



TOWN OF ESSEX SELECTBOARD REGULAR MEETING AGENDA

Online & 81 Main St.
Essex Junction, VT 05452
Monday, November 15, 2021
6:30 PM

E-mail: manager@essex.org

www.essexvt.org

Phone: (802) 878-1341

This meeting will be held both remotely and in person. 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: 311 302 115#
- **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. **BUSINESS ITEMS**
 - a. Presentation from Conservation & Trails Committee about budgeting for ash tree management
 - b. Potential action to compensate Village of Essex Junction \$97,003.85 for Village Manager recruitment and hiring process
 - c. Potential action to compensate Village of Essex Junction \$60,000 for Finance Director recruitment and hiring process
 - d. Work session on fiscal year 2023 budget
 - e. Potential action on fund balance assignments
 - f. Potential action to end Memorandum of Understanding Regarding the Unified Manager
 - g. *Discussion and potential action on tentative agreements about shared services between Town of Essex and independent City of Essex Junction
6. **CONSENT ITEMS**
 - a. Approve minutes: November 9, 2021
 - b. Check Warrants: #17924—11/05/2021
7. **READING FILE**
 - a. Board member comments
 - b. Email from Charles Cole re: Response to calls for Self Harm Patients
 - c. Email from Tracey Delphia re: Thoughts on 'office hours'/public availability
 - d. Email from Community Development Department re: Casey Clark Resignation from Conservation and Trails Committee
 - e. Information about fiscal year 2022 Human Services Funding
 - f. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
 - a. *An executive session may be requested to discuss negotiation of contracts and agreements between the Town of Essex and Village/City of Essex Junction

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:  11/12/2021

Emerald Ash Borer Update and 2023 Budget Request

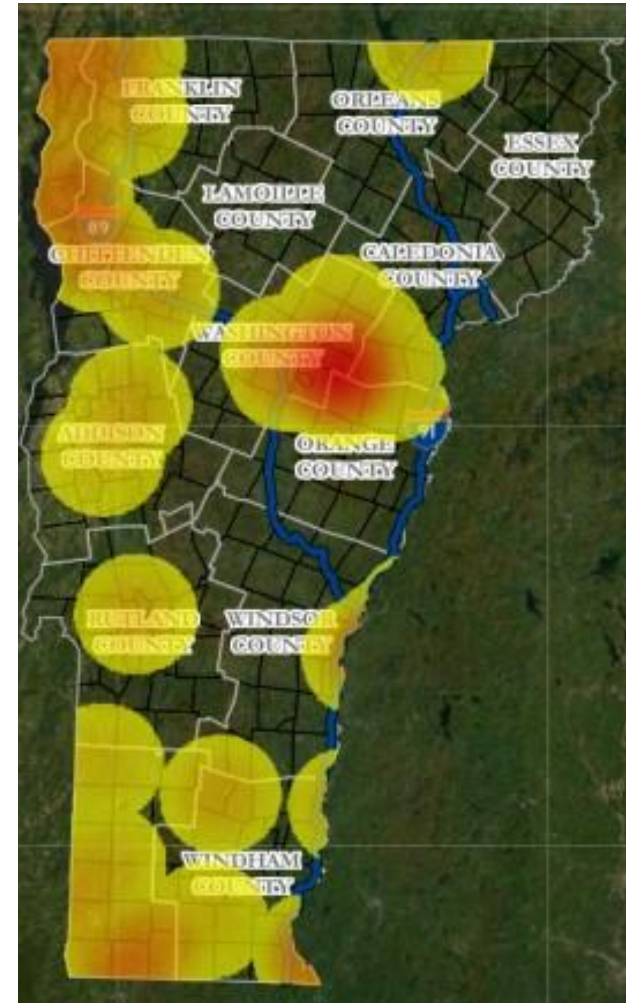
Outline

- Emerald Ash Borer Distribution in Vermont
- Essex Public Ash Tree Status and Distribution
- Previous discussions (2018) and current status
- Proposed SOW, schedule, and budget
- Questions and concerns

Essex Urban Ash Status

Emerald ash borer is here

- Each infested area represents a 10-mile radius around a known EAB infestation.
- Likely that EAB is present in much of the yellow area
- Higher severity infested areas are exhibiting visible infestation symptoms or tree death..
- Traps set summer 2021 in Indian Brook and Sand Hill Park – none captured.

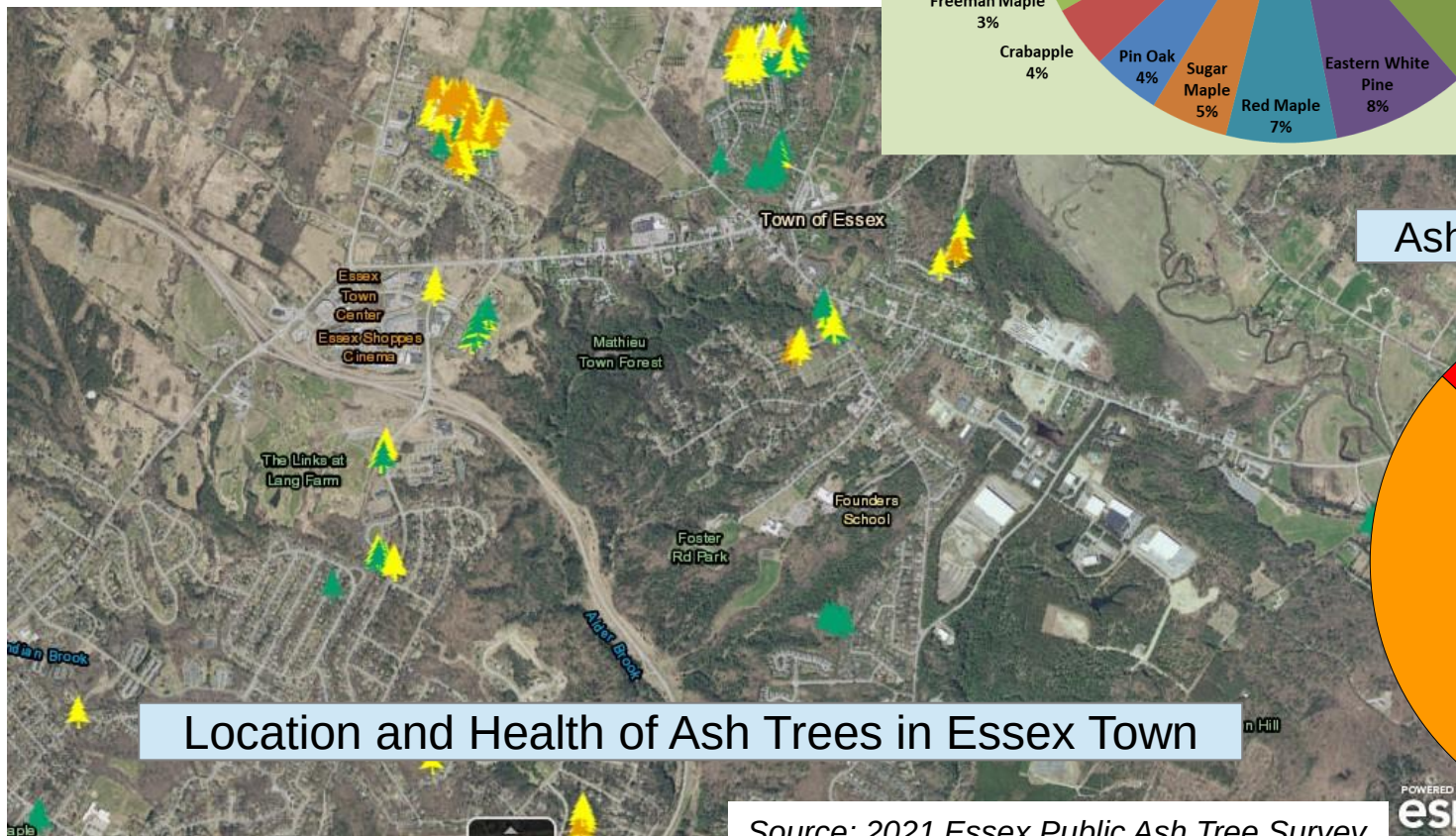
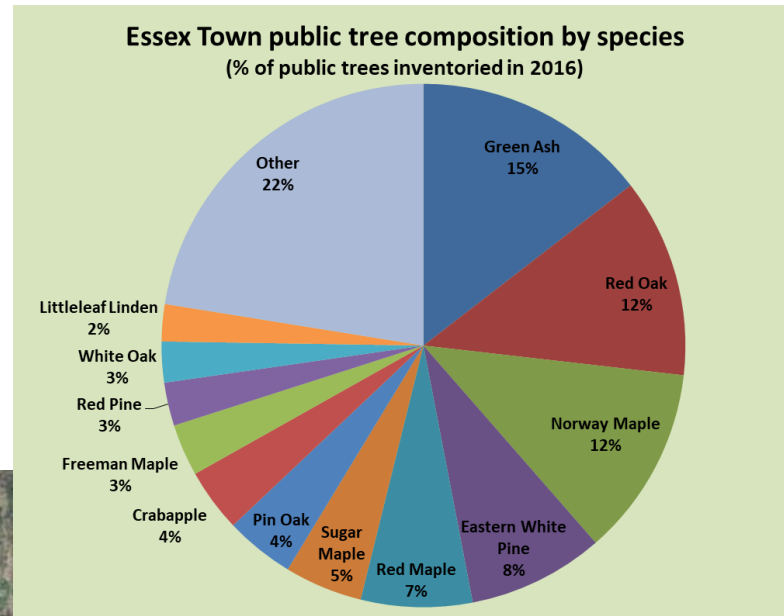


Source: Vermont ANR

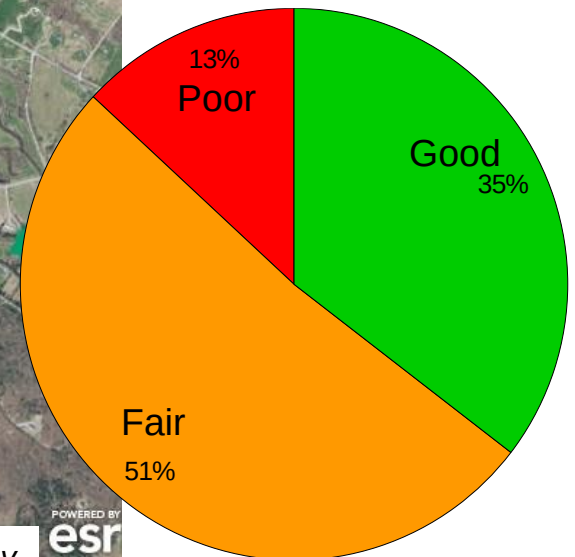
Essex Urban Ash Status

Ash is highest proportion of urban trees in Essex.

Some streets were planted with ash monocultures.



Ash Trees by Condition



Source: 2021 Essex Public Ash Tree Survey

POWERED BY
esr

Previous EAB Management Discussion (2018)

- 2018 Discussion Considered Options and estimated 10-yr Costs for 212 trees.
 - Phased proactive removal \$47,350
 - Reactive removal \$118,375
 - Insecticide treatment \$83,520
 - Replanting estimated \$100 - \$500 per tree, depends on size.
- Decision
 - Allocated capital to NRM account to begin phased removal
 - \$10K annually in FY 2020, 2021
 - \$12K FY 2022
 - Staff continue to study treatment options, monitor situation, and report status.

Activity 2018 - Present

- Costs offset by \$15K VT ANR Grant awarded to Village and Town
 - 10 Unhealthy trees removed
 - 7 replaced on public land with diversity of species optimized for planting site.
 - 1 tree replaced on owner property.
- Cost estimates refined on basis of recent activity
- New survey of Essex Town public ash trees completed with Town Forester, CTC, and citizen volunteers.

Proposed Actions

- Commit to biennial treatment of 13 ash trees selected for excellent condition and importance to canopy.
- Continue with proactive removal and replacement program
 - 20-30 trees annually, prioritized by worst condition
 - Replace where warranted (sufficient space, no utility conflicts)
- Create Adopt-a-Tree citizen volunteer program
 - Increase survival rate of new plantings
 - Monitor condition and pest threats
 - Promote citizen involvement

Summary of Proposed Work

FY Year	Trees Removed / Replaced		Capital Request	NRM Acct Balance	13 Trees Treated
	# Trees	Cost			Annualized Cost
2022	0				
2023	30	\$24,298	\$12,000	\$43,122	\$1000
2024	20	\$16,865	\$14,000	\$40,257	\$1000
2025	25	\$21,081	\$16,000	\$35,176	\$1000
2026	30	\$25,298	\$18,000	\$27,879	\$1000
2027	30	\$25,298	\$20,000	\$22,581	\$1000
2028	30	\$25,298	\$22,000	\$19,284	\$1000
2029	24	\$20,238	\$22,000	\$21,046	\$1000
Total	189	\$159,374	\$124,000		\$7000

Capital

Expense

- Town staff will engage contractors to perform work
- CTC will continue to monitor trees prior to replacement.
- CTC to develop and launch tree adoption program.

