**$ 1,600.00**	**$ 50,000.00**	**$ 37,922.00**	**$ 36,086.00**	**$ 60,000.00**	**$ 12,000.00**
REVENUE SOURCES:														
SET-ASIDE FUNDS	**$ -**													
PREVIOUSLY COMMITTED	**$ -**													
GRANTS FED / STATE / OTHER	**$ 588,333.00**		**$ 243,953.00**	**$ 32,000.00**	**$ 142,456.00**			**$ 24,000.00**	**$ 1,280.00**	**$ 40,000.00**	**$ 27,775.00**	**$ 28,869.00**	**$ 48,000.00**	
ASSESSMENTS / FEES	**$ -**													
OPERATING TRANSFERS	**$ -**													
OTHER SOURCES	**$ -**													
NEW CAPITAL FUNDS	**$ 150,000.00**	**$ 150,000.00**												
TOTAL SOURCES	**$ 738,333.00**	**$ 150,000.00**	**$ 243,953.00**	**$ 32,000.00**	**$ 142,456.00**	**$ -**	**$ -**	**$ 24,000.00**	**$ 1,280.00**	**$ 40,000.00**	**$ -**	**$ 28,869.00**	**$ 48,000.00**	**$ -**
REVENUE '20														
TAX REVENUE	$ 150,000.00	$ 150,000.00												
GRANTS - FEDERAL / STATE	$ 45,863.46			$ 6,300.84				$ 10,246.62			$ 29,316.00			
GRANTS - OTHER	$ -													
FEES / ASSESSMENTS	$ -													
OTHER REVENUE	$ -													
TRANSFERS - DEBT SERVICE	$ -													
TRANSFERS - FUND BALANCE	$ -													
TRANSFERS - OPERATING	$ -													
TOTAL	$ 195,863.46	**$ 150,000.00**	**$ -**	**$ 6,300.84**	**$ -**	**$ -**	**$ -**	**$ 10,246.62**	**$ -**	**$ -**	**$ 29,316.00**	**$ -**	**$ -**	**$ -**
INTEREST														
INTEREST - CDS	$ -													
INTEREST - CKG	$ -													
INTEREST - SAVINGS	$ -													
OTHER INTEREST	$ -													
TOTAL INTEREST	$ -	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PROCEEDS OF LT DEBT	$ -													
TOTAL REVENUE '20	$ 195,863.46	$ 150,000.00	$ -	$ 6,300.84	$ -	$ -	$ -	$ 10,246.62	$ -	$ -	$ 29,316.00	$ -	$ -	$ -
LESS: PROJECT EXPENSES														
Sydney Drive Detention Pond	$ -													
LDS Church	$ 14,984.60			$ 14,984.60										
Brickyard Mansfield	$ 67.00				$ 67.00									
Fairview Main Street	$ 88,964.44					$ 88,964.44								
General Stormwater	$ 2,916.72	$ 2,916.72												
Vill Better Back Roads BR0278 Match	$ -													
Cul-De-Sacs	$ 11,534.57							$ 11,534.57						
Town Better Back Roads	$ -													
Phosphorus Control	$ 906.34									$ 906.34				
Brigham Hill Road	$ -													
TOTAL EXPENSES	$ 119,373.67	$ 2,916.72	$ -	$ 14,984.60	$ 67.00	$ 88,964.44	$ -	$ 11,534.57	$ -	$ 906.34	$ -	$ -	$ -	$ -
TRANSFERS														
FUND BALANCE	$ -													
PROJECT TRANSFERS	$ -													
TOTAL TRANSFERS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
NET CHANGE	$ 76,489.79	$ 147,083.28	$ -	$ (8,683.76)	$ (67.00)	$ (88,964.44)	$ -	$ (1,287.95)	$ -	$ (906.34)	$ 29,316.00	$ -	$ -	$ -
FUND BALANCE 6/30/2020	$ 579,347.39	$ 763,960.23	$ (4,957.82)	$ (22,393.60)	$ (8,993.93)	$ (108,683.52)	$ (12,003.80)	$ (10,165.71)	$ -	$ (2,479.56)	$ (14,934.90)	$ -	$ -	$ -
6/30/2020 BALANCES														
CASH - CHECKING	$ 579,347.39	$ 763,960.23	$ (4,957.82)	$ (22,393.60)	$ (8,993.93)	$ (108,683.52)	$ (12,003.80)	$ (10,165.71)	$ -	$ (2,479.56)	$ (14,934.90)	$ -	$ -	$ -
CASH - MONEY MARKET	$ -													
CASH - OTHER	$ -													
CD'S	$ -	$ -												
DUE FROM OTHER FUNDS	$ -													
A/R	$ -													
	$ -													
LESS: DEFERRED REVENUE	$ -													
TOTAL ASSETS 6/30/2020	**$ 579,347.39**	**$ 763,960.23**	**$ (4,957.82)**	**$ (22,393.60)**	**$ (8,993.93)**	**$ (108,683.52)**	**$ (12,003.80)**	**$ (10,165.71)**	**$ -**	**$ (2,479.56)**	**$ (14,934.90)**	**$ -**	**$ -**	**$ -**
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PARKS PROJECTS FY 2020	TOTAL	INDIAN BROOK	INDIAN BRK DAM REPAIRS	INDIAN BRK AQUATIC CNTRL	PARK FACILITIES	REC IMPACT FEES	CEMETERY COLUMBARIUM	WOODLANDS PARK / PATH	JUNDERS/FOSTE PARK IMPS	FIREARMS SIGNAGE
APPROVED EXPENSE BUDGET	**$ 5,000.00**									**$ 5,000.00**
REVENUE SOURCES:										
SET-ASIDE FUNDS	**$ -**									
PREVIOUSLY COMMITTED	**$ -**									
GRANTS FED / STATE / OTHER	**$ -**									
ASSESSMENTS / FEES	**$ -**									
OPERATING TRANSFERS	**$ -**									
OTHER SOURCES	**$ -**									
NEW CAPITAL FUNDS	**$ 35,000.00**		**$ 17,500.00**	**$ 12,500.00**						**$ 5,000.00**
TOTAL SOURCES	**$ 35,000.00**	**$ -**	**$ 17,500.00**	**$ 12,500.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,000.00**
REVENUE '20										
TAX REVENUE	**$ 35,000.00**		$ 17,500.00	$ 12,500.00						$ 5,000.00
GRANTS - FEDERAL / STATE	**$ -**									
GRANTS - OTHER	**$ -**									
FEES / ASSESSMENTS	**$ 43,282.00**					$ 43,282.00				
OTHER REVENUE	**$ -**									
TRANSFERS - DEBT SERVICE	**$ -**									
TRANSFERS - FUND BALANCE	**$ -**									
TRANSFERS - OPERATING	**$ -**									
TOTAL	**$ 78,282.00**	**$ -**	**$ 17,500.00**	**$ 12,500.00**	**$ -**	**$ 43,282.00**	**$ -**	**$ -**	**$ -**	**$ 5,000.00**
INTEREST										
INTEREST - CDS	**$ 213.61**	$ 213.61								
INTEREST - CKG	**$ -**									
INTEREST - SAVINGS	**$ -**									
OTHER INTEREST	**$ -**									
TOTAL INTEREST	**$ 213.61**	**$ 213.61**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PROCEEDS OF LT DEBT	**$ -**									
TOTAL REVENUE '20	$ 78,495.61	$ 213.61	$ 17,500.00	$ 12,500.00	$ -	$ 43,282.00	$ -	$ -	$ -	$ 5,000.00
LESS: PROJECT EXPENSES										
INDIAN BROOK	$ -									
WOODLANDS PARK / PATH	$ -									
ASSET REPLACEMENT	$ 1,699.70				$ 1,699.70					
FOSTER RD PLAYGROUD	$ -									
REC IMPACT FEES	$ 185,812.19					$ 185,812.19				
FIREARMS SIGNAGE	$ -									
TOTAL EXPENSES '20	$ 187,511.89	$ -	$ -	$ -	$ 1,699.70	$ 185,812.19	$ -	$ -	$ -	$ -
TRANSFERS										
FUND BALANCE	$ -									
PROJECT TRANSFERS	$ (20,000.00)					$ (20,000.00)				
TOTAL TRANSFERS	$ (20,000.00)	$ -	$ -	$ -	$ -	$ (20,000.00)	$ -	$ -	$ -	$ -
NET CHANGE	$ (129,016.28)	$ 213.61	$ 17,500.00	$ 12,500.00	$ (1,699.70)	$ (162,530.19)	$ -	$ -	$ -	$ 5,000.00
FUND BALANCE 6/30/2020	$ 630,104.18	$ 41,098.57	$ 111,416.01	$ 86,802.53	$ 201,692.08	$ 124,018.60	$ 3,033.38	$ 7,043.01	$ 50,000.00	$ 5,000.00
6/30/2020 BALANCES										
CASH - CHECKING	$ 630,104.18	$ 41,098.57	$ 111,416.01	$ 86,802.53	$ 201,692.08	$ 124,018.60	$ 3,033.38	$ 7,043.01	$ 50,000.00	$ 5,000.00
CASH - MONEY MARKET	$ -									
CASH - OTHER	$ -									
CD'S	$ -	$ -								
DUE FROM OTHER FUNDS	$ -									
A/R	$ -									
LESS: DEFERRED REVENUE	$ -									
TOTAL ASSETS 6/30/2020	**$ 630,104.18**	**$ 41,098.57**	**$ 111,416.01**	**$ 86,802.53**	**$ 201,692.08**	**$ 124,018.60**	**$ 3,033.38**	**$ 7,043.01**	**$ 50,000.00**	**$ 5,000.00**
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PATHS AND WALKS PROJECTS	TOTAL	PATHS WALKS	ROUTE 15 / MCDONALDS	CA0423 TOWERS RD PATH	CIRC PATH ESSEX WAY TO FORESTDALE	S.W. RD TO PEARL ST PARK	CA0436 PINECREST DR SUFFOLK TO 2A	Saxon Hill Master Plan and/or Trails	ROUTE 2A OLD COLCHESTER TO PINECREST
FY 2020									
APPROVED EXPENSE BUDGET	**$ -**								
REVENUE SOURCES:									
SET-ASIDE FUNDS	**$ -**								
PREVIOUSLY COMMITTED	**$ -**								
GRANTS FED / STATE / OTHER	**$ -**								
ASSESSMENTS / FEES	**$ -**								
OPERATING TRANSFERS	**$ -**								
OTHER SOURCES	**$ -**								
NEW CAPITAL FUNDS	**$ 40,000.00**	**$ 40,000.00**							
TOTAL SOURCES	**$ 40,000.00**	**$ 40,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
REVENUE '20									
TAX REVENUE	$ 40,000.00	$ 40,000.00							
GRANTS - FEDERAL / STATE	$ 212,713.33			$ 212,713.33					
GRANTS - OTHER	$ -								
FEES / ASSESSMENTS	$ 3,000.00							$ 3,000.00	
OTHER REVENUE	$ -								
TRANSFERS - DEBT SERVICE	$ -								
TRANSFERS - FUND BALANCE	$ -								
TRANSFERS - OPERATING	$ -								
TOTAL	$ 255,713.33	$ 40,000.00	$ -	$ 212,713.33	$ -	$ -	$ -	$ 3,000.00	$ -
INTEREST									
INTEREST - CDS	$ -								
INTEREST - CKG	$ -								
INTEREST - SAVINGS	$ -								
OTHER INTEREST	$ -								
TOTAL INTEREST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PROCEEDS OF LT DEBT	$ -								
TOTAL REVENUE '20	$ 255,713.33	$ 40,000.00	$ -	$ 212,713.33	$ -	$ -	$ -	$ 3,000.00	$ -
LESS: PROJECTS									
PATHS / WALKS	$ -								
VT15-Athens	$ -								
VT15 Fort to W. Street	$ -								
RT 15 - TOWERS RD	$ 236,031.00			$ 236,031.00					
CA0436 Pinecrest; Suffolk to 2A	$ 17,822.50						$ 17,822.50		
RT 2A - OLD COLCHESTER TO PINECREST	$ -								
TOTAL PROJECTS	$ 253,853.50	$ -	$ -	$ 236,031.00	$ -	$ -	$ 17,822.50	$ -	$ -
TRANSFERS									
FUND BALANCE	$ -								
PROJECT TRANSFERS	$ 20,000.00	$ 1,388.00		$ 28,612.00	$ (10,000.00)				
TOTAL TRANSFERS	$ 20,000.00	$ 1,388.00	$ -	$ 28,612.00	$ (10,000.00)	$ -	$ -	$ -	$ -
NET CHANGE	$ 21,859.83	$ 41,388.00	$ -	$ 5,294.33	$ (10,000.00)	$ -	$ (17,822.50)	$ 3,000.00	$ -
FUND BALANCE 6/30/2020	$ 258,087.66	$ 263,261.31	$ 3,000.00	$ 2,288.10	$ -	$ -	$ (19,461.75)	$ 9,000.00	$ -
6/30/20 Balances									
CASH - CHECKING	$ 258,087.66	$ 263,261.31	$ 3,000.00	$ 2,288.10	$ -	$ -	$ (19,461.75)	$ 9,000.00	$ -
CASH - MONEY MARKET	$ -								
CASH - OTHER	$ -								
CD'S	$ -								
DUE FROM OTHER FUNDS	$ -								
A/R	$ -								
LESS: DEFERRED REVENUE	$ -								
TOTAL ASSETS 6/30/2020	$ 258,087.66	$ 263,261.31	$ 3,000.00	$ 2,288.10	$ -	$ -	$ (19,461.75)	$ 9,000.00	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

ROAD CAPITAL PROJECTS
HIGHWAY PROJECTS

HIGHWAY PROJECTS	TOTAL	130-46803.000 ROAD RECONSTRUCTION	130-46802.090 GRAVEL ROADS	130-46802.091 W. Sleepy Hollow - GRAVEL	130-46803.012 WEST SLEEPY HOLLOW RD	130-46803.013 W. Sleepy Hollow Road Maint.	130-46803.003 SUSIE WILSON CORRIDOR	ROUTE 15 ESX WAY/CIRC SIG TOWN CENTER TRAFFIC IMPS	**close to Town Center Traffic Imps** TOWN CENTER COMMON	WOODLANDS II STUB ROAD	130-46803.010 SAND HILL ALLEN MARTIN ROUTE 15	**Close to Sand Hill/Allen Martin/Rt 15** SAXON HILL JERICHO RD ROUTE 15	130-46897.001 OLD STAGE ROAD	SKYLINE DRIVE
FY 2020														
APPROVED EXPENSE BUDGET	**$ 348,260.00**		**$ 25,000.00**				**$ 45,000.00**	**$ 30,000.00**			**$ 24,000.00**		**$ 190,000.00**	**$ 34,260.00**
REVENUE SOURCES:														
SET-ASIDE FUNDS	**$ -**													
PREVIOUSLY COMMITTED	**$ -**													
GRANTS FED / STATE / OTHER	**$ -**													
ASSESSMENTS / FEES	**$ -**													
OPERATING TRANSFERS	**$ -**													
OTHER SOURCES	**$ -**	**$ (224,260.00)**											**$ 190,000.00**	**$ 34,260.00**
NEW CAPITAL FUNDS	**$ 160,000.00**	**$ 155,000.00**	**$ 5,000.00**											
	$ 160,000.00	**$ (69,260.00)**	**$ 5,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 190,000.00**	**$ 34,260.00**
REVENUE '20														
TAX REVENUE	$ 160,000.00	$ 155,000.00	$ 5,000.00											
GRANTS - FEDERAL / STATE	$ -													
GRANTS - OTHER	$ -													
FEES / ASSESSMENTS	$ 111,949.19		$ 6,519.20	$ 10,064.93	$ 67,087.65	$ 1,200.00	$ 17,183.00				$ 9,894.41			
OTHER REVENUE	$ -													
TRANSFERS - DEBT SERVICE	$ -													
TRANSFERS - FUND BALANCE	$ -													
TRANSFERS - OPERATING	$ -													
TOTAL	$ 271,949.19	$ 155,000.00	$ 11,519.20	$ 10,064.93	$ 67,087.65	$ 1,200.00	$ 17,183.00	$ -	$ -	$ -	$ 9,894.41	$ -	$ -	$ -
INTEREST														
INTEREST - CDS	$ -													
INTEREST - CKG	$ -													
INTEREST - SAVINGS	$ -													
OTHER INTEREST	$ -													
TOTAL INTEREST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PROCEEDS OF LT DEBT	$ -													
TOTAL REVENUE '20	$ 271,949.19	$ 155,000.00	$ 11,519.20	$ 10,064.93	$ 67,087.65	$ 1,200.00	$ 17,183.00	$ -	$ -	$ -	$ 9,894.41	$ -	$ -	$ -
LESS: PROJECTS														
ROAD RECONSTRUCTION	$ 29,607.78	$ 29,607.78												
Susie Wilson Road	$ 154,845.25						$ 154,845.25							
GRAVEL ROADS	$ -													
West Sleepy Hollow	$ -													
Town Center Traffic Improv	$ -													
West Sleepy Hollow Road Gravel	$ 1,340.34			$ 1,340.34										
Old Stage Road Reconstruction	$ 231,327.30												$ 231,327.30	
VT 15 Allen Martin Dr	$ 6,560.00										$ 6,560.00			
	$ -													
TOTAL PROJECTS	$ 423,680.67	$ 29,607.78	$ -	$ 1,340.34	$ -	$ -	$ 154,845.25	$ -	$ -	$ -	$ 6,560.00	$ -	$ 231,327.30	$ -
TRANSFERS														
FUND BALANCE	$ -													
PROJECT TRANSFERS	$ -													
TOTAL TRANSFERS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
NET CHANGE	$ (151,731.48)	$ 125,392.22	$ 11,519.20	$ 8,724.59	$ 67,087.65	$ 1,200.00	$ (137,662.25)	$ -	$ -	$ -	$ 3,334.41	$ -	$ (231,327.30)	
FUND BALANCE 6/30/2020	$ 449,481.00	$ 277,202.40	$ 51,351.72	$ 12,585.29	$ 67,087.65	$ 1,600.00	$ (41,849.37)	$ 158,944.25	$ 52,860.78	$ 9,849.33	$ 91,176.21	$ -	$ (231,327.30)	$ -
6/30/2020 Balances														
CASH - CHECKING	$ 449,481.00	$ 277,202.40	$ 51,351.72	$ 12,585.29	$ 67,087.65	$ 1,600.00	$ (41,849.37)	$ 158,944.25	$ 52,860.78	$ 9,849.33	$ 91,176.21	$ -	$ (231,327.30)	$ -
CASH - MONEY MARKET	$ -													
CASH - OTHER	$ -													
CD'S	$ -													
DUE FROM OTHER FUNDS	$ -													
A/R	$ -													
LESS: DEFERRED REVENUE														
TOTAL ASSETS 6/30/2020	$ 449,481.00	$ 277,202.40	$ 51,351.72	$ 12,585.29	$ 67,087.65	$ 1,600.00	$ (41,849.37)	$ 158,944.25	$ 52,860.78	$ 9,849.33	$ 91,176.21	$ -	$ (231,327.30)	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

BUILDING PROJECTS			130-46802.013	130-46802.500	130-46802.010	130-46802.011	130-46802.003	130-46802.014	130-46802.012	130-46802.009	130-46802.009	130-46802.003	130-46808.100	130-46802.002
BUILDING CAPITAL PROJECTS	**TOTAL**	**PUBLIC SAFETY FACILITY**		**NEW POLICE FACILITY**	**TOWN OFFICE 81 MAIN IMPS EXPANSION**	**ENERGY RETROFIT BUILDINGS**	**LIBRARY IMPROVEMENTS**	**Tree Farm**	**HISTORIC WATER TOWER**	**MEMORIAL HALL SLATE ROOF**	**MEMORIAL HALL RENO / ADDS**	**HGHY GARAGE**	**BUILDINGS FACILITIES NEED STUDY**	**FIRE STATION MOLD**
FY 2020														
APPROVED EXPENSE BUDGET	**$ 58,500.00**						**$ 6,500.00**	**$ 25,000.00**		**$ 17,000.00**			**$ 10,000.00**	
REVENUE SOURCES:														
SET-ASIDE FUNDS	**$ -**													
PREVIOUSLY COMMITTED	**$ -**													
GRANTS FED / STATE / OTHER	**$ -**													
ASSESSMENTS / FEES	**$ -**													
OPERATING TRANSFERS	**$ 10,000.00**												**$ 10,000.00**	
OTHER SOURCES	**$ -**													
NEW CAPITAL FUNDS	**$ 94,000.00**					**$ 5,000.00**	**$ 15,000.00**	**$ 25,000.00**	**$ 10,000.00**	**$ 25,000.00**	**$ 1,000.00**	**$ 5,000.00**		**$ 8,000.00**
TOTAL SOURCES	**$ 104,000.00**	**$ -**		**$ -**	**$ -**	**$ 5,000.00**	**$ 15,000.00**	**$ 25,000.00**	**$ 10,000.00**	**$ 25,000.00**	**$ 1,000.00**	**$ 5,000.00**	**$ 10,000.00**	**$ 8,000.00**
REVENUE '20														
TAX REVENUE	$ 94,000.00					$ 5,000.00	$ 15,000.00	$ 25,000.00	$ 10,000.00	$ 25,000.00	$ 1,000.00	$ 5,000.00		$ 8,000.00
GRANTS - FEDERAL / STATE	$ -													
GRANTS - OTHER	$ -													
FEES / ASSESSMENTS	$ -													
OTHER REVENUE	$ -													
TRANSFERS - DEBT SERVICE	$ -													
TRANSFERS - FUND BALANCE	$ 71,467.00						$ 43,467.00					$ 18,000.00		$ 10,000.00
TRANSFERS - OPERATING	$ -													
TOTAL	$ 165,467.00	$ -		$ -	$ -	$ 5,000.00	$ 58,467.00	$ 25,000.00	$ 10,000.00	$ 25,000.00	$ 1,000.00	$ 23,000.00	$ -	$ 18,000.00
INTEREST														
INTEREST - CDS	$ -													
INTEREST - CKG	$ -													
INTEREST - SAVINGS	$ -													
OTHER INTEREST	$ -													
TOTAL INTEREST	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PROCEEDS OF LT DEBT	$ -													
TOTAL REVENUE '20	$ 165,467.00	$ -		$ -	$ -	$ 5,000.00	$ 58,467.00	$ 25,000.00	$ 10,000.00	$ 25,000.00	$ 1,000.00	$ 23,000.00	$ -	$ 18,000.00
LESS: PROJECTS '20														
TOWN OFFICE / BUILDING RENOS	$ -													
POLICE FACILITY	$ 9,607.50			$ 9,607.50										
ENERGY RETROFIT	$ 6,113.05					$ 6,113.05								
HISTORIC WATER TOWER	$ -													
HIGHWAY GARAGE IMPROVEMENTS	$ 146,177.22											$ 146,177.22		
Tree Farm	$ -													
MEMORIAL HALL SLATE ROOF	$ 8,070.84										$ 8,070.84			
LIBRARY IMPROVEMENTS	$ 111,814.45						$ 111,814.45							
BUILDINGS FACILITY NEEDS	$ 9,163.15												$ 9,163.15	
FIRE STATION MOLD REMEDIATION	$ 25,949.24													$ 25,949.24
TOTAL PROJECTS	$ 316,895.45	$ -		$ 9,607.50	$ -	$ 6,113.05	$ 111,814.45	$ -	$ -	$ -	$ 8,070.84	$ 146,177.22	$ 9,163.15	$ 25,949.24
TRANSFERS														
FUND BALANCE	$ -													
PROJECT TRANSFERS	$ 150,000.00						$ 50,000.00					$ 100,000.00		
TOTAL TRANSFERS	$ 150,000.00	$ -		$ -	$ -	$ -	$ 50,000.00	$ -	$ -	$ -	$ -	$ 100,000.00	$ -	$ -
NET CHANGE	$ (1,428.45)	$ -		$ (9,607.50)	$ -	$ (1,113.05)	$ (3,347.45)	$ 25,000.00	$ 10,000.00	$ 25,000.00	$ (7,070.84)	$ (23,177.22)	$ (9,163.15)	$ (7,949.24)
FUND BALANCE 6/30/2020	$ 152,681.25	$ 0.00		$ (9,607.50)	$ 0.00	$ 13,876.21	$ (10,849.11)	$ 3,526.00	$ 54,168.10	$ 78,913.63	$ 11,781.35	$ 12,753.96	$ 6,067.85	$ (7,949.24)
6/30/2020 Balances														
CASH - CHECKING	$ 152,681.25	$ 0.00		$ (9,607.50)	$ 0.00	$ 13,876.21	$ (10,849.11)	$ 3,526.00	$ 54,168.10	$ 78,913.63	$ 11,781.35	$ 12,753.96	$ 6,067.85	$ (7,949.24)
CASH - MONEY MARKET	$ -													
CASH - OTHER	$ -													
CD'S	$ -													
DUE FROM OTHER FUNDS	$ -													
A/R	$ -													
TOTAL ASSETS 6/30/2020	**$ 152,681.25**	**$ 0.00**		**$ (9,607.50)**	**$ 0.00**	**$ 13,876.21**	**$ (10,849.11)**	**$ 3,526.00**	**$ 54,168.10**	**$ 78,913.63**	**$ 11,781.35**	**$ 12,753.96**	**$ 6,067.85**	**$ (7,949.24)**
	$ 0.00	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Memorandum

TO: Evan Teich Unified Manager and the Selectboard
FROM: Dennis E. Lutz, P.E., Public Works Director
Sarah Macy, Finance Director
Greg Duggan, Deputy Town Manager
CC: Ally Vile, Parks and Recreation Director
Tom Yandow, Buildings Manager
Charles Cole, Fire Chief
Karen Lemnah, Assessor
Susan McNamara-Hill, Town Clerk
Owiso Makuku, Community Development Director
Ron Hoague, Chief of Police
Rob Paluba, IT Director
DATE: December 8, 2020
SUBJECT: Status of Current Capital Projects

ISSUE: The issue is whether or not the Selectboard needs further information or desires input into the current status of all Capital Projects funded in FYE21 as part of the FYE21 to FYE25 approved Capital Plan, prior to receipt and review of the FYE22 Capital Plan.

DISCUSSION AND COSTS: Attached to this memo is a copy of the approved Capital Budget for FYE21 to FYE25. All financial balances reflect the amount in accounts as of June 30, 2020 unless noted otherwise. A discussion follows, including both carryover projects from previous years and current year projects. Note: some of the actuals are subject to change slightly as the FY20 audit nears completion.

BUILDINGS:

1. (Account # 130-46802.001) Highway garage area improvements (two-bay highway garage expansion) ($415,615); Capital Funds were budgeted in FYE21 in the amount of $10,000.

This account had a balance of $12,753.96 as of June 30, 2020. In FYE21, $10,000 was added to this account so the starting FY21 balance was $22,753.96. The Selectboard approved major structural repairs to the garage column supports from undesignated capital funds in FYE20. This project was completed in FYE21 at a total cost of $146,177.22. These funds were transferred into the account from undesignated capital to fund the structural work. Additional work was completed in FYE21 to install more energy efficient lighting at a cost of $6,000. The work has been completed but billing has not yet been received or processed.

2. (Account # 130-46802.003) Library Deferred Maintenance ($15,000); repair to front brickwork ($30,000); security system updates ($1,500); main floor covering

($15,000); rear walkway canopy $10,000)added storage space ($45,500). New Capital Funds were obligated in FYE21 of $5,000.

A deficit balance of $10,849 was in this account at the end of FYE20. Funds in the amount of $5,000 were added at the start of FYE21, bringing the account to a negative balance of $5,849. However significant flooding occurred in the lower level of the library and extensive repairs were determined to be necessary. The sum of $111,814 was expended in FYE20 for this project with funds transferred from undesignated capital to affect the Phase 1 and 2 repairs. Phase 3 repairs were completed in the fall of 2020 with costs to date totaling $23,812. It is anticipated that the account will finish the FYE2021 year with a deficit of approximately $35,850 It is our plan to fund this deficit over the next few years with annual allocations of capital tax between $12,000 and $15,000.