Questions and Discussion

Backup

Emerald Ash Borer Treatment

- Professionally applied before tree is infested/damaged
- Biennial trunk injection
 - Single injection of in mid-May or early June provides excellent control of EAB for at least two years.
- Systemic insecticide transported within the vascular system of the tree
 - Reduces hazards such as drift of pesticide to non-target sites
 - Less impact on beneficial insects and other non-target organisms
- 10 year treatment cost \$12,000 vs. replacement cost \$10,962 for 13 trees

Ash Tree Candidates for EAB Treatment

- Score 7/10 or higher
- At least 10' from utility line

Inventory Rubric

Score	Description
0-1	Immediate removal.
2-3	Generally poor condition
4-5	Average condition, do not treat.
6-7	Consider for treating, but some issues with the tree.
8-9	Definitely treat if budget allows
10	Build a viewing stand and sell tickets.

Treatment Candidates

Location	Diameter	Score
Deer Crossing Lane	6-12"	8
Deer Crossing Lane	18-24"	7
Sandhill Park	24-30"	7
Sandhill Park	6-12"	7
Saybrook Rd	12-18"	8
Saybrook Rd	12-18"	7
41 Saybrook Rd	18-24"	7
14 Bobolink Circle	18-24"	7
19 Cedar St	12-18"	8
25 Cedar St	6-12"	8
27 Greenfield Rd	6-12"	8
1 Raymond Dr	12-18"	7
6 Raymond Dr	12-18"	7

Tree Removals 2021

- Species selected for site conditions under consultation with Tree Warden
- Avoided replanting in areas with utility conflicts
- Where no space available, offered tree to adjacent property owner to preserve canopy

Address	Replace	Comment
Cedar St	Yes	River Birch
5 Weathersfield Bow	No	Red Maple on owner property
7 Pomfret Lane	Yes	Replant farther from sewer line, Honey Locust
9 Bluestem Rd	No	Honey Locust on owner property
15 Bluestem Rd	No	Owner declined replacement tree
23 Kellogg Rd	Yes	Crabapple
2 Raymond Dr	Ys	River Birch
8 Raymond Dr	Yes	Hackberry
7 Essex Way	Yes	Eastern Redbud
9 Fox Run Rd	Yes	Replant farther from water line, River Birch

Memorandum

To: Selectboard; Evan Teich, Unified Manager

Cc: Board of Trustees

From: Greg Duggan, Deputy Manager

Re: Request from Essex Junction Board of Trustees for \$97,003.85 for Village Manager recruitment and hiring process

Date: November 12, 2021

Issue

The issue is whether the Selectboard will take action in response to a request from the Village of Essex Junction Board of Trustees to provide the Village \$97,003.85 for the Village's Manager recruitment and hiring process.

Discussion

On November 9, 2021, the Essex Junction Board of Trustees requested \$97,003.85 from the Town of Essex, to help the Village of Essex Junction recruit and hire a Village Manager in fiscal year 2022 after the end of shared management between the Town and Village.

From Village President Andrew Brown:

"During the November 9, 2021 Village Trustee meeting we voted 5-0 on two separate motions:

1. 'I move that the Trustees request \$97,003.85 from the Town of Essex to recruit and hire a Village Manager in fiscal year 2022 due to the upcoming end of shared management.'
2. 'I move that the Trustees request \$60,000 from the Town of Essex to recruit and hire a Village Finance Director in fiscal year 2022.'

"This was done in response to Selectboard Chair's, Andy Watts, email to Village President, Andrew Brown, where Chairperson Watts wrote, 'Advice from our legal counsel is to ask your Board to publicly vote on whether to request the funds before the Selectboard discusses the possibility publicly.' The Trustees appreciate your expedient approval of these requests to prevent any delays in the necessary hiring of new staff."

Cost

Up to \$97,003.85.

Recommendation

The Selectboard may wish to provide the Village of Essex Junction \$97,003.85 for the Village's Manager recruitment and hiring process.

Memorandum

To: Selectboard; Evan Teich, Unified Manager

Cc: Board of Trustees

From: Greg Duggan, Deputy Manager

Re: Request from Essex Junction Board of Trustees for \$60,000 for Finance Director recruitment and hiring process

Date: November 12, 2021

Issue

The issue is whether the Selectboard will take action in response to a request from the Village of Essex Junction Board of Trustees to provide the Village \$60,000 for the Village's Finance Director recruitment and hiring process.

Discussion

On November 9, 2021, the Essex Junction Board of Trustees requested \$60,000 from the Town of Essex, to help the Village of Essex Junction recruit and hire a Finance Director in fiscal year 2022 after the upcoming departure of the shared Finance Director.

From Village President Andrew Brown:

"During the November 9, 2021 Village Trustee meeting we voted 5-0 on two separate motions:

1. 'I move that the Trustees request \$97,003.85 from the Town of Essex to recruit and hire a Village Manager in fiscal year 2022 due to the upcoming end of shared management.'
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Cost

Up to \$60,000.

Recommendation

The Selectboard may wish to provide the Village of Essex Junction \$60,000 for the Village's Finance Director recruitment and hiring process.

Memorandum

To: Selectboard; Evan Teich, Unified Manager
From: Sarah Macy, Finance Director
Courtney Bushey, Assistant Finance Director
Re: FY23 Budget workshop
Date: November 15, 2021

Issue:

The issue is to summarize suggested changes to the budget since budget day and hold a budget workshop.

Discussion:

We left budget day with a 5.8% overall increase and a 7.1% increase in the tax levy. The following adjustments have been made to the budgets to come down to 4.6% overall increase and a 5.4% tax levy increase.

1. Removed one position in the management budget, associated benefits, training and travel. Net expenditure reduction of \$141,129
2. Removed the Village revenue for Finance Director. This would go away with the Village hiring a Village Finance Director as part of the replacement plan for me leaving. This has the effect of increasing the tax levy by \$28,711
3. Added use of Fund balance in the Finance Department to cover the additional costs of transition project manager \$56,000; effectively decreasing the tax levy by \$56k
4. Shuffled Finance Expenses between part time and professional services to more accurately reflect the structure.
5. Updated WVPK to reflect their actual request, increase \$1,272
6. Updated to include Health Officer request to increase stipend, increase \$4,417
7. Added use of fund balance in Police to pay for the third car replacement, effectively decreasing the tax levy by \$70k
8. Reduced the Fire transfer to capital by \$90k, I left \$10k in there to go into the Fire Truck replacement plan which should have been increased by \$5k/year FY22 and FY23 but wasn't.
9. Added the Fire per diem position back to 7/1/22, increase of \$22,500

Cost:

See attached budget sheets

Recommendation:

Staff recommends the Selectboard hold a budget work session on the FY23 budget.

Town of Essex - General Fund Budget Summary

Department Name:	FY20 Budget	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Budget	FY23 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year
Revenues								
Property Taxes	13,550,175	13,500,305	14,010,856	13,881,245	14,265,056	15,038,273	773,217	5.4%
General Revenue	463,001	502,451	463,201	1,024,568	749,701	658,001	(91,700)	-12.2%
Administration	116,123	118,870	119,278	121,028	120,166	-	(120,166)	-100.0%
Selectboard	-	-	-	-	5,000	-	(5,000)	-100.0%
Clerk	205,900	373,029	240,250	466,874	249,205	311,185	61,980	24.9%
Finance	-	-	-	-	-	-	-	n/a
Information Technology	-	-	-	-	14,000	-	(14,000)	-100.0%
ComDev	71,600	86,910	81,800	73,685	81,800	142,510	60,710	74.2%
Police	60,000	36,228	60,000	44,470	62,200	110,200	48,000	77.2%
Animal Control	750	25	750	-	-	-	-	n/a
Pool	61,000	27,408	50,000	57,480	55,000	55,500	500	0.9%
Parks	40,000	49,675	43,000	51,000	59,000	79,000	20,000	33.9%
Seniors	-	137	500	-	-	-	-	n/a
Library	1,000	390	1,000	520	1,000	-	(1,000)	-100.0%
Public Works Admin	-	-	-	-	2,500	-	(2,500)	-100.0%
Highways	261,000	280,216	261,400	411,859	261,400	261,400	-	0.0%
Stormwater	100	61	100	69	100	100	-	0.0%
Total General Fund	14,830,649	14,975,704	15,332,135	16,132,798	15,926,128	16,656,169	730,041	4.6%
Expenditures								
General Government								
Administration	482,175	618,010	546,269	538,196	667,520	652,579	(14,941)	-2.2%
Selectboard	81,688	118,434	87,982	98,649	121,608	109,730	(11,878)	-9.8%
Clerk	267,976	238,805	273,707	267,600	274,215	308,258	34,043	12.4%
Finance	712,375	679,525	737,065	726,340	729,658	644,370	(85,288)	-11.7%
Information Technology	381,203	352,035	414,372	391,495	434,870	443,975	9,105	2.1%
Assessing	204,689	153,149	169,109	162,608	174,672	171,887	(2,785)	-1.6%
Community Development	399,757	347,230	405,589	377,239	413,063	428,851	15,788	3.8%
Economic Development	9,815	8,540	9,815	9,000	27,020	43,040	16,020	59.3%
Health & Human Services	248,864	272,122	255,829	257,264	262,246	439,812	177,566	67.7%
County Regional	476,842	472,134	499,711	483,057	502,243	520,117	17,874	3.6%
Public Safety								
Police	4,479,558	3,840,479	4,666,734	4,035,626	4,722,866	5,015,243	292,377	6.2%
Animal Control	35,319	125	36,429	2,605	39,917	39,900	(17)	0.0%
Fire	575,392	557,692	590,878	609,426	603,700	683,482	79,782	13.2%
Culture & Recreation								
Rec Admin	355,138	310,014	340,351	315,578	357,058	363,254	6,196	1.7%
Pool	140,136	123,596	141,336	107,336	141,066	142,837	1,771	1.3%
Parks	329,044	286,734	345,351	352,194	353,078	353,714	636	0.2%
Seniors	164,764	155,793	191,499	97,018	191,183	208,213	17,030	8.9%
Library	395,722	370,454	391,959	370,636	433,880	444,315	10,435	2.4%
Public Works								
Public Works Admin	184,526	190,873	207,230	269,727	276,740	210,389	(66,351)	-24.0%
Highways	3,561,906	3,572,592	3,660,507	3,718,152	3,862,142	4,082,082	219,940	5.7%
Stormwater	341,500	308,416	347,143	293,362	359,452	357,577	(1,875)	-0.5%
Buildings	462,289	423,256	477,635	418,563	455,650	484,700	29,050	6.4%
Debt								
Debt	539,973	545,717	535,635	535,635	522,281	507,844	(14,437)	-2.8%
Total General Fund	14,830,651	13,945,725	15,332,135	14,437,306	15,926,128	16,656,169	730,041	4.6%

Costing Center		110-00-00 - General Revenue - Town							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	010.000-Property Taxes	13,384,758	13,332,224	13,841,083	13,709,663	14,265,056	15,038,273	773,217	5.4%
	010.001-Highway Tax	165,417	168,081	169,773	171,582	-	-	-	n/a
	020.001-PILOT - Tax Agreements	12,000	10,828	11,000	10,830	11,000	11,000	-	0.0%
	020.017-Electric Car Charging Revenues	-	197	-	137	-	100	100	n/a
	020.022-Rents and Royalties	1,001	1,001	1,001	1,001	1,001	1,001	-	0.0%
	040.000-Intergov: Federal Grant	-	-	-	22,280	-	-	-	n/a
	041.000-Intergov: State and Other Grant	-	11,041	-	465,199	-	-	-	n/a
	042.001-PILOT Revenue	20,000	26,140	25,000	28,927	25,000	28,000	3,000	12.0%
	042.002-Railroad Taxes	4,200	4,672	4,400	4,672	4,400	4,600	200	4.5%
	042.003-Current Use	23,000	21,597	22,000	24,721	22,000	23,000	1,000	4.5%
	042.004-Sate Act 60 Revenue	7,800	7,949	7,800	75,886	7,800	7,800	-	0.0%
	042.005-State Act 68 Revenue	76,000	82,340	76,000	87,187	82,500	82,500	-	0.0%
	060.000-Interest Income	24,000	54,135	26,000	46,168	26,000	30,000	4,000	15.4%
	070.000-Proceeds from Sale of Assets	-	10,793	-	-	-	-	-	n/a
	085.000-Penalties	105,000	115,805	90,000	56,667	100,000	100,000	-	0.0%
	086.000-Interest	70,000	42,525	80,000	59,590	50,000	50,000	-	0.0%
	098.000-Miscellaneous Revenue	20,000	13,428	20,000	41,303	20,000	20,000	-	0.0%
	099.000-Use of Fund Balance/Reserves	100,000	100,000	100,000	100,000	400,000	300,000	(100,000)	-25.0%
Total Revenues		14,013,176	14,002,755	14,474,057	14,905,813	15,014,757	15,696,274	681,517	4.5%
<i>Net Town General Fund</i>		<i>14,013,176</i>	<i>14,002,755</i>	<i>14,474,057</i>	<i>14,905,813</i>	<i>15,014,757</i>	<i>15,696,274</i>	<i>681,517</i>	<i>4.5%</i>