3. (Account # 130-46802.009) Memorial Hall Improvements including space for a small food service area. A total of $1,000 was obligated in FYE21.

This account had a balance of $11,781 as of June 30, 2020. Another $1000 was added in FYE21, so the balance going forward was $12,781. A small kitchenette was installed in FYE20 at a cost of $8,071The balance in the account is currently $12,781.

4. Community Recreation Facility Study (estimated at $30,000). No new Capital Funds were obligated in FYE21.

This account had a balance at the end of FYE20 of $0. This account was closed out and the funds transferred to help fund a portion of a larger space needs study which included Parks and Recreation, Highway and Fire in both the Town and the Village.

5. (Account # 130-46802.011) Energy funds for energy-savings projects at existing buildings, streets and other Town infrastructure including matching grants. No new Capital Funds were obligated in FYE21.

The balance in the account as of June 30, 2020 was $13,876.21. The sum of $1,576 has been expended so far in FYE21 to provide new, energy efficient lighting at the Fire Station. Funds are generally available to Town Departments to effect energy savings and for recommendations on use by the Energy Committee.

6. (Account # 130.46802.012) Historic Water Tower Repairs (Fort Ethan Allen). Capital Funds in the amount of $10,000 were budgeted for expenditure in FYE2021.

This account has a current balance in November of 2020 of $54,168.10. With the added funds in FYE21, the Town account has a balance of $64,168.10 A revised cost estimate has been received for needed repairs to the Tower roof and windows estimated at $165,000. The Historical Committee is trying to obtain added grants and new donations to close the gap on the costs needed to do the repairs. They have accumulated $19,820 in funds to support this project. No expenditures are planned from this account unless authorized by the Selectboard.

7. **(Account # 130.46802.009) Slate roof repairs at Memorial Hall and Powell Museum**, **Capital Funds were budgeted in FYE21 in the amount of $21,000.**

The balance in the account as of June 30, 2020 was $78,914. An amount of $21,000 was contributed in FYE21 bringing the current balance to $99,914. Carpentry work was required around the soffits in preparation for the roof repair and this work was done at a cost of $7,826.40. A contract has been signed for the slate roofing repairs at an estimated cost of $23,050. This cost may vary depending upon the extent of the repairs. It is anticipated that the work will be completed in December of 2020, with residual funds remaining at the end of the work. That residual amount is undefined until the roof work has been completed.

8. (Account # 130.46802.014) Tree Farm Improvements. Capital Funds in the amount of $20,000 were budgeted for this account in FYE21.

The old seedling building collapsed and had to be taken down during FYE18. The building was highly contaminated with asbestos, greatly increasing the costs for taking it down and removing the debris. This work has been completed. The account had a balance of $3,526 as of June 30, 2020. With $20,000 added in FYE21, the current balance is $23,526. No work has been done so far this year but funds will be used for site building repairs before the end of the fiscal year on the large storage building.

9. PD Radio Base Station and Radio Repeater. Funds were authorized in FYE21 in the amount of $25,000.

Work is currently underway on this project.

10.Clerk Records Preservation. No funds were authorized in FYE21

The Town Clerk receives funds from the State from records filing for preservation. The fund has a current balance of $146,148.37. The estimated cost to preserve the records was $233,070 in FYE20 and there are insufficient funds currently in the account to do 100% of the records preservation.

11**. (Account #130-46808.100) Buildings and Facilities Needs Study. No additional funds were authorized in FYE21.**

The study is underway and $16,068 remains from the original $40,000 that was allocated. The first phase report of the study has been submitted to and accepted by the Selectboard and the Trustees. The second phase of the work is on hold pending results of the Town Merger Vote.

12. (Account# 130-46899.021) Fire Department Funds to Replace Aging Infrastructure. No Funds were authorized in FYE21.

The account had a balance of $18,000 as of July 1, 2019 but $25,949 of this amount was used for the mold remediation project in FYE20, leaving a negative balance of $7,949 as of June 30, 2020.

HIGHWAYS

GENERAL: The total of all Capital Highway accounts was $450,456 as of June 30, 2020. The balance in the account for road reconstruction in the capital fund was $277,202.40 as of June 30, 2020. Another $155,000 was added for FYE21, bringing the total available for paving at the start of the fiscal year to $432,202.40.

Capital Highway Projects: (**Account # 130.46803.000).** The following road work has been completed so far in FYE21.

1. Old Stage Road A Class 2 paving grant was applied for in the amount of $150,000 but was not funded by VTRANS due to the withholding of grant funds as a result of the COVID pandemic. The road was in sufficiently bad condition to require that a portion be done with local funds. The sum of $66,093.97 was spent on this project from Capital funds.

Other Capital Paving Projects planned for FYE21 were postponed until the spring due to a combination of COVID impacts, a contractor injury delaying paving and the lack of any Class 2 paving grants from VTRANS.

2. (Account # 130.46802.090) Gravel Roads Improvements…. $10,000 in new Capital funds were obligated in FYE2021.

The balance in this account as of June 30, 2020 was $51,351.72 and with the $10,000 added in FYE22, the amount currently available is $61,351.72. In FYE19, a total of $33,968.30 was expended on adding gravel to gravel roads. With a FEMA declared emergency in the Town during FYE20, significant gravel was added to several locations funded at close to 90% by FEMA and the State due to the flooding event. Funds will be expended in the spring of FYE21 to add gravel to selected road segments based on their condition.

3. Allen Martin Parkway……No Capital Funds were allocated in FYE21.

The project is on hold until some future date.

4. VT15/Allen Martin Drive Intersection Analysis…….No Capital Funds were set aside in FYE21 for this project but $24,000 was identified for expenditure in FYE20.

This account had a balance of $91,172as of June 30, 2020. The funds have mostly been accumulated from transportation related impact fees. A scoping study was completed by Resource Systems Group with partial funding from the CCRPC. The scoping report

lists a series of incremental improvements over time that can improve the intersection with the ultimate solution being a signalized intersection. Design work has been completed and the first phase of he intersection improvements will go to bid and be completed in the spring.

5. West Sleepy Hollow Road Paving…….. Capital Funds set aside from Developer Impact Fees.

This account had a balance of $67,087.65 as of June30, 2020. These funds are available for future extension of the paved portion of the road. As new development occurs and more funds become available, additional sections of contiguous road will be paved. It is not expected that more paving will occur in FYE21.

6. West Sleepy Hollow Road gravel Additions …… Capital Funds set aside from Developer Impact Fees.

This account had a balance of $12,585.29 as of June 30, 2020. The amount of $1340.34 was expended by the Town in FY20 to add gravel to one area of the road and grade. These funds are available to the Town for gravel addition to the road where needed. The Town will work with the West Sleepy Hollow Road Association to coordinate road work and use these funds where and when appropriate.

7. Susie Wilson Road Corridor……. Capital funds set aside from Developer Impact Fees.

This account had a negative balance of $41,849.37 as of June 30, 2020 due to the improvements made at the two major intersections at Lowes/Pinecrest Drive and Lowes/Joshua Way. An additional $17,183 was paid to the Town from Finard Properties in FYE21 towards the corridor signal improvements, leaving a current deficit of $24,666.37.Funds will continue to be collected as new development or redevelopment takes place in the corridor. The deficit can be eliminated in the FYE22 Capital Plan if so directed by the Selectboard from FYE22 Capital Funds or undesignated Capital Funds.

8. Town Center Traffic Signals……Capital Funds set aside from Developer Impact Fees.

This account had a balance of $158,944.25 as of June 30, 2020. On the order of $63,170 was expended on Phase 1 to install radar traffic control and a new Econolite controller at the intersection of Essex Way and the Circ Highway on-off ramps. Another $63,000 will be needed in late FYE21 or FYE22 for Phase 2 to complete the upgrade of these signals (new cabinets wiring upgrades and new span wires).

12. Woodlands Stub Road…… Capital Funds set aside from Developer Impact Fees.

A path was constructed between the Woodlands Development and Pinewood Manor in FYE2018 with developer set aside funds. There was $9,849.33 left in this account as of June 30, 2020. The remaining funds will remain in this account for any future needed work.

WATERLINES:

1. Pinecrest Drive to the Village at VT2A… No Capital Funds were obligated for FYE21

No budget expenditure was made in FYE21

2. Douglas to Willoughby…. No Capital Funds were obligated in FYE21

No budget expenditure was made in FYE21.

3. Sand Hill Road waterline size increase and addition of pressure reducing valves – planning and design.… No Capital Funds were obligated in FYE21.

No further work on this project will be undertaken in FYE21 but the project should remain as a future project to increase the 3-inch water line that exists along a section of Sand Hill Road to an 8 inch size. Residents in the higher pressure area are being offered the opportunity to have pressure reducing valves provided by the Town for installation by their plumber.

4. Dalton Drive Waterline Project… No Capital funds were obligated in FYE21 but Water/Sewer Enterprise funds were used to construct the project.

This project was completed during the summer of 2019-2020 using water and sewer enterprise funds set aside as a reserve for this type of project. The final construction cost was $378.147.64, 53% of the original estimate.

5. Birchwood Waterline Loop from Sand Hill Road to Oakwood Lane… **No Capital funds were obligated in FYE21**

The Tanglewood Drive area has only one water feed main from Sand Hill Road. A water break in the area during 2016 caused a significant disruption in service to customers in this area. A second waterline feed is recommended for construction in the area noted, with a portion of the line through Sand Hill Park. The estimated cost is $350,000. One easement would be needed. The project would likely be funded by a bond vote as a Water Fund project. Funds were authorized in FYE21 in the amount of $8,000 from the Water-Sewer Enterprise Reserve Fund to begin preliminary engineering and easement identification. No work has yet been initiated.

6. VT15/CWD Waterline Project……. No Capital Funds were obligated in FYE21.

Based on preliminary studies completed to date and Selectboard approval, a contract was signed with Forcier-Aldrich to design the waterline loop that will link the waterline on the north side of VT15 near the Circ Highway Intersection with VT15 and the waterline on the north side of VT15 near Essex Way. The engineering contract is in the amount of $34,400 and work is currently underway. Funds were authorized in FYE21 in the amount of $60,000 from the Water-Sewer Enterprise Reserve Fund for the design. A decision will need to be made by the Selectboard in early January whether or not to carry this project to a bond vote to potentially secure State funds.

7. VT15/Sandhill Road Intersection Water Line Replacement. No Capital Funds were obligated in FYE21.

VTRANS will be reconfiguring this intersection in FYE22 or FYE23 and as a result the underground water infrastructure will be impacted. The Town has an asbestos-cement waterline under the intersection that has the potential for shear cracks and water breaks when subjected to heavy compacting during the road work. VTRANS will compensate the Town for a small portion of the work but most of the cost to replace the AC waterline with ductile iron waterline must be borne by the Town. The waterline work also needs to be completed before the road work starts. An engineering design has been initiated at a cost of $14,200, with the designs to be completed this spring. The design and construction costs will be funded through the Water-Sewer Enterprise Fund.

SEWERS:

1. Painesville Area - No Capital Funds were obligated in FYE21

The Selectboard made a decision in September of 2007 to not proceed with this project based upon the high cost to users without added Town funding for the growth aspect of the project or additional road restoration.

A small but important portion of the project will be built by a private developer based upon plans submitted and development review by the Planning Commission. Discussions are under way with the developer regarding modifying the earlier agreement on sewer capacity to the benefit of both the developer and the Town. Staff is awaiting a proposal from the applicant to review and submit to the Selectboard. The sewer project still lacks sufficient funding to move forward. The expected user costs are still in excess of $15,000 per lot and this is unaffordable at this time. There are no grants to cover even a portion of the project.

2. Cemetery Road…..No Capital Funds were obligated in FYE21

No work was done on this project and none is planned for FYE21. The estimated costs for sewer on this street per household were estimated in 2016 as $17,500. It does not appear that the residents will agree to move forward with a project at this cost.

3. Town- Village Pump Station upgrades to the Susie Wilson Road and West Street Pump Stations

The Village operates these two pump stations. Most of the sewer flow to the Susie Wilson Road Pump Station and a portion of the flow to the West Street Pump Station comes from the Town. The Town and the Village concur that both pump station need control upgrades. The estimated cost to the Town is $52,000. It is anticipated that the costs will be expended during FY21. The Town funds for this project will come from the designated Water-Sewer Enterprise Fund Reserve.

4. Sewer Pump Station Upgrades (SCADA)… No Capital Funds were obligated to this project from the Capital account in FYE21. Funds from the sewer reserve/connection fee account were authorized for FYE21 in the amount of $80,000.

Work is under way to upgrade SCADA controls at 10 of the 16 existing Town pump stations. Four stations have been completed with two more planned for FYE21, two in FYE22 and the final 2 in FYE23.

5. Sewer Pump Station Upgrades to move controls to the surface…. No Capital Funds were obligated to this project from the Capital account in FYE21. Capital Funds were obligated to this project from the sewer-water enterprise fund in FYE21 in the amount of $50,000.

Work is under way on this project on the pump stations. The total to be spent on this project in FYE21 is $50,000, with the same amount planned for FYE23 and FYE24.

HEAVY EQUIPMENT VEHICLES:

1. (Account # 130.46899.002) Highway Equipment Vehicles… Expenditures were budgeted at $170.109 in FYE21 from the Capital Fund. The vehicles purchased/leased include:

Truck #103 (3 CY dump truck): The budget estimate was for a 3-year lease at $54,000 per year. With trade-in, a three -year lease and an interest rate of 2.67%, the annual three- year cost is $54,429.88. The Town is awaiting delivery of the truck sometime before January 1, 2021 – a nine-month time frame from order to delivery.

Skid- Steer. The existing Town skid steer was 34 years old. The skid steer is purchased and will be leased over three years at a cost of $19,353 per year.

Sidewalk plow: A sidewalk plow was leased per Selectboard approval of a change to the Public Works Equipment Schedule. This was necessitated by the changes in busing by the Essex Westford School District. The lease in 2019 eliminated the purchase of a new sidewalk plow in FYE22. The new sidewalk plow is in operation and will be paid off using a five-year lease. The five-year lease has an annual cost of $32,059. The FY21 payment is the third payment on the lease.

With the changes in purchases during FYE2021, a revised 10-year Equipment Replacement Plan for Public Works was developed as part of the FYE2021 Budget process.

2. (Account # 130.46810.000) Fire Department Equipment Vehicles…..... Capital Funds were obligated in the amount of $150,000 for FYE21 with $155,000 as a transfer from the Fire Department Equipment Operating Account for vehicles and another $20,000 for Fire Department equipment.

Due to the condition of the existing fire trucks, the Selectboard approved a Fire Department request to replace both Engine 1 and Tanker 1 in FYE17. The revised schedule for capital replacement of vehicles continues into FYE21. The FYE21 transfer was at $155,000 and will gradually increase to $175,000 annually to support the rising cost of trucks.

3. (Account # 130.46899.005) Parks and Recreation – Capital Park Equipment Plan… No Funding was provided in FYE21 for this account from new Capital funds.

The account had a balance of $23,959.75 as of June 30, 2020. No expenditures have been made yet in FYE21.

4. (Account # 130.46899.015) Senior Bus…… Funded through an Operating Fund Transfer of $4,000 in FYE21

The Senior Bus Capital Account had a balance of $67,679 as of June 30, 2020, with another $4,000 in an Operating fund transfer in FYE21 bringing the current total available to $71,679. The issue has been whether or not to continue purchasing buses through the Green Mountain Transit. With the increase in ridership over the past three years, maintaining this account at least at the current level may be prudent.

5. (Account # 130.46815.000) Community Development/Assessor Replacement Vehicle lease…… Funded through a Capital Fund obligation in FYE21 of $6,000.

The account had a balance of $11,230.19 as of June 30, 2020**.** With the $6,000 added in FY21, the fund started the fiscal year with a new balance of $17,230.19. A Toyota RAV4 was leased on a three year lease in FY20 to replace a vehicle that was in need of significant repairs.

PARK FACILITIES:

1. (Account 46897.003) Park Asset Replacement Plan ….....No Capital Funds were obligated in FYE21

A Parks Asset Replacement Plan was approved starting in the FYE07 Budget. Funding for the plan is from the Capital Budget. As of June 30, 2020, the fund balance in this account was $251,692. $11,826 has been expended so far in FYE21. Items identified in

the Capital Plan for replacement in FYE21 are anticipated to be completed later in the fiscal year or in FYE22.

2. (Account # 130.46801.002) Milfoil Mitigation at Indian Brook…. No Capital Funds were obligated in this account for FYE21.

Milfoil mitigation includes the development of an integrated management plan and funding for the implementation of the plan. The sum of $6,500 was expended in FYE19. The balance as of the end of FYE20 was $86,803.

3. (Account # 46801.003) Indian Brook Dam Repairs…. Capital Funds were obligated in the amount of $10,000 for FYE21.

The Capital Fund balance for this account was $111,416 as of June 30, 2020. With the added funds for FYE21, the fund balance will be $121,416 at the end of FYE21. A no-cost grant was entered into between the Town and the State during FYE20 to investigate the condition of the dam.

4. Indian Brook….. No funds were added in FYE21

This is an old account with funds left over from a much earlier bond vote in the amount of $40,885. At this time there is no plan to utilize this money. However, it could be used if major dam repairs were needed.

5. Firearms Signage… No funds were obligated in FYE21

No expenditures have yet been made from this account..

6. Recreation Impact Fees.

The account had a balance of $124,019 as of June 30, 2020.

7. Cemetery Columbarium.

The account had a balance of $3033.38 in the account as of June 30, 2020.

PATHS AND WALKS:

1. Vermont Route 15 from the Circ Highway to the Miniature Golf Course…..No Capital Funds were obligated in FYE21 and no Budget Expenditure was proposed.

This account has $3,000 in residual funds; no action is being taken on this project at this time due to other priorities and the lack of sufficient funds to implement a solution.

2. (Account # 130.46899.013) Towers Road Path/walk from VT Route 128 to Clover Drive….No Capital Funds were obligated in FYE20 but funds in the amount of $216,000 were obligated in the previous year.

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This project was completed during FYE19 and FYE20. The final project cost was $330,500. This was higher than the original estimated cost of $216,000 five years ago when the VTRANS grant was obtained for this project for 90% of the estimated total project cost of $216,000 or $194,400. A supplemental grant was applied for and received. With the second grant, the local share will be $44,500. The local share costs will come from the Capital Fund general path account. The balance in this account as of June 30, 2020 was $23,888 This account will be brought to zero by a transfer of funds from the general paths/walk account #130-46899.00 as planned.

3. (Account # 130.46899.014) Pinecrest Drive Sidewalk from Suffolk Lane to Colchester Road (VT2A)… No Capital Funds were obligated in FYE21 but $357,770 was obligated in FYE17.

A VTRANS grant was obtained for this project for 80% of the estimated total project cost of $357,770. The local share is estimated to be $71,554 and the work is under way. Right-of-Way acquisition was resolved after a lengthy delay and the project has been under construction during the summer of 2020. The local share costs will come from the Capital Fund general path account. The local share may be more than originally anticipated due to the length of time it has taken for the project to move forward and the overall increase in costs over time. A second grant was recently received for this project which will reduce the local share to approximately $43,700.

4. (Account # 130.46899.019) VT15 from Athens Drive in the Village to the Circumferential Highway… No Capital Funds are currently programmed for this project.

This project has finished the scoping process with Stantec as the consulting engineer under a UPWP CCRPC project. The contract cost was $63,125 for the Scoping, with a local share of 20% or $12,625. The Scoping Study has been approved by the Trustees and the Selectboard. The next step is to get the project onto the active Transportation Improvement Plan (TIP) list at the CCRPC for design, ROW and construction funding. The project needs VTRANS funding to make it affordable to the community.

The plan for this project is to split the project into segments and apply for a VTRANS Bike and Pedestrian grant from Athens Drive to the new development road (Orleans Drive) in the Town during FY22 with local funds programmed for design in FY23. This first section of the path can be funded with available dollars and would complete a usable segment of the walkway.

5. (Account # 130.46899.022) VT15 from the east gate of Fort Ethan Allen to West Street in the Village…… No Capital Funds are currently programmed for this project.

This project has finished the scoping process with Stantec as the consulting engineer under a UPWP CCRPC project. The contract cost was $36,000 for the Scoping, with a local share of 20% or $7,200 The Scoping Study has been approved by the Trustees and the Selectboard. The next step is to get the project onto the active Transportation Improvement Plan (TIP) list at the CCRPC for design, ROW and construction funding.

6. (Account # 130.46899.000) General Paths and Walks….. Capital Funds were obligated in the amount of $40,000 in FYE2021.

The General Path Account had an account balance of $291,873.31 as of June 30, 2020. With anticipated expenditures from this account towards the Pinecrest Drive path ($43,700, see # 3 above), the Towers Road path $26,323.90 (see # 2 above), the total committed local share is $70,023.90. With the addition of $40,000 in FYE21, the estimated remaining funds in FYE21 will be on the order of $261,850.

With the changes in busing for the Essex-Westford School District, there will be a need in the future to add sidewalks/paths where none exist today and where students are now required to walk to the Middle and Elementary Schools. This account continues to need to grow so that matching funds are available for future path grants.

7**. Circ. Path from Essex Way to Forestdale….. No funds were provided for this project in FYE21**

This project is a ”legacy” project that goes back many years. At one time there was discussion of placing an overhead walkway across the Circ. Highway. This would entail a multi-million dollar expenditure. In the opinion of staff, the $10,000 should be released from this account and directed into the General Sidewalk and Path Capital account. The bridge is unaffordable without VTRANS grants and this project is not as high a priority as the VT15 walkways on the east and west side of the Village.

8.Saxon Hill Master Plan and/or Trails……..No funds were committed to this project in FYE2021 from the Capital Fund but developer fees in the amount of $3000 were committed.

The account had a balance of $9,000 as of June 30, 2019. Another $3,000 will be added in FYE2021 and each year thereafter by the developer until sand extraction is complete, for a total of $30,000 over ten years. A Master Plan was completed in FYE2020 and submitted to the Selectboard. The next step is to develop a Trails inventory and map as well as a long term maintenance plan.

STORM WATER

Construction Projects/NPDES Phase 2 Permit Compliance planning needed to meet existing/new State storm water permit requirements and to repair existing storm

water systems not included in the Operating Budget. Capital Funds were obligated in the amount of $150,000 for FYE21.

The purpose of this account is to have funds available for use on major repair of existing storm water systems and for permit compliance under the NPDES Phase 2 Storm water Permit. There was $616,876.95 in the account as of June 30, 2020. With the $150,000 for FYE2021, the available funds are $766,876.95.

The Town and the Village have applied for and received a number of storm water grants that all require some level of local share. A number of projects have been completed; however, some of these are pending final reimbursement from the granting agencies. The completed projects from the previous year list are:

1)Sydney Drive Storage and Treatment (Town) -- a required flow restoration project FY21 costs = $436,186.58 Local share still to be paid = $158,676
2)The Mansfield Brickyard Gravel Wetland (Village) -- a required flow restoration project FY21 costs = $160,461 Local share still to be paid -- $95,108
3)Fairview Drive (Village) -- a required flow restoration project -completed in FY20
4)Grants in Aid – West Sleepy Hollow Road through a grants in aid project FY21 costs = $40,821 Local share in FY21 = $8,164
5)

A list of the current grants and the approximate local required share follows:

Grant	Estimated Local Share	Account #
Gravel Roads Management Plan	$ 1,600	
Cul-de-sac Retrofit (Village and Town)	$ 58,256	130.46820.008
LDS site (Town)	$544,065	130.46820.007
Sydney Drive	$158,676	
Mansfield Brickyard	$ 95,108	
West Sleepy Hollow grants in aid	$ 8,164	
Phosphorous Control Plan (Village and Town)	$ 5,634	
Better Roads Grant 2021(Town for Osgood and Catella)	$ 2157	
TV inspection of Village storm lines	$ 9,000	
TV inspection of Town storm lines	$ 9,000	
Tanglewood CCRPC _UPWP Project	$ 7,127	
Grants in Aid FY21	$ 6,250	
Corduroy Vale Outlet Better Roads (Village)	$ 1,502	

Estimated Total Local Share Needed to Fund Existing Grants $906,545

All the major projects will take from 2 to 3 years to reach a level where they can be constructed. If all the projects needed the funding today, the account would be short by $139,668. If the last major required Flow Restoration Project goes into FYE22 for construction and another $150,000 is added for FY22, the Capital Stormwater Account would have close to a zero balance by the start of FY23. **There needs to be more funds**

added going forward or an alternate source of funding provided. No large grants can be applied for at this time due to the limitations on funding.

At this time, because the State's effort to rapidly move qualified projects forward, grant money is still more accessible than it is likely to be in a few years. The onus of the financial burden to remove phosphorous will be on the municipal sector in Chittenden County. Projects will have to be completed to remove phosphorous with or without grants. With grants, the financial burden on local taxpayers is less. With the grants already received, there has been a savings to local taxpayers of over $2 million dollars. To continue this cost–saving, more funds will be needed.

There are a number of ways to do this including: 1) adding on to the capital tax and dedicating the additional funds to storm-water, 2) voting a storm-water bond or 3) increasing the capital contribution to storm-water by decreasing other capital fund line items or 4) adding a local sales tax or 5) possibly some combination of all.

One of the most recent grant projects received by the Town and Village is for a Phosphorous Control Implementation Plan. When this plan is completed in early calendar year 2021, both the Town and Village will have a better cost estimate for future permit compliance which can be used to determine an appropriate level of funding.

INFORMATION MANAGEMENT

(Account # 130.46850.000) IT Equipment Replacement and Upgrade…..No Capital Funds were budgeted for this account in FYE21 but $4000 was transferred into this account.

A long term plan for updating and replacing IT equipment has been developed. The balance in the account as of June 30, 2020 was $29,664.66. A total of $45,132.16 was spent in FYE20.

NATURAL RESOURCES MANAGEMENT (FORMERLY CONSERVATION)

(Account # 13046817.000) Set-aside for Natural Resources Management (Conservation)……. Capital Funds were budgeted for this account in FYE21 in the amount of $10,000.

The balance in this account as of June 30, 2020 was $25,469.69 ($5,544.64 was used under an ash tree replacement grant in FYE20). With the added $10,000, the balance starting the year was $35,469.69. Another $4,344.38 will be used to finish the ash grant in FYE21. Removal and replacement costs were higher than expected, and now that emerald ash borer is present in the area, staff and the CTC are re-evaluating the response strategy and considering limited insecticide treatments, which may slow down EAB and possibly save the majority of ash street trees.

RECOMMENDATION: It is recommended that the Selectboard review and provide input on this status report. A proposed Capital Plan for FYE22 to FYE26 will be presented to the Selectboard in early January of 2021.

BUILDINGS

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Highway Garage
Account Number: 130-46802.003

4. Date: October 22, 2020

5. Project Location: Town Highway Garage off Sand Hill Rd

6. Project Description: Fix the bottom of the metal siding on the building. It is starting to rust and needs replacement. Siding pieces were saved when the steel reinforcement project was done on building in 2019. Cost of project to be upwards of $10,000.

7. Project Purpose & Justification: The facility needs to update the siding to help extend the life of the building.
There is currently $12,754 in this account as of 06/30/2020.

8. Priority:

- ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☒ Project needed to maintain department/program/activity at current level of performance.
- ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: (1) do nothing and continue letting he siding deteriorate to a point where it is visible from the outside to the inside. (2) seek another site for the highway garage.

Note: A buildings study is underway to look at alternatives to expansion at the current site. It is not expected that this study will be fully complete until mid to late FY21. Capital funds should still be set aside to meet this need.