Costing Center		110-10-10 - Administration, Town							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	020.002-Shared Employee Revenue	116,123	118,870	119,278	121,028	120,166	-	(120,166)	-100.0%
Total Revenues		116,123	118,870	119,278	121,028	120,166	-	(120,166)	-100.0%
Expenditure									
	110.000-Regular Salaries	293,810	337,353	338,364	344,329	388,176	358,216	(29,960)	-7.7%
	120.000-Part Time Salaries	-	-	-	-	-	-	-	n/a
	210.000-Group Insurance	62,522	56,010	63,263	76,379	96,592	97,724	1,132	1.2%
	220.000-Social Security	22,477	25,286	25,885	25,787	30,106	27,799	(2,307)	-7.7%
	230.000-Retirement	26,116	30,415	31,946	31,796	39,347	29,980	(9,367)	-23.8%
	290.000-Other Employee Benefits	900	1,324	885	300	1,180	1,110	(70)	-5.9%
	320.000-Legal Services	55,000	80,858	60,000	34,580	65,000	65,000	-	0.0%
	330.000-Professional Services	2,500	10	2,500	5,032	10,000	10,000	-	0.0%
	430.000-R&M Vehicles and Equipment	1,500	667	1,000	-	500	100	(400)	-80.0%
	442.000-Rental of Vehicles or Equipment	-	2,800	-	2,502	2,800	2,800	-	0.0%
	500.000-Training, Conferences, Dues	7,200	5,474	7,276	3,433	9,200	6,515	(2,685)	-29.2%
	505.000-Technology Subscription, Licenses	-	-	-	-	12,285	12,285	-	0.0%
	540.000-Advertising	5,000	4,444	5,000	3,246	6,500	6,500	-	0.0%
	550.000-Printing and Binding	200	-	200	395	200	200	-	0.0%
	570.000-Other Purchased Services	650	93	5,300	5,770	650	650	-	0.0%
	580.000-Travel	3,150	4,938	4,000	1,666	4,334	2,550	(1,784)	-41.2%
	610.000-General Supplies	150	77	150	2,981	150	150	-	0.0%
	755.000-Furniture and Fixtures	1,000	-	500	-	500	1,000	500	100.0%
	810.000-Appropriations to committees	-	-	-	-	-	30,000	30,000	n/a
	890.000-Federal Grant Expense	-	68,261	-	-	-	-	-	n/a
Total Expenditure		482,175	618,010	546,269	538,196	667,520	652,579	(14,941)	-2.2%
Net Town General Fund		(366,052)	(499,140)	(426,991)	(417,168)	(547,354)	(652,579)	(105,225)	19.2%
	Notes on major changes:								
	1. No longer any shared employee revenue with the Village hiring its own manager and asst manager/HR person								
	2. Assistant to the Manager Added								
	3. Appropriation to CEE \$30k added here and removed from Legislative								

Costing Center		110-11-10 - Legislative, Town							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	099.000-Use of Fund Balance	-	-	-	-	5,000	-	(5,000)	-100.0%
Total Revenues		-	-	-	-	5,000	-	(5,000)	-100.0%
Expenditure									
	190.000-Board member payments	7,500	7,250	7,500	7,500	20,273	34,970	14,697	72.5%
	220.000-Social Security	574	555	574	574	1,551	574	(977)	-63.0%
	330.000-Professional Services	40,450	71,910	43,108	50,495	62,300	36,186	(26,114)	-41.9%
	500.000-Training, Conferences, Dues	25,164	27,538	26,300	26,022	26,284	26,800	516	2.0%
	550.000-Printing and Binding	8,000	11,181	10,500	14,058	11,200	11,200	-	0.0%
Total Expenditure		81,688	118,434	87,982	98,649	121,608	109,730	(11,878)	-9.8%
Net Town General Fund		(81,688)	(118,434)	(87,982)	(98,649)	(116,608)	(109,730)	6,878	-5.9%
	Notes on major changes:								
	1. Full year of committee stipends								
	2. Moving the CEE funding to Administration								

Costing Center		110-12-10 - Clerk							
	Notes on major changes:								
	1. Increase to recording fee revenues								
	2. Increase to election expenses to account for continuing mailed ballots								
	3. Of note: This costing center brings in non-tax revenue in excess of total costs making it fully self reliant								

Costing Center		110-13-10 - Finance, Town							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	020.002-Shared Employee Revenue	-	-	-	-	-	-	-	n/a
	Use of Fund Balance	-	-	-	-	-	56,000	56,000	n/a
Total Revenues		-	-	-	-	-	-	-	n/a
Expenditure									
	110.000-Regular Salaries	186,056	189,348	199,065	196,235	195,860	207,820	11,960	6.1%
	120.000-Part Time Salaries	-	-	-	-	7,763	20,280	12,517	161.2%
	130.000-Overtime	3,184	268	3,287	883	1,008	1,064	56	5.6%
	210.000-Group Insurance	47,798	44,159	51,266	46,277	50,760	51,623	863	1.7%
	220.000-Social Security	14,477	14,398	15,479	15,154	15,902	17,795	1,893	11.9%
	230.000-Retirement	17,978	18,522	19,485	19,344	20,010	17,493	(2,517)	-12.6%
	290.000-Other Employee Benefits	765	940	765	765	765	765	-	0.0%
	330.000-Professional Services	-	-	-	4,623	-	63,150	63,150	n/a
	335.000-Audit	18,750	18,750	16,155	16,780	18,435	19,500	1,065	5.8%
	442.000-Rental of Vehicles or Equipment	-	1,699	2,000	1,702	2,000	2,000	-	0.0%
	500.000-Training, Conferences, Dues	3,500	1,595	1,500	3,595	2,000	3,720	1,720	86.0%
	505.000-Technology Subscription, Licenses	-	-	-	21,694	16,991	19,140	2,149	12.6%
	520.000-Insurance	407,817	371,284	405,000	391,807	390,000	209,920	(180,080)	-46.2%
	530.000-Communications	-	-	-	-	564	-	(564)	-100.0%
	550.000-Printing and Binding	4,000	5,209	5,200	3,397	3,400	3,400	-	0.0%
	560.000-Postage	3,100	3,022	3,100	3,070	3,100	3,100	-	0.0%
	570.000-Other Purchased Services	3,700	8,920	13,513	-	-	-	-	n/a
	580.000-Travel	500	293	500	203	100	2,600	2,500	2500.0%
	610.000-General Supplies	750	968	750	811	1,000	1,000	-	0.0%
	755.000-Furniture and Fixtures	-	150	-	-	-	-	-	n/a
Total Expenditure		712,375	679,525	737,065	726,340	729,658	644,370	(85,288)	-11.7%
<i>Net Town General Fund</i>		<i>(712,375)</i>	<i>(679,525)</i>	<i>(737,065)</i>	<i>(726,340)</i>	<i>(729,658)</i>	<i>(644,370)</i>	<i>85,288</i>	<i>-11.7%</i>
	Notes on major changes:								
	1. Staffing - addition of part time role for transition project manager for the separation of shared finance								
	2. Added the shared employee revenue to this costing center (previously in admin) for the finance director from the Village enterprise funds								
	3. Reducation in insurnace with the Police portion of WC, Unemployment, and Property/Liability into that costing segment for contractual costing purposes								

Costing Center		110-14-10 - Information Technology							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	Contribution from Village WWTF					14,000	-	(14,000)	-100.0%
Total Revenues		-	-	-	-	14,000	-	(14,000)	-100.0%
Expenditure									
	110.000-Regular Salaries	192,765	181,861	199,173	197,933	205,799	216,925	11,126	5.4%
	120.000-Part Time Salaries	-	-	-	-	-	-	-	n/a
	210.000-Group Insurance	68,241	52,229	70,269	49,892	70,580	72,729	2,149	3.0%
	220.000-Social Security	14,746	13,569	15,237	15,140	15,985	16,831	846	5.3%
	230.000-Retirement	17,308	17,075	18,535	18,730	19,406	17,956	(1,450)	-7.5%
	290.000-Other Employee Benefits	900	-	900	700	900	900	-	0.0%
	330.000-Professional Services	7,500	4,495	7,500	4,243	8,500	5,000	(3,500)	-41.2%
	432.000-R&M Technology	25,578	10,946	22,450	1,812	8,000	8,000	-	0.0%
	500.000-Training, Conferences, Dues	5,500	469	9,400	-	12,700	10,200	(2,500)	-19.7%
	505.000-Technology Subscription, Licenses	-	-	-	-	51,000	61,934	10,934	21.4%
	580.000-Travel	1,000	111	500	-	500	500	-	0.0%
	735.000-Technology: Hardware, Software, Equipment	43,815	67,430	66,408	99,045	37,500	29,000	(8,500)	-22.7%
	920.000-Transfer between funds (capital)	3,850	3,850	4,000	4,000	4,000	4,000	-	0.0%
Total Expenditure		381,203	352,035	414,372	391,495	434,870	443,975	9,105	2.1%
<i>Net Town General Fund</i>		<i>(381,203)</i>	<i>(352,035)</i>	<i>(414,372)</i>	<i>(391,495)</i>	<i>(420,870)</i>	<i>(443,975)</i>	<i>(23,105)</i>	<i>5.5%</i>
	Notes on Major Changes:								
	1. Loss of contribution from Village enterprise funds								

Costing Center		110-15-10 - Assessing							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Expenditure									
	110.000-Regular Salaries	127,587	104,130	113,403	113,701	80,507	85,934	5,427	6.7%
	120.000-Part Time Salaries	-	-	-	-	35,353	37,297	1,944	5.5%
	130.000-Overtime	-	-	-	-	-	-	-	n/a
	210.000-Group Insurance	45,470	21,737	23,491	21,606	22,900	23,360	460	2.0%
	220.000-Social Security	9,761	7,867	8,675	8,582	8,973	9,534	561	6.3%
	230.000-Retirement	12,121	9,992	11,340	11,129	11,729	10,282	(1,447)	-12.3%
	290.000-Other Employee Benefits	600	-	300	-	300	300	-	0.0%
	330.000-Professional Services	3,300	2,678	3,300	1,539	-	300	300	n/a
	430.000-R&M Vehicles and Equipment	1,000	433	1,000	-	500	-	(500)	-100.0%
	500.000-Training, Conferences, Dues	1,450	1,443	3,200	2,961	1,010	1,115	105	10.4%
	505.000-Technology Subscription, Licenses	-	-	-	-	10,000	3,515	(6,485)	-64.9%
	540.000-Advertising	150	-	150	-	150	-	(150)	-100.0%
	580.000-Travel	100	58	100	-	100	100	-	0.0%
	610.000-General Supplies	150	1,609	150	90	150	150	-	0.0%
	755.000-Furniture and Fixtures	-	201	1,000	-	-	-	-	n/a
	920.000-Transfer between funds (capital)	3,000	3,000	3,000	3,000	3,000	-	(3,000)	-100.0%
Total Expenditure		204,689	153,149	169,109	162,608	174,672	171,887	(2,785)	-1.6%
<i>Net Town General Fund</i>		<i>(204,689)</i>	<i>(153,149)</i>	<i>(169,109)</i>	<i>(162,608)</i>	<i>(174,672)</i>	<i>(171,887)</i>	<i>2,785</i>	<i>-1.6%</i>
	Notes on Major Changes:								
	1. Reduction from 2 to 1 fleet vehicles								

Costing Center		110-16-10 - Community Development, Town							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	020.005-Zoning Hearing Fees	1,000	1,890	1,200	2,937	1,200	1,500	300	25.0%
	020.006-Subdivision Filing Fees	11,000	5,090	9,500	8,405	9,500	11,500	2,000	21.1%
	020.007-Zoning Ordinance Pamphlets	100	-	100	3	100	260	160	160.0%
	020.008-CO Inspections and Re-Inspections	9,500	13,195	11,000	10,090	11,000	13,250	2,250	20.5%
	020.009-CO Compliance Certification	-	-	-	-	-	6,000	6,000	n/a
	030.007-Building Structures	50,000	66,735	60,000	52,250	60,000	110,000	50,000	83.3%
Total Revenues		71,600	86,910	81,800	73,685	81,800	142,510	60,710	74.2%
Expenditure									
	110.000-Regular Salaries	254,698	213,246	248,386	250,042	228,147	240,973	12,826	5.6%
	120.000-Part Time Salaries	-	-	-	-	27,668	29,190	1,522	5.5%
	130.000-Overtime	-	-	-	-	-	-	-	n/a
	210.000-Group Insurance	57,626	52,869	70,401	54,457	57,636	58,750	1,114	1.9%
	220.000-Social Security	19,485	15,954	19,002	18,513	19,855	20,946	1,091	5.5%
	230.000-Retirement	21,048	19,239	23,400	23,356	24,457	22,392	(2,065)	-8.4%
	290.000-Other Employee Benefits	900	302	900	968	900	900	-	0.0%
	330.000-Professional Services	12,500	16,075	12,500	-	15,200	16,200	1,000	6.6%
	430.000-R&M Vehicles and Equipment	1,000	313	1,000	60	500	500	-	0.0%
	500.000-Training, Conferences, Dues	4,000	3,227	3,500	1,254	5,000	5,000	-	0.0%
	540.000-Advertising	6,000	3,794	4,500	3,692	6,000	6,000	-	0.0%
	550.000-Printing and Binding	500	-	500	6,175	500	500	-	0.0%
	580.000-Travel	3,000	-	2,500	-	3,000	3,000	-	0.0%
	610.000-General Supplies	1,000	4,211	1,000	722	1,200	1,500	300	25.0%
	831.000-Special or New Programs	-	-	-	-	5,000	5,000	-	0.0%
	910.000-Transfer between funds (non-capital)	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%
	920.000-Transfer between funds (capital)	3,000	3,000	3,000	3,000	3,000	3,000	-	0.0%
Total Expenditure		399,757	347,230	405,589	377,239	413,063	428,851	15,788	3.8%
Net Town General Fund		(328,157)	(260,320)	(323,789)	(303,553)	(331,263)	(286,341)	44,922	-13.6%
	Notes on Major Changes:								
	1. Revision to fee schedule reflected in the FY23 budgeted revenue								

Costing Center		110-17-10 - Economic Development, Town							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Expenditure									
	120.000-Part Time Salaries	-	-	-	-	14,352	29,206	14,854	103.5%
	220.000-Social Security	-	-	-	-	1,098	2,234	1,136	103.5%
	540.000-Advertising	-	-	-	-	500	500	-	0.0%
	800.104-Chamber of Commerce	1,040	1,040	1,040	800	1,070	1,100	30	2.8%
	800.105-Greater Burlington Industrial Corporation	7,000	7,000	7,000	7,000	7,000	7,000	-	0.0%
	800.110-Economic Development Committee	1,775	500	1,775	1,200	3,000	3,000	-	0.0%
Total Expenditure		9,815	8,540	9,815	9,000	27,020	43,040	16,020	59.3%
<i>Net Town General Fund</i>		<i>(9,815)</i>	<i>(8,540)</i>	<i>(9,815)</i>	<i>(9,000)</i>	<i>(27,020)</i>	<i>(43,040)</i>	<i>(16,020)</i>	<i>59.3%</i>
	Notes on Major Changes:								
	1. Full year of economic development coordinator which started half year FY22 budget; part time								

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Costing Center		110-18-10 - Health and Human Services							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Expenditure									
	330.000-Professional Services	16,258	16,016	16,827	16,256	17,205	22,224	5,019	29.2%
	500.000-Training, Conferences, Dues	-	-	100	386	100	200	100	100.0%
	530.000-Communications	-	-	780	-	780	780	-	0.0%
	800.100-Human Service Grants	148,306	171,806	153,322	155,822	159,261	166,562	7,301	4.6%
	800.106-Essex Rescue	76,300	76,300	76,300	76,300	76,300	241,046	164,746	215.9%
	800.107-Essex Jct. Cemetery Association	5,000	5,000	5,000	5,000	5,000	5,000	-	0.0%
	800.108-E.C. Historical Museum	3,000	3,000	3,500	3,500	3,600	4,000	400	11.1%
Total Expenditure		248,864	272,122	255,829	257,264	262,246	439,812	177,566	67.7%
<i>Net Town General Fund</i>		<i>(248,864)</i>	<i>(272,122)</i>	<i>(255,829)</i>	<i>(257,264)</i>	<i>(262,246)</i>	<i>(439,812)</i>	<i>(177,566)</i>	<i>67.7%</i>
Calculation for Human Services									
	Total Budget	16,656,169							
	Less: current Human Services	166,562							
	99% of total	16,489,607							
	Total	16,656,169							
	Human services	166,562							
Notes on Major Changes:									
1. Essex Rescue asked for large increase									

Costing Center		110-20-10 - Police, Operating							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	020.018-Special Police Services	60,000	34,325	60,000	41,674	60,000	40,000	(20,000)	-33.3%
	020.019-VIN Verifications	-	280	-	215	200	200	-	0.0%
	040.800-OJP - Ballistic Vest Grant	-	1,623	-	2,581	-	-	-	n/a
	099.000-Use of Fund Balance	-	-	-	-	2,000	70,000	68,000	3400.0%
Total Revenues		60,000	36,228	60,000	44,470	62,200	110,200	48,000	77.2%
Expenditure									
	<i>SUMMARY-Regular Salaries</i>	<i>2,553,719</i>	<i>2,248,356</i>	<i>2,678,295</i>	<i>2,395,810</i>	<i>2,558,575</i>	<i>2,693,444</i>	<i>134,869</i>	<i>5.3%</i>
	<i>SUMMARY-Part Time Salaries</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>134,586</i>	<i>133,144</i>	<i>(1,442)</i>	<i>-1.1%</i>
	<i>SUMMARY-Overtime</i>	<i>276,375</i>	<i>214,527</i>	<i>277,440</i>	<i>206,068</i>	<i>290,679</i>	<i>300,135</i>	<i>9,456</i>	<i>3.3%</i>
	<i>SUMMARY-Group Insurance</i>	<i>776,684</i>	<i>543,365</i>	<i>808,050</i>	<i>552,886</i>	<i>763,355</i>	<i>769,007</i>	<i>5,652</i>	<i>0.7%</i>
	<i>SUMMARY-Social Security</i>	<i>216,503</i>	<i>187,678</i>	<i>227,948</i>	<i>195,235</i>	<i>237,339</i>	<i>242,369</i>	<i>5,030</i>	<i>2.1%</i>
	<i>SUMMARY-Retirement</i>	<i>253,477</i>	<i>221,467</i>	<i>263,514</i>	<i>228,459</i>	<i>285,925</i>	<i>304,798</i>	<i>18,873</i>	<i>6.6%</i>
	<i>SUMMARY-Other Employee Benefits</i>	<i>9,800</i>	<i>8,316</i>	<i>11,100</i>	<i>10,542</i>	<i>11,400</i>	<i>11,400</i>	<i>-</i>	<i>0.0%</i>
	<i>SUMMARY-Allowance for Vacancies</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>(191,857)</i>	<i>(191,857)</i>	<i>n/a</i>
	330.000-Professional Services	31,000	51,674	40,440	66,735	55,000	65,096	10,096	18.4%
	430.000-R&M Vehicles and Equipment	40,500	56,086	42,000	52,752	43,000	24,000	(19,000)	-44.2%
	432.000-R&M Technology	55,050	38,550	55,050	27,812	25,050	25,050	-	0.0%
	442.000-Rental of Vehicles or Equipment	-	4,474	5,000	4,354	5,000	5,000	-	0.0%
	500.000-Training, Conferences, Dues	23,400	23,446	23,720	31,743	25,500	27,500	2,000	7.8%
	505.000-Technology Subscription, Licenses	-	-	-	-	46,680	46,680	-	0.0%
	510.000-Permits, Licenses, Registrations	100	-	175	167	175	175	-	0.0%
	520.000-Insurance	-	-	-	-	-	231,452	231,452	n/a
	530.000-Communications	38,850	37,478	38,850	46,050	31,850	31,850	-	0.0%
	540.000-Advertising	600	295	600	6,320	600	600	-	0.0%
	550.000-Printing and Binding	2,500	2,777	2,500	1,143	2,500	2,000	(500)	-20.0%
	580.000-Travel	7,800	5,849	5,500	483	6,500	6,500	-	0.0%
	610.000-General Supplies	21,748	13,980	13,200	9,408	13,200	13,200	-	0.0%
	611.000-Small Tools and Equipment	10,252	5,487	10,252	4,368	10,252	8,000	(2,252)	-22.0%
	612.000-Uniforms	36,400	37,921	36,400	42,740	37,500	37,500	-	0.0%
	613.000-Program Supplies	-	1,961	1,500	3,504	2,000	3,000	1,000	50.0%
	735.000-Technology: Hardware, Software, Equipment	20,000	31,495	20,000	43,385	20,000	20,000	-	0.0%
	751.000-Vehicle Purchases	84,000	86,649	84,000	86,752	85,000	159,000	74,000	87.1%
	830.000-Regular Programs	5,000	1,968	5,000	2,710	5,000	5,000	-	0.0%
	910.000-Transfer between funds (non-capital)	15,800	16,680	16,200	16,200	16,200	26,200	10,000	61.7%
	920.000-Transfer between funds (capital)	-	-	-	-	10,000	15,000	5,000	50.0%
Total Expenditure		4,479,558	3,840,479	4,666,734	4,035,626	4,722,866	5,015,243	292,377	6.2%
<i>Net Town General Fund</i>		<i>(4,419,558)</i>	<i>(3,804,251)</i>	<i>(4,606,734)</i>	<i>(3,991,156)</i>	<i>(4,660,666)</i>	<i>(4,905,043)</i>	<i>(244,377)</i>	<i>5.2%</i>

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Costing Center		110-20-13 - Police, Investigations Div							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Expenditure									
	110.000-Regular Salaries	317,476	338,610	353,786	344,633	388,812	382,880	(5,932)	-1.5%
	130.000-Overtime	19,066	25,905	29,553	29,437	29,327	30,354	1,027	3.5%
	210.000-Group Insurance	114,526	99,332	118,738	101,709	104,287	107,522	3,235	3.1%
	220.000-Social Security	25,745	28,411	27,872	28,706	31,075	32,046	971	3.1%
	230.000-Retirement	28,077	33,658	33,040	34,845	37,061	39,248	2,187	5.9%
	290.000-Other Employee Benefits	1,250	1,450	1,500	1,750	1,500	1,500	-	0.0%
	199.000-Allowance for Vacancies	-	-	-	-	-	-	-	n/a
Total Expenditure		506,140	527,366	564,489	541,080	592,062	593,550	1,488	0.3%
<i>Net Town General Fund</i>		<i>(506,140)</i>	<i>(527,366)</i>	<i>(564,489)</i>	<i>(541,080)</i>	<i>(592,062)</i>	<i>(593,550)</i>	<i>(1,488)</i>	<i>0.3%</i>
Costing Center		110-20-14 - Police, Patrol							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Expenditure									
	110.000-Regular Salaries	1,528,781	1,298,818	1,570,632	1,270,737	1,462,447	1,544,785	82,338	5.6%
	120.000-Part Time Salaries	-	-	-	-	53,508	54,776	1,268	2.4%
	130.000-Overtime	194,824	144,089	193,647	130,942	214,437	216,423	1,986	0.9%
	210.000-Group Insurance	456,732	297,978	498,021	279,928	460,977	444,908	(16,069)	-3.5%
	220.000-Social Security	131,856	110,524	138,255	106,850	142,170	140,801	(1,369)	-1.0%
	230.000-Retirement	158,887	129,529	168,613	127,117	174,883	184,559	9,676	5.5%
	290.000-Other Employee Benefits	6,100	4,752	7,200	5,363	7,200	6,900	(300)	-4.2%
	199.000-Allowance for Vacancies	-	-	-	-	-	(155,588)	(155,588)	n/a
Total Expenditure		2,477,180	1,985,690	2,576,368	1,920,937	2,515,622	2,437,564	(78,058)	-3.1%
<i>Net Town General Fund</i>		<i>(2,477,180)</i>	<i>(1,985,690)</i>	<i>(2,576,368)</i>	<i>(1,920,937)</i>	<i>(2,515,622)</i>	<i>(2,437,564)</i>	<i>78,058</i>	<i>-3.1%</i>
Notes on major changes:									
1. Addition of WC, unemployment and Property/liability insurance to this costing center									
2. Three vehicle replacement year									
3. Additional funding for the CJC									
4. Introduction of contra-expenditure allowance for vacancies									

[illegible]

Costing Center		110-25-10 - Fire, Town							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	098.000-Miscellaneous Revenue	-	11,112	-	10	-	-	-	n/a
Total Revenues		-	11,112	-	10	-	-	-	n/a
Expenditure									
	120.000-Part Time Salaries	225,000	199,895	225,000	219,874	230,841	272,441	41,600	18.0%
	210.000-Group Insurance	-	-	-	-	-	-	-	n/a
	220.000-Social Security	17,213	15,291	17,213	16,815	17,659	20,841	3,182	18.0%
	260.000-Workers Comp insurance	38,250	30,846	34,565	27,698	30,000	30,000	-	0.0%
	330.000-Professional Services	3,000	370	4,000	259	3,000	6,000	3,000	100.0%
	430.000-R&M Vehicles and Equipment	26,000	28,217	31,000	33,787	31,000	34,000	3,000	9.7%
	442.000-Rental of Vehicles or Equipment	-	1,135	-	1,100	1,200	1,200	-	0.0%
	500.000-Training, Conferences, Dues	7,000	5,194	8,600	6,116	9,500	9,500	-	0.0%
	530.000-Communications	30,000	33,857	35,000	40,250	30,000	45,000	15,000	50.0%
	610.000-General Supplies	5,329	1,230	3,500	14,709	3,500	6,000	2,500	71.4%
	611.000-Small Tools and Equipment	12,100	12,707	14,000	32,777	14,000	15,000	1,000	7.1%
	612.000-Uniforms	28,000	36,269	28,000	27,164	28,000	28,000	-	0.0%
	613.000-Program Supplies	3,000	3,491	3,500	3,487	3,500	4,000	500	14.3%
	750.000-Machinery and Equipment	5,500	14,190	6,500	5,391	6,500	6,500	-	0.0%
	920.000-Transfer between funds (capital)	175,000	175,000	180,000	180,000	195,000	205,000	10,000	5.1%
Total Expenditure		575,392	557,692	590,878	609,426	603,700	683,482	79,782	13.2%
<i>Net Town General Fund</i>		<i>(575,392)</i>	<i>(546,580)</i>	<i>(590,878)</i>	<i>(609,416)</i>	<i>(603,700)</i>	<i>(683,482)</i>	<i>(79,782)</i>	<i>13.2%</i>
	Notes on Major Changes:								
	1. 40 hours/week of daytime per diem added								

[illegible]

[illegible]