11. Anticipated Useful Life: 40 years

12. Is this project part of an inter-municipal or regional program?
x No Yes Specify: Possibly with Village PW

13. Is approval or review of other governmental agency(s) required?
☐ No ☒ Yes Name(s) of agency: To be determined

14.a) Total requested Capital Funds for FY22

Fix the siding of the building $10,000

Bottom of the siding near the ground is starting to rust. It would preserve the building, and upkeep.

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$10,000

14c) Funds to be transferred from Operating Account

$0 from Acct #

14d) Funds to be transferred from Prior Year Capital Account

$ 0 from Acct # 130-46802.003

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 10,000
2023	$ 10,000
2024	$ 10,000
2025	$ 10,000
2026	$ 10,000

Priority ranking: 1,4,5, C
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works/Parks and Rec/Fire

2. Dept. Head Signature:

3. Project Title: Building Facility Needs Study
Account Number: 130-46808.100

4. Date: October 20, 2020

5. Project Location: PW, Parks and Rec/ Fire complexes in Town and Village

6. Project Description A study was initiated covering three departments for determination of current and future space needs. The direction is towards further consolidation of Public Works and currently both the Village and Town Public Works facilities are inadequate. The Fire and Parks/Recreation Departments have issues over inadequate space. This project funds a study to identify what these needs are and what the costs might be to rectify the problems. Study partially complete.

7. Project Purpose & Justification: Further consolidation of the Village and Town Public Works Departments will be difficult in the current facilities location and condition. The Fire Department needs added space and a solution to the Public Works space issue may help resolve the Fire Department issues. Parks and Rec is currently renting program space and needs to find space both for current and future programs.

Anticipated need for $25,000 to continue 2nd phase of study.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☒ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: do nothing and operate the various departments under conditions of inadequate space.

NOTE: $25,231 still remaining of $50,000 programmed for funding as of November 1, 2020, $10,000 of the $50,000 is from the Village so Town share is $40,000.Contract study cost of $45,650.

11. Anticipated Useful Life: 25 years

12. Is this project part of an inter-municipal or regional program

No ☒ Yes Specify: Village and Town

13. Is approval or review of other governmental agency(s) required?

☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

Continuation of the study beyond the initial contract is dependent on the merger vote.

$25,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$25,000

14c) Funds to be transferred from Operating Account

$0_____ from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0_____ from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ $25,000
2023	$ unknown
2024	$ unknown
2025	$ unknown
2026	$ unknown

Priority ranking: 4,5, A
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Parks & Recreation

2. Dept. Head Signature:

3. Project Title: Community Rec. Facility Feasibility Study
Account Number: 130-46808.000

4. Date: October 20, 2020

5. Project Location: TBD

6. Project Description: Building of dedicated recreation space as part of new town administration building or as a separate building on another site. The funds set aside in previous years will be utilized in FYE19 to participate in a consolidated space study to include Fire, Public Works and Parks-Recreation

7. Project Purpose & Justification: There is a continuing need for indoor recreation space year-round. Although temporary space has been rented, programs could be expanded for more patrons if adequate space was permanently available. The study proposed for FYE19 will be broad based and look at all needs.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☒ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☒ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: (1) do nothing (2) rent other available space (3) purchase space (4) construct new facility (5) rehabilitate and convert other Town space.

11. Anticipated Useful Life: unlimited

12. Is this project part of an inter-municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☒ No ☐ Yes Name(s) of agency: To be determined based on specific project

14.a) Total requested Capital Funds for FY22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	**Amount**
2022	$ 0
2023	$ 0
2024	$ 0
2025	$ 0
2026	$ 0

Priority ranking: 4,5, C, D
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022- 2026

1. Department: Fire Department

2. Dept. Head Signature:

3. Project Title: Buildings – Fire Department
Account number 130-46899.021

4. Date: October 20, 2020

5. Project Location: Fire Dept. Building on Sand Hill Road

6. Project Description: Funds to replace aging building infrastructure. New lighting needed.

7. Project Purpose & Justification: The Fire Department building needs are being evaluated as part of a multi-department study to be done in 2019. This project is to establish a capital fund to meet ongoing and future building needs

8. Priority:
A Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
X □ **B** Project needed to maintain department/program/activity at current level of performance.
□ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
□ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status
Plans not needed
□ Preliminary Estimate
□ Nothing done except this report
X □ Survey in progress
□ Survey completed
□ Sketches/preliminary plans done
□ Plans and specifications in progress
□ Plans and specifications completed

10. Alternatives to Request:
Continue to fund long-term building needs from the Operating accounts or other sources of revenue after building failure at a much greater cost

11. Anticipated Useful Life: Variable depending on project

12. Is this project part of an inter-municipal or regional program?
X No Yes Specify: mutual aid

13. Is approval or review of other governmental agency(s) required?
No X □ Yes Name(s) of agency: possibly State Fire

14.a) Total requested Capital Funds for FY22

New lighting $ 15,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)
$15,000

14c) Funds to be transferred from Operating Account

$0 from Acct #

14d) Funds to be transferred from Prior Year Capital Account

$ from Acct #130-46802.011

$ 0 from dedicated capital buildings reserve

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$15,000
2023	$15,000
2024	$15,000
2025	$15,000
2026	$15,000

Priority ranking:
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: □ Accepted as is
□ Accepted with modifications
□ Denied

1. Department: Public Works - Buildings

2. Dept. Head Signature:

3. Project Title: Fort Ethan Allen Water Tower Repairs
Account Number: 130-46802.012

4. Date: October 20, 2020

5. Project Location: East end of Fort Ethan Allen

6. Project Description: Based on a structural engineer's evaluation, the Tower was closed to the public in 2009 due to the poor condition of the stairs and stair supports. Repairs are needed to the roof, to the stairs, and to the masonry. Designs are needed to prepare detailed plans and specs. Some funds have been set aside but they are not sufficient to do even the Phase 1 repairs. Fundraising is planned by the Community Historic Committee. Current Town balance as of November1, 2020 = $54,168.Total cost estimated at $165,000 to $180,000

7. Project Purpose & Justification: Minimum repairs are needed to prevent further deterioration of the structure and stabilize it so that the building does not further deteriorate. The structure is an important part of Essex history. Eventually the intent is to provide access to the upper portion of the Tower for maintenance activities and potentially future public access. The report dated 15 June 2009 outlines both the short and long term needs as well as a memo dated 1 December 2016 and the latest cost estimate dated September 1, 2019.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☒ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☒ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Allow the Tower to deteriorate to the point where repairs may not be possible without total reconstruction. The Tower is currently closed for all access.

Historical Society has received another $19,073 for the project.

11. Anticipated Useful Life: unknown

12. Is this project part of an inter-municipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
No ☒ Yes Name(s) of agency: Historic preservation

14.a) Total requested Capital Funds for FY22
Request was for $50,000 but the new funds that are available are only sufficient to provide $10,000.
$10,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)
Historical Society request $10,000

14c) Funds to be transferred from Operating Account
$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account
$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 10,000
2023	$ 10,000
2024	$ 10,000
2025	$ 80,000
2026	$ unknown

Priority ranking: 4,5,C
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

PO Box 8388, Essex, Vermont 05451

November 20, 2020

TO: Town of Essex Selectboard

FROM: Essex Community Historical Society Board of Directors

RE: Request for Funding in FY22 Town Capital Fund Budgets

The Essex Community Historical Board is requesting ***$105,100*** in the Capital Fund Budget for the Fort Ethan Allen Water Tower restoration,

As stated in previous annual requests, the request for the Capital Fund Budget for the Fort Ethan Allen Water Tower restoration is in accordance with the Town Plan Goal 1b: The historic, cultural, and visual qualities of Fort Ethan Allen are preserved. It is also in accordance with Specific Policy 3(S)8: the adaptive reuse of historic structures shall be encouraged (when restored the Tower will be adapted for student education and as a destination for tourists). To date, we have raised $20,530 including two historic preservation grants. Together with the $64,168 already in the Capital Budget for the Tower, we have $84,698 for the Tower restoration.

We are thankful for the funds approved in the Capital Fund budget for the Tower restoration in previous years. However, $10,000 a year will not achieve the needed funds for the restoration any time soon, and neither, will it get us close enough to the amount needed to apply for historic preservation grants. There are three historic preservation grants (National Society Daughters of the American Revolution, Vermont State, and Cerf Fund) for which we could apply. These grants have a maximum of $10,000 to $25,000. These granting agencies will not give us funding until we have enough cash on hand to cover the cost minus their grant.

The community has shown support for this project by many people donating small amounts of money. However, we need an individual or individuals who will contribute several thousands of dollars to make the completion of this project possible. With our limited fund raising expertize and volunteer hours, ECHS does not have the capacity to search out and contact these individuals.

The Board has thought long and hard on this but have come to the conclusion that it is irresponsible for us to continue this fund raising campaign indefinitely and that we need to have the funds to complete this project within three years.

Estimates for the total cost of the project are in the $400,000 range. We currently have $84,698 in the Tower fund which leaves a balance of $315,302. An additional $105,100 per year would allow us to complete in three years. We will continue to explore other avenues for funds, but are requesting $105,100 to be placed in the Capital Fund budget for FY22, FY23, and FY24.

Thank you for your consideration of our request. Please contact us if you need further information.

PO Box 8388, Essex, Vermont 05451

November 20, 2020

TO: Town of Essex Selectboard

FROM: Essex Community Historical Society Board of Directors

RE: Request for Funding in FY22 Town General Fund

The Essex Community Historical Board is requesting ***$3,600*** in the FY22 General Fund Budget for operating expenses.

The request for the General Fund Budget is to cover the following expenses:

Printing of two issues of the ECHO (educational newsletter)	$500
Graphic design of two issues of the ECHO	$350
Postage – mailing two issues of the ECHO and an annual meeting notice	$206
Board liability insurance	$850
Museum and collection insurance	$700
Protective and conservation materials for the collection	$154
Wi-Fi at Harriet Farnsworth Powell Historical Museum ($70/month x 12 months)	$840

Each item for which funding is requested in the General Fund Budget supports one or more of the following missions of the Society:

1) To preserve the history of the Town of Essex
2) To act as an educational and research resource
3) To disseminate historical information
4) To operate the Harriet Farnsworth Powell Historical Museum
5) To identify historic sites in the Town of Essex

The General Fund Budget funding will allow us to continue:

1) to promote the Town as a great place to visit through our web page, Facebook, and ECHO
2) to preserve and disseminate the Town's history
3) to educate the Town's children through field trips for 240 elementary students from the Village and Town schools and Scouts each year to the Harriet Farnsworth Powell Museum
4) to present programs on the Town's history to 350 people, and
5) to sponsor fun events like the Sing-A-Long and Christmas tree lighting for 230 people

Thank you for your consideration of our request. Please contact us if you need further information.

ESSEX COMMUNITY HISTORICAL SOCIETY
STATEMENT OF ACTIVITIES
October 2019- September 2020

REVENUE	
Dues	220.00
Book sales	80.00
Contributions	65.00
Town of Essex FY19 Budget	3500.00
Tales and Treasures	300.00
Interest income	68.03
Deaccession	
Water Tower	510.09
Total Revenue	***4743.12***

EXPENSE	
Echo Newsletter	560.75
Postage/PO Box	345.80
Vermont Historical Society Dues	50.00
Web page	66.75
Sing-a-long	137.58
Office supplies	54.60
Collection	50.00
Exhibits	
Insurance	667.00
Tales and Treasures	
Printing	7.95
Moving dolly	36.79
Books	582.74
Secretary of State filing	20.00
Trivia prizes	20.00
PastPerfect software	399.00
Total Expenses	***2998.96***

ACCOUNT BALANCES 9/30/20	
General Accounts	
Checking	4069.94
Savings	655.90
Restricted Accounts	
Collection insurance (checking)	700.00
Echo (checking)	540.00
Postage (checking)	268.00
Tales and Treasures	1300.96
CD -- TD Bank (separate)	4794.20
1805 Schoolhouse Fund (savings)	577.00
Deaccession Fund (savings)	813.75
Water Tower (separate)	20330.23
Total Cash on Hand	***34049.98***

Town of Essex: Capital Improvement Program FYE 2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Memorial Hall Modifications
Account Number: 130-46802.009

4. Date: October 20, 2020

5. Project Location: Memorial Hall on Towers Road

6. Project Description: long term: ($380,000) addition of 1200 ft one story structure to the rear of the building for program space, rest rooms and storage space.

7. Project Purpose & Justification: Reference Memorial Hall Space and Use Study conducted by Black River Design dated 6 October 2003 and 7 December 2007 and December 31, 2008 (with changes)

8. Priority:

- ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ Project needed to maintain department/program/activity at current level of performance.
- ☒ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☒ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Refer to study for alternative solutions. Funds in the amount of $19,852 are currently available to enable the construction of a small food service area or for other use as recommended by the Memorial Hall Committee to the Selectboard.

11. Anticipated Useful Life: 20 years

12. Is this project part of an inter-municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: Dept. of Labor and Industry, Town Planning/ Zoning.

14.a) Total requested Capital Funds for FY22

$ 0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$ 0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct # 30-46802.009

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 0
2023	$5,000
2024	$5,000
2025	$5,000
2026	$5,000

Priority ranking: 4,5 B
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department Town Clerk

2. Dept. Head Signature:

3. Project Title: Records Preservation Project

3a. Account Number:

4. Date: October 28, 2020

5. Project Location: 2 Lincoln Street and offsite

6. Project Description: Restore permanent records stored in old vault at 2 Lincoln Street

7. Project Purpose & Justification: Permanent records damaged – see attached memo

8. Priority:

- ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ Project needed to maintain department/program /activity at current level of performance.
- X☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- Ξ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request:

11. Anticipated Useful Life:

12. Is this project part of an inter-municipal or regional program?

X☐No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

X ☐ No ☐Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 2022

Total project costs estimated at $233,070.

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0

14e) Use available funds from the Records preservation Account.

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ to be determined
2023	$ to be determined
2024	$ to be determined
2025	$ to be determined
2026	$ to be determined

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

TOWN OF ESSEX
VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452
Phone: 802-879-0413 • E-mail: clerk@essex.org • Website: www.essex.org

MEMORANDUM

TO: Sarah Macy, Finance Director
FROM: Susan McNamara-Hill, Clerk/Treasurer
DATE: October 25, 2019
SUBJECT: Capital Budget Request FY21

Issue
Permanent town records (books of land records general index, grand lists, old school registers) stored in the basement vault at 2 Lincoln Street have become damaged over the years due to mold and mildew.

Discussion
It is necessary to restore the damaged records so that they may be accessed for information. There is no disposition schedule for the records affected. As of now, they are not accessible due to the condition of the books and the vault itself. This request should be partnered with a request in the Village of Essex Junction capital budget to remediate the issue with the basement vault. The records, once restored and cleaned up, can be moved to the vault at 81 Main Street so that the public records are accessible.

Attached to this memo is a report and estimate from Kofile regarding the restoration project for the damaged records.

Cost
Estimate dated December 21, 2018 was $233,070.02. (There may be partial funding available from the Records Preservation Fund to offset some of the expense of restoring the books.)

Recommendation
This project is necessary to comply with state law requiring that the records are permanently kept and accessible to the public.

Kofile

December 21, 2018

Honorable Susan J. McNamara-Hill
Town of Essex, Town Clerk/Treasurer
81 Main Street
Essex Jct., VT 05452

RE: Preservation of Record Books

Dear Hon. Susan J. McNamara-Hill,

This quote addresses the preservation of 159 volumes for the Town Clerk's Office for the Town of Essex, Vermont. All services will be completed by Kofile Technologies, Inc. (Kofile). All pricing is based on Good Faith Estimates of page counts and is good for 90 days from the date of this quote.

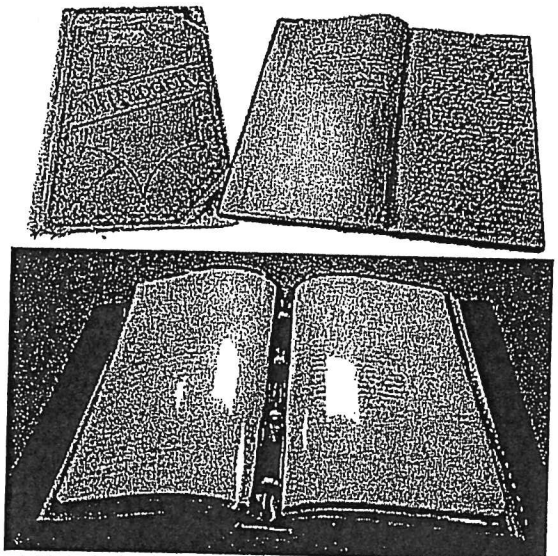
PROJECT UNDERSTANDING

Kofile Preservation, Inc. now known as Kofile Technologies, Inc. (Kofile) is uniquely qualified to address the long-term management, preservation, digital access, and storage of any permanent retention records and active records. Preservation insures the survival of **source originals** for the application of future technologies.

Our staff is trained in paper conservation methods developed specifically for books and documents used by County, Municipal, and other government offices. Kofile Technologies employs over 60 conservation technicians, many have 10-30 years of experience.

Without proper care, irreplaceable records may be lost. The ravages of time, acidic papers, acidic inks, usage, temperature, humidity, UV light, improper storage, and unforeseen disaster threaten their existence.

Preservation will minimize chemical and physical deterioration, and prevent the loss of text. It will prolong the existence and useful life of the item. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization - or any maintenance or repair of the existing resource to protect or stabilize it from further deterioration.



A historical volume from Titus County, Texas, before and after service.

ONE ALLEN MARTIN DRIVE, ESSEX, VT 05452
800-639-3027 802-878-3335 F/ 802-878-0932 WWW.KOFILE.US

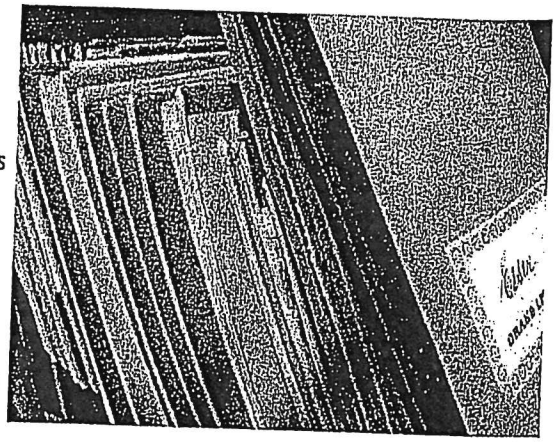
Kofile

CONDITION ASSESSMENT

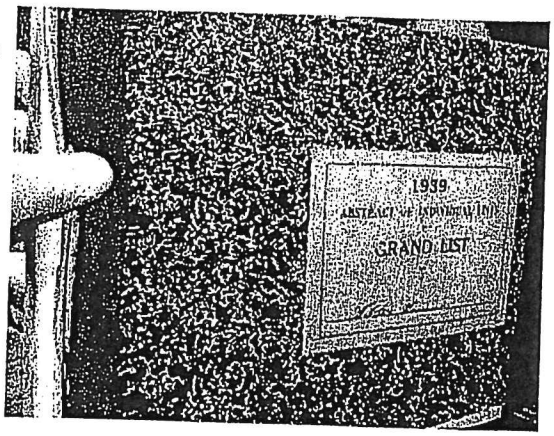
This collection of is in fair to critically poor condition. Many of the volumes contain pages that have extensive ink transfer and are extremely fragmented, brittle, and yellowing.

Photographic documentation and additional areas of concern of these volumes continue on the following pages.

Mechanical Damage (Use & Abuse)
Everyday use greatly effects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Even with careful use, exposed fragments become abused.

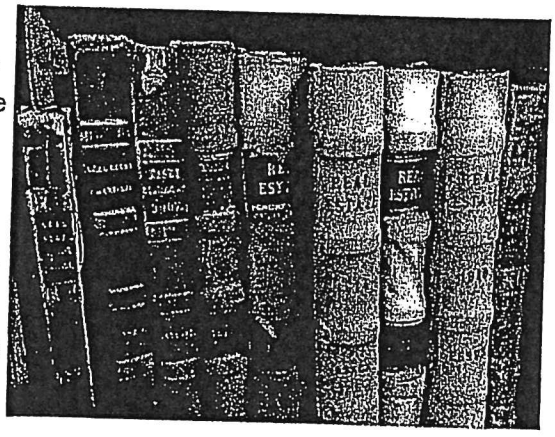


Acidic Ink
Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid—which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.



Acidic Paper
Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic— as evident by embrittlement and yellowish-brown discoloring. Paper also brittles when relative humidity fluctuates.

Broken Book Block
Once a binding fails, damage escalates. Sheets are free to drift from the protection of the book block. With exposure, fragments are abused and susceptible to loss.



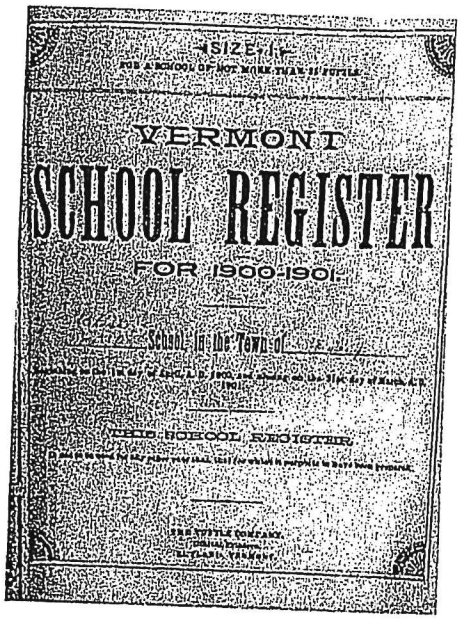
Binding Margin
Sometimes a book contains sheets in which the writing continues into the binding margin. To rebind and protect these sheets, encapsulation, not punching, is the only solution. This is also true of books that previous vendors have guillotined.

Temperature & Humidity Monitoring
While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48—72 hours.

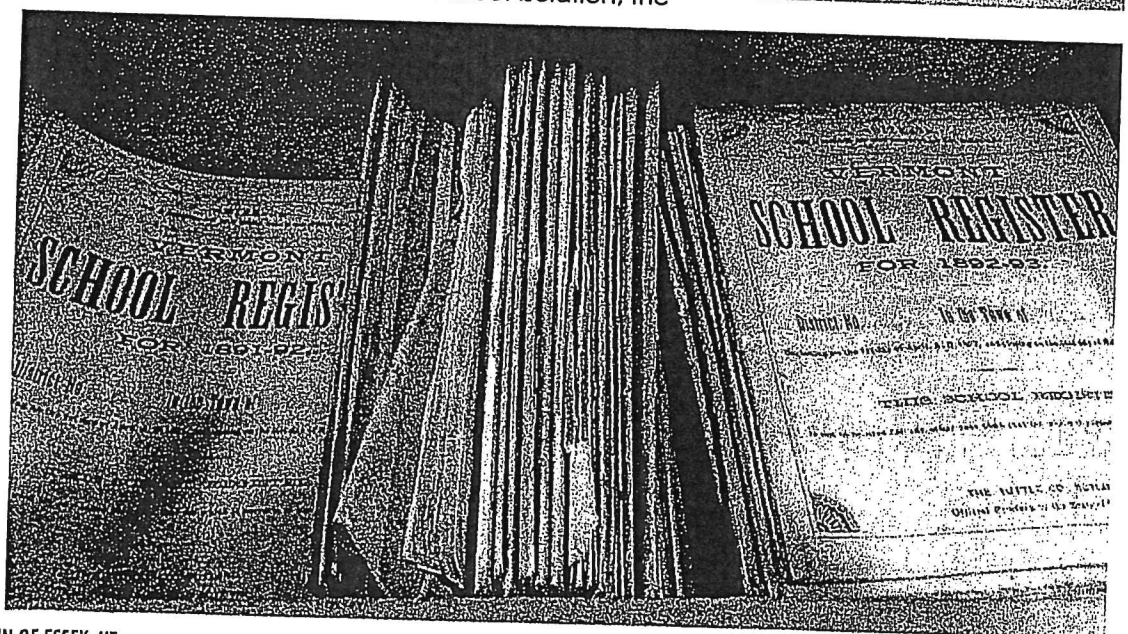
Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse or records facility (especially on weekends).



Mold & Mildew
In an archives, mold and mildew often emerge following flood, fire, the presence of micro-organics, or proximity to toxic substances (asbestos or bacteria). Mold will have a visible presence on the binder or page's surface. It is often visible emerging from the spine's binding and creeping down a page's margin. Mold is considered active if the growth is damp and smears. Inactive mold is dry and powdery.

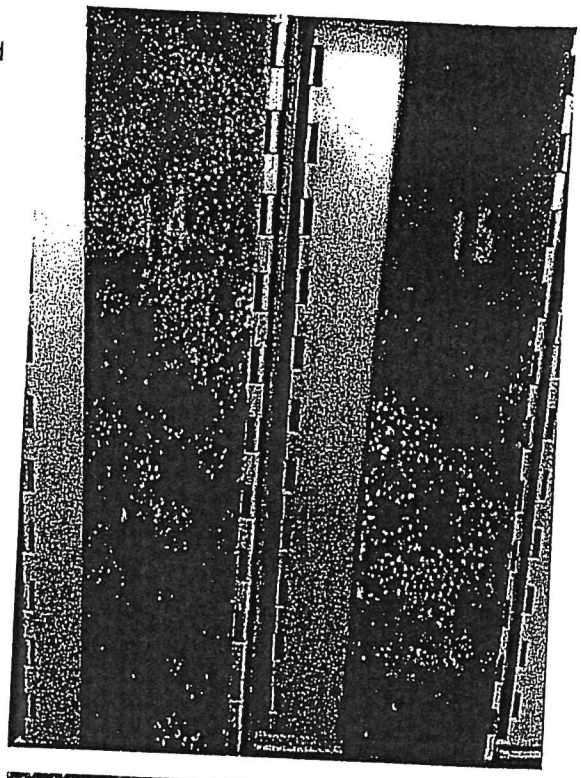
Mold Remediation
Items are tested for active microorganisms and humidity levels. Items with active toxins require ozone treatment in an isolation booth. Without isolation, the

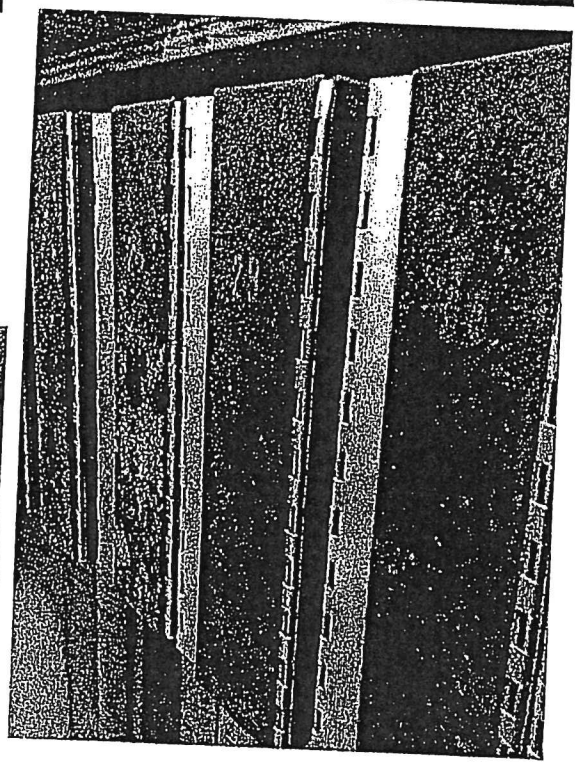


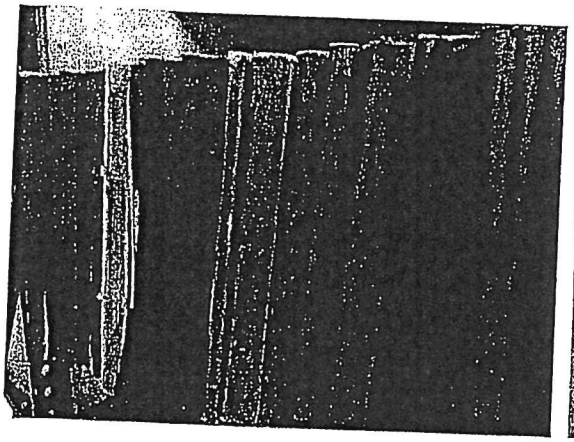
mold spores could enter the HVAC and infect a facility. This treatment kills the mold spores—meaning they will not grow or re-germinate. Inactive mold is still an allergen and requires removal.

Treatment varies depending the paper's strength and stability. Kofile's treatment protocol follows a strict adherence to maintaining segregated work areas to prevent re-contamination. All tools and other reusable materials are cleaned after each use. All staff utilize protective personal equipment (PPE) to ensure safety and to prevent cross-contamination.

Remediation commences with dry surface cleaning. Surface cleaning incorporates accepted methods, including HEPA vacuum, latex sponges, soft bristled brushes, and isopropyl alcohol solutions. Soft brushes dislodge accumulated particles prior to and during vacuuming. Latex sponges lightly lift particles from surfaces. The HEPA vacuum allows for the suction, or aspiration, of mold spores, and a fine mesh-screen overlay protects delicate or degraded surfaces. Chemical treatments are only used when spores are embedded into the paper's fiber—and only in extreme cases. Materials are tested for stability and suitability before solutions are applied.







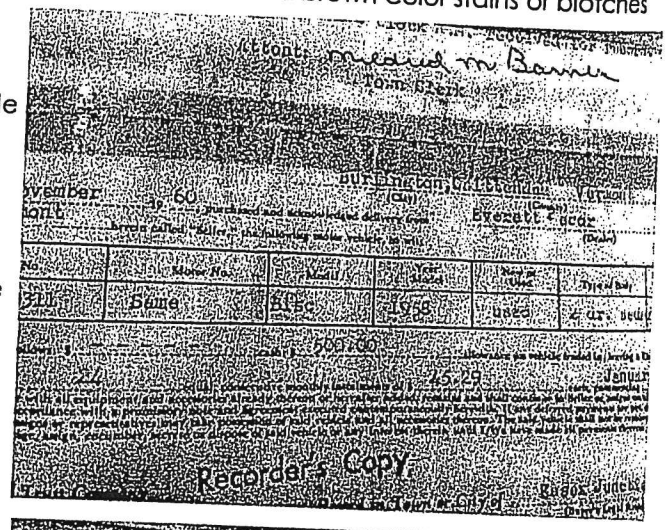
Kofile

Guillotining
Always question vendors if they recommend power cutters to dismantle sewn books. Kofile never attempts any procedure potentially resulting in a loss of text or weakening of document integrity. For these purposes, we do not endorse or practice guillotining. A sheet's binding margin should never be compromised.

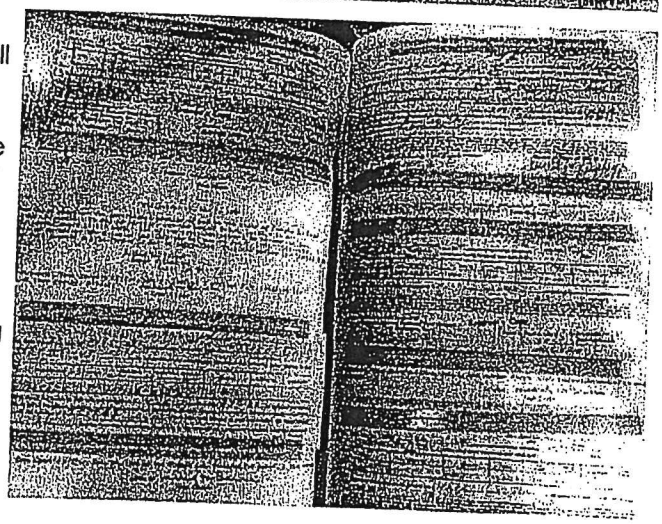
Non-Archival Quality Materials

The off gasses of deteriorating metal or rust contribute to the chemical breakdown of historic volumes and documents. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually completely destroy the fabric of the volume. Another symptom of metal oxidation is *foxing*, or fox-like reddish and brown color stains or blotches on paper.

Attachments and Inserts
Many volumes contain irreplaceable inserts and attachments. The information documented on these inserts is at great risk of loss and damage. Kofile preserves the attachments and encapsulates them in sequence for return with the volume.



Tape & Non-Archival Adhesives
The Library of Congress warns "pressure sensitive tapes, such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes" are all culprits. These tapes are unstable. All tapes and adhesives of these types will stain the paper and may cause inks and colors to 'bleed.' Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item, and difficult to remove." [1]



Adhesive stains may lead to imaging issues. Many counties have approved low-bid imaging and microfilm projects resulting in illegible images. To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure-sensitive adhesives.

Kofile

SCOPE OF WORK

Kofile addresses each volume individually based on its specific needs. Binding and encapsulation choices are discussed at pick-up, at the Town's facility, with the authorized Town staff signing off on the proposed general treatment.

Deacidification is recommended for records with either acidic inks or paper. This is confirmed by spot testing of the sheet's pH level.

If a binder's pages are fragile or torn, with a compromised binding (or broken book blocks) or compromised binding margins, then rebinding is crucial to the life of the record. Compromised binding margins (data was recorded close to the binding margin) may require encapsulation in Mylar pockets. Therefore, the pockets themselves are punched for binding in a post binder. For these records, Kofile recommends encapsulation and rebinding in Heritage Recorder binders. Otherwise, binding options are discussed at the time of pickup, and loose leaf or sewn binding identified, as well as binding cover materials. Only volumes with high fold endurance (paper strength) are recommended for sewing.

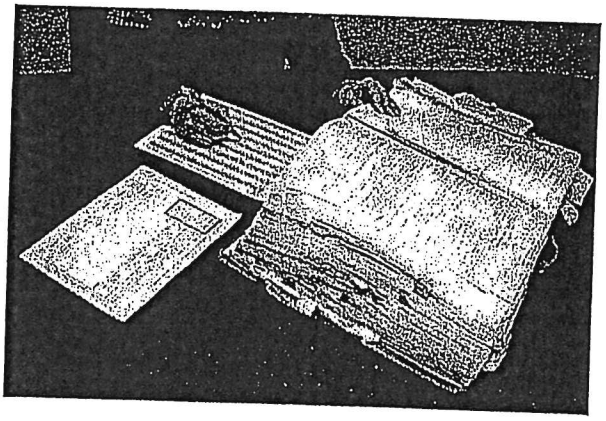
It is at Kofile that each volume is assessed page-by-page. As noted below, any special conditions are noted for treatment. A general course of treatment is outlined following:

1. DOCUMENT TREATMENT

Maintain an information log for each volume noting the following:

- Condition of document upon receipt
- # pages and proper pagination, blank pages
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, Photostat, originally typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Special characteristics
- Any other information pertinent to the identification of the volume

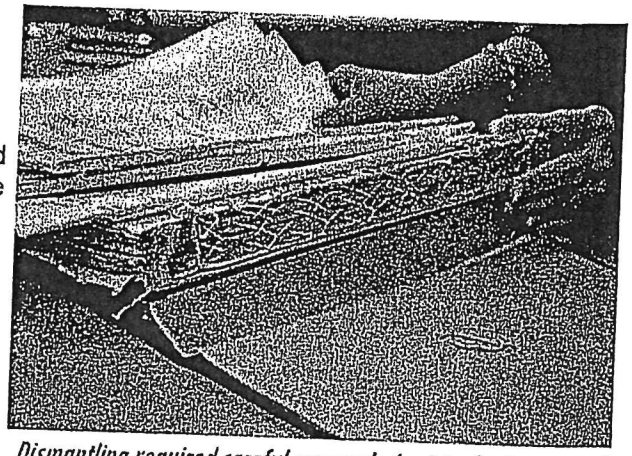
This is the standard log used for all books and documents treated at Kofile Technologies. It records original condition, pagination, pressure sensitive repairs and other previous repairs, presence of staples, paper clips, etc, acidic glues, identity of certificates, original lettering on spine, loose pages or attachments and any other special characteristics and pertinent information. This log follows the book through the treatment process and is used in the final quality check. It is held as a permanent record of treatment.



2. DISMANTLE BINDINGS

Dismantle bindings completely, following accepted archival restoration guidelines. Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents. Cutting or chopping is unacceptable. The text block must be well cleaned and carefully disassembled.

- Remove all original binding materials and adhesive residues.
- Remove staples, paper clips, brads, etc.
- Remove pressure sensitive tape and old glue.
- Remove any sheets that are blank on both sides.



Dismantling required careful removal of original adhesives and threads by hand.

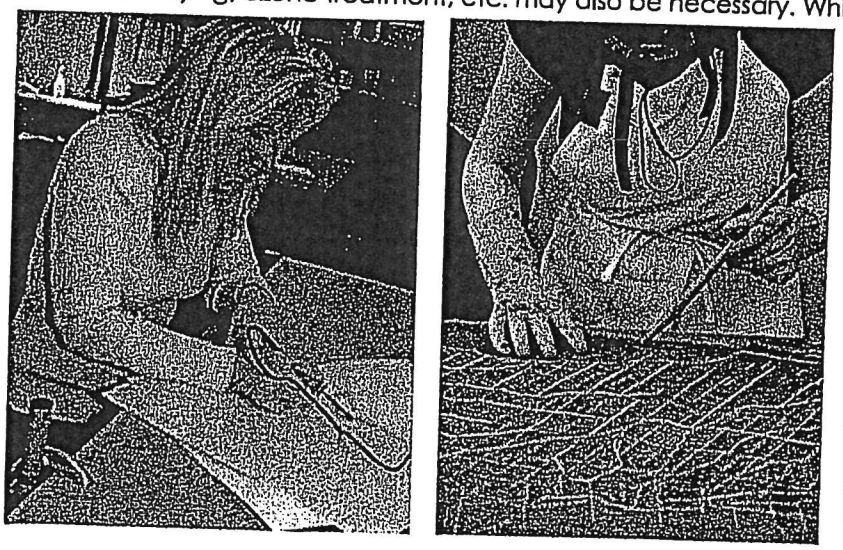
For books to be Archival Grade Polyester encapsulated, manually separate folios into single sheets.

3. SURFACE DRY CLEAN

Sheets are surface cleaned to remove deposits. This includes dust, soot, airborne particulates, sedimentation, insect detritus, or even biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.

Mold Remediation

Contamination results from flood, fire, or micro-organics, or proximity to toxic substances (asbestos or bacteria). The former requires treatment in an isolation booth. Fragile materials are vacuumed through a fine, mesh-screen overlay. Remediation such as freeze drying, desiccant drying, ozone treatment, etc. may also be necessary. While treatments kill mold

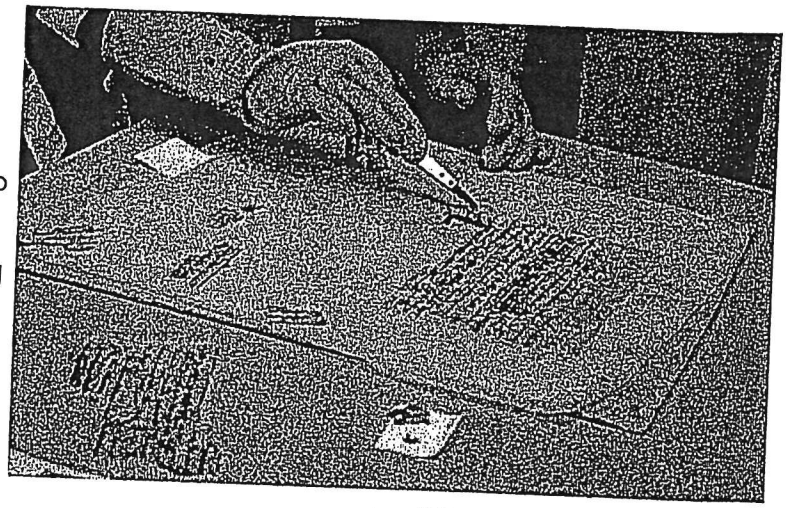


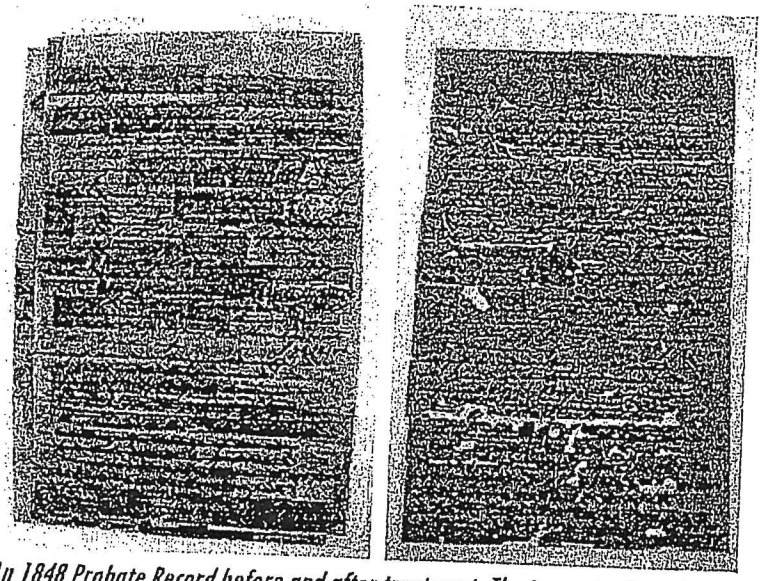
Kofile carefully coaxes adhesives and tape—a mechanical method is pictured far left (by application of heat and pressure), and a chemical method.

or bacteria, elimination of stains is often impossible. Chemical treatments are only used when mold is embedded into the fiber—and only in extreme cases. Dead mold spores can be removed with an ozone treatment. This is accomplished with a dry wash by a specially treated chemical sponge.

5. REPAIR/RESTORE

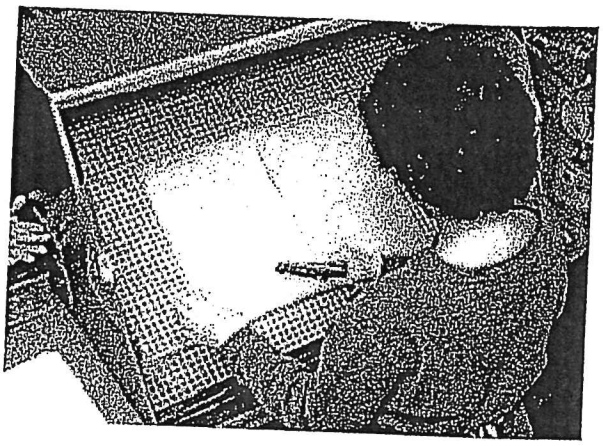
- Remove non-archival repairs or fasteners, such as residual glues. All tape and previous mends are removed to the extent possible without causing damage to paper and inks.
- Mend and guard paper tears with Japanese tissue. All materials are acid free and reversible. Mending tissue is lightweight, closely matching in color and flexibility, eliminating formation of a breaking point in the sheet. Kozo paper, in both natural and white finish, is used due to its strength and transparency after application.
- Adhesive for all tear repairs and guarding of folios is ethyl cellulose paste or proven equal. Sufficient press time is allowed after mending to ensure paper will not cockle and that the text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.
- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance. Flatten sheets as necessary.





An 1848 Probate Record before and after treatment. The image to the right shows the page after deacidification, tape removal, and mending with archival Japanese tissue. The image above shows a Kofile conservator piecing the document together after the adhesive was reduced.

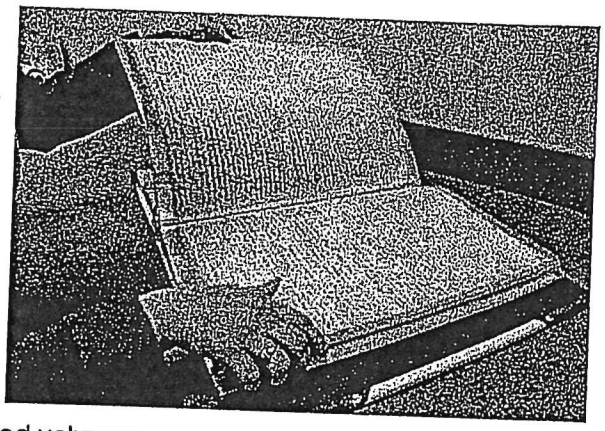
Deacidify



Deacidification and buffering are performed with a custom-built spray exhaust booth using Bookkeeper® (magnesium oxide spray). Bookkeeper® spray is far more benign in its effects on the environment and worker safety than other deacidification products that have been available. The minimal acceptable application of this material is to one side of the sheet of paper. In all cases, it is the practice of Kofile Technologies to spray both sides of the sheet to ensure complete buffering of the paper. The final pH of paper treated with magnesium oxide is about 8 with an alkaline reserve of 2-4%. Pages will be tested prior to treatment to determine compatibility of media with the process.

6. RE-SEW/RE-BIND

Encapsulated Records



- Encapsulate sheets, as necessary, utilizing Archival Grade polyester envelopes 3 mil (or other appropriate mil). Envelopes are uniform size with welded seals. Kofile utilizes SKC Films, Skyroll SH72S®, for all of its encapsulation projects. Each sheet is encapsulated in a custom Lay Flat Archival Polyester Pocket™.
- Pockets are stuffed and punched for binding. New binders are tooled with 23-karat gold foil. Title stamping will generally follow the same format/ style of originals and/or previous restored volumes.
- If encapsulated, a volume may return as two volumes, depending on page count. Original volumes of 350 pages or more are usually split into two or more parts. A dedication and treatment report is included in the binder.

7. QUALITY CONTROL

- A final quality check is conducted with reference to original log sheet.
- Remove and return all blank pages, where practical. Note of location of removed blanks to be inserted into appropriate volumes (Example: Blank pages #55-122 were removed during conservation treatment (see Treatment Report) Oct. 2017).
- A Treatment Report, referenced to the information log, is provided for each completed volume.

All procedures to be performed are in accordance with generally accepted standards of conservation and restoration practice. Alterations, changes or insertions of any new material in any record is strictly forbidden.

Kofile

PROJECT OVERVIEW

TOWN OF ESSEX, VT BOOK PRESERVATION PROJECT						
RECORDS SERIES TITLE	VOLUME	DATE	QTY.	NOTES	LEVEL OF SERVICE	TOTAL
School Registers	1-65	1900-1963	65 *vols.*	Moldy-Ozone/Gamma ray	PRV	$94,956.88
L.R. General Index	5		1 *vol.*		PRV	$3,627.00
L.R. General Index	6		1 *vol.*		PRV	$3,385.20
Village of Essex Junction Treasurers Book			1 *vol.*		PRV	$3,425.50
Grand Lists		1844-1899	50 *vols.*	Combine into 25 vols. w/2 years each	PRV	$40,929.69
Grand Lists		1934-1958	41 *vols.*		PRV	$86,745.75
				TOTAL (*159 volumes*)		$233,070.02

TOWN ACCEPTANCE

- Without a signed Agreement, prices are good for 90 days.
- Pricing is based on a Good Faith Estimate of page counts. Billing will occur on actual counts based upon agreed upon unit pricing, not to exceed the P.O.

PURCHASING VEHICLE (*Please check one to indicate purchasing vehicle selection*)

☐ GSA SCHEDULE 70 CONTRACT ☐ OTHER

_____ _____

Signature/Title of Town Representative *Date*

GSA SCHEDULE 70 CONTRACT COOPERATIVE PURCHASING

The GSA does not have a category for document preservation. Therefore, Kofile offers document preservation from the definition of the federal government—as a form of data conversion or records management, i.e. preservation provides better access to public data.

Schedule 70 Cooperative Purchasing (CO-OP) is entirely voluntary, and available for CO-OP with state and local governments at any time, for any reason, using any funds available. Other information pulled from GSA literature that may be helpful includes:

SERVICE	CORRESPONDING QUOTE ITEM NO.
Source Data Image Restoration: Analog	Items 1 - 4
Preservation of Source	Items 1 - 7
Source Data: Records Management Access	Items 6 & 7

Kofile

- ◊ Vendors are prepared to be a customer's primary point of contact.
- ◊ Customers are free to enter into a CO-OP agreement with any Schedule vendor without involving GSA.

Please find the following pricing according to Kofile's **GSA Contract No. GS-35F-275AA**. This includes the billing line items per the GSA.

GSA LINE ITEMS	PART NO.	ITEM	UNIT	UNIT PRICE	QUANTITY	TOTAL PRICE
	TCS005	Graphic Artist I	Hour	$65.00	1,661.5388	$108,000.02
	TCS007	Information Assurance Engineer II	Hour	$75.00	1,658	$124,350.00
	TCS010	Project Manager	Hour	$180.00	4	$720.00
					TOTAL	$233,070.02

Please do not hesitate to contact us with any questions. We look forward to serving the Town of Essex.

Sincerely,
Dennis Curran
Dennis Curran

cec

Town of Essex: Capital Improvement Program FY2022-2026

1. Department: Public Works - Buildings

2. Dept. Head Signature:

3. Project Title: Slate Roof Repairs at Memorial Hall
Account Number: 130-46802.009

4. Date: October 23, 2020

5. Project Location: Memorial Hall off Towers Road

6. Project Description: Replace slates that are damaged, falling off or missing. Funds have been accumulated for four years. The total available funds are approximately $100,000. The work will be completed in FY21 at a cost much lower than anticipated. Final costs will not be known until the work is completed.

7. Project Purpose & Justification: Needed to maintain the integrity and continued use of the building.

8. Priority:

☒ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ **B** Project needed to maintain department/program/activity at current level of performance.

☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

☐ Plans not needed
☒Preliminary Estimate
☐ Nothing done except this report
☐ Survey in progress
☒Survey completed
☐ Sketches/preliminary plans done
☐ Plans and specifications in progress
☐ Plans and specifications completed

10. Alternatives to Request: Long term damage to the building and contents.

11. Anticipated Useful Life: unknown

12. Is this project part of an inter-municipal or regional program?
☒ No ☐Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☒ No ☐Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$ 0

Work is planned to be done in FYE21

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$ 0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

_____ from Acct # ____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	**Amount**
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: 4, A
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
☐ Accepted as is
☐ Accepted with modifications
☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Buildings

2. Dept. Head Signature:

3. Project Title: Building Energy Retro Fits
Account number: 130-46802.011

4. Date: October 22, 2020

5. Project Location: Town Buildings

6. Project Description: Utilize funds for grant matches or the funds alone to develop and implement energy saving measures at Town buildings, lights and other Town infrastructure. The current plan is to continue setting aside funds for future energy opportunities and potential gran matches. The account has a current balance of $13,876.21 as of June 30, 2020.

7. Project Purpose & Justification: An energy audit has identified areas for saving energy in Town buildings. The Energy Committee may identify other areas for improvement.

8. Priority:

- ☒ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Lack of attention to energy saving possibilities in Town buildings and other infrastructure will result in higher operating costs and inconsistent positions relative to the need for the public to save energy.

11. Anticipated Useful Life: 10 – 20 years

12. Is this project part of an inter-municipal or regional program?
☐ No ☒ Yes Specify: Efficiency Vermont

13. Is approval or review of other governmental agency(s) required?
☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$5000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$5000

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$5000
2023	$5000
2024	$5000
2025	$5000
2026	$5000

Priority ranking: 4, B
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2021-2025

1. Department: Library

2. Dept. Head Signature: Caitlin M Corless

3. Project Title: Library Building Maintenance
Account Number: 130-46802.003

4. Date: October 28, 2020

5. Project Location: Town Library at the Intersection of VT 128 and VT 15

6. Project Description: Project includes front brick repair ($30,000); installation of 'Panic Button" ($1,500), bathroom hand dryers ($3,000); floor covering on main floor ($15,000); back of building canopy ($8,000) Total = $57,500. Priority is for brick restoration & back of building canopy.

7. Project Purpose & Justification: Normal operating budgets have not provided sufficient revenue to perform needed long-term renovation/maintenance. The front brick on the library needs immediate repair/reconstruction. The back of building canopy is to protect the handicap walkway from snow, water and ice buildup.

8. Priority:

- ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified. (brickwork)
- ☒ Project needed to maintain department/program /activity at current level of performance.
- ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate (brickwork, back of building, panic button system)
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
  Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Deterioration of building and more expensive repairs in the future.

11. Anticipated Useful Life:

12. Is this project part of an inter-municipal or regional program?

☐ No ☒ Yes Specify: Possibly. The panic button system could potentially be shared with a system at 81 Main.

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: Town Planning/ Zoning.; Dept of Labor and Industry

14.a) Total requested Capital Funds for FY21

For brick restoration $30,000
Back of Building Canopy = $ 8,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$38,000

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d)

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2023	$10,000
2024	$10,000
2025	$10,000
2026	$10,000
2027	$10,000

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Tree Farm Building Improvements
Account Number: 130-46802.014

4. Date: October 28, 2020

5. Project Location: Tree Farm off Old Colchester Road

6. Project Description: Buildings at the Tree Farm need to have major repairs. The residential house needs to be completely redone with extensive interior work and a new roof, new water and new sewer system. The estimated cost is $150K. The drying building was demolished. The large storage building needs a new metal roof and painting. The total estimated cost is $185,000. There is a potential to combine both Parks & Rec maintenance departments under one roof at the Tree Farm maintenance building. Estimated cost of $750,000.

7. Project Purpose & Justification: The facilities could be utilized for other purposes such as indoor recreation or other Town programs. Uses should be determined for the site and buildings prior to allocating funds for repairs, except for needed demolishing of the seed building. Use of combining both Parks & Rec maintenance would be to give both existing facilities more room by them vacating their existing facilities. This would also help both departments with staff and equipment uses.

The project account has $3,526 as of November 1, 2020.

8. Priority:

- ☒ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ Project needed to maintain department/program/activity at current level of performance.
- ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Without major repair work, the other buildings will continue to deteriorate and eventually need to be torn down.

A defined use needs to be found for the building before funds are spent on further work at the site, with the exception of a new roof for the large storage building,

11. Anticipated Useful Life: 25 years

12. Is this project part of an inter-municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: To be determined

14.a) Total requested Capital Funds for FY21

Funds are for a new roof on the large storage building and painting @ $20,000 $20,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$20,000

14c) Funds to be transferred from Operating Account

$0_____ from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0_____ from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 20,000
2023	$ 20,000
2024	$ 20,000
2025	$ 20.000
2026	$ 20,000

Priority ranking: 4, B

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

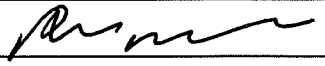
Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

EQUIPMENT

Town of Essex: Capital Improvement Program FYE2021-2025

1. Department Police

2. Dept. Head Signature: 

3. Project Title: Radio Base station

3a. Account Number:

4. Date: October 28, 2020

5. Project Location: EPD – 145 Maple Street

6. Project Description: Base radio for VSP/State Channel 2 SEE RADIO PLAN SECTION 8.1.2 ATTACHED. Fair base has been replaced with other COVID funds so not needed and cost estimate is now lower. Total $25,080

7. Project Purpose & Justification: **Replacement of outdated equipment**

8. Priority:

- ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ Project needed to maintain department/program /activity at current level of performance.
- X☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- X ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: None – Equipment out of warranty 12/2019. No federal/State grant funding available for this equipment.

11. Anticipated Useful Life: 10 years

12. Is this project part of an inter-municipal or regional program?

☐No Ξ Yes Specify: Emergency Ops/ Communications

13. Is approval or review of other governmental agency(s) required?

X ☐ No ☐Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 2022

$15080

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$10,000 from Acct # 110-20-1-920.000

14d) Funds to be transferred from Prior Year Capital Account

0 from prior years earmarked buildings funds

14e)

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$15,080
2023	$ 15,000
2024	$ 15,000
2025	$ 15,000
2026	$ 15,000

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

8 REPLACEMENT PLAN

As a result of recent inventory efforts and consultation from our radio vendor, Radio North, it has been determined that much of our infrastructure equipment is nearing or has already exceeded its useful life period. In many cases the manufacturer, Motorola, no longer supports the products we are using and does not sell parts to repair items in the case of failure. While there is no guarantee that this equipment will fail tomorrow or continue to operate for many years to come, it is important that a replacement plan be executed so that the most critical equipment is replaced as funds are available.