Costing Center		110-30-12 - EPR, Parks and Facilities							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	020.308-Facility & Field Rental	7,000	6,100	8,000	4,505	9,000	9,000	-	0.0%
	020.309-Indian Brook Fees	33,000	43,575	35,000	46,495	50,000	70,000	20,000	40.0%
Total Revenues		40,000	49,675	43,000	51,000	59,000	79,000	20,000	33.9%
Expenditure									
	110.000-Regular Salaries	179,666	158,862	185,238	185,964	102,077	116,556	14,479	14.2%
	120.000-Part Time Salaries	-	-	-	-	90,237	56,105	(34,132)	-37.8%
	130.000-Overtime	2,355	454	2,431	462	2,481	2,316	(165)	-6.7%
	210.000-Group Insurance	42,042	33,849	43,487	35,949	44,170	46,391	2,221	5.0%
	220.000-Social Security	13,924	12,528	14,356	14,708	15,077	13,536	(1,541)	-10.2%
	230.000-Retirement	9,377	9,892	10,189	10,312	10,686	9,970	(716)	-6.7%
	290.000-Other Employee Benefits	600	-	600	-	600	540	(60)	-10.0%
	330.000-Professional Services	-	-	-	-	-	-	-	n/a
	430.000-R&M Vehicles and Equipment	10,000	8,199	11,000	9,046	11,000	11,000	-	0.0%
	431.000-R&M Buildings and Grounds	22,500	15,224	25,000	22,928	25,000	26,000	1,000	4.0%
	442.000-Rental of Vehicles or Equipment	500	815	1,500	-	350	350	-	0.0%
	500.000-Training, Conferences, Dues	550	360	700	850	550	550	-	0.0%
	530.000-Communications	2,080	2,010	2,200	2,315	2,200	2,400	200	9.1%
	540.000-Advertising	-	-	-	-	-	-	-	n/a
	570.000-Other Purchased Services	11,000	10,870	11,000	26,024	11,000	25,000	14,000	127.3%
	610.000-General Supplies	7,000	5,994	7,000	13,112	7,000	12,000	5,000	71.4%
	611.000-Small Tools and Equipment	950	350	950	294	950	1,000	50	5.3%
	612.000-Uniforms	1,500	2,327	1,700	2,230	1,700	2,000	300	17.6%
	920.000-Transfer between funds (capital)	25,000	25,000	28,000	28,000	28,000	28,000	-	0.0%
Total Expenditure		329,044	286,734	345,351	352,194	353,078	353,714	636	0.2%
<i>Net Town General Fund</i>		<i>(289,044)</i>	<i>(237,059)</i>	<i>(302,351)</i>	<i>(301,194)</i>	<i>(294,078)</i>	<i>(274,714)</i>	<i>19,364</i>	<i>-6.6%</i>
	Notes on Major Changes:								
	1. one new position - full time Parks and Maintenance Tech; will split position with Public Works, 50% included here								

[illegible]

Costing Center		110-40-10 - PW, Administration							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	099.000-Use of Fund Balance	-	-	-	-	2,500	-	(2,500)	-100.0%
Total Revenues		-	-	-	-	2,500	-	(2,500)	-100.0%
Expenditure									
	110.000-Regular Salaries	126,984	137,304	144,950	182,440	171,581	129,151	(42,430)	-24.7%
	130.000-Overtime	2,776	-	2,873	-	2,938	3,099	161	5.5%
	210.000-Group Insurance	15,016	20,659	15,303	36,459	47,055	37,237	(9,818)	-20.9%
	220.000-Social Security	9,948	10,933	11,308	14,553	14,545	10,248	(4,297)	-29.5%
	230.000-Retirement	7,780	10,140	12,966	16,448	16,791	10,974	(5,817)	-34.6%
	290.000-Other Employee Benefits	822	455	630	180	630	540	(90)	-14.3%
	330.000-Professional Services	450	400	450	-	450	850	400	88.9%
	331.000-Landfill Monitoring	16,000	7,999	14,000	16,252	19,000	14,000	(5,000)	-26.3%
	442.000-Rental of Vehicles or Equipment	-	2,428	-	2,394	-	-	-	n/a
	500.000-Training, Conferences, Dues	4,750	555	4,750	1,000	3,750	4,090	340	9.1%
	580.000-Travel	-	-	-	-	-	200	200	n/a
Total Expenditure		184,526	190,873	207,230	269,727	276,740	210,389	(66,351)	-24.0%
<i>Net Town General Fund</i>		<i>(184,526)</i>	<i>(190,873)</i>	<i>(207,230)</i>	<i>(269,727)</i>	<i>(274,240)</i>	<i>(210,389)</i>	<i>63,851</i>	<i>-23.3%</i>
	Notes on Major Changes:								
	1. PW Director Retirement								

Costing Center		110-40-12 - PW, Highways Town							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	020.011-Sale of Public Works Specs	1,000	1,555	1,400	1,660	1,400	1,400	-	0.0%
	020.015-Public Works Services	-	1,340	-	-	-	-	-	n/a
	040.801-FEMA Grants	-	13,325	-	72,936	-	-	-	n/a
	042.006-State Aid to Highways	260,000	263,996	260,000	337,262	260,000	260,000	-	0.0%
Total Revenues		261,000	280,216	261,400	411,859	261,400	261,400	-	0.0%
Expenditure									
	110.000-Regular Salaries	672,659	649,039	678,580	645,326	637,360	640,527	3,167	0.5%
	120.000-Part Time Salaries	-	-	-	-	15,963	66,005	50,042	313.5%
	130.000-Overtime	90,000	38,625	95,000	27,682	103,877	79,154	(24,723)	-23.8%
	210.000-Group Insurance	234,436	183,228	241,689	181,039	209,605	216,970	7,365	3.5%
	220.000-Social Security	58,344	52,617	59,851	51,205	50,189	61,013	10,824	21.6%
	230.000-Retirement	67,362	61,568	72,462	59,719	64,016	63,399	(617)	-1.0%
	290.000-Other Employee Benefits	3,345	1,610	3,345	1,890	3,045	3,435	390	12.8%
	330.000-Professional Services	12,000	5,640	11,000	3,261	9,000	19,000	10,000	111.1%
	422.000-Snow Removal	24,000	28,296	29,000	26,341	31,500	35,950	4,450	14.1%
	430.000-R&M Vehicles and Equipment	37,000	51,731	37,000	51,992	39,000	47,000	8,000	20.5%
	430.001-R&M Vehicles Supplies	60,800	65,531	60,800	80,657	61,000	67,000	6,000	9.8%
	442.000-Rental of Vehicles or Equipment	15,100	14,348	14,600	22,548	15,500	15,800	300	1.9%
	451.000-Summer Construction Services	310,940	443,306	310,940	417,178	349,800	319,400	(30,400)	-8.7%
	500.000-Training, Conferences, Dues	8,000	2,737	8,000	2,634	5,000	7,000	2,000	40.0%
	521.000-Insurance Deductibles	-	7,009	-	3,278	-	7,800	7,800	n/a
	530.000-Communications	14,240	16,603	11,500	12,888	18,840	13,740	(5,100)	-27.1%
	540.000-Advertising	2,100	2,008	2,100	2,860	1,800	1,800	-	0.0%
	570.000-Other Purchased Services	4,400	10,893	4,400	9,321	6,225	6,050	(175)	-2.8%
	571.000-Streetscape Maintenance	17,450	13,516	18,200	10,328	17,950	20,550	2,600	14.5%
	572.000-Traffic Control	35,900	40,397	37,500	65,774	44,250	41,770	(2,480)	-5.6%
	573.000-Sidewalk and Curb Maintenance	28,000	12,279	28,000	26,053	27,000	45,000	18,000	66.7%
	574.000-Bridges	500	-	500	-	500	500	-	0.0%
	575.000-Storm Sewer Maintenance	132,000	130,823	134,500	195,792	136,500	195,000	58,500	42.9%
	580.000-Travel	1,500	1,706	3,000	2,260	3,000	1,200	(1,800)	-60.0%
	600.000-Salt, Sand and Gravel	214,800	205,100	228,400	166,937	227,000	231,500	4,500	2.0%
	605.000-Summer Construction Supplies	64,000	61,604	65,780	50,344	73,280	76,500	3,220	4.4%
	610.000-General Supplies	8,900	5,254	8,900	8,542	8,900	9,200	300	3.4%

Costing Center		110-40-12 - PW, Highways Town							
	612.000-Uniforms	11,000	10,507	11,500	8,765	12,415	12,275	(140)	-1.1%
	622.200-Streetlight Electricity	98,000	102,964	96,000	104,978	98,000	105,000	7,000	7.1%
	750.000-Machinery and Equipment	6,000	5,170	6,000	96,600	9,000	7,500	(1,500)	-16.7%
	900.000-Transfer between Town/Village	1,149,130	1,149,130	1,191,960	1,191,960	1,392,627	1,465,044	72,417	5.2%
	920.000-Transfer between funds (capital)	180,000	199,353	190,000	190,000	190,000	200,000	10,000	5.3%
Total Expenditure		3,561,906	3,572,592	3,660,507	3,718,152	3,862,142	4,082,082	219,940	5.7%
<i>Net Town General Fund</i>		<i>(3,300,906)</i>	<i>(3,292,376)</i>	<i>(3,399,107)</i>	<i>(3,306,293)</i>	<i>(3,600,742)</i>	<i>(3,820,682)</i>	<i>(219,940)</i>	<i>6.1%</i>
	Notes on Major Changes:								
	1. Planned increase in transfer to capital								

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Costing Center		110-41-17 - Buildings - Memorial Hall							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Expenditure									
	400.000-Contracted Services	-	617	-	3,135	-	3,200	3,200	n/a
	410.000-Water and Sewer Charges	1,200	670	600	184	600	500	(100)	-16.7%
	431.000-R&M Buildings and Grounds	2,000	9,029	4,000	3,198	14,000	3,000	(11,000)	-78.6%
	530.000-Communications	-	564	400	625	200	600	400	200.0%
	610.000-General Supplies	-	-	250	33	-	-	-	n/a
	621.000-Natural Gas/Heating	3,200	2,257	3,200	2,267	2,000	2,000	-	0.0%
	622.000-Electricity	2,500	1,955	2,300	1,747	2,000	2,000	-	0.0%
Total Expenditure		8,900	15,092	10,750	11,191	18,800	11,300	(7,500)	-39.9%
<i>Net Town General Fund</i>		<i>(8,900)</i>	<i>(15,092)</i>	<i>(10,750)</i>	<i>(11,191)</i>	<i>(18,800)</i>	<i>(11,300)</i>	<i>7,500</i>	<i>-39.9%</i>
Costing Center		110-41-18 - Buildings - Powell Museum							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Expenditure									
	400.000-Contracted Services	-	250	-	500	300	500	200	66.7%
	410.000-Water and Sewer Charges	200	194	400	176	175	200	25	14.3%
	431.000-R&M Buildings and Grounds	2,500	7,599	5,000	2,530	4,000	2,000	(2,000)	-50.0%
	530.000-Communications	-	184	200	219	150	300	150	100.0%
	610.000-General Supplies	-	-	250	-	-	-	-	n/a
	621.000-Natural Gas/Heating	1,400	986	1,400	1,008	900	1,000	100	11.1%
	622.000-Electricity	900	1,339	1,250	1,035	1,000	1,000	-	0.0%
	755.000-Furniture and Fixtures	-	-	200	-	-	-	-	n/a
Total Expenditure		5,000	10,552	8,700	5,468	6,525	5,000	(1,525)	-23.4%
<i>Net Town General Fund</i>		<i>(5,000)</i>	<i>(10,552)</i>	<i>(8,700)</i>	<i>(5,468)</i>	<i>(6,525)</i>	<i>(5,000)</i>	<i>1,525</i>	<i>-23.4%</i>
Costing Center		110-41-24 - Buildings - Tree Farm							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Expenditure									
	400.000-Contracted Services	-	299	-	299	300	300	-	0.0%
	431.000-R&M Buildings and Grounds	-	-	-	-	-	-	-	n/a
	622.000-Electricity	600	644	1,800	580	600	600	-	0.0%
Total Expenditure		600	943	1,800	879	900	900	-	0.0%
<i>Net Town General Fund</i>		<i>(600)</i>	<i>(943)</i>	<i>(1,800)</i>	<i>(879)</i>	<i>(900)</i>	<i>(900)</i>	<i>-</i>	<i>0.0%</i>

[illegible]

MEMORANDUM

TO: Town of Essex Selectboard; Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director
DATE: November 15, 2021
SUBJECT: Assignment of FY21 Fund Balance

Issue

The issue is whether the Selectboard will assign the FY21 Fund Balance as recommended by the Unified Manager and the Finance Director.

Discussion

The FY21 audit is substantially complete and we are working on the financial statements now. As of June 30, 2021 the General Fund had a total fund balance of \$6,866,572. Total fund balance includes Nonspendable, Restricted, Committed, Assigned and Unassigned fund balance amounts. Total fund balance increased from FY20 to FY21 by \$1,358,777. This is a much larger increase than we've seen in recent years and is the result of a number of unusual items from a very odd fiscal year. With most of the year spend under a COVID state of emergency, many planned expenditure items went unspent or underspent. In addition to that, the Town received a number of unexpected revenue items such as the following:

- FEMA grant funds of \$73k for expenses incurred in prior years.
- \$113k in recording fees in excess of budget caused by the increase by the state in the recording price per page and the notable increase in recordings as a result of the booming COVID housing market.
- Another unexpected result of the booming housing market and low interest rates were a record number of refinances. This influences recording but it also pushes up FY21 property tax revenue by reducing unavailable property tax revenue (which is a liability item on the balance sheet equal to anything not received within the first 60 days after the end of the year. This is a requirement of governmental accounting.) In FY21 unavailable tax revenue decreased by \$138k which was recognized as FY21 revenue.
- \$74k in additional highway aid in lieu of a Class 2 highways grant offering.
- Almost \$350k in COVID relief funds much of which reimbursed the Town for the cost of having existing, budgeted staff diverted to administrative leave during lockdown.