In order to extend the life of equipment and increase operational abilities, this plan does provide for temporary equipment moves that will assist with extending financial impacts over additional years versus all at once. This approach is not only important for financial planning, it also ensures that equipment does not need to be replaced all at once during the next cycle.

This plan DOES NOT include estimates for labor, infrastructure network equipment such as switches or cabling, battery backups, microwave links, antennas, or antenna cabling. Each of these items can vary significantly based on the application and are subject to inflation/current market status. Departments who intend on replacing equipment should budget additional funding for these items as a contingency.

NOTE: This plan only includes equipment owned/operated by the Essex Police Department AND equipment that is housed within Essex Police Department controlled spaces that is otherwise the responsibility of the agency that owns the equipment. This does NOT include infrastructure equipment that other agencies maintain as part of their radio systems.

8.1 ESSEX POLICE DEPARTMENT

8.1.1 Fiscal Year 2020

Device	Type/Model	Notes	Replacement Cost
Brigham Hill Repeater	Quantar Digital Repeater	Serves as main PD repeater, if antenna and cabling need to be replaced, expect cost to be $10k or more additional	$19,264.00
Fairgrounds Repeater	CDM Repeater	Move Brigham Hill Quantar to Fairgrounds – facilitates encryption for fair operations and serves as backup	Labor Only
		Parts Totals:	**$19,264.00**

8.1.2 Fiscal Year 2021

Device	Type/Model	Notes	Replacement Cost
County Scan Consolette	XTL5000 Consolette	Direct Replacement	$7,643.47
VSP/State 2/Fair Bases	MTR2000	(1) Tx/Rx and (2) Rx Bases	$30,960.00
		Parts Totals:	**$38,603.47**

8.1.3 Fiscal Year 2022

Device	Type/Model	Notes	Replacement Cost
EOC Mobile Radio	XTL5000	Replacing with Consolette	$7,643.47
EOC / Building Desksets	MC1000/2000	Entire building replacement	$18,720.00
		Parts Totals:	**$26,363.47**

Town of Essex: Capital Improvement Project Request Form FYE2022 - 2026

1. Department: Administration

2. Dept. Head Signature:

3. Project Title: Administration Pool Vehicle Replacement
Account Number: 130-46815.000

4. Date: November 10, 2020

5. Project Location: Not Applicable

6. Project Description. An administration pool vehicle that is energy efficient and in good maintenance condition is needed for support use by the Zoning Administrator, Town Assessor, Senior bus personnel, Rec and Parks personnel and GIS Coordinator. FY19 leased a Rav 4, lease payment made from this fund.

7. Project Purpose & Justification: Historically, this vehicle was a used and recycled police vehicle., generally at or near the end of its useful life. The plan is to break this cycle and either lease or purchase a more energy efficient, multipurpose vehicle for use by my many departments under control of Town Administration.

8. Priority:

☒ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ **B** Project needed to maintain department/program/activity at current level of performance.

☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

Plans not needed
☐ Preliminary Estimate
☒ Nothing done except this report
☐ Survey in progress
☐ Survey completed
☐ Sketches/preliminary plans done
☐ Plans and specifications in progress
☐ Plans and specifications completed

10. Alternatives to Request:

Continue to rely on marginal used vehicles with limited overall capability to serve the needs of multiple departments.

11. Anticipated Useful Life: Depends on vehicle

12. Is this project part of an inter-municipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$6,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$6,000 from Acct #_Assessor Transfer and ComDev Transfer, $3k each

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Vehicle is a lease

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 6000
2023	$ 6000
2024	$ 6000
2025	$ 6000
2026	$ 6000

Priority ranking: 1,A
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
☐ Accepted as is
☐ Accepted with modifications
☐ Denied

Loan Amortization Schedule

Enter values	
Loan amount	$ 28,017.00
Annual interest rate	2.859%
Loan period in years	3
Number of payments per year	12
Start date of loan (not the 1st pmt date)	4/7/2019
Optional extra payments	$ -

Loan summary	
Scheduled payment	$ 284.70
Scheduled number of payments	36
Actual number of payments	113
Total early payments	$ -
Total interest	$ 3,947.25

Loan Name:

= Provide Values

PmtNo.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest	annual prin	annual int
1	5/7/2019	$ 28,017.00	$ 284.70	$ -	$ 284.70	$ 217.95	$ 66.75	$ 27,799.05	$ 66.75	$ 436.42	$ 132.98
2	6/7/2019	27,799.05	284.70	-	284.70	218.47	66.23	27,580.58	132.98		
3	7/7/2019	27,580.58	284.70	-	284.70	218.99	65.71	27,361.59	198.69	2,662.58	753.82
4	8/7/2019	27,361.59	284.70	-	284.70	219.51	65.19	27,142.08	263.88		
5	9/7/2019	27,142.08	284.70	-	284.70	220.03	64.67	26,922.05	328.55		
6	10/7/2019	26,922.05	284.70	-	284.70	220.56	64.14	26,701.49	392.69		
7	11/7/2019	26,701.49	284.70	-	284.70	221.08	63.62	26,480.41	456.31		
8	12/7/2019	26,480.41	284.70	-	284.70	221.61	63.09	26,258.80	519.40		
9	1/7/2020	26,258.80	284.70	-	284.70	222.14	62.56	26,036.66	581.96		
10	2/7/2020	26,036.66	284.70	-	284.70	222.67	62.03	25,813.99	643.99		
11	3/7/2020	25,813.99	284.70	-	284.70	223.20	61.50	25,590.79	705.49		
12	4/7/2020	25,590.79	284.70	-	284.70	223.73	60.97	25,367.06	766.46		
13	5/7/2020	25,367.06	284.70	-	284.70	224.26	60.44	25,142.80	826.90		
14	6/7/2020	25,142.80	284.70	-	284.70	224.80	59.90	24,918.00	886.80		
15	7/7/2020	24,918.00	284.70	-	284.70	225.33	59.37	24,692.67	946.17	2,739.71	676.69
16	8/7/2020	24,692.67	284.70	-	284.70	225.87	58.83	24,466.80	1,005.00		
17	9/7/2020	24,466.80	284.70	-	284.70	226.41	58.29	24,240.39	1,063.29		
18	10/7/2020	24,240.39	284.70	-	284.70	226.95	57.75	24,013.45	1,121.05		
19	11/7/2020	24,013.45	284.70	-	284.70	227.49	57.21	23,785.96	1,178.26		
20	12/7/2020	23,785.96	284.70	-	284.70	228.03	56.67	23,557.93	1,234.93		
21	1/7/2021	23,557.93	284.70	-	284.70	228.57	56.13	23,329.36	1,291.06		
22	2/7/2021	23,329.36	284.70	-	284.70	229.12	55.58	23,100.24	1,346.64		
23	3/7/2021	23,100.24	284.70	-	284.70	229.66	55.04	22,870.58	1,401.68		
24	4/7/2021	22,870.58	284.70	-	284.70	230.21	54.49	22,640.36	1,456.16		
25	5/7/2021	22,640.36	284.70	-	284.70	230.76	53.94	22,409.61	1,510.11		
26	6/7/2021	22,409.61	284.70	-	284.70	231.31	53.39	22,178.30	1,563.50		
27	7/7/2021	22,178.30	284.70	-	284.70	231.86	52.84	21,946.44	1,616.34	22,178.30	503.38
28	8/7/2021	21,946.44	284.70	-	284.70	232.41	52.29	21,714.02	1,668.62	**included buyout as princip	
29	9/7/2021	21,714.02	284.70	-	284.70	232.97	51.73	21,481.06	1,720.36		
30	10/7/2021	21,481.06	284.70	-	284.70	233.52	51.18	21,247.54	1,771.54		
31	11/7/2021	21,247.54	284.70	-	284.70	234.08	50.62	21,013.46	1,822.16		
32	12/7/2021	21,013.46	284.70	-	284.70	234.64	50.06	20,778.82	1,872.22		
33	1/7/2022	20,778.82	284.70	-	284.70	235.19	49.51	20,543.63	1,921.73		
34	2/7/2022	20,543.63	284.70	-	284.70	235.75	48.95	20,307.88	1,970.68		
35	3/7/2022	20,307.88	284.70	-	284.70	236.32	48.38	20,071.56	2,019.06		
36	4/7/2022	20,071.56	284.70	-	284.70	236.88	47.82	19,834.68	2,066.88		
37	5/7/2022	19,834.68	284.70	-	284.70	237.44	47.26	19,597.24	2,114.14		
38	6/7/2022	19,597.24	284.70	-	284.70	238.01	46.69	19,359.23	2,160.83		
39	7/7/2022	19,359.23	284.70	-	284.70	238.58	46.12	19,120.65	2,206.95		

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department Fire Department

2. Dept. Head Signature:

3. Project Title: Major Equipment/Vehicle Fund - Fire

3a. Account Number:

4. Date: December 15, 2020

5. Project Location: n/a

6. Project Description: A twenty-one year capital plan to replace major heavy equipment and vehicles (estimated cost/vehicle in excess of $50,000) using the schedule as noted on the attached sheet. All other equipment would be purchased under the operating budget

7. Project Purpose & Justification: The Fire Department has budgeted to replace its vehicles on an orderly schedule thereby reducing widely varying equipment budgets from year to year. A fund set aside for this purpose equals out the high and low year expenditures and allows for a combination of leases and purchases as appropriate

8. Priority:

x ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

x ☐ Plans not needed

☐ Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed

☐ Sketches/preliminary plans done

☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request:

Continue to fund major equipment purchases on a year to year basis with great variation in cost from year to year

11. Anticipated Useful Life: Depends on Vehicle

12. Is this project part of an inter-municipal or regional program?

x ☐No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

x ☐ No ☐Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 2021

Two debt payments: $102,064 + 73,780 = $175,844

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$155,000 from Acct #_110-42220.742__

14d) Funds to be transferred from Prior Year Capital Account

from Acct #

14e)

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 175,844
2023	$ 175,844
2024	$ 175,844
2025	$ 175,844
2026	$ 175,844

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: ☐ Accepted as is

☐ Accepted with modifications

☐ Denied

		FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
6/30/2019	427,823.65											
Transfer		150,000.00	155,000.00	160,000.00	165,000.00	170,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00
E1 and T1 Debt		(102,063.60)	(102,063.60)	(102,063.60)	(102,063.60)	(102,063.60)	(102,063.60)	(102,063.60)	(102,063.60)	(102,063.60)	-	-
Car 12				(55,000.00)								
Car 10					(35,000.00)							
E2										(800,000.00)		
E3 Debt		(173,779.86)	(73,779.86)	(73,779.86)	(73,779.86)	(73,779.86)	(73,779.86)	(73,779.86)	(73,779.86)	(73,779.86)	-	-
		301,980.19	281,136.73	210,293.27	164,449.81	158,606.35	157,762.89	156,919.43	156,075.97	(644,767.49)	(469,767.49)	(294,767.49)

Unit ID	Year	Make	Model
Engine 1	2017	Pierce Arrow XT Pumper	Engine
Engine 2	2014	E-One	Engine
Engine 3	2020	Pierce	Engine
Tanker 1	2017	Pierce Kenworth Tanker	Tanker
Car 10	2011	Chev	Utility
Car 12	2010	Ford	Utility

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department Fire Department

2. Dept. Head Signature:

3. Project Title: Minor Equipment Fund - Fire

3a. Account Number:

4. Date: December 15,2020

5. Project Location: n/a

6. Project Description: Minor equipment purchased by the Department as air packs, jaws of life and other devices,

7. Project Purpose & Justification: The Fire Department often has need to purchase pieces of equipment and specialty devices that exceed the funds provided in the operating budget for use in fighting fires

8. Priority:

x ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

x ☐ Plans not needed

☐ Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed

☐ Sketches/preliminary plans done

☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request:

Continue to fund minor equipment purchases on a year to year basis with great variation in cost from year to year

11. Anticipated Useful Life: Depends on Vehicle

12. Is this project part of an inter-municipal or regional program?

x ☐No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

x ☐ No ☐Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 2022

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$30,000 from Acct #_110-42220.744__

14d) Funds to be transferred from Prior Year Capital Account

from Acct #

14e)

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 30,000
2023	$ TBD
2024	$ TBD
2025	$ TBD
2025	$ TBD

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: ☐ Accepted as is

☐ Accepted with modifications

☐ Denied

Town of Essex: Capital Improvement Project Request Form FYE2022 - 2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Major Equipment Fund – Highway
Account Number 130-46899.002

4. Date: November 10, 2020

5. Project Location: Not Applicable

6. Project Description: A twelve-year capital plan to replace major heavy equipment and vehicles (estimated cost/vehicle in excess of $50,000) using the schedule as noted on the attached sheet. All other equipment would be purchased under the operations budget. See attached schedule.

7. Project Purpose & Justification: The Town has budgeted to replace its' vehicles on an orderly schedule to prevent widely varying equipment budgets from year to year. A fund set aside for this purpose would equal out the high and low year expenditures and allow for a combination of leases and purchases as appropriate.

8. Priority:

☒ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ **B** Project needed to maintain department/program/activity at current level of performance.

☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

☒ Plans not needed
☐ Preliminary Estimate
☐ Nothing done except this report
☐ Survey in progress
☐ Survey completed
☐ Sketches/preliminary plans done
☐ Plans and specifications in progress
☐ Plans and specifications completed

10. Alternatives to Request:

Continue to fund major equipment purchases on a year to year basis with great variations in cost from year to year.

11. Anticipated Useful Life: Depends on vehicle

12. Is this project part of an inter-municipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$190.512

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$30,000

14c) Funds to be transferred from Operating Account

$190,000 from Acct #110-43110.742

14d) Funds to be transferred from Prior Year Capital Account

Note; This project will result in a net transfer to the highway account of $29,488

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$190,512
2023	$283,039
2024	$209,500
2025	$221,500
2026	$336,000

Priority ranking: 1,3,A
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
☐ Accepted as is
☐ Accepted with modifications
☐ Denied

ALL EQUIPMENT REPLACEMENT SCHEDULE FYE 2022 July 29, 2020

FYE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Planned Equipment Replacement @ 3% annual cost increase of equipment cost	Truck 107 (10) $153,147 Truck 106 (10) $152,359 Snow plow lease $32,059 Building Manager Truck $4000 Skid steer lease year one $19,353 Other expenses $50,843 + $3788	Snow plow lease yr 3 $32,059 Skid steer lease year two $19,353 Truck 103 (9) lease for 3 years @ $54,000/yr	Snow plow lease $32,059 Skid steer lease year three $19,453 Truck 103 (9) lease for 3 years @ $54,000/y Road grader -16 $230K 5-year lease $52,000 year one Pick-up #27 (10) $30,000	Snow plow lease yr 5 $32,059 Truck 103 (9) lease for 3 years @ $54,000/yr Road Grader $230K 5-year lease $52,000/yr year two Truck #123 (9) $115,000 Truck #26 Pick-up (8) $33,000	Truck104 (9) @ $119,000 Road grader $230K 5-year lease $52,000/yr year three Sidewalk Snow plow $170k lease for 5 years $38,500 Car #21 (10) $33,000	Truck #25 (10) $40,000 Loader #219 (10) $165,000 lease for 3 years @ $58,000/yr Road grader $230K 5-year lease $52,000 year four Sidewalk plow lease $38,500 Building Dept truck $30,000	Truck #112 (10) $126,500 Sidewalk plow lease @ $38,500, Road grader $230K 5-year lease @ $52,000 year five Loader #219 3 years @ $58,000/yr Truck 108 (10) $169,000 lease for 3 years @ $61,000/yr	Loader #219 lease for 3 years @ $58,000/yr sidewalk plow lease @ $38,500 Truck 108 lease for 3 years @ $61,000/yr Truck 102 $60,000 Backhoe (17) $160K 3 year lease $58,000/yr	---------- Sidewalk plow lease @ $38,500 Truck 108 lease for 3 years @ $61,000/yr Truck 105 (9) $175,000 lease for 3 years @ $63,000/Yr Backhoe $160K, (17) 3 year lease at $58,000/yr	Truck 105 (8) $175,000 lease for 3 years @ $63,000/Yr Street Sweeper (12) $315,000 lease over 3 years @ $111,400 per year Backhoe 3 year lease at $58,000/yr	Truck 106 (10) $210,0000 2 year lease @$110,000 Street Sweeper (12) $315,000 lease over 3 years @ $111,400 per year Truck 107 (10) $210,000 3 year lease @ $74,000/yr Truck 105 (8) $175,000 lease for 3 years @ $63,000/Yr
FYE Total (1)	$415,549	$105,412	$187,512	$286,059	$242,500	$218.500	$336,000	$275,500	$220,500	$232,400	$358,400
Interest @ 3% (2)		-$2300						-$746	-$933		
Capital Fund Carryover (3)	$48,479	-$76,579	$40,709	$73,197	$17,138	$14,638	$51,138	-$24,862	-$31,108	$27,459	$85,059
Amount set aside in Capital Fund (4)	$290,491	$225,000	$30,000 + $190,000	$30,000 + $200,000	$30,000 + $210,000	$35,000 + $220,000	$40,000 + $220,000	$40,000 + $230,000	$40,000 + $240,000	$40,000 + $250,000	$40,000 + $260,000
Total (5) = (2)+(3)+(4)	$338,970	$146,121	$260,709	$303,197	$257,138	$269,638	$311,138	$244,392	$247,959	$317,450	$385,059
Net (1)- (5)	-$76,579	$40,709	$73,197	$17,138	$14,638	$51,138	-$24,862	-$31.108	$27,459	$85059	$26,659

Town of Essex: Capital Improvement Program FYE 2022-2026

1. Department: Parks & Recreation

2. Dept. Head Signature:

3. Project Title: Capital Senior Bus Plan
Account number: 130-46899.015

4. Date: December 11, 2020

5. Project Location N/A

6. Project Description: Each fiscal year $4,000 is moved from the Operating Budget to a reserve fund for senior van should GMT grant funding not be available. Vans are replaced approximately every 7 years.

7. Project Purpose & Justification: Scheduled replacement of Senior Bus. Recommendations developed from adopted Recreation Needs Assessment.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☒ **B** Project needed to maintain department/program/activities at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☒ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☒ Plans and specifications completed

10. Alternatives to Request: N/A

A new van was acquired through the grant/lease program in November 2020 with capital funds used for the contracted 10% of the purchase price, along with vehicle registration and striping.

11. Anticipated Useful Life: 10 years

12. Is this project part of an intermunicipal or regional program?
☐ No ☒ Yes Specify: Village and GMT

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: possibly GMT

14.a) Total requested Capital Funds for FY22

$55,179_____

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$_4,000_____

14c) Funds to be transferred from Operating Account

$_0.00_____ from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$_59,179_____ from Acct #130-46899.015_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$_4,000_____
2023	$_4,000_____
2024	$_4,000_____
2025	$_4,000_____
2026	$_4,000_____

Priority ranking: 3, B
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE 2022-2026

1. Department: Parks & Recreation

2. Dept. Head Signature:

3. Project Title: Capital Park Equipment Plan
Account Number 130-46899.005

4. Date: December 11, 2020

5. Project Location N/A

6. Project Description: Each FY money is moved from the Operating Budget to a reserve fund for vehicle and equipment replacement.

7. Project Purpose & Justification: Scheduled replacement of P&R vehicles and maintenance equipment. Recommendations developed from adopted Recreation Needs Assessment. The plan will mitigate variable expenditures producing a more stable budget.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☒ **B** Project needed to maintain department/program/activities at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: N/A

11. Anticipated Useful Life: 5-20 years

12. Is this project part of an intermunicipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$25,000_____

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0_____

14c) Funds to be transferred from Operating Account

$25,000_____ from Acct #110-45220.742_____

14d) Funds to be transferred from Prior Year Capital Account

$_____ from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$25,000_____
2023	$25,000_____
2024	$25,000_____
2025	$25,000_____
2026	$25,000_____

Priority ranking: 3,4, B
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

HIGHWAY

Town of Essex: Capital Improvement Program FYE2022- 2026

1. Department: Public Works - Highway

2. Dept. Head Signature:

3. Project Title: Reconstruction of Priority Paved Roads and Intersections # 130-46803.000

4. Date: November 9, 2020

5. Project Location: Various Locations Throughout the Town Account

6. Project Description: A multi-year reconstruction program to restore existing priority paved streets to an acceptable level and improve intersections. A listing is attached. The background is contained in the 2014 Highway Transportation Management Plan for Essex and the Highway Operating Budget for summer construction and the 2019 Road Analysis by the CCRPC.

7. Project Purpose & Justification: Sections of the Town's paved roads need to be reconstructed to enable the facilities to handle safely existing traffic loads and volumes. The funds this year are proposed for improvements on Old Stage Road (separate project) and other roads.

8. Priority:

☒ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ **B** Project needed to maintain department/program /activity at current level of performance.

☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

☐ Plans not needed
☐ Preliminary Estimate
☐ Nothing done except this report
☒ Survey in progress
☐ Survey completed
☒ **Sketches/preliminary plans done**
☐ Plans and specifications in progress
☐ Plans and specifications completed

10. Alternatives to Request: Roads will continue to deteriorate to a point where they will be unsafe for travel and potentially could become non-maintained as paved roads.

NOTE: if funded at $155,000 in new funds, there will be $226,264 available for work. If a Class 2 paving grant is obtained, a segment of Old Stage Rd will be done at $200k; the local share will be $50,000. The plan is to use $80,000 of the $176,264 remaining for other paving projects.

11. Anticipated Useful Life: 15 years

12. Is this project part of an inter-municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: possibly VTRANS

14.a) Total requested Capital Funds for FY22

The funds will go to the Old Stage Road segment 3 and 4 at a cost of $200,000, with a State grant of $150,000 and a local share of $50,000. The remaining $80,000 will go to other work.

$280,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$160,000

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$120,000 from Acct # 130-46803.000

14e) $150,000 State grant for Old Stage Road

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	**Amount**
2022	$280,000
2023	$240,000
2024	$240,000
2025	$240,000
2026	$240,000

Priority ranking: 4 A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

☐ Accepted as is
☐ Accepted with modifications
☐ Denied

Road Resurfacing

An evaluation of actual paving costs on Town Projects from 2010 to 2015 provided a cost of approximately $145,520 per mile to resurface a road with a 1.5-inch overlay of hot mix asphalt. In 2020, this number rose to $162,000 per mile. From many published studies and work done by the Town, the Village and the CCRPC, the recommended time frame for re-doing a surface treatment is on the order of 15 to 20 years. With 53.76 miles of paved road and an 18-year life, approximately 2.99 miles of road should be resurfaced each year, not including road costs for more expanded treatment. At $162,000 per mile and 2.99 miles. A minimum amount of $484,380 should be expended each year.

Funds for paving come not only from the Operating Budget (this line item) but also from the Capital Paving Account and from Class 2 paving grants. These grants are usually obtained on a cycle of once every 3 to 4 years with a maximum dollar value of $175,000. Over the past nine years, the following funds have been budgeted for paving projects.

Year	Operating Budget	Capital Budget	Total
FY13	$128,000	$293,000	$421,000
FY14	$131,000	$293,000	$424,000
FY15	$131,025	$272,000	$403,025
FY13	$145,922	$227,000	$372,922
FY17	$165,000	$167,000	$332,000
FY18	$173,350	$146,000	$319,350
FY19	$178,000	$145,000	$323,000
FY20	$185,000	$155,000	$340,000
FY21	$245,000	$155,000	$400,000

Sub-Total = $3,365,947
VTRANS Grants = $350,000
Total = $3,715,947
Average per Year = $412,883

Over the past nine years, the annual amount budgeted in both the Operating and Capital Accounts have been insufficient to stay on an 18-year cycle. In effect, only about 2.5 miles can be repaved each year instead of the needed 2.99 miles.

In FY22, if the Capital fund contributes $160,000 for major paving projects and an estimated $45,000 (average per year) of VTRANS Grants can be obtained, then $279,000 in paving funds are needed from the Operating Account.

Projects completed using FY20 and FY21 funds or scheduled for paving in the spring using FY21 funds include:

Project	FY	Cost	Account	Status
Susie Wilson Bypass	20	$128,280	Operating	Done
Morse Drive	20	$47,595	Operating	Done
Dalton Drive	20	$34,452	Operating	Done
Old Stage Road (sections)	21	$98,000 Billing not yet completed	Capital	Done
Windridge Road	21	$75,034	Operating	Done
Woodlawn Drive	21	$20,630	Operating	Spring 2021
Woodlawn Court	21	$7,785	Operating	Spring 2021
Pinecrest Drive	21	$76,334	Capital	Spring 2021
Other Projects to be determined in the spring depending on winter costs	21	To be Determined	Operating and Capital	Spring 2021

NOTE: A decision on what projects may be paved with remaining FY21 funds and FY22 funds will not be made until late February or March of 2021. This allows for changes in road conditions over the winter that will need to be taken into consideration. The roads will be determined using the road condition index and engineering evaluation.

Memorandum

TO: Evan Teich, Unified Manager and the Selectboard/Trustees
FROM: Dennis Lutz, P.E., Public Works Director
DATE: 4 December 2019
SUBJECT: Road Paving in the Town and the Village

ISSUE: The issue is whether or not the two communities are budgeting sufficient revenues to cover road resurfacing costs?

DISCUSSION: During last year's annual Town meeting, a recommendation was made to increase the Town summer construction budget by $100,000 to provide funds for added paving. Of this amount, $1000 was allocated by the Selectboard to Human Services, $35,800 was provided to the Village for paving and $63,200 to the Town for paving. Both at the Town meeting and subsequently, questions have been raised as to what is the appropriate amount that should be budgeted in each community for this purpose and what is the process for deciding which roads get done first? This memorandum will attempt to address both these issues.

In 2017, the Town received a grant from the Chittenden Regional Planning Commission to complete a road inventory of both the Town and Village paved roads using the American Public Work Association PAVER software program to provide the data and information to each community to make decisions regarding road paving. In short, roads were identified by segments and each segment was evaluated and scored on a wide range of characteristics -- roughness, cracking, drainage, shoulders, rutting, pot holes and more. The field work and follow-up evaluation was done in both the Town and the Village by the following people: Chris Dubin (CCRPC), Dan Gregoire (Engineer –Town), Ricky Jones (Village PW Supt.), Ben Heath (P.E. – Hamlin Engineering), Richard Hamlin (P.E.-Hamlin Engineering), Aaron Martin (P.E. – Town Engineer) and Dennis Lutz (PE – Public Works Director).

The study produced a list of roads in each community with a Pavement Condition Index (PCI) rating for each segment. A PCI of 100 indicates a new road or recently paved road with little or no defects. On the APWA scale, a PCI of 0 to 10 is a failed road, 11-25 serious condition, 26-40 very poor, 41 to 55 poor, 56-70 fair, 71-85 satisfactory, and 86-100 good. The average of all roads in both communities was 56.41.

The PCI lists for the Town and the Village are attached. One list is the PCI numbers from when the study was done (2017 and 2018) and one from 2019 that shows how roads with low PCI's in 2017 and 2018 were repaved and moved to the 100 PCI level. The PCI index is one of the most important tools being used but not the only tool that is used to determine priority.

The list is not an "absolute" list? It is a guide and a tool. It does not automatically indicate that #1 on the list should be done before #7 on the list; however, it does indicate that a road with a relatively lower PCI of say 9 should be given priority over a road with a PCI of 50. However, there are other factors to be considered -- the cost of the improvement is one. Do you spend $200,000 to bring one road with a PCI of 5 up to 100 or 5 roads with PCIs of 20 up to 100? Do you balance the road work across the community or do you pave only roads in one area in a given year? Traffic volumes can impact the priority as well – do you pave a road with a PCI of 15 but only 500 cars a day before you pave a road with a PCI of 25 but with 5,000 cars a day? The latter will deteriorate faster than the prior road due to traffic impacts. Choosing the right roads to pave in a given year is a combination of science (PCI) and art (common sense and good judgement).

So far, the question regarding how roads are chosen for paving has generally been answered. What about the budget issues?

This has been studied from two very different perspectives – the PAVER/PCI analysis and the Simplified Funding Needs Approach.

The PAVER/PCI method uses the accumulated data and cost information provided by the Village and Town based on recent bids to develop a family of graphs that show the relationship between dollars spent and future PCI changes on a Town-wide and Village-wide basis. Please refer to the memo and graphs from the CCRPC. There is clear correlation that as funds go up, the average PCI goes up for budgets ranging from $400,000 per year to $600,000 per year in the Town and $200,000 to $400,000 in the Village. The memo is self-explanatory.

A secondary way to look at budgets and road needs is presented in a document entitled..."Simplified Calculation of Funding Needs for Paving in the Town and Village." This is an approach I have used previously to determine where paving budgets should be to meet long term needs. It is also self-explanatory. The numbers obtained from this methodology closely correlate with the PAVER/PCI method.

In summary, both methods lead to the same overall conclusion: the paving budget in the Village is close to or in the appropriate range; the Town's paving budget needs to be increased between $60,000 and $100,000 over current levels. This latter objective may not be possible in one year but needs to be the basis for upward movement of the paving budget over time to get to the budget number that is needed.

RECOMMENDATION: It is recommended that both the Selectboard and the Trustees utilize the information provided as guidance for future budget discussions on road paving issues.

SIMPLIFIED CALCULATION OF FUNDING NEEDS FOR PAVING IN THE TOWN AND VILLAGE

A quick estimate of the costs needed for resurfacing paved roads can be made under the following assumptions:

1) No new paved roads are added to the current inventory.
2) The effective life of a paved road in Vermont will vary on average from a low of 10 years to a high of 20 years before it will need resurfacing.
3) Some roads will need more work done than a ½ inch shim coat and a 1½ inch pavement overlay. However, if a pavement overlay is done before the road substantially. deteriorates, it will last from 10 to 20 years. All costs in this memo assume 2 inches of asphalt overlay.
4) Communities should expect to get a $150,000 Class 2 paving grant about every 3 to 5 years. Assume 2 grants in ten years, 3 grants in 15 years and 4 grants in 20 years.
5) All Class 1 roads will be paved by the State.
6) Assume a paving cost of $84 per ton (the amount of the low bid in 2019).
7) If all the roads in the community were given a ½ inch shim coat and a 1.5 inch overlay today and all those roads could be delayed for a specified time frame, that cost divided by the assumed time frame would provide an approximate amount in current dollars needed to resurface all the roads in the community.

ESSEX JUNCTION

Mileage of Class 2 Roads = 2.006 miles and an assumed average width of 30 feet
Mileage of Class 3 Roads = 27.80 miles and an assumed average width of 28 feet
Current cost of paving all Essex Junction Roads = $4,668,225

Repaving all roads	Cost per year in 2019 dollars
In 10 years (2 Class 2 grants)	$436,823
In 12 years (3 Class 2 grants)	$364,018
In 15 years (3 Class 2 grants	$290,215
In 18 years (3 Class 2 grants)	$241,846
In 20 years (4 class 2 grants)	$203,411

In effect, if you budgeted $203,411 and its equivalent over time (assume a 2 to 3% increase per year), each road could expect an overlay once every 20 years. If on average the roads needed an overlay every 15 years, the amount needed would be $290,215. In addition, this number does not include any costs for roads needing major repairs in 2019.

ESSEX

Mileage of Class 2 Roads = 10.02 miles and an assumed average width of 30 feet
Mileage of Class 3 Roads = 42.48 miles and an assumed average width of 30 feet
Current cost of paving all Town of Essex Roads = $8,793,893

Repaving all roads	Cost per year in 2019 dollars
In 10 years (2 Class 2 grants)	$849,389
In 12 years (3 Class 2 grants)	$695,324
In 15 years (3 Class 2 grants	$556,259
In 18 years (3 Class 2 grants)	$463,550
In 20 years (4 class 2 grants)	$409,695

In effect, if you budgeted $409,695 and its equivalent over time (assume a 2 to 3% increase per year), each road could expect an overlay about once every 20 years. If on average the roads needed an overlay every 15 years, the amount needed would be $556,259. In addition, this number does not include any costs for roads needing major repairs in 2019.

Summary

In Vermont, the lifetime expectancy for repaving is generally between 15 and 18 years. For the Village, the paving amount in FYE21 should generally be between $240,000 and $290,000. In FYE20, the Village had a paving budget of approximately $243,000.

For the Town, the amount should generally be between $460,000 and $555,000. In FYE20, the Town had a paving budget of $245,000 in the Operating Budget and $155,000 in the capital budget or $400,000 total.

The Village appears to be in the appropriate range; the Town does not. The Town appears short by at least $60,000.

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: West Sleepy Hollow Road Gravel addition

3a. Account Number: 130-46802.091

4. Date: November 9, 2020

5. Project Location: West Sleepy Hollow Road

6. Project Description: Developments on this road are required to pay an impact fee to cover some of the improvement costs for the added traffic on the gravel portion of the road. The funds are deposited to the Town. The fund balance as of 6/30/2020 was $12,585.29

7. Project Purpose & Justification: Share costs for road maintenance with existing landowners and to offset the impact of new traffic load on the roadway. The Town can use these funds independently to add gravel and it can also use these funds in coordination with work done on the road by the West Sleepy Hollow Road Association.

8. Priority:

- ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- **X**☐ Project needed to maintain department/program /activity at current level of performance. Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: None

11. Anticipated Useful Life: 2- 5 years

12. Is this project part of an inter-municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☒ No Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 22

$3000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0_____ from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$3000_____ from Acct #130-46802.091

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	**Amount**
2022	$3000
2023	$unk
2024	$unk
2025	$unk
2026	$unk

Priority ranking: 4, C

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FY2022-2026

1. Department: Public Works - Highway

2. Dept. Head Signature:

3. Project Title: VT. 15/Allen Martin Drive Intersection
Account Number: 130-46803.010

4. Date: November 9, 2020

5. Project Location: Allen Martin Drive / VT. 15 Intersection

6. Project Description: Intersection layout changes to provide for improved turning movements; future improvements to include turn lanes and a traffic signal. The account has $92,151.21 as of June 30, 2020. The plan for FYE2022 is to make minor improvements to the intersection, including revised striping and changes to the intersection turning radius. The anticipated cost is $75000

7. Project Purpose & Justification: The existing intersection has a low level of service for A.M./P.M. peak hour turning movements from Allen Martin Drive onto VT. 15 and the absence of a left turn lane for the westbound VT.15 traffic to move onto Allen Martin Drive. It is anticipated that some relatively minor layout changes to the intersection may improve the turning movements and improve the LOS for certain turning movements. Long term, a scoping study nearing completion indicates the need for a traffic signal or roundabout. The traffic signal is preferred.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☒ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☒ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: No action on intersection changes; with continued increase of commercial truck traffic from the Saxon Hill Industrial Park, the LOS will continue to deteriorate over time leading to the potential for more accidents.

11. Anticipated Useful Life: 50 years +

12. Is this project part of an inter-municipal or regional program?
☐ No ☒Yes Specify: Essex; VTRANS

13. Is approval or review of other governmental agency(s) required?
☐ No ☒Yes Name(s) of agency: Act 250 and associated agencies, VTRANS

14.a) Total requested Capital Funds for FY22
Project delayed from FY21 $75,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)
$0

14c) Funds to be transferred from Operating Account
$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account
$75,000 from Acct #_230-46803.010_

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$75,000
2023	$unk
2024	$unk
2025	$unk
2026	$unk

Priority ranking: 4, A
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Gravel Roads Improvements
Account Number: 130-46802.090

4. Date: November 9, 2020

5. Project Location: Various locations on 23 miles of Town Roads.

6. Project Description: Provide specific improvements to sections of gravel roads as outlined in the approved 2014 Town Highway Transportation Management Plan. The Town has 23 miles of gravel roads. Road improvements will also be made to satisfy the new State requirements for MS4 storm water permit compliance. The account has $51,351.72 in it as of June 30, 2020. Use $10,000 in new funding and $10,000 in old funds.

7. Project Purpose & Justification: Reference the 2014 Town Highway Transportation Plan. A minimum of $30,000 per year is needed to provide improvements to gravel roads. These funds are not proposed to be used for paving any gravel roads. In FYE21, $15,000 was budget for expenditure from previous year's funds.

8. Priority:

☒ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ **B** Project needed to maintain department/program/activity at current level of performance.

☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

☐ Plans not needed
☒ Preliminary Estimate
☐ Nothing done except this report
☐ Survey in progress
☒ Survey completed
☐ Sketches/preliminary plans done
☐ Plans and specifications in progress
☐ Plans and specifications completed

10. Alternatives to Request: Lack of gravel on roads will impact the ability of vehicles to travel on those roads safely in all seasons of the year. Lack of maintenance and upgrade of drainage will cause Town to violate its MS4 storm water permit. Funds may be used as match for State Better Roads grant or other similar grants.

11. Anticipated Useful Life: unknown

12. Is this project part of an inter-municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☒ No ☐ Yes Name(s) of agency: to be determined

14.a) Total requested Capital Funds for FY22

$20,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$10,000

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$10,000 from Acct # 130-46802-090

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 20,000
2023	$ 20,000
2024	$ 20,000
2025	$ 25,000
2026	$25,000

Priority ranking: 4, B
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
☐ Accepted as is
☐ Accepted with modifications
☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Old Stage Road Phase 3 and 4

3a. Account Number: 130-46897.001

4. Date: November 9, 2020

5. Project Location: From Lost Nation Road to Towers Road

6. Project Description: Old Stage Road is in immediate need of rehabilitation. Segments of the road are ranked 8 and 17 among the list of projects needing to be done. This phase consists of Towers Road to Lost Nation Road and added segments along the road if the VTRANS Class 2 Paving grant can be obtained.

7.Project Purpose & Justification: Improve the condition of the road; these segments of road are among the worst in Town. . The costs will be in excess of $200,000. The grant if obtained will provide up to $150,000. If the Town cannot get a Class 2 grant this year only $50,000 will be spent on this project.

8. Priority:

- ☒ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ Project needed to maintain department/program /activity at current level of performance.
- ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☒ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Allow the road to deteriorate further

NOTE: the project costing $200,000 is planned for funding by $150,000 in a State Class 2 paving grant and $50,000 in local share. These costs are carried under the road reconstruction account

11. Anticipated Useful Life: 20 years or longer

12. Is this project part of an inter-municipal or regional program? ☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 22

$ 0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$ 0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

_____from Acct #_____

14e) Class 2 paving grant of $150,000

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: 4 A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Susie Wilson Road Corridor Improvements

3a. Account Number: 130-46803.003

4. Date: November 9, 2020

5. Project Location: Susie Wilson Road area to include Pinecrest, SW Bypass, Kellogg road and VT2A

6. Project Description: Funds for improvements in the Susie Wilson Corridor caused by the increase in development traffic within the corridor. Funds are set aside as projects are approved for the impact of traffic from the development. As of June 30, 2020, the account was in a deficit in the amount of $41,849.37 due to work funding new signal controllers and associated improvements in the corridor. at the intersections of SW Road, Pinecrest and Joshua Way.

7.Project Purpose & Justification: To offset the costs and impact of traffic from new developments in the corridor. Improvements are still needed in the corridor including a total of four lanes in the south bound traffic pattern at the intersection of Susie Wilson Road and VT15 and alignment and lane changes at Kellogg Road and Susie Wilson Road.

8. Priority:

Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified

☐ Project needed to maintain department/program /activity at current level of performance.

☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed

☒ Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed

☐ Sketches/preliminary plans done

☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request: traffic delays if not implemented and additional accidents

11. Anticipated Useful Life: 10 years

12. Is this project part of an inter-municipal or regional program?

☐ No ☒ Yes Specify: VTRANS signals at VT15

13. Is approval or review of other governmental agency(s) required?

☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 22

To reduce deficit over time $ 10,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$10,000

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

_____ from Acct # 130-46803.003

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$10,000
2023	$10000
2024	$10000
2025	$15,000
2026	$unk

Priority ranking: 4 A

(note see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

☐ Accepted as is

☐ Accepted with modifications

☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Town Center Traffic Improvements

3a. Account Number: 130-46805.200

4. Date: November 9, 2020

5. Project Location: Town Center area from Butlers Corner at VT15 to Essex Way and Essex Way to the Circ Highway

6. Project Description: As development continues to occur in this corridor from projects within the Town Center and along Essex way, they create traffic impacts that need to be mitigated. These impacts are identified in numerous studies submitted and updated as new developments occur in the project area. The account had a balance of $155,944.25 as of 30 June 2020. Phase 1 of improvements to the signals at Essex Way were completed in FY19 and 20. Phase 2 of the work is planned for FY22 at an estimated cost of $75,000.

7.Project Purpose & Justification: Additional work is needed at the Essex Way/Circ intersections to improve the signal operation, including new wiring and new signal heads. The controller and radar control have been installed.

There are other future needs in the corridor, including lane widening and the potential for another r traffic signal at the intersection between the Shopping Center and Essex Way.

8. Priority:

- ☒ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ Project needed to maintain department/program /activity at current level of performance.
- ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☒ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: do nothing with increased maintenance costs for the operation of the signals, gradual loss of signal head visibility, poor intersection performance; without added lanes, increased traffic back-ups and delays

11. Anticipated Useful Life: 20 years

12. Is this project part of an inter-municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$75,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #

14d) Funds to be transferred from Prior Year Capital Account

$75,000 from Acct # 130-4605.200

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$75,000
2023	$25,000
2024	$40,000
2025	$40,000
2026	$40,000

Priority ranking: 4,5, A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: West Sleepy Hollow Road Paving

3a. Account Number: 130-46803.012

4. Date: November 9, 2020

5. Project Location: West Sleepy Hollow Road

6. Project Description: As developers develop along this Class 4 roadway, they are required to pay an impact fee to go towards paving of the roadway. At the end of FY20, there was $67,087.65 in the account. A portion of the road was paved utilizing all of these funds. No more paving will be scheduled until the account has sufficient revenue to make it cost effective to do more paving. It is anticipated for FYE23

7.Project Purpose & Justification: Added traffic onto the Class 4 road deteriorates the gravel roadway and makes it harder to maintain by the residents.

8. Priority:

- ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified
- ☐ Project needed to maintain department/program /activity at current level of performance.
- ☒ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Road will deteriorate as more traffic uses it and other lots become developed along the road.

11. Anticipated Useful Life: 10 to 15 years

12. Is this project part of an inter-municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$90,000
2024	$0
2025	$0
2026	$0

Priority ranking: 4, C

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Woodlands II Stub Road
3a. Account Number: 130-46803.011

4. Date: November 9,2020

5. Project Location: Between Sydney Drive in the Woodlands and Pinewood Development

6. Project Description: A potential future road connecting Woodlands II to Pinewood. The developers of Woodlands II placed funds in a fund to provide for eventual connection between the two developments. After a long and citizen-conflicting Selectboard process, the Selectboard decided to table the construction of the road to a future undetermined date but enable the construction if an interconnecting path between the two developments. There was $9,849 in the account as of June 30, 2020. A total of $18,191 was spent to construct the path in FYE2019 and it is operational. The remaining funds will be spent in FY2020 for landscaping and a section of protective fencing. Any remaining funds will be distributed.

7.Project Purpose & Justification: to provide for connectivity between developments either through path or future roadway. The path and roadway w provide an alternative route to the and from the Town Center area without having to travel around a route from 117 to VT15.

8. Priority:

- ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed.
- ☐ Project needed to maintain department/program /activity at current level of performance.
- ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☒ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☒ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Larger travel times and distances with traffic impacts on major roadway intersections.

11. Anticipated Useful Life: 50 years

12. Is this project part of an inter-municipal or regional program? ☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required? ☐ No ☒ Yes Name(s) of agency: Act 250

14.a) Total requested Capital Funds for FY 22
$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)
$0

14c) Funds to be transferred from Operating Account
$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account
$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:	Priority ranking: D (note; see definition page of Capital Plan)
Year **Amount** 2022 $0 2023 $0 2024 $0 2025 $0 2026 $0	Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc, **Manager Only** Requests: ☐ Accepted as is ☐ Accepted with modifications ☐ Denied

Town of Essex: Capital Improvement Program FY 2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Allen Martin Parkway

4. Date: November 9, 2020 - Costs updated using annual increases

5. Project Location: Between Segment "D" of Circumferential Highway and Sand Hill Rd.

6. Project Description: The project consists of approximately 2200 ft. of new road (2-lane) over difficult terrain, signals at the intersection with Sand Hill Rd. and a combination of widening and surface improvements to existing portions of Allen Martin Parkway. It is a potential alternative to widening of VT15 through Essex Center. Estimated cost of $4.45 Million

7. Project Purpose & Justification: Allen Martin Parkway if constructed would be a new road, connecting the Circ. Hwy. to Rt. 15, east of Essex Center. Its purpose is to provide vehicles with a more direct access to the Circ. Hwy and to Williston before the traffic reaches Essex Center. Without this t transportation improvement, the Five Corners congestion will continue to be transferred to heavily traveled roads in the Town, mainly Rt. 15.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified
- ☐ **B** Project needed to maintain department/program/ activity at current level or performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable or but needing further study.
- ☒ **D** Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: There are few viable alternatives to this route other than increasing the lanes on RT15 through Essex Center to handle increased traffic. The four lane Rt. 15 alternative is not in conformance with the adopted Town Plan. The project is on hold indefinitely.

11. Anticipated Useful Life: 20 years ±

12. Is this project part of an inter-municipal or regional program?
☐ No ☒ Yes Specify: VT 15 to Williston travel corridor

13. Is approval or review of other governmental agency(s) required?
☐ No ☒ Yes Name(s) of agency: Act 250 and all agencies responsive to Act 250

14.a) Total requested Capital Funds for FY22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: 1,2,5 D
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

INFORMATION TECHNOLOGY

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: IT

2. Dept. Head Signature:

3. Project Title:

- **2022 – Meeting Room Audio Video Equipment Refresh**
- **2023 - Data Storage Hardware Refresh (Town and Police)**

3a. Account Number: 130-46850.000

4. Date: 12/10/2020

5. Project Location: 81 Main Street and 145 Maple Street

6. Project Description:

- 2022 – Replacement of 81 Main Street's audio video equipment.
- 2023 – Replacement of 1 data storage unit at the Town Offices and 1 data storage unit at the Police Station.

*** Please increase IT Capital Funds appropriately in preparation of these projects. ***

7.Project Purpose & Justification:

- 2022 - Most of the equipment in the room will be 6 years old and past its serviceable life. The smartboard and projector are well older than that and currently hard to see and use. Equipment will be replaced with units that are easier to use and see by the audience.
- 2023 – The data storage units at the Town Offices and PD were installed in 2016 with a useful life anticipation of 7 years. Both units store the majority of Town and PD servers along with housing the majority of critical data and organization wide applications. These units will be replaced with more modern units that will be faster and more secure. The old units will then replace 1 Backup and Replication storage unit at the Town Offices and 1 Backup and Replication storage unit at the Police Station.

8. Priority:

☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

✓ Project needed to maintain department/program /activity at current level of performance.

☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed
☐ Preliminary Estimate
☐ Nothing done except this report
☐ Survey in progress
☐ Survey completed
☐ Sketches/preliminary plans done
☐ Plans and specifications in progress
☐ Plans and specifications completed

10. Alternatives to Request:

11. Anticipated Useful Life: 7 Years for all equipment being replaced.

12. Is this project part of an inter-municipal or regional program?

✓ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

✓ No ☐Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 2022
$4,0000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list) $15,000

14c) Funds to be transferred from Operating Account

from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account
$2,5000 from Acct #130-46850.00

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$40,0009
2023	$50,000
2024	$ TBD
2025	$ TBD
2026	$ TBD

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

NATURAL RESOURCES MANAGEMENT

Town of Essex: Capital Improvement Program FY2022-2026

1. Department: Community Development

2. Dept. Head Signature:

3. Project Title: Natural Resources Management
Account Number: 30-46817.000

4. Date: December 15, 2020

5. Project Location: Throughout the Town

6. Project Description; Tree survey completed; funds needed to plant new trees and provide funds for replacement of trees from pests, disease and damage.

7. Project Purpose & Justification: There is a need to implement the results of the Town's Tree Survey, to provide funds for tree preservation and replacement (municipal trees), and for other conservation projects approved by the Selectboard

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☒ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☒Preliminary Estimate (see Street Tree Mgmt plan dated 6/18)
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: With changes to the climate, many tree species will be in danger of becoming impacted in the coming years. An updated tree survey has been completed and plans need to be implemented for future plantings. Failure to do this (no action) will likely result in a reduction of municipal trees in the Town ROW.

11. Anticipated Useful Life: 30 to 50 years

12. Is this project part of an inter-municipal or regional program?
☐ No ☐Yes Specify: Essex Junction/Essex

13. Is approval or review of other governmental agency(s) required?
☒ No ☐Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$18,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$18,000

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$18,000
2023	$20.000
2024	$25,000
2025	$25,000
2026	$25,000

Priority ranking: A
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

PARK FACILITIES

Town of Essex: Capital Improvement Program FYE 2022-2026

1. Department: Parks & Recreation

2. Dept. Head Signature:

3. Project Title: Indian Brook Dam Repairs
Account Number: 130-46801.003

4. Date: December 11, 2020

5. Project Location: Indian Brook Reservoir

6. Project Description: Repairs to Indian Brook Dam, including filling of seams along dam which are leaking and patching to face of dam which has started chipping.

7. Project Purpose & Justification: Repairs in 2004 cost $149,000 and $32,000 for engineering services. Based on current condition of the dam, repairs will likely be necessary in another 10 - 15 years

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☒ **B** Project needed to maintain department/program/activities at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate (construction repairs)
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☒ Sketches/preliminary plans done
- ☒ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: N/A

11. Anticipated Useful Life:

12. Is this project part of an intermunicipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☐ No ☒ Yes Name(s) of agency: ANR

14.a) Total requested Capital Funds for FY21

$ 17,500

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$ 17,500

14c) Funds to be transferred from Operating Account

$_0.00_____ from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$_0.00_____ from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2020	$ 17,500
2021	$ 17,500
2022	$ 17,500
2023	$ 17,500
2024	$ 17,500

Priority ranking: 4, B
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
☐ Accepted as is
☐ Accepted with modifications
☐ Denied

Town of Essex: Capital Improvement Program FYE 2022-2026

1. Department: Parks & Recreation

2. Dept. Head Signature:

3. Project Title: Milfoil Mitigation at Indian Brook
Account Number: 130-46801.002

4. Date: December 11, 2020

5. Project Location: Indian Brook Reservoir

6. Project Description: Implementation of Integrated Management Plan for Milfoil.

7. Project Purpose & Justification: To prevent Eurasian Milfoil from choking out native vegetation and infesting swimming areas.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☒ **B** Project needed to maintain department/program/activities at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☒ Plans and specifications completed

State of Vermont has recommended that the application of Sonar be delayed while Milfoil population is being studied.

10. Alternatives to Request: N/A

The Department is working with SOLitude Lake Management to evaluate the growth of milfoil since the 2012 treatment and has submitted an application with the State for treatment in 2019.

11. Anticipated Useful Life: Control of milfoil will be ongoing

12. Is this project part of an intermunicipal or regional program?
☒ No Yes Specify:

13. Is approval or review of other governmental agency(s) required?
No ☒ Yes Name(s) of agency: Natural Resources

14.a) Total requested Capital Funds for FY20

$_12,500_____

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$_12,500_____

14c) Funds to be transferred from Operating Account

$_0.00_____ from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$_0.00_____ from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$12,500_____
2023	$12,500_____
2024	$12,500_____
2025	$12,500_____
2026	$12,500_____

Priority ranking: B
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Parks and Rec

2. Dept. Head Signature:

3. Project Title: Cemetery Columbarium

3a. Account Number: 130-46896.006

4. Date: December 11, 2020

5. Project Location: At the end of Cemetery Road off Sand Hill Road

6. Project Description: This account has been set up to provide funds for the columbarium at the cemetery off Cemetery Road. .

7.Project Purpose & Justification: To provide allocation within the cemetery for placement of ashes in small crypts.

8. Priority:

- ☒ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified. (air conditioner)
- ☐ Project needed to maintain department/program /activity at current level of performance.
- ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
  Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: none

11. Anticipated Useful Life: 100 years or longer

12. Is this project part of an inter-municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 22

$ 0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$ 0

14c) Funds to be transferred from Operating Account

$ 0.00 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$ 0.00 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 0.00
2023	$ 0.00
2024	$ 0.00
2025	$ 0.00
2026	$ 0.00

Priority ranking:

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE 2022-2026

1. Department: Parks & Recreation

2. Dept. Head Signature:

3. Project Title: Capital Park Asset Plan
Account Number 130-46897.003

4. Date: December 15,2020

5. Project Location: Various

6. Project Description: Each FY, capital funds are designated for this fund to consistently improve the amenities and safety of each park and facility.

7. Project Purpose & Justification: Scheduled replacement of P&R park and facility assets. Recommendations developed from adopted Recreation Needs Assessment with attached outlook/plans. The plan will mitigate variable expenditures producing a more stable budget. Current Recreation Impact Fees assist the asset replacements needed at facilities due to the growth in the community. This capital account needs sustainable funds as residential growth is not guaranteed.

8. Priority:

☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☒ **B** Project needed to maintain department/program/activities at current level of performance.

☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: N/A

11. Anticipated Useful Life: 5-20 years

12. Is this project part of an intermunicipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$46,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$40,000

14c) Funds to be transferred from Operating Account

$0_____ from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$6000_____ from Acct #130 46897.003_

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$46,000
2022	$67,000
2023	$TBD
2024	$TBD
2025	$TBD

Priority ranking: 3,4, B
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as asset replacement, new additions to facilities, etc.