These unanticipated revenue items alone total almost \$750k. We continue to see vacancies in the police department which totaled about \$600k in FY21.

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 FY22 Budget is \$2,388,919. It is worth noting that of the assignments proposed this year, an additional \$666,512 is assigned for future tax reduction or tax smoothing at such a time as the Town may lose 42% of its grand list. This combined with the \$291,221 would bring the balance of assigned for tax reduction up to \$957,733. Of this amount \$300,000 is proposed in the FY23 budget to offset the tax levy. This would leave \$657,733 to ease away from relying on fund balance to offset the tax rate gradually over time.

The following tables walk through the various categories of fund balance starting with restricted categories of nonspendable and restricted fund balance and how they changed during the year. The second table shows existing fund balance assignment and how they changed during the year. The final table shows management suggested new assignments for board consideration.

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

Category	FY20 Amount	FY21 Changes	FY21 Amount	Type
Prepaid Expenses	\$189,426	(\$29,134)	\$160,292	Nonspendable
Inventory	\$176,170	(\$13,360)	\$162,810	Nonspendable
Reappraisal	\$815,159	\$67,898	\$883,057	Restricted
Total	\$1,180,755		\$1,206,159	

The following table shows existing categories of assigned fund balance and any FY21 changes

Category	FY20 Amount	FY21 Changes	FY21 Amount	Notes
Economic Dev.	\$9,713	\$0	\$9,713	Assigned
Planning Reserve	\$30,112	\$12,500	\$42,612	Partially assigned, assign new balance
Accrued Retirement Benefits	\$512,056	(\$92,377)	\$419,679	Assigned
Records Preservation	\$146,148	\$108,663	\$254,811	Partially assigned, assign new balance
Reduce Property Taxes in FY22	\$402,500	\$0	\$402,500	Assigned for use in FY22
Reduce Property Taxes in FY21	\$100,000	(\$100,000)	\$0	Used in FY21
Assigned for future tax reduction	\$291,221	See below	\$291,221	Assigned
Assigned for FY21 costs	\$49,670	(\$49,670)	\$0	Used in FY21
Transfer to Capital	\$189,717	\$84,067	\$273,784	Summer 2021 Selectboard assigned FY21 General Fund Stormwater Excess for slip lining project
Assigned for Personnel Costs	\$200,000	\$0	\$200,000	Consider using for Finance transition costs in FY23 budget (\$64k), consider accessing funds for Village request to fund Village Manager (\$97k) and Village Finance Director (\$60k) in FY22.
Assigned for Merger Related Costs	\$92,621	(\$1,960)	\$90,661	Assigned, consider repurposing for separation related costs
Assigned for K9 Supplies	\$3,386	(\$3,386)	\$0	Spent in FY21
Total	\$2,027,144	(\$42,163)	\$1,984,981	

The following table shows new staff recommended assignments:

Category	FY21 Amount	Details
Personnel Costs (above)	-	Consider using for Finance transition costs in FY23 budget (\$64k), consider accessing funds for Village request to fund Village Manager (\$97k) and Village Finance Director (\$60k) in FY22 – this consideration is earlier on the agenda. These three items are \$221k, would need to access funds in merger related costs line <i>[calling it out here as this is the section with new/changed items]</i>
Merger related costs (above)	-	Assigned, consider repurposing for separation related costs <i>[calling it out here as this is the section with new/changed items]</i>
Additional Transfer to Capital	\$550,000	Transfer to capital undersigned to assist with future capital needs, unfunded stormwater projects, etc.
Separation Tax Smoothing or Future Tax Reduction	\$666,512	Assign all excess to smoothing the tax impacts of separation (Town potentially losing 42% of its grand list)
FY23 Costs	\$70,000	FY23 is a three vehicle replacement year in Police
Additional Assignments	\$1,286,512	

The sum total of the two tables above would result in assigned fund balance of \$3,271,493 leaving unassigned fund balance of \$2,388,919 which is equal to 15% of the FY22 general fund budget.

Cost

No cost.

Recommendation

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

Memorandum

To: Selectboard; Evan Teich, Unified Manager
Cc: Marguerite Ladd, Assistant Manager; Travis Sabatano, HR Director
From: Greg Duggan, Deputy Manager
Re: Management decision for Selectboard
Date: November 12, 2021

Issue

The issue is whether the Selectboard will take action to end the Memorandum of Understanding Regarding the Unified Manager when the MOU expires after February 26, 2022.

Discussion

An announcement has been made about the ending of shared management with the Village of Essex Junction, and the Selectboard should take a vote on the decision.

Cost

n/a

Recommendation

If the Selectboard takes action on the unified manager MOU, staff recommends the following motion:

“I move that the Selectboard end the Memorandum of Understanding Regarding the Unified Manager when the MOU expires after February 26, 2022.

Memorandum

To: Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager

Re: Discussion about and possible executive session for contracts and legal matters regarding Village of Essex Junction's proposed separation from Town of Essex

Date: November 12, 2021

Issue

The issue is for the Selectboard to discuss possible agreements for sharing services between the Town of Essex and an independent City of Essex Junction, and whether the Selectboard enters into executive session to discuss contracts and confidential attorney-client communications made for the purpose of providing professional legal services to the bodies.

Discussion

The latest revisions to the proposed agreements for sharing of services between the Town of Essex and an independent City of Essex Junction, as modified by the Trustees on November 9, include the following:

- Memorandum of Understanding regarding agreements for shared services
- Delinquent Tax Agreement
- Information Technology Agreement
- Police Services Agreement

The agreements are attached.

In order to have a complete and thorough discussion about this topic, it would appear that an executive session may be necessary because the premature disclosure of the information may put the Selectboard and the Town at a substantial disadvantage. Contracts and confidential attorney-client communications made for the purpose of providing professional legal services to the body can be protected discussions.

Cost

N/A

Recommendation

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

Motion #1

"I move that the Selectboard make the specific finding that general public knowledge of contracts and confidential attorney-client communications made for the purpose of providing professional legal services to the body would place the Town at a substantial disadvantage."

Motion #2

"I move that the Selectboard enter into executive session to discuss contracts and confidential attorney-client communications made for the purpose of providing professional legal services to the body, pursuant to 1 V.S.A. § 313(a)(1)(A) and (F) to include the Town Attorney, the Unified Manager, and Deputy Manager."

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”), dated this ____ day of _____, 202_, by and between the Town of Essex, a Vermont municipality located in the County of Chittenden and State of Vermont, (“Essex” or the “Town”) and the Village of Essex Junction, a Vermont municipality located in the County of Chittenden and State of Vermont, (“Essex Junction” or the “Village” and together the Village and Town are collectively referred to herein as the “Municipalities” or the “Parties”).

WHEREAS, the Village is currently an incorporated Village located within the Town;

WHEREAS, the Village is pursuing separation from the Town with the intention of incorporating as an independent City (“City of Essex Junction” or “City”) pursuant to legislative approval;

WHEREAS, the Town Selectboard and the Village Trustees are working amicably to plan for the Village’s separation from the Town;

WHEREAS, the Town Selectboard and Village Trustees have determined that certain agreements will be necessary between the Town and the City of Essex Junction for purposes such as sharing or purchasing municipal services or operations;

WHEREAS, until the effective date of the City’s Charter, there is no authority under which the Village may enter agreements on behalf of the City;

WHEREAS, the Village and the Town desire to prepare these tentative agreements in advance with the understanding that the current Village Trustees will become the future City Councilors and intend to enter these agreements on behalf of the City; and

WHEREAS, the Parties now wish to enter into this Memorandum of Understanding regarding the tentative agreements necessary for separation of the Municipalities and establishment of the City of Essex Junction;

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the Village hereby agree as follows:

1. The Town and Village have prepared the following tentative agreements which are attached as Exhibits to this MOU:
 - a. Police Services Agreement;

b. Reappraisal and Assessor Services Agreement;

~~c.a. Right of First Refusal for 81 Main Street;~~

~~d. Stormwater Agreement;~~

~~e.c.~~ Shared Financial Services Agreement;

~~f.d.~~ Information Technology Agreement; and

~~g.e.~~ Delinquent Tax Agreement.

~~As a condition precedent~~ Prior to the execution of the foregoing agreements, the Parties, working in good faith, ~~must shall attempt to~~ reach agreement, at a minimum, on the following matters: Right of First Refusal for 81 Main Street; Stormwater Agreement; Indian Brook access; and EJRP program access; Senior Center and Bus; Tree Farm building use and maintenance; Administration Transition (manager, HR, etc.); and shared boards, commissions, and committees.

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Indian Brook and EJRP program access; Senior Center and Bus; Tree Farm building use and maintenance; Administration Transition (manager, HR, etc.); and shared boards, commissions, and committees.

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2. Should the Vermont Legislature approve the City Charter, the City will enter a transitional period during which the separation of departments, municipal services, and operations will occur. By entering into this MOU the Town does not waive the opportunity to ~~oppose separation or~~ ask for certain conditions during the transition phase at the Legislature and expressly reserves the Town's right to do so. ~~Should the Vermont Legislature not approve the City Charter by the conclusion of the 2021-2022 legislative session, this MOU shall terminate and have no further force or effect unless extended by mutual agreement of the Parties.~~
3. The Town and Village intend that the Town and City will enter the above referenced tentative agreements generally consistent with the form of those attached hereto as Exhibits A-~~E~~ during the transitional period ~~provided the condition precedent set forth in Section 1, above, is satisfied~~. The Town and the Village will work in good faith to execute the agreements.
4. The Parties agree to first mediate any dispute prior to submitting the matter to court, provided that a mediator may be obtained within 60 days of when such a dispute arises. The Parties, however, recognize that the contract for Police Services concerns an essential municipal function, and thus, any dispute between the Parties that arises concerning Police Services and which could cause an

interruption of police services is emergent and in need of immediate attention by the court and therefore not subject to a mediation requirement prior to initiating a filing with the court.

5. This MOU may be amended or modified by mutual written agreement of the Parties. This MOU shall terminate upon the execution of the agreements set forth in Section 1. Should the Vermont Legislature not approve the City Charter by the conclusion of the 2021-2022 legislative session, this MOU shall terminate and have no further force or effect unless extended by mutual agreement of the Parties.

~~5.~~

6. Any notice required under this MOU shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party at a duly warned meeting.

To Town of Essex: Town of Essex Selectboard~~Municipal Manager~~
81 Main Street
Essex Junction, VT 05452

To Village of Essex Junction: Village Board of Trustees~~Municipal Manager~~
2 Lincoln Street
Essex Junction, VT 05452

7. This MOU shall be governed by the laws of the State of Vermont. All rights and remedies provided by this MOU or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this MOU. If any provision of this MOU shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this MOU shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.
8. Neither party shall assign this MOU or any interest hereunder without the written approval of ~~all of~~ the Parties, with the exception that the rights and obligations of the Village of Essex Junction shall flow to the City of Essex Junction once it has been established. This MOU shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.
9. No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this MOU, which shall continue in full force and effect,

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or the rights of either party with respect to any other existing or subsequent breach.

DATED this ____ day of _____, 202__.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

VILLAGE OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

Delinquent Tax Agreement

THIS AGREEMENT, made this ____ day of _____, 2022, by and between the Town of Essex, a Vermont municipality located in Chittenden County, ("Essex" or the "Town") and the City of Essex Junction, a Vermont municipality located in Chittenden County, ("Essex Junction" or the "City" and together the City and Town are collectively referred to herein as the "Municipalities" or the "Parties").

WHEREAS, the Town has historically collected property tax payments for the Town, the incorporated Village of Essex Junction and the Essex Westford School District ("EWSD") and would pay the Village and EWSD the full amount they were due regardless of whether or not those taxes were actually collected;

WHEREAS, the Town would then pursue collection of delinquent property taxes and maintain the proceeds from those efforts;

WHEREAS, the Municipalities desire to define the rights and responsibilities of collecting property tax payments and delinquencies between the Municipalities;

WHEREAS, any property tax payments due or delinquencies incurred for properties located in the ~~Municipalities City prior to the end of the last fiscal year in which Village voters were allowed to vote on the Town budget following the effective date of the City Charter following the effective date of the City Charter~~ will be collected by and payable to the ~~Town City of Essex Junction~~;

WHEREAS, ~~prior to the end of the last fiscal year in which Village voters were allowed to vote on the Town budget, the City shall pay the Town in full for the Town portion of these taxes; and~~

WHEREAS, ~~beginning with the first fiscal year in which former Village voters were no longer allowed to vote on the Town budget following the effective date of the City of Essex Junction City Charter, any property taxes due or delinquencies incurred for properties located in the City shall be payable to the City;~~

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the City hereby agree as follows:

- 1) ~~Prior to the end of the last fiscal year in which Village voters were allowed to vote on the Town budget following the effective date of the City Charter, Following the effective date of the City Charter, all property taxes due and delinquencies incurred for the Village of Essex Junction and the Town of Essex properties located in the former Village will be collected by and payable to the Town of~~

Commented [KS1]: Section 102 of the proposed City Charter requires this structure, and the Village cannot make changes to the Charter at this stage.

~~Essex City~~. The ~~Town of Essex City~~ will pay the ~~City Town~~ the ~~Village's Town's~~ share of property taxes regardless of delinquencies. ~~The Town and~~ may continue collection efforts ~~for both the Town and former Village~~, including tax sales, on delinquencies beyond the effective date of the City Charter, if lawful. In the event the Town cannot lawfully pursue collection of delinquent property taxes in a separate municipality, the City shall purchase those delinquent accounts from the Town at the end of the fiscal year in which Village voters were allowed to vote on the Town budget and may pursue its own collection efforts. The City shall honor the terms of any payment plans for any delinquent account purchased.

~~2) On and after the beginning of the first fiscal year in which former Village voters were no longer allowed to vote on the Town budget after the effective date of the City Charter, all property taxes due for the City of Essex Junction and delinquencies incurred for properties within the City shall be payable to and collected by the City.~~

~~3)2)~~ The Municipalities may choose to work cooperatively on collection efforts for properties with delinquencies owed to both the Town and the City.

~~4)3)~~ Any notice required to be given under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party at a duly warned meeting of the Town Selectboard or the City Council.

To the Town of Essex: Town of Essex Selectboard
~~Town Manager~~
81 Main Street
Essex Junction, VT 05452-3209

To City of Essex Junction:
City of Essex Junction City Council
~~City Manager~~
2 Lincoln Street
Essex Junction, VT 05452

~~5)4)~~ This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

~~6)5)~~ In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.

~~7)6)~~ This Agreement represents the entire agreement between the Parties as to its subject matter. All prior agreements, offers, negotiations and representations not herein expressly contained shall be of no force and effect.

~~8)7)~~ Neither party shall assign this Agreement or any interest hereunder without the written approval of all of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

~~9)8)~~ No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

DATED this ____ day of _____, 2022.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

CITY OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

Information Technology Agreement

THIS AGREEMENT, made this ____ day of _____, 2022, by and between the Town of Essex, a Vermont municipality located in Chittenden County, ("Essex" or the "Town") and the City of Essex Junction, a Vermont municipality located in Chittenden County, ("Essex Junction" or the "City" and together the City and Town are collectively referred to herein as the "Municipalities" or the "Parties").

WHEREAS, the Town presently provides information technology (IT) infrastructure, data, and resources to the entire Town, including the incorporated Village of Essex Junction with the exception of the Brownell Library;

WHEREAS, with the separation of the Village from the Town and creation of the City of Essex Junction, the City will need to create its own IT system separate from the Town's system, and will need to migrate Village related IT infrastructure, data, and resources to the City;

WHEREAS, the Town's IT Director and ~~agrees to work with~~ the City's IT consultants will work together to develop a plan and facilitate this migration;

WHEREAS, the Town IT Department expects the time required to facilitate the migration on the Town's part to be negligible; and

WHEREAS, the City agrees to provide the Town with a list of the IT consultants the City has hired and authorized to access the former Village's IT infrastructure, data, and resources; and

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the City hereby agree as follows:

1. The City shall provide the Town with a list of IT consultants and staff ("IT Consultants") the City has authorized to access the former Village's IT infrastructure, data, and resources. The City shall keep this list current and provide updates to the Town of any changes to this list.
2. The IT Consultants will work with the Town's IT Director to ~~shall~~ prepare a written plan for the migration of the former Village IT infrastructure, data, and resources to the City that will be in place, and submit such plan to the Town's IT Director for approval prior to commencing the migration. The acceptance of the plan by the Town IT Director's approval of such plan shall not constitute a warranty that the plan will achieve its stated objective, which is and shall remain the responsibility of the IT Consultants.

3. The Town's IT Director shall oversee and provide the IT Consultants reasonable access to its equipment to plan and facilitate the migration of the former Village IT infrastructure, data, and resources to the City. The IT Consultants and or the City shall be responsible for any damage to Town infrastructure caused by their access to same ~~and shall, to the fullest extent permitted by law, indemnify and hold harmless the Town against any claims and penalties resulting from such access.~~ In the process of migration, the City shall not violate including any violation of state or federal regulations concerning protected data. If there are IT related contracts with expiration dates after the last fiscal year in which City residents pay Town taxes, that cannot be transferred to the City without penalty or would be canceled if the City were no longer a part of the contract, the Town and City shall maintain the contract through its expiration date and the City shall reimburse the Town for its share of the amount due. The Town shall provide a copy of the vendor's invoice and invoice the City the amount due with payment terms. The Town and City may consider future conversations of extending, renewing, or creating IT related contracts if they so desire. In the event the migration causes the cancellation of any contracts with third-party IT vendors, the City shall be responsible for the payment of any penalties resulting from such cancellation. The Town shall allow the City to negotiate with those vendors on any claimed penalties.
4. The Town staff shall work cooperatively with the IT Consultants to facilitate the migration of the former Village IT infrastructure, data, and resources to the City.
5. In the event the migration is not complete by the end of the last fiscal year in which City residents pay Town taxes, the City shall thereafter reimburse the Town at a reasonable hourly rate for the costs incurred in providing staff and equipment to assist with the migration. ~~The City also shall compensate the Town for costs incurred related to the migration that are beyond those costs budgeted to support the migration.~~
6. This Agreement shall terminate at the time the City notifies the Town the migration is complete. ~~The City shall compensate the Town for all migration related costs incurred by the Town prior to termination of the Agreement. Prior to termination of the Agreement, the City shall reimburse the Town for any costs incurred pursuant to Section 5 above.~~
7. Any notice required to be given under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party at a duly warned meeting of the Town Selectboard or the City Council.

To the Town of Essex: Town of Essex Selectboard

~~Town Manager~~
81 Main Street
Essex Junction, VT 05452-3209

To City of Essex Junction:

~~City Manager~~

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

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8. This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.
9. In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.
10. This Agreement represents the entire agreement between the Parties as to its subject matter. All prior agreements, offers, negotiations and representations not herein expressly contained shall be of no force and effect.
11. Neither party shall assign this Agreement or any interest hereunder without the written approval of all of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.
12. No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

DATED this ____ day of _____, 2022.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

CITY OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

Police Services Agreement

THIS AGREEMENT, made this ____ day of _____, 2022, by and between the Town of Essex, a Vermont municipality located in Chittenden County, (“Essex” or the “Town”) and the City of Essex Junction, a Vermont municipality located in Chittenden County, (“Essex Junction” or the “City” and together the City and Town are collectively referred to herein as the “Municipalities” or the “Parties”).

WHEREAS, the duly elected Town Selectboard and City Council have general supervisory authority over affairs of their respective Municipality; and

WHEREAS, the Essex Police Department (“Essex PD”) has provided police services, including law enforcement, protection, community justice, dispatch, and emergency services (collectively described as “Police Services”) to the Town, including the former Village of Essex Junction; and

WHEREAS, the Police Services provided by Essex PD serve the public good and fulfill an essential municipal function; and

WHEREAS, it is the mutual goal of the Municipalities that the Essex PD serve both communities and maintain their trust and support; and

WHEREAS, the Town is willing to provide the City Police Services on the terms and conditions set forth in this Agreement; and

WHEREAS, the Parties now wish to enter into this Agreement for the Town to provide Police Services of the Essex PD to the City of Essex Junction;

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the City hereby agree as follows:

1. Term.

The Initial Term of this Agreement shall be ten (10) years. This Agreement shall automatically renew for another five (5) years (Extended Term) at the conclusion of the Initial Term unless either Party terminates the Agreement by providing the other Party with a formal Notice of Intent to Terminate the Agreement (See Section 11 herein) or the Parties enter into a new or revised agreement. This Agreement will continue to renew for an unlimited number of Extended Terms, until it is terminated pursuant to Section 11 herein.

2. Agreement Review.

The Parties hereby agree to review this Agreement if requested by either Party in either a joint meeting of the Selectboard and the City Council or a meeting of their representatives. In addition to any requested reviews, the Parties shall meet to review this Agreement, including whether the allocation of costs on a per capita basis remains an appropriate metric, on or about the second anniversary of its effective date, and every three years thereafter, ~~or upon the occurrence of a material event.~~

3. Cost and Payment.

The City shall be assessed the cost of the Police Services by calculating, on a per capita basis, its share of the direct and indirect costs and expenses for the Police Services described herein as set forth in the Town's voter approved annual budget. The City agrees to pay the Town the assessed cost for the Police Services described herein based upon the Town's approved annual budget on a quarterly basis or on such other schedule as mutually agreed upon by the Parties. The direct costs shall include, but not be limited to, the following: salaries and wages, benefits, equipment, supplies, worker's compensation insurance, property & casualty insurance, liability insurance, training, vehicles, technology, communications; as well as costs associated with operating the police facility to include, but not be limited to, heat, electricity, water and sewer, and buildings and grounds. The City shall be assessed an additional 3.5% of the direct costs to support indirect police related expenses. The intention is to support administration costs, human resources costs, Information Technology (IT) costs, finance costs and other mutually agreed upon costs related to the operations of the police department. The per capita basis shall be reassessed every ten years when new census data is released by the US Census Bureau.

In year two and every year thereafter, ~~no later than at the time of~~ the Town's billing for the ~~second~~^{first} quarter of each fiscal year, the Town will reconcile the actual costs compared to the budgeted amount that the City was billed for, and a true up will be included in the bill for under or over payments from the previous fiscal year.

If an audit reveals a discrepancy in what was paid by the City and what actual costs should have been paid on a per capita basis, then the City shall be either credited any amount overpaid during the ensuing fiscal year, or the City shall make payment on any underpayment in the next fiscal year as part of its quarterly installments. The Town will make all reasonable efforts to stay within any approved budget.

An anticipated fee for Police Services shall be provided by the Town to the City in advance of any City budget meeting such that the City may include the costs of these services in its budget. The Town shall provide the City a detailed Police Services budget that, shall be in such form, and contain such level of detail, as is mutually agreed upon by the Selectboard and the City Council, and at a minimum, shall include revenue and expenses for the Police Services to be provided.

Upon request and with reasonable advance notice, a Town representative familiar with the proposed budget shall appear at any City Council meeting where there will be a discussion of the budget to answer any questions. The Town shall make expenditures consistent with the Police Services budget as presented and approved. The Town will advise the City of any material changes to an approved budget. For purposes of this agreement, a material change shall be a change of more than ten percent (10%) of the approved budget.

The Municipalities recognize that a natural disaster (defined as a major, adverse, naturally occurring event such as a flood, wildfire, earthquake, hurricane or tornado) impacting the Municipalities may cause the Essex PD to exceed budgeted operating revenues. The Town agrees to apply for any possible State or Federal grant funding that may be available to cover budget overruns that arise out of a natural disaster.

4. Level of Service; Changes in Service.

In consideration of the City's payment of funds, described above, the Town shall provide the City with all of the following "Police Services": (1) 24-hour, 365-days per year police protection, response, prevention, law enforcement, investigation services, education, emergency response services (generally referring to action taken in response to an unexpected and dangerous occurrence in an attempt to mitigate its impact on people, property or the environment. Emergency situations can range from natural disasters to hazardous materials problems, transportation incidents and a wide range of manmade emergencies.), animal control, community justice, and dispatch services. Dispatch services shall include Essex Junction Public Works, and Essex Junction Fire Department.

The Town will include in the annual budget for Police Services funds for special events planned in advance of the date by which the Town provides the budget to the City. For special events that are not planned in advance and require overtime pay, the Municipality hosting such event shall be responsible for payment of those overtime costs. Special events include, but are not limited to, parades, community gatherings, holiday events, but do not include school crossings.

In the event either Party seeks to modify the agreed upon level of service, either by increasing services provided, eliminating an existing service, or if the Essex PD seeks to expand services into another municipality, the Party requesting the change shall provide the other Party with a written description of the proposed change(s) and the rationale for the same. The Parties shall meet at a joint meeting of the Selectboard and City Council to discuss the budgetary and other consequences of any proposed change. No change in the agreed upon level of service shall occur within the fiscal year when the change is first proposed unless mutually agreed upon. In the event the Town voters fail to approve a proposed budget that necessitates a reduction in the budget for Police Services, there will be a concomitant reduction in the level of service, and any refund for services not provided or reduced shall be paid to the City. If the Town changes the level of service that benefits the Town only, the City will not be responsible for payment towards the costs of such service. Likewise, if the City desires an additional service that benefits the City only, the City will be responsible for payment for those additional services.

5. Personnel Management

All equipment and personnel necessary and proper for the performance of this Agreement shall be provided by the Town and all persons providing the Police Services shall be subject to the exclusive control, direction and supervision of the Town.

The Chief of the Essex PD ("Police Chief") shall be an employee of the Town and shall be supervised by the Town Manager. However, the Town Manager shall seek input from the City Manager in the evaluation of the Police Chief and in the hiring of any new Chief. The Town Manager shall also accept input from and cooperate with the City Manager. The Police Chief, Town Manager, and City Manager shall meet at least once every six months to discuss the status, quality and execution of Police Services by the Essex PD.

The Police Chief and City Manager shall cooperate in the creation, modification and execution of any City emergency response plans. The Chief shall have control over the execution of the emergency response plan.