Manager Only

Requests: ☐ Accepted as is
☐ Accepted with modifications
☐ Denied

Essex Parks and Recreation Department
Park Asset Replacement Plan
Replacement Timeline - see comments

Park	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Brown's River								
Essex Middle School								
Fort Ethan Allen		$14,853						
Foster Road Park							$52,000	
Indian Brook Park					$10,000	$10,000	$10,000	
Myers Park	$4,700			$31,546	$4,200			
Pearl Street Park			$16,160			$5,000		
Pinewood Park			$36,053	$6,000		$2,000		
Drainage		$5,000					$5,000	
Pioneer Park						$1,000		
Sand Hill Park					$3,000	$5,000		
Protech Keyless Doors			$12,000					
Tennis/Pickleball Courts			$22,000					
Flooring (new coating)								
Pool Liner				$43,000				
Sprayground/slide/diving boards					$8,000			
Pool filtration/chemical					$45,000			
Roof					12,000			
Saxon Hill Trails						$8,000		
Saxon Hollow Park					$22,529	$15,000		
ADA Compliance								
Parks & Rec Garage								
Senior Center - 2 Lincoln			$7,000					
Other				$11,000				
Feasibility Study				$25,000				
Totals	$4,700	$19,853	$93,213	$116,546	$104,729	$46,000	$67,000	$0
Beginning Fund Balance	$136,946	$448,696	$458,843	$380,630	$279,084	$214,355	$208,355	$181,355
Recreation Impact Fees	$286,450							
Tax Revenue	$30,000	$30,000	$15,000	$15,000	$40,000	$40,000	$40,000	$40,000
Purchases	$4,700	$19,853	$93,213	$116,546	$104,729	$46,000	$67,000	$0
Ending Fund Balance	$448,696	$458,843	$380,630	$279,084	$214,355	$208,355	$181,355	$221,355

Playground/Park/Facility "Hot Ticket" Items
zip lines
swinging ropes
sprayground
tire swing
Pool windows
Pool diving board(s)
Pool LG Chairs

PATHS, WALKS AND TRAILS

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department Public Works – ADA Compliance

2. Dept. Head Signature:

3. Project Title: ADA Compliance

3a. Account Number:

4. Date: 14 November 2020

5. Project Location: throughout the Town

6. Project Description: Provide ADA access ramps at locations in the Town without these ramps

7. Project Purpose & Justification: An ADA study was completed in 2019 identifying areas of Town needs.

8. Priority:

X ☐Ξ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed
☐ Preliminary Estimate
☐ Nothing done except this report
☐ Survey in progress
X ☐ Survey completed
☐ Sketches/preliminary plans done
☐ Plans and specifications in progress
☐ Plans and specifications completed

10. Alternatives to Request: Failure to demonstrate ADA compliance could lead to lawsuits and imposed requirements for compliance

11. Anticipated Useful Life:

12. Is this project part of an inter-municipal or regional program?

☐No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☐ No ☐Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY 2022

$20,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$20,000

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

from Acct #

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 20,000
2023	$ 20,000
2024	$ 20,000
2025	$ 20,000
2026	$ 20,000

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: ☐ Accepted as is
☐ Accepted with modifications
☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: VT15 from Fort East gate to West St

3a. Account Number: 130-46899.022

4. Date: November 10, 2020

5. Project Location: from Susie Wilson Road on VT15 to West Street

6. Project Description: A scoping study was completed in early FYE19 which investigated alternatives for non-motorized travel between the two end points. The project is partially in the Town, but mostly in the Village The estimated costs is $2,260,000. The Town and Village will now try to secure a VTRANS grant for design, ROW acquisition and construction. The time frame is 5 to 7 years. The Town's cost is on the order of 10%

7.Project Purpose & Justification: to provide a safe, comfortable, convenient and direct bicycle and multi- purpose facility connecting existing facilities in the Town and the Village; support healthy and sustainable life styles and connect neighborhoods

8. Priority:

- ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ Project needed to maintain department/program /activity at current level of performance.
- ☒ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☒ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: no alternative route exists that is direct and serves the purpose

11. Anticipated Useful Life: 30 years

12. Is this project part of an inter-municipal or regional program?

☐ No ☒ Yes Specify: Village /Town/Region

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: VTRANS

14.a) Total requested Capital Funds for FY 22

Local share future cost is $55,000 $0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$55,000

Priority ranking: C

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

VT Route 15 Bicycle/Pedestrian Improvements Study

Susie Wilson Road to West Street Extension
Essex Junction, Vermont

Scoping Report Update

Prepared by: Stantec

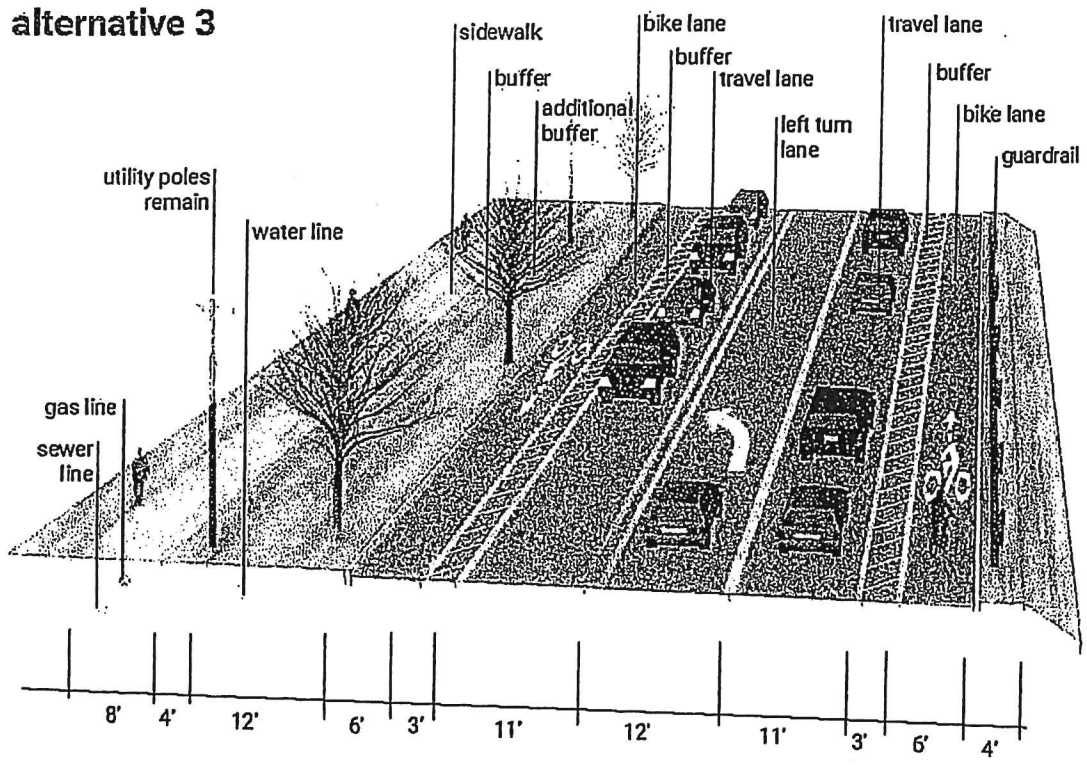
Prepared for: Chittenden County RPC; Village of Essex Junction; Vermont Agency of Transportation

July 31, 2018

6.3 ALTERNATIVE 3: THREE LANES NO MEDIAN

This alternative removes the existing median and converts the existing 2 travel lanes in each direction into a single travel lane, with a left turn lane for eastbound traffic, and a buffered bike lane in each direction. A typical section of this alternative is shown below, and an alternative plan is on the following page.

Figure 29 Alternative 3 Typical Section



Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: Path – Susie W. Road to Pearl St. Park

3a. Account Number: 130-46899.012

4. Date: November 10, 2020

5. Project Location: Between Susie Wilson Road near Rite Aid parallel to Pinecrest to Pearl ST. Park

6. Project Description: A bike path was envisioned to go from S.W Road near Rite Aid to Pearl St. Park. Preliminary plans were developed but the Vermont Agency of Natural Resources was concerned over the proximity of the path to a major wetland. Some study funds were allocated ($10,000) but no further work has been done to locate an alternative route.

7.Project Purpose & Justification: The project was intended to provide an alternative route to the Pearl Street Park from Susie Wilson Road without having to travel along VT15. There is a congregate housing unit which could be better served by this route as well as other potential users.

8. Priority:

- ☐ Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ Project needed to maintain department/program /activity at current level of performance.
- ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☒ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☒ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Use current infrastructure along VT 15 and Pinecrest drive

11. Anticipated Useful Life: 20 years

12. Is this project part of an inter-municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: To be determined

14.a) Total requested Capital Funds for FY22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: D

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works

2. Dept. Head Signature:

3. Project Title: VT15 from Athens Drive to the Circ

3a. Account Number: 130-46899.019

4. Date: November 10, 2020

5. Project Location: on the southern side of VT15 from Athens Drive to the Circ. Highway

6. Project Description: A scoping study was completed in earlyFYE19 which investigated alternatives for non- motorized travel between the two end points. The project is partially in the Village, but mostly in the Town. The estimated costs is $1,370,000 for an 8 foot paved bike path, bike lanes on the road and street lights along the route. The Town and Village will now try to secure a VTRANS grant for design, ROW acquisition and construction. The time frame is 5 to 7 years.

7.Project Purpose & Justification: to provide a safe, comfortable, convenient and direct bicycle and multi- purpose facility connecting existing facilities in the Town and the Village; support healthy and sustainable life styles and connect neighborhoods.

Note: Funds are requested in FY22 for the local share of a VTRANS grant to design and construct a portion of the path from Athens Drive to Orleans Road, a distance of 1300 lf at an estimated total cost of $750,000; local share $150,000 and engineering design costs local share of $15,000.

8. Priority:

Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

☒ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed

☐ Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed

☒ Sketches/preliminary plans done

☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request: no alternative route exists that is direct and serves the purpose

11. Anticipated Useful Life: 30 years

12. Is this project part of an inter-municipal or regional program?

☐ No ☒ Yes Specify: Village /Town/Region

13. Is approval or review of other governmental agency(s) required?

No ☒ Yes Name(s) of agency: VTRANS

14.a) Total requested Capital Funds for FY 22

Local share future cost of first phase is $150,000; design costs of $75,000 and local share of design is $15,000 $15,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$15,000 from Acct #_130-46899.000 Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$15,000
2023	$0
2024	$0
2025	$150,000
2026	$0

Priority ranking: C

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Selectboard/Trustees Meetings
September 10 and 11, 2018
Essex Jct, Vermont
Chittenden County RPC
Village of Essex Junction
Essex, Vermont
Stantec

PAC Preferred Alternative

1. The Preferred Alternative is Alternative 3: An 8-foot shared use path (and bike lanes) as described on page 21 of the Scoping Study and
2. The proposed path should include lighting along the path for its entire length, with lighting fixtures spaced appropriately, due to the location of the path and its importance as a critical multi-model link between the Village and the Town
3. As a component of the planned VTRANS paving project along this section of VT15, the roadway will be configured to have two 11-foot lanes and a 4-foot bike lane on each side of the road to accommodate high speed bicyclists and
4. The project shall include replacement of the current 5-foot wide sidewalk east of Fairview Drive with the 8-foot multi-purpose path and
5. The project shall terminate on the east side of the VT15 Bridge over the Circumferential Highway with an 8-foot wide multi-purpose pedestrian/path crossing on the bridge

Stantec

Town of Essex: Capital Improvement Program FYE 2022 - 2026

1. Department: Public Works / Parks & Rec

2. Dept. Head Signature:

3. Project Title: General Paths, Walks and Trails

4. Date: November 10, 2020

5. Project Location: Various locations throughout Town
Account # 130-46899.000

Note; Towers Rd completed @ total cost = $330K using 2 grants With local share of $45,000.

6. Project Description: This account is the general Path Capital account where funds are accumulated for funding of specific path projects identified elsewhere in the Capital Path category. As specific projects develop into potential design or construction, funds are needed to support this effort.

7. Project Purpose & Justification: There is a need to provide walks, trails and paths at select location for pedestrian safety, to link neighborhoods and link service/recreation centers. Funds should be set aside for further projects by the Town or as a match for grants.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☒ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

NOTE: Funds from this account have been used to provide the local share for the Towers Road and Pinecrest walks. It is important to continue to build this fund so application can be made for future grants.

10. Alternatives to Request: Many pedestrians will have to walk in the road on higher traffic roads due to the lack of sidewalks and/or paths; developments will not be interconnected for pedestrian travel.

NOTE: The account had a balance $291,873.31 as of June 30, 2020. The Pinecrest Dr Project will need an estimated $140,000 in local funds in 2021, leaving a net in the account of $151,873. Funds are needed in FY2022 to increase the fund balance for future walk projects., such as the project along VT15 from Athens Drive to the Circ.

11. Anticipated Useful Life: 20 years +

12. Is this project part of an inter-municipal or regional program?

☐ No ☐ Yes Specify: possibly at points where Town paths meet other communities

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: VTRANS, VT. Agency of Natural Resources

14.a) Total requested Capital Funds for FY22

$50,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$50,000

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$50,000
2023	$50,000
2024	$50,000
2025	$50,000
2026	$50,000

Priority ranking: 2,4,5, A
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program 2022-2026

1. Department: Parks & Rec / Public Works

2. Dept. Head Signature:

3. Project Title: Paths, Trails & Walks - VT.15 to Golf Course

4. Date: November 10, 2020

5. Project Location: Throughout Essex

6. Project Description: Construction of Paths, Trails & Walks per the proposed Capital Expenditure Plan by the Parks & Trails Committee (December 2001) – scoping/ concept design of path on VT.15 from McDonalds to the Circ highway, Estimated cost is $10,000. The project should be constructed concurrent with the Athens Drive to Circ proposed path

7. Project Purpose & Justification: There is a need to provide Walks, Trails and Paths at select locations to provide for pedestrian safety, to link neighborhoods and link service/recreation centers to interconnect with paths from or to adjacent communities

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☒ **D** Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Many pedestrians will have to walk in the road on higher traffic roads due to the lack of sidewalks and/or paths, developments will not be interconnected for pedestrian travel.

11. Anticipated Useful Life: 20 to 50 years

12. Is this project part of an intermunicipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☒ No ☐ Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: 5, D

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

STORMWATER

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Storm water

2. Dept. Head Signature:

3. Project Title: Facilities Construction for Impaired Waterways Phosphorous removal and related Stormwater Work for NPDES Phase 2 Permit Compliance Acct 130-46820.000

4. Date: November 12, 2020

5. Project Location: Various locations throughout Town, primarily in the Sunderland and Indian Brook watersheds

6. Project Description: Construction of storm water treatment facilities at various locations within the impaired waterways – Sunderland Brook and Indian Brook. The facilities are site specific and the priority of construction will be based on permit treatment level requirements established by the State. Also, development of a program to meet new NPDES Phase 2 permit requirements.

7. Project Purpose & Justification: VTANR has ordered municipalities to improve the quality of storm water discharges from selected outfalls in the impaired waterways. A schedule will be established requiring the Town to bring the outfalls up to a specified standard by a specific date. It is anticipated that the time frame for compliance will be within a 20-year period.

8. Priority:

- ☒ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☒ Survey completed (partial)
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Violation of storm water permits; ability to permit new development that adds pollution to the existing outfalls in impaired waterways; title problems with sale of properties

11. Anticipated Useful Life: 20 years

12. Is this project part of an inter-municipal or regional program?

☐ No ☒ Yes Specify: NPDES Phase 2 Storm permit

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: VTANR; others

14.a) Total requested Capital Funds for FY22

$150,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$150,000

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$150,000
2023	$150,000
2024	$150,000
2025	$150,000
2026	$150,000

Priority ranking: 2,4,5 A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Storm-water

2. Dept. Head Signature:

3. Project Title: Town 2020 UPWP storm line inspection

3a. Account Number:

4. Date: 10 November 2020

5. Project Location: Throughout the Town in areas with old metal storm pipes

6. Project Description: A grant to investigate the condition of old corrugated metal storm pipes in the Town as part of compliance with NPDES Phase 2 Storm water permit. The estimated total project cost is $45,000 of which the grant is $36,000 and the local share is $9,000

7.Project Purpose & Justification: To meet the NPDES Phase 2 Storm water permit requirements.

NOTE: Much of the work was completed in FY20 and FY 21; some residual work may carry over into FY22 but with no added costs

8. Priority:

Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

X ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed

X Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed
Sketches/preliminary plans done

☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request: Violation of permit and increased flow to the stream impacting sediment and health of stream and Lake.

Note; The work under this grant was started in FYE20 and has been funded from FYE20 Capital Storm water funds. A portion of the work may extend into FYE2.

11. Anticipated Useful Life: 20 years

12. Is this project part of an inter-municipal or regional program?

☐No X ☐ Yes Specify: NPDES Permit Requirement

13. Is approval or review of other governmental agency(s) required?

No Yes Name(s) of agency: CCRPC

14.a) Total requested Capital Funds for FY 22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$9,000 from Acct #130-46820.000 FYE20

14e) CCRPC grant $36,000 FYE20

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: ☐ Accepted as is

☐ Accepted with modifications

☐ Denied

NOTE:

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Storm-water

2. Dept. Head Signature:

3. Project Title: Town Grants in aid 2021

3a. Account Number:

4. Date: 10 November 2020

5. Project Location: Grant covers gravel roads in the Town

6. Project Description: A grant through the CCRPC to improve gravel roads to reduce the impact of phosphorous on Lake Champlain. The work is needed to meet the Planned Phosphorous removal required by NPDES Phase 2 Storm water permit. The estimated total project cost is $37.500 of which the grant is $31,250 and the local share at is $6,250

7.Project Purpose & Justification: To meet the NPDES Phase 2 Storm water permit requirement on phosphorous reduction

8. Priority:

X Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed

Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed

Sketches/preliminary plans done

X ☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request: Violation of permit and increased flow to the stream impacting sediment and health of stream and Lake.

Project to be underway and completed in FY22.

The grant has been submitted and is awaiting award. The award is anticipated

11. Anticipated Useful Life: 20 years

12. Is this project part of an inter-municipal or regional program?

☐No X ☐ Yes Specify: NPDES Permit Requirement

13. Is approval or review of other governmental agency(s) required?

No Yes Name(s) of agency: VANR/VTRANS

14.a) Total requested Capital Funds for FY 22

$37,500

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$6,250 from Acct #130-46820.000

14e) VTRANS grant $31,250 FYE21

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$37,500
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: ☐ Accepted as is

☐ Accepted with modifications

☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Storm-water

2. Dept. Head Signature:

3. Project Title: Town Better Roads Grant 2020 BRO566

3a. Account Number:

4. Date: 10 November 2020

5. Project Location: Grant covers a plan for all gravel roads in the Town

6. Project Description: A planning grant to develop a priority list for work on gravel roads to reduce the impact of phosphorous on Lake Champlain. The work is needed to meet the Planned Phosphorous removal required by NPDES Phase 2 Storm water permit. The estimated total project cost is $9,600 of which the State grant is 80% or $7,680 and the local share at 20% is $1920.

7.Project Purpose & Justification: To meet the NPDES Phase 2 Storm water permit requirement on phosphorous reduction

8. Priority:

X Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed

Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed

Sketches/preliminary plans done

X ☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request: Violation of permit and increased flow to the stream impacting sediment and health of stream and Lake.

Project to be underway and completed in FYE21 with potential for some carry over into FYE22

11. Anticipated Useful Life: 20 years

12. Is this project part of an inter-municipal or regional program?

☐No X ☐ Yes Specify: NPDES Permit Requirement

13. Is approval or review of other governmental agency(s) required?

No Yes Name(s) of agency: VANR

14.a) Total requested Capital Funds for FY 22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$1920 from Acct #130-46820.000

14e) VTRANS grant $7,680 FYE21

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

☐ Accepted as is

☐ Accepted with modifications

☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Storm-water

2. Dept. Head Signature:

3. Project Title: Town Better Roads Grant 2021 BR0809

3a. Account Number:

4. Date: 10 November 2020

5. Project Location: Grant covers a plan for all gravel roads in the Town – work in FY21 to be completed by June 1, 2021

6. Project Description: A grant to design and perform construction on gravel roads to reduce the impact of phosphorous on Lake Champlain. The work is needed to meet the Planned Phosphorous removal required by NPDES Phase 2 Storm water permit. The estimated total project cost is $22,157,58 of which the grant is 20,000 and the local share at is $2,215.76.

7.Project Purpose & Justification: To meet the NPDES Phase 2 Storm water permit requirement on phosphorous reduction

Note; Project work to be done on Osgood and Catella roads

8. Priority:

X Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed

Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed

Sketches/preliminary plans done

X ☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request: Violation of permit and increased flow to the stream impacting sediment and health of stream and Lake.

The grant has been awarded.

Project to be underway and completed in FYE21.

11. Anticipated Useful Life: 20 years

12. Is this project part of an inter-municipal or regional program?

☐No X ☐ Yes Specify: NPDES Permit Requirement

13. Is approval or review of other governmental agency(s) required?

No Yes Name(s) of agency: VANR

14.a) Total requested Capital Funds for FY 22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$2,2157.58 from Acct #130-46820.000 FYE21

14e) VTRANS grant $20,000 FYE21 grant awarded

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: ☐ Accepted as is

☐ Accepted with modifications

☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Storm-water

2. Dept. Head Signature:

3. Project Title: LDS Storm pond conversion - Town
3a. Account Number: 130-46820.007

4. Date: 10 November 2020

5. Project Location: At the LDS Church property off Essex Way

6. Project Description: Construction of an underground storage and storm water treatment facility to meet the Flow Restoration Plan required by NPDES Phase 2 Storm water permit. The estimated total project cost is $1,806,965 of which the State grant is estimated at $1,346,185 and the local share is $544,065.

7.Project Purpose & Justification: To meet the NPDES Phase 2 Storm water permit requirement on Flow restoration in Indian Brook

8. Priority:

X Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed

Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed

Sketches/preliminary plans done

X ☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request: Violation of permit and increased flow to the stream impacting sediment and health of stream and Lake.

11. Anticipated Useful Life: 40 years

12. Is this project part of an inter-municipal or regional program?

☐No X ☐ Yes Specify: Flow restoration plan

13. Is approval or review of other governmental agency(s) required?

No Yes Name(s) of agency: VANR

14.a) Total requested Capital Funds for FY 22

$60,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$12,000 from Acct #130-46820.000

14e) VTRANS grant $48,000

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$60,000
2023	$1,707,000
2024	$0
2025	$0
2026	$0

Priority ranking: 5A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: ☐ Accepted as is

☐ Accepted with modifications

☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Storm-water

2. Dept. Head Signature:

3. Project Title: Town TAP cul-de-sacs

3a. Account Number:

4. Date: 10 November 2020

5. Project Location: At two locations in the Town and one in the Village

6. Project Description: Re-construction of three existing cul-de-sacs for storm water treatment to meet the Flow Restoration and Planned Phosphorous removal required by NPDES Phase 2 Storm water permit. The estimated total project cost is $448,671 of which the State grant is 80% or $338,924 and the local share is $89,734.42.

7.Project Purpose & Justification: To meet the NPDES Phase 2 Storm water permit requirement for Phosphorous and Flow reduction

NOTE: As of Sept 2020, the total project costs have been $47,865.10, with a local share of 20% or $9,573.02

8. Priority:

X Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed

Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed

Sketches/preliminary plans done

X ☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request: Violation of permit and increased flow to the stream impacting sediment and health of stream and Lake.

11. Anticipated Useful Life: 40 years

12. Is this project part of an inter-municipal or regional program?

☐No X ☐ Yes Specify: Flow restoration plan

13. Is approval or review of other governmental agency(s) required?

No Yes Name(s) of agency: VANR

14.a) Total requested Capital Funds for FY 22

Total design $72,514 less $47,865.10 spent to date = $24,648.90 in FY22; local share= $4929.78,use $5000

Total project (less design) =$376,157

=

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$5000 from Acct #130-46820.000

14e) VTRANS grant share of design = $19,719.12

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$25,000 (total cost of design remaining)
2023	$376,157 (construction total cost)
2024	$0
2025	$0
2026	$0

Priority ranking: 5A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: ☐ Accepted as is

☐ Accepted with modifications

☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Storm-water

2. Dept. Head Signature:

3. Project Title: CCRPC UPWP Planning grant for Tanglewood Drive

3a. Account Number:

4. Date: 10 November 2020

5. Project Location: UPWP Grant thru the CCRPC for study of drainage improvements on Tanglewood Drive

6. Project Description: A planning grant to look at drainage improvements on a section of Tanglewood Drive to reduce erosion in Fern Hollow and to reduce the impact of phosphorous on Lake Champlain. The work is needed to meet the Planned Phosphorous removal required by NPDES Phase 2 Storm water permit. The estimated total project cost is $36,086 of which the grant is $28,869 and the local share is $7,217

7.Project Purpose & Justification: To meet the NPDES Phase 2 Storm water permit requirement on phosphorous reduction

NOTE: Planning study should be completed in FY21 with future work to be determined.

8. Priority:

Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

X ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed

X Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed

Sketches/preliminary plans done

☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request: Violation of permit and increased flow to the stream impacting sediment and health of stream and Lake.

NOTE: Scoping Study anticipated to be completed in FYE20

11. Anticipated Useful Life: 20 years

12. Is this project part of an inter-municipal or regional program?

☐No X ☐ Yes Specify: NPDES Permit Requirement

13. Is approval or review of other governmental agency(s) required?

No Yes Name(s) of agency: CCRPC

14.a) Total requested Capital Funds for FY 22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$7,217 from Acct #130-46820.000 FYE20

14e) CCRPC grant $28,869 FYE20

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: ☐ Accepted as is

☐ Accepted with modifications

☐ Denied

NOTE: This project may be completed in late FYE20

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Storm-water

2. Dept. Head Signature:

3. Project Title: Village 2020 UPWP storm line inspection

3a. Account Number:

4. Date: 10 November 2020

5. Project Location: Throughout the Village in areas with old metal storm pipes

6. Project Description: A grant to investigate the condition of old corrugated metal storm pipes in the Village as part of compliance with NPDES Phase 2 Storm water permit. The estimated total project cost is $45,000 of which the grant is $36,000 and the local share is $9,000

7.Project Purpose & Justification: To meet the NPDES Phase 2 Storm water permit requirements.

NOTE: the majority of the work was completed in FY20 and FY21; some residual work may carry over into FY22

8. Priority:

Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ Project needed to maintain department/program /activity at current level of performance.

X ☐ Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

☐ Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

☐ Plans not needed

X Preliminary Estimate

☐ Nothing done except this report

☐ Survey in progress

☐ Survey completed
Sketches/preliminary plans done

☐ Plans and specifications in progress

☐ Plans and specifications completed

10. Alternatives to Request: Violation of permit and increased flow to the stream impacting sediment and health of stream and Lake.

NOTE: Work under this grant has started in FYE20 and has been funded from FYE20 storm water funds. A portion of the work may extend into FYE21

11. Anticipated Useful Life: 20 years

12. Is this project part of an inter-municipal or regional program?

☐No X ☐ Yes Specify: NPDES Permit Requirement

13. Is approval or review of other governmental agency(s) required?

No Yes Name(s) of agency: CCRPC

14.a) Total requested Capital Funds for FY 22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$9,000 from Acct #130-46820.000 FYE20

14e) CCRPC grant $36,000 FYE20

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests: ☐ Accepted as is

☐ Accepted with modifications

☐ Denied

NOTE:

WATER

Town of Essex: Capital Improvement Program FYE 2022-2026

1. Department: Public Works - Water

2. Dept. Head Signature:

3. Project Title: Sand Hill Road waterline size increase

4. Date: November 3, 2020

5. Project Location: Sand Hill Road for 1,200 ft. south of Greenbriar Drive.

6. Project Description: Increase the size of waterline on a 1,200 ft. section of Sand Hill Road from 3" to 8" to provide fire protection and improved distribution. Cost estimated at $295,000 in FYE22

7. Project Purpose & Justification: a) increase fire protection for residential homes on Sand Hill Road b) improve flow distribution by equalizing flow.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☒ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Do nothing with poor system distribution and lack of fire hydrants to nearby households.

11. Anticipated Useful Life: 50 years

12. Is this project part of an inter-municipal or regional program?

☐ No ☒ Yes Specify: CWD

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: Act 250, VANR, CWD

14.a) Total requested Capital Funds for FY21

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: 5,C

(note see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FY2022-2026

1. Department: Public Works - Water

2. Dept. Head Signature:

3. Project Title: VT15 – Sand Hill Road Waterline Project

4. Date: November 3, 2020

5. Project Location: Intersection of Sand Hill Road and VT 15

6. Project Description: Replacement if an existing 6-Inch waterline with a new 8-Inch within the limits of the proposed VTrans intersection / signal upgrade project at the intersection of Sand Hill Road and Jericho Road, (VT RT 15). Two alternatives are being studied Ranging from $158,000 to $235,000. Use $235,000 at this time.

7. Project Purpose & Justification: VTrans is upgrading the current intersection of Sand Hill Road and VT RT 15 with a new traffic signal. The geometry of the intersection will be changed and will impact the Town's existing water infrastructure located within the project corridor .The Town of Essex is responsible for all work that will be impacted within the State highway ROW.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☒ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☒Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request:

There are no other viable cost-effective alternatives, except for route and impact of pressure on the chosen route.

11. Anticipated Useful Life: 25 to 50 years

12. Is this project part of an inter-municipal or regional program?

☐ No ☒ Yes Specify: CWD

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: Act 250, VANR, others

14.a) Total requested Capital Funds for FY2022

$__235,000_____

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$_____

14c) Funds to be transferred from Operating Account

$_____ from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$_____ from Acct #_____

Funds from water-sewer capital account

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$235,000
2023	$_____
2024	$_____
2025	$_____
2026	$_____

Priority ranking:

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FY2022-2026

1. Department: Public Works - Water

2. Dept. Head Signature:

3. Project Title: VT15 CWD Waterline Loop Project

4. Date: 24 October 2019 (updated 3 November 2020)

5. Project Location: VT15 from the CWD Storage Tank to Connect to the Town Water System at Butlers Corners

6. Project Description: CWD is constructing a new pump station on VT15 to provide a second feed source to the Essex Center area. This project involves installing a new 12 inch diameter waterline from Essex Way on VT15 to the vicinity of Billie Butler Drive. The project is under design at a cost of $34,400 and is anticipated to cost $750,000. The Town will attempt to secure a grant for the project. ROW is needed

7. Project Purpose & Justification: 1) improve water pressure and fire flow in an area of Town with low water pressure 2) provide capacity in the water system for future growth (15 to 20 years) 3) improve water quality through better water distribution 4) provide a second CWD water source into the Town system to reduce the impact of outages

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☒ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☒ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request:

There are no other viable cost-effective alternatives, except for route and impact of pressure on the chosen route.

11. Anticipated Useful Life: 25 to 50 years

12. Is this project part of an inter-municipal or regional program?

☐ No ☒ Yes Specify: CWD

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: Act 250, VANR, others

14.a) Total requested Capital Funds for FY22

For potential increased engineering costs and right of way acquisition $40,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0_____

14c) Funds to be transferred from Operating Account

$_____ from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$_____ from Acct #_____

Funds from sewer water capital fund for FYE22

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$40,000
2023	$650,000
2024	$_____
2025	$_____
2026	$_____

Priority ranking:

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

1.Department: Public Works - Water

2. Dept. Head Signature:

3.Project Title: Waterline loop - Douglas Rd. to Willoughby

4. Date: 8/29/97 (Updated November 3, 2020)

5. Project Location: Essex Center between Douglas Rd., along Towers Rd. to Willoughby

6. Project Description: Install 3500' of 8" waterline between Douglas and Willoughby Streets to loop the system together. Cost is estimated at $284,000 in FYE2022

7. Project Purpose & Justification: This loop will provide better pressure, reliability, water quality and fire protection to residents along Towers Rd., Douglas Rd. and Old Stage Rd. It will also provide improved circulation of water to Meadows Edge. It was part of the waterline that was to have been constructed as part of the JOTO Subdivision.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study
- ☒ **D** Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☒ Survey completed (JOTO Plans)
- ☒ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: There is no alternative route.

11. Anticipated Useful Life: 50 years ☐

12. Is this project part of an inter-municipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☐ No ☒ Yes Name(s) of agency: Act 250 probable, Dept. of Health

14.a) Total requested Capital Funds for FY22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: 1,2,5, D
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE 2022-2026 Updated

1. Department: Public Works - Water

2. Dept. Head Signature:

3. Project Title: Waterline loop-Pinecrest to Village Rt. 2A

4. Date: 8/29/97 (updated Nov 3, 2020)

5. Project Location: Rt. 2A between Pinecrest Drive and Village line

6. Project Description: Install 1500' of 8" waterline in Town along Rt. 2A plus unknown length of 8" waterline in Village along Rt. 2A to loop system together. In addition, provide meter vault. Estimated cost in 2022 is $234,000

7. Project Purpose & Justification: Both the Town and Village would benefit from the looping of these two existing waterlines. Although the lines are not on the same pressure zone (of the Village storage tanks), the system pressures can be made compatible. With looping, there is better overall pressure, higher reliability, better water quality and better fire protection.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study
- ☒ **D** Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☒ Survey completed (plans by Hamlin for private individual)
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request:

Existing landowners drill new wells

11. Anticipated Useful Life: 50 years ±

12. Is this project part of an inter-municipal or regional program?

☐ No ☒ Yes Specify: Project only involves work in Essex; Village also needs to do their side.

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: Act 250 and associated agencies, Dept of Health, VAOT

14.a) Total requested Capital Funds for FY22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: 1,2,5, D

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE2022-2026

1. Department: Public Works – Water

2. Dept. Head Signature:

3. Project Title: Oakwood/Rec Park Waterline Loop

4. Date: November 3, 2020

5. Project Location: proposed waterline between Sand Hill Road and Oakwood lane

6. Project Description; The Tanglewood Drive area has only one water feed from Sand Hill Road. A 2016 water break caused significant disruption to service in the development. A second waterline feed from Sand Hill Road through the Rec Park would provide another feed to almost all impacted customers. The estimated cost is $380,000 (Nov. 2020) and an easement from a private land owner would likely be needed.

7. Project Purpose & Justification: A second waterline feed would provide better water quality due to improved circulation of flow; would provide emergency coverage and service in the event of a water break and better flow and pressure.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☒ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☐ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Lack of a second feed could lead to more disruption in water service and poorer water quality. The proposed location is one location based on costs and ease of construction; a second location would be to put another waterline under Tanglewood Drive and parallel to the existing.

11. Anticipated Useful Life: 25-50 years

12. Is this project part of an inter- municipal or regional program?

☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?

☐ No ☒ Yes Name(s) of agency: ANR

14.a) Total requested Capital Funds for FY22

Develop preliminary drawings; seek ROW determination

$ 8,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$8,000 (water/sewer fund previously allocated) from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$8,000
2023	$ unknown
2024	$unknown
2025	$ unknown
2026	$ unknown

Priority ranking: 5,C

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:

- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

SEWER

Town of Essex: Capital Improvement Program FYE 2022-2026

1. Department: Public Works - Sewer

2. Dept. Head Signature:

3. Project Title: Sewer Pump Stations Control Panels and Power supply

4. Date: November 10, 2020

5. Project Location: Control Upgrades at 10-16 Town sewer pump stations

6. Project Description: Move electrical controls for pump stations from within the chambers at the bottom of the stations topside to above grade. This provides for better safety, troubleshooting and control of stations without having to enter confined spaces as often as now occurs. It also provides a drier environment for the electrical systems. Three of the ten pump stations have been completed to date. The total cost is estimated at $400,000 and the costs will be taken from the sewer utility fund. Only 1 to 2 stations will be done per year due to the costs involved.

7. Project Purpose & Justification: The total cost to date for the upgrades to the three stations is $65,000.00.

8. Priority:

- ☒ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☒ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans don
- ☒ Plans and specifications in progress

Plans and specifications completed

10. Alternatives to Request: Improved electrical systems to the pumps in a drier environment; ease of maintenance for operators; reduction in operator costs for entering pump stations, especially on weekends and holidays; greater risk of personal injury to employees since most pump stations are 15 to 20 feet deep.

11. Anticipated Useful Life: 20 to 25 years ±

12. Is this project part of an inter- municipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☒ No Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$50,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$ 0

14c) Funds to be transferred from Operating Account

$0 ____ from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0_____ from Acct #_____

Note : Total project costs = $400,000; from Water/Sewer Cap. Fund

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 50,000
2023	$ 50,000
2024	$ 50,000
2024	$ TBD
2025	$ TBD

Priority ranking: 5, A

(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE 2022-2026

1. Department: Public Works - Sewer

2. Dept. Head Signature:

3. Project Title: Sewer Pump Stations SCADA Upgrades

4. Date: November 10, 2020

5. Project Location: Control/Communication Upgrades at 16 Town sewer pump stations

6. Project Description: Install new SCADA controls at 16 pump stations at a cost of $5,000 per station at a total cost of $80,000. The costs will be paid from the sewer capital fund. The work will be done over 6 years starting in FY20 and ending in FY25

7. Project Purpose & Justification: There are 16 existing pump stations that need new SCADA control systems installed for remote control monitoring, control of operations and problem identification during system outages/emergencies. Time is critical in terms of response and with the new SCADA systems, the operator can determine the nature of problems before leaving home and can react much faster to remedy problems at the stations before back-ups or overflows occur. The systems can also be used for routine monitoring which can reduce the number of trips into the below-grade stations.

8. Priority:

- ☒ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☒ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans don
- ☒Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Greater delays in identifying system failures with a greater likelihood of overflows or backups; continued operator costs for entering pump stations, especially on weekends and holidays; greater risk of personal injury to employees since most pump stations are 15 to 20 feet deep.

11. Anticipated Useful Life: 15 years ±

12. Is this project part of an inter- municipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☒ No Yes Name(s) of agency:

14.a) Total requested Capital Funds for FY22

$45,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$ 0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

NOTE: $45,000 from Water/Sewer capital Fund

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$ 45,000
2023	$ 40,000
2024	$ 35000
2025	$ 15,000
2026	$

Priority ranking: 3,5, B
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Memorandum

TO: Dennis Lutz, P.E., Public Works Director
FROM: Aaron Martin, P.E., Utilities Director / Town Engineer
Bob Whitten, Water / Sewer Foreman
DATE: June 09, 2020
SUBJECT: Pump Station Maintenance Program FYE 2020 – FYE 2023

ISSUE: The Department has reviewed all 16 sanitary sewer pump stations throughout the Town's collection system. Below is a list of each of the stations, location, date installed, and type. This memo will outline the current maintenance needs of each of the (9) dry well / wet well stations within the collection system.

Station Name	911 Address	Date of Construction	Station Type
Alder Brook	*135 River Road, Essex Junction, VT*	*1984*	*DW/WW*
Alder Lane	*12 Jericho Road, Essex Junction, VT*	*1984*	*DW/WW*
Autumn Knoll	99 Irene Avenue, Essex Junction, VT	2001	Dog House
Butternut Court	16 Butternut Court, Essex Junction, VT	1990	Dog House
Chase Gardens	71 Chase Court, Essex Junction, VT	2018	Dog House
Fort Ethan Allen	*26 Dalton Drive, Colchester, VT*	*1984*	*DW/WW*
Gardenside	4 Griffin Lane, Essex Junction, VT	2018	Dog House
Gauthier	*59 Gauthier Drive, Essex Junction, VT*	*1991*	*DW/WW*
Heritage Estates	*65 Chelsea Road, Essex Junction, VT*	*1984*	*DW/WW*
Lang Farm	*55 Essex Way, Essex Junction, VT*	*1984*	*DW/WW*
Linden Lane	*12 Linden Lane, Essex Junction, VT*	*1984*	*DW/WW*
Logwood Circle	53 Logwood Circle, Essex Junction, VT	1984	Dog House
Meadows Edge	*4 Clover Drive, Essex Junction, VT*	*1994*	*DW/WW*
Oakridge	*1 Laurel Drive, Essex Junction, VT*	*1999*	*DW/WW*
Route 128	*31 Browns River Rd., Essex Junction, VT*	*1984*	*DW/WW*
Trowbridge	37 Thomas Lane, Essex Junction, VT	1987	Dog House

ALDER LANE:

Obtain quotes for installation of new controls with cabinet FYE 2021
New replacement pump for station has been ordered and will be installed FYE 2020 COMPLETE 10/20
Rebuild pump use as a spare FYE 2021
Mission Series 800 Installed FYE 2020 COMPLETE 6/20
Paint exterior manway and cabinet FYE 2021
Paint interior, corrosion control FYE 2021

ALDER BROOK:

New Pumps with VFD's installed in 2008
New control panel installed 2018
Mission Series 800 Installed FYE 2020
Research upgrades to VFD's

FORT ETHAN ALLEN:

New control panel installed 2017
Mission Series 800 Upgraded FYE 2020
Paint exterior manway and cabinet FYE 2021
Paint interior, corrosion control FYE 2021

GAUTHIER:

New control panel installed 2016
Mission Series 800 to be installed FYE 2021
Paint exterior manway and cabinet FYE 2021
Paint interior, corrosion control FYE 2021

HERITAGE ESTATES:

Obtain quotes for installation of new controls with cabinet FYE 2021
Mission Series 800 to be installed FYE 2021
Paint exterior manway and cabinet FYE 2021
Paint interior, corrosion control FYE 2021

LANG FARM:

Obtained Quotes for installation of new controls with cabinet, $15,000
Mission Series 800 installed FYE 2020
Paint exterior manway and cabinet FYE 2021
Paint interior, corrosion control FYE 2021

LINDEN LANE:

Obtain quotes for installation of new controls with cabinet FYE 2023
Mission Series 800 to be installed FYE 2023
Paint exterior manway and cabinet FYE 2021
Paint interior, corrosion control FYE 2022

MEADOWS EDGE:

Obtain quotes for installation of new controls with cabinet FYE 2022
Mission Series 800 to be installed FYE 2022
Paint exterior manway and cabinet FYE 2021
Paint interior, corrosion control FYE 2022

OAKRIDGE:

Obtain quotes for installation of new controls with cabinet FYE 2023
Mission Series 800 to be installed FYE 2023
Paint exterior manway and cabinet FYE 2021
Paint interior, corrosion control FYE 2022

ROUTE 128:

Obtain quotes for installation of new controls with cabinet FYE 2022
Mission Series 800 to be installed FYE 2022
Paint exterior manway and cabinet FYE 2021
Paint interior, corrosion control FYE 2022

SCHEDULED WORK BY FISCAL YEAR ENDING:

Station Name	New Controls	Mission Comm.	Paint Exterior	Paint Interior
Alder Brook	Complete	Complete	N/A	N/A
Alder Lane	2021	Complete	2021	2021
Fort E. A.	Complete	Complete	2021	2021
Gauthier	Complete	2021	2021	2021
Heritage	2021	2021	2021	2021
Lang Farm	2020	Complete	2021	2021
Linden Lane	2023	2023	2021	2022
Meadows Edge	2022	2022	2021	2022
Oakridge	2023	2023	2021	2022
Route 128	2022	2022	2021	2022

COSTS:

The costs for the interior and exterior painting will mostly be material costs. All work will be completed by Water and Sewer staff. The costs associated with the Mission communications

installations and the pump station control upgrades are broken down by year in the two tables below.

FYE Ending	Mission Comm.	Control Upgrades	Total
2020	$ 20,000.00	$ 15,000.00	$ 35,000.00
2021	$ 10,300.00	$ 30,900.00	$ 41,200.00
2022	$ 10,609.00	$ 31,827.00	$ 42,436.00
2023	$ 10,927.27	$ 32,781.81	$ 43,709.08

Costs adjust for a 3.0% annual increase

In FYE 2023, all the control upgrades will have been completed on all the Dry Well / Wet Well stations as planned. Each of these will also have the Mission Communications upgrade, leaving just (6) Dog House stations remaining to have the communications upgrade. It is recommended that these (6) stations could be completed in FYE 2024 at cost of $33,765.27.

Town of Essex: Capital Improvement Program FYE 2022-2026

1. Department: Public Works - Sewer

2. Dept. Head Signature:

3. Project Title: Lang Farm Pump Station Alternative Project

4. Date: November 10, 2020

5. Project Location: Lang Farm Pump Station site, Eurowest property and Essex Way/Sydney Drive area

6. Project Description: Construct a new pump station to handle existing and future wastewater flows from the Town Center area; utilize the existing Lang Farm Pump Station for flows south of the Circ highway; construct new sewer force mains to divert the discharge to other points in the sewer system as noted in the sewer study conducted for the ETC Project and divert the wastewater flows to other areas of the sewer system. Project estimate = $1M; design phase $75,000

7. Project Purpose & Justification: Future development in the Town center area will require added sewer capability within the sewer system to accommodate the increased flows. The Lang Farm pump station is at or near capacity and needs to be expanded. By diverting all of the future sewage flow through a new pump station and diverting 50% of the existing Lang farm PS flow to the south via a new force main, at least 3 other pump stations in the Town system will not need to be upgraded.

8. Priority:

X☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.

☐ **B** Project needed to maintain department/program/activity at current level of performance.

☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.

D Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

☐ Plans not needed
X☐ Preliminary Estimate
☐ Nothing done except this report
☐ Survey in progress
☐ Survey completed
☐ Sketches/preliminary plans done
☐ Plans and specifications in progress
Plans and specifications completed

10. Alternatives to Request: Without this project, the lang farm Pump Station will need to be replaced and 3 other pump stations will need increased capacity

11. Anticipated Useful Life: 50 years ±

12. Is this project part of an inter-municipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☐ No ☒ Yes Name(s) of agency: ANR

14.a) Total requested Capital Funds for FY22

Design funds $75,000

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

NOTE: $75,000 from Water/Sewer Capital Fund

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$75,000
2023	$0
2024	$1,000,000
2025	$0
2026	$0

Priority ranking: 1,5, D
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
☐ Accepted as is
☐ Accepted with modifications
☐ Denied

Town of Essex: Capital Improvement Program FYE 2022-2026 Updated

1. Department: Public Works - Sewer

2. Dept. Head Signature:

3. Project Title: Sewer Extensions

4. Date: 9/17/97 (updated November 8, 2020)

5. Project Location: Cemetery Rd.

6. Project Description: Construction of 350' of 8" gravity sewer to serve Cemetery Rd., off Sand Hill Rd.

Estimated cost is $78,000 in FY2020.

7. Project Purpose & Justification: A request for sewer service was made in 1986, two years after the sewer was built on Sand Hill Rd. This segment was not constructed with the original Town project because it was not grant eligible (no pollution). There are continuing inquiries and requests for this sewer but no financial commitment by either the users or the Selectboard. **No action is planned**

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☒ **D** Project needed but safely deferrable beyond the third year of the five-year projection.

9. Status

- ☐ Plans not needed
- ☒ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☒ Sketches/preliminary plans done
- ☐ Plans and specifications in progress
- ☐ Plans and specifications completed

10. Alternatives to Request: Existing residences continue with on-site sewer systems and replace them as needed.

11. Anticipated Useful Life: 50 years ±

12. Is this project part of an inter-municipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☒ No ☐ Yes Name(s) of agency: Dept. of Health, Agency of Natural Resources,

14.a) Total requested Capital Funds for FY22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: 1,5, D
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Town of Essex: Capital Improvement Program FYE 2022-2026 Updated

1. Department: Public Works - Sewer

2. Dept. Head Signature:

3. Project Title: Sewer Extensions **(Painesville)**

4. Date: November9, 2020 (updated estimate)

5. Project Location: West side sewers (Pinecrest/Susie Wilson/Painesville) area

6. Project Description: construct 4,000 lf of sewer to accommodate approximately 88 equivalent users, who are currently on septic tanks in the area of Ira Allen Drive and a portion of Pioneer St. and Pinecrest Drive, Susie Wilson Road and Blair Rd. Designs have been completed.

7. Project Purpose & Justification: The west end of Town could not be sewered in 1984 due to the area's inability to meet grant requirements (lack of pollution to waters of the State). In 1990, a petition was submitted requesting sewers. A study was conducted and responses received on the costs. Final designs were completed in 2007 and recommendations made by staff to reduce project costs. The Selectboard voted to not move forward with the project in 2007.Estiimated cost is $1,681,000 in 2020.

8. Priority:

- ☐ **A** Project currently underway for which the Town is fully committed and/or so urgently needed that implementation cannot be delayed. Only essential projects should be so classified.
- ☐ **B** Project needed to maintain department/program/activity at current level of performance.
- ☐ **C** Project needed as soon as funds can reasonably be made available or which is desirable but needing further study.
- ☒ **D** Project needed but safely deferrable beyond the third year of the five-year projection**.**

9. Status

- ☐ Plans not needed
- ☐ Preliminary Estimate
- ☐ Nothing done except this report
- ☐ Survey in progress
- ☐ Survey completed
- ☐ Sketches/preliminary plans don
- ☐ Plans and specifications in progress
- ☒ Plans and specifications completed

10. Alternatives to Request: Existing residences continue with on-site sewer systems and replace them as needed.

11. Anticipated Useful Life: 50 years ±

12. Is this project part of an inter-municipal or regional program?
☒ No ☐ Yes Specify:

13. Is approval or review of other governmental agency(s) required?
☐ No ☒ Yes Name(s) of agency: Act 250

14.a) Total requested Capital Funds for FY22

$0

14b) Capital Funds requested from New Capital (i.e., 2 cents on the grand list)

$0

14c) Funds to be transferred from Operating Account

$0 from Acct #_____

14d) Funds to be transferred from Prior Year Capital Account

$0 from Acct #_____

Note: the sum of funds from14 b), 14c) and 14 d) must equal the amount in 14a

15. Future years estimate of Capital Funds needed:

Year	Amount
2022	$0
2023	$0
2024	$0
2025	$0
2026	$0

Priority ranking: 1,5, D
(note; see definition page of Capital Plan)

Remarks: Attach support documents as needed to explain request such as equipment replacement plan, path priority plan, etc,

Manager Only

Requests:
- ☐ Accepted as is
- ☐ Accepted with modifications
- ☐ Denied

Memo

TO: Evan Teich, Unified Manager and the Selectboard
FROM: Dennis Lutz, P.E., Public Works Director
DATE: 28 December 2020
ISSUE: Proposed VT15 Waterline between Billie Butler Drive and Essex Way (INFORMATION)

Staff had submitted a request to the Selectboard in the late fall to consider placing this project on the ballot for Town Meeting Day in 2021 to potentially secure "loan forgiveness" funding from the State's Revolving Water and Sewer Fund.

With the COVID pandemic still affecting operations combined with delays in developing the appropriate ballot wording for the issue, staff is withdrawing this request. There is insufficient time to prepare the documentation to adequately inform the voters before Town Meeting Day and a vote on this issue could negatively impact the merger vote.

The project is still in the design phase and not ready for bidding. In addition, some easements will be required and those can take significant time to obtain. We do not anticipate this project going to construction until the spring/summer of 2022.

With the new administration in Washington, there is the potential for stimulus funding for infrastructure. In addition, the item could be put on the ballot at Town meeting in 2022 if there is still the potential for loan forgiveness through the State program.

The Selectboard will be kept informed periodically on the project's progress during the coming year and the plan for funding the work.

From: Owiso Makuku
Sent: Friday, January 8, 2021 12:10 PM
To: Evan Teich <eteich@essex.org>; Elaine Haney <ehaney@essex.org>; Gregory Duggan <gduggan@ESSEX.ORG>
Cc: Sharon Kelley <skelley@ESSEX.ORG>
Subject: RE: Town Meeting Ballot Question

Hi All,
Sharon is out today, so here is a partial answer.

From our Ordinance:
The regulation of a telecommunications facility, as defined in 30 V.S.A. § 248a, shall be **exempt from municipal approval under this chapter when and to the extent jurisdiction is assumed by the Public Service Board** according to the provisions of that section

If jurisdiction is not assumed by the Public Service Board, it usually triggers a public hearing under Planning Commission site plan review under Section 4.16.
Owiso

From: Evan Teich <eteich@essex.org>
Sent: Friday, January 8, 2021 10:51 AM
To: Elaine Haney <ehaney@essex.org>; Gregory Duggan <gduggan@ESSEX.ORG>
Cc: Owiso Makuku <omakuku@essex.org>; Sharon Kelley <skelley@ESSEX.ORG>
Subject: RE: Town Meeting Ballot Question

Fyi, the Board is under no obligation to take this up as it is not a citizen petition. Thinking we put it on the reading file and if the SB wants to discuss , they can move it to a business item. I will check with Community development to see if there is any public notice required for new cell towers.

Sharon/Owiso: is there any public hearings required for new cell towers or upgrading of equipment?

From: Elaine Haney
Sent: Thursday, January 7, 2021 8:53 PM
To: Evan Teich <eteich@essex.org>; Gregory Duggan <gduggan@ESSEX.ORG>
Subject: FW: Town Meeting Ballot Question

Evan,

Can you help me answer this? Am I required to bring this to the board now that someone has asked? Or should I respond with information about citizen petitions?

Elaine

Elaine Haney (she / her)
Chair, Town of Essex Selectboard
ehaney@essex.org

From: Nancy Benerofe
Sent: Thursday, January 7, 2021 11:31 AM
To: Elaine Haney
Subject: Town Meeting Ballot Question

Dear Selectboard Chair Elaine,
Will you propose to your colleagues to place the following article on our town meeting ballot:

Shall the Town/City of Essex be required to inform its residents when sources of radiation, such as that from cell towers and 5G antennas, are being proposed for installation within its town/city limits?

Sincerely,
Nancy Benerofe

Town of Essex
2021
Annual Meeting/Election Preparation Schedule

January 14, 2021	Last day for voters to file a petition with the town clerk to have an article appear on the ballot. 17 V.S.A. 2642(a)(3)(A) (47 days prior to town meeting). Petition must contain signatures from at least 5% of registered voters in the municipality.
January 25, 2021	Selectboard Meeting - Adopt Warning for Annual Town Meeting *(At least 30 days before Annual Meeting)*
January 21st through January 31st	Warning to be posted in two public places, plus in or near the Clerk's office, between these dates. *(No earlier than 40, nor later than 30 days before Annual Meeting)*
January 25, 2021	Plan of Merger to be posted in three or more public places with the town. 24 V.S.A. §1484
January 25, 2021	5:00 p.m. - deadline for Consent of Candidate forms to be filed with Town Clerk *(6th Monday before Election - Act 162 removes requirement for nominating petition containing 30 signatures this year)*
January 25-Febuary 8th	Publish warning for Plan of Merger Public hearings (in three issues of a newspaper of general circulation in the town – the last notice no later than three days before the final public hearing 24 V.S.A. §1484)
February 1, 2021	First public hearing on proposed Plan of Merger 24 V.S.A. §1484
February 10, 2021	Ballots must be ready by this date. 17 V.S.A. 2681a(a)
February 16, 2021	Second public hearing on proposed Plan of Merger 24 V.S.A. §1484
February 19, 2021	Last day (10 days prior to the day preceding the election) to post warning for public informational hearing on public question to be voted by Australian ballot at a town meeting. The warning must be posted in at least two public places within the municipality and in the town clerk's office. The legislative body is responsible for the administration of the informational hearing and the preparation of minutes. 17 V.S.A. 2680(g)
February 20, 2021	Must distribute town meeting warning in annual town report (at least 10 days prior to town meeting) or other written form by this date to all postal patrons in the municipality to avoid publishing warning in newspaper (if publishing in the newspaper that must happen at least 5 days before town meeting). 24 V.S.A. 1682, 17 V.S.A. 2641(b)

February 25, 2021	Town meeting warning must be published in newspaper by this date if warning has not been published in the Town Report or otherwise distributed (at least five days before the meeting). 17 V.S.A. 2641(b)
February 25, 2021	Last date to hold 2nd public hearing on Plan of Merger (at least five days before vote).
March 1, 2021	Last day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at town meeting. 17 V.S.A. 2680(g)
March 2, 2021	Annual Election - Polls open 7:00 a.m. to 7:00 p.m. (Essex High School and Essex Middle School)

MEETING SCHEDULES 1/8/2021

DUE TO THE COVID-19 PANDEMIC, ALL MEETINGS ARE HELD ONLINE UNTIL FURTHER NOTICE

TOWN SELECTBOARD MEETINGS	VILLAGE TRUSTEES MEETINGS	JOINT MEETINGS

January 11, 2021—6:30 PM	SB Regular	Cathy
January 12, 2021—6:30 PM	VB Regular	Cathy
January 19, 2021—6:30 PM	SB Regular	Cathy
January 25, 2021—6:30 PM	JT Special	Cathy
January 26, 2021—6:30 PM	VB Regular	Amy
February 1, 2021—6:30 PM	SB Regular	Darby
February 9, 2021—6:30 PM	VB Regular	Cathy
February 16, 2021—6:30 PM	SB Regular	Darby
February 22, 2021—6:30 PM	JT Special	Amy
February 23, 2021—6:30 PM	VB Regular	Cathy
March 1, 2021—7:30 PM	Town Annual Meeting	Cathy
March 9, 2021—6:30 PM	VB Regular	Cathy
March 15, 2021—6:30 PM	SB Regular	Cathy
March 22, 2021—6:30 PM	JT Special	Cathy
March 23, 2021—6:30 PM	VB Regular	Cathy
April 5, 2021—6:30 PM	SB Regular	Cathy
April 7, 2021—7:00 PM	Village Annual Meeting	Cathy