6. Equity Inclusion Group.

The Town agrees to consider the recommendations of the Equity Inclusion Group. Should the Town form a Police Advisory Board ("Advisory Board") in the future, the City shall be afforded reasonable representation on the Advisory Board.

7. Insurance.

The Essex PD shall at all times be covered under the Town's general municipal liability insurance policy.

8. Compliance with Law.

The Essex PD shall at all times comply with all local, state, and federal laws, ordinances, orders and regulations in connection with its operations.

9. Necessary Actions.

The Town and the City hereby agree to take or cause to be taken such further actions, if any, and to execute, deliver and record, or cause to be executed, delivered and recorded, such further documents and instruments that may be reasonably necessary to fully effectuate the purposes, terms and conditions of this Agreement.

10. Bond.

The City shall continue to make payments, in the same manner as has been historically made, with the tax rate being established based on the budgeted bond payment for the year spread across the combined grand list of the two municipalities, on the Bond for the police station issued by the Vermont Municipal Bond Bank, 2017 Series 4 Refunding Bonds, in the current approximate total outstanding amount of Six Million One Hundred Forty-Six Thousand Six Hundred Eighty-Nine Dollars (\$6,146,689.00). This obligation shall continue notwithstanding termination of this Agreement.

11. Termination.

A Notice of Intent to Terminate this Agreement must be delivered to the other Party not less than three (3) years nor more than four (4) years prior to the end of either the Initial Term or Extended Term. Should one Party notify the other that it intends to terminate this Agreement, then the Parties agree to enter into a mediation with an agreed upon mediator. The Parties shall split the costs of the mediator, but otherwise bear their own costs of the mediation, including their attorneys' fees. The Parties shall mediate in good faith.

This Agreement may also automatically terminate upon ~~either~~any of the following events:

- a. The dissolution or insolvency of either of the Municipalities; or

~~b. At such time that the City has notified the Town that it has established a municipal Police Department that performs the Services; or~~

b. The Parties enter into a new written agreement which expressly supersedes this Agreement; ~~or:~~

c. At such time that the City has notified the Town that it has established a municipal Police Department that performs the Services, for which notice shall be provided to the Town a minimum of two years in advance.

12. Effects of Termination

Upon the termination of this Agreement all obligations of the Parties shall cease except for those obligations created by or pursuant to Section 10.

13. Amendment.

This Agreement may be amended or modified by mutual written agreement of the Parties.

14. Notice.

Any notice required to be given under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party at a duly warned meeting of the Town Selectboard or the City Council.

To the Town of Essex: Town of Essex Selectboard
 ~~Town Manager~~
 81 Main Street
 Essex Junction, VT 05452-3209

To City of Essex Junction: City of Essex Junction City Council
 ~~City Manager~~
 2 Lincoln Street
 Essex Junction, VT 05452

15. Governing Law; Severability

This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right,

power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

16. Disputes.

In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute, unless such dispute involves an immediate disruption to police services. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.

17. Entire Agreement.

This Agreement represents the entire agreement between the Parties as to its subject matter. All prior agreements, offers, negotiations and representations not herein expressly contained shall be of no force and effect.

18. Assignment; Binding Agreement.

Neither party shall assign this Agreement or any interest hereunder without the written approval of the other Party. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

19. No Waiver.

No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

20. Captions.

The captions or marginal words are inserted only as a matter of convenience and reference and in no way define, limit, or describe the scope of this Agreement nor the intent of any provisions hereof.

DATED this ____ day of _____, 2022.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

CITY OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

**SELECTBOARD MINUTES
(DRAFT)**

**TOWN OF ESSEX SELECTBOARD
DRAFT BUDGET DAY MINUTES
TUESDAY, NOVEMBER 9, 2021**

SELECTBOARD: Andy Watts, Chair; Sue Cook, Tracey Delphia, Dawn Hill-Fleury, Patrick Murray

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Courtney Bushey, Assistant Finance Director; Charlie Cole, Fire Chief; Caitlin Corless, Library Director; Greg Duggan, Deputy Manager; Bill Ellis, Town Attorney; Tammy Getchell, Assistant to the Manager; Ron Hoague, Police Chief; Marguerite Ladd, Assistant Manager; Karen Lemnah, Assessor; Dennis Lutz, Public Works Director; Sarah Macy, Finance Director; Aaron Martin, Assistant Public Works Director; Owisso Makuku, Community Development Director; Susan McNamara-Hill, Town Clerk; Rob Paluba, IT Director; Travis Sabataso, HR Director; Ally Vile, Recreation Director; Tom Yandow, Facilities Manager

OTHERS PRESENT: Gina Halpin Barrett, Joe P., Paula Sargent, Ken Signorello, Irene Wrenner, Lorraine Zaloom

1. CALL TO ORDER

Mr. Watts called the Town of Essex Selectboard to order at 8:00 AM.

2. AGENDA ADDITIONS/CHANGES

None.

3. APPROVE AGENDA

No changes, approval not required.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Mr. Watts explained that this is the time during the meeting for members of the public to speak on items not included in tonight's agenda. He encouraged the public to be civil, brief, use appropriate language, refrain from personal attacks, and address comments to the Selectboard Chair. Ms. Sargent said that the Senior Center is in challenging financial times and asked for support and information on the future of the Center. Ms. Wrenner said that she appreciated the Selectboard's careful work in reviewing agreements related to separation.

5. BUSINESS ITEMS

a. Fiscal Year 2023 Budget Work Session

Overview, Revenues

Ms. Macy said that the Selectboard set four budget goals in August: continue funding for equity initiatives and mental health, consider how climate change can be addressed, minimize the financial impact of separation, and addressing tax equity between the Town Outside the Village (TOV) and Town Inside the Village (TIV). Ms. Macy highlighted some of the initiatives that have addressed these issues and said that they will be explained in further detail in the departmental presentations. Ms. Macy said that a Local Option Tax could help to minimize tax impacts from separation. Ms. Macy said that the proposed FY23 Town General Fund budget is \$16,852,175 a 5.8% or \$926,047 increase over the FY22 approved budget of \$15,926,128. As a result of a net reduction in non-tax revenues, the tax levy is a 7.1% or \$1,010,512 increase from \$14,265,056 to \$15,275,568. The Town no longer receives a contribution toward shared management from the Village (about \$120k). Ms. Macy noted some new positions, including the addition of an executive assistant in the Administration Department, and additional finance and recreation staff.

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She also noted a variety of funding movements to and from the Town and Village. Ms. Cook suggested noting all costs that are specifically associated with separation. Ms. Macy said that the Town has been utilizing CDs to help gain interest, however after separation the amount of money that is available to invest will decrease. Ms. Macy said that FY 2021 had a \$1,695,492 surplus, and that much of this is due to COVID relief funds, reduction of planned expenditures, and position vacancies. In addition, property tax deficiencies declined. Around \$300,000 in fund balance will be used to reduce the tax levy.

Debt

Ms. Macy said that the Police Facility bond is the only debt that the Town has, and that interest is decreasing over time. The Village will still be responsible for their portion of this debt, as it was also approved by Village voters.

Essex Free Library

Ms. Corless explained changes that have happened to the library since COVID. She said that the library is proposing a slight increase but would like to put additional funds towards digital subscriptions, as there has been a significant interest in these materials. Ms. Corless said that circulation is higher than it has been in several years, mostly due to increased usage of digital materials. She said that the library is working to add additional devices and hot spots into circulation, as this helps to support equity initiatives. Ms. Cook asked why the Town continues to contribute \$15,000 to the Essex Free Library and asked if it is designated for anything. Mr. Watts said that he considered it to be a goodwill donation.

County and Regional

Mr. Duggan said that there are no significant changes, and that this line item is going up 3.5%. He explained that this amount pays for county services, as well as other non-profit and governmental organizations which service Essex residents.

Clerk

Ms. McNamara-Hill said that the department is working toward becoming a passport processing office, however this would require additional document storage. She suggested that the Clerk's office start charging a fee for special event and catering liquor licenses. Additional funds have been included in the budget to continue supporting voting by mail.

Public Works, Highway, Stormwater, Buildings

Mr. Lutz detailed some of the work that the department has done in obtaining grants, as well as workforce challenges in getting construction projects completed. The Department now has two staff members who are certified to inspect projects, which helps to reduce the need to depend on contracting staff. Mr. Lutz said that he plans to retire in July, and Mr. Martin will take over running the department. The Public Works Department is requesting an increase of 3%, totaling \$106,038. Normally salaries are the main budgetary increase, however due to retirements and other changes this is not currently the case. Increases are requested for the following: storm sewer maintenance, sidewalk repair and maintenance, vehicle replacements, and professional services. Mr. Teich detailed the costs associated with public works equipment, and supply chain difficulties associated with getting new vehicles. Mr. Lutz presented budgetary figures since FY 92, and showed how the department works to stay on or under budget. Mr. Teich said that the Town continues to have the same responsibility to maintain their roads, sidewalks, and buildings regardless of separation. Mr. Lutz said that gravel roads present some challenges, and that the elevation differences in the Town can present different weather conditions. Ms. Cook asked how the Village Public Works budget is different from the Town, as the Village budget has increased at a larger rate. Ms. Macy said that the Village has a smaller budget, so it is easier for the increase to appear larger.

Ms. Delphia asked if the Town Highway Tax could be used, and Ms. Macy said that this was eliminated last year, and that legal advice would be needed to consider bringing it back. Mr. Watts said that this is not equitable for the Village, and not in line with current efforts. Mr. Teich said that the local option tax is another method of gaining funding for highway and other public works projects. Mr. Martin detailed the department's efforts to keep containments out of the soil, and possible changes at the landfill. In buildings, Mr. Yandow said that there is a 2.5% increase. He hopes to complete some brickwork at the Essex Free Library in FY 23, as it has been damaged by salt. Mr. Lutz said that Mr. Yandow's salary, as well as the rest of public works administrators, have some of their budget paid by the Village. This will change should separation occur. Ms. Cook asked if the recreation department needs a new building, now that they are leaving the Maple Street offices. Mr. Teich said that both recreation departments rely very heavily on the school district for the use of their space. Mr. Yandow said that a program space would be helpful, and also said that there are a variety of other building needs, such as a new public works garage, a new fire station, and the possibility of the need for the Town offices to move. Mr. Teich said that the Town has had significant growth since the 1980s, and there will be a long-term need for a space study.

Police, Community Justice Center (CJC)

Ms. Macy said that three vehicles need to be replaced this year, and that one patrol position has been moved to a non-office Community Affairs Liaison position. She also said that this budget includes an allowance for vacancies, and that the budget is funded at 94%. Mr. Hoague said that there are currently four vacancies, and that he is unsure when they will be able to be filled. The Community Affairs Liaison will be handling social media, serve as the public information officer, and plan events. The new K9 member of the police force is now fully certified and has helped on a several drug cases. The budget for the CJC has increased, as their caseload has increased 60%. The CJC is funded 90% by the Department of Corrections, however the Town of Essex also provides in-kind support. The budget also contains an increase for professional services, which will be used for diversity and equity training. Mr. Hoague explained that the overtime pay has increased due to vacancies, and needs for officers to go to court for cases that they are involved in. Mr. Hoague said that the department does not make money off of traffic stops, but that traffic is their number one issue. He also said that meth use is growing in Vermont, and is one of the most pressing drug issues. The cost for the Howard Center is increasing, as they will be providing more hours of coverage for their crisis service. Mr. Teich said that police office health and safety is a major focus, as they see very traumatic things on a frequent basis.

Finance

Ms. Macy said that there have been minimal changes outside of personnel. She said that she will finish employment with the Town and Village on December 3rd, and that plans are being developed for staffing changes. Ms. Macy said that she has added additional part-time staffing hours to assist with the costs associated with separation. When the departments were consolidated, they were not structured to come apart easily, and professional consultants will be needed to assist with this. Audit costs will increase, as the Town has needed to do additional auditing as a result of using ARPA funds.

Health and Human Services

Mr. Duggan said that the Health and Human Services funding remains at 1% of the total proposed budget. He said that Essex Rescue has asked for a \$164,746 increase to their appropriation in FY23. Future budgetary increases are expected in future years; however negotiations are possible. Essex Rescue serves communities on a per capita funding basis, and after separation the Village will be responsible for paying their portion. A large reason for the increase in their services are senior facilities, group housing facilities, apartment buildings, overdoses, and COVID-related issues. Essex Rescue will be presenting at a future Selectboard meeting to inform the Town of their activities. Ms. Hill-Fleury asked for more details about

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the role of the Health Officer and Deputy Health Officer, as they have requested an increase in stipends. Mr. Duggan said that they are always available to the public and are there to help with a variety of health-related issues. A large portion of their work deals with apartments and tenant/landlord issues.

Assessor

The only substantive change was a \$10,000 decrease for software that was not purchased. It is anticipated that a new software will be purchased after reappraisal, which is hoped to be done within the next two years. In public comment, Ms. Wrenner asked if a consultant has been found to do this work, as she has heard that there is a significant delay for other communities. Ms. Lemnah said that Essex is less likely to experience a delay because of its larger size.

Legislative (Selectboard)

This budget includes volunteer stipends which will begin this year, as well as Front Porch Forum, Town Meeting TV, meeting minutes, trainings, dues and professional services. The Board discussed how the volunteer stipend would be paid out, and Mr. Watts suggested limiting the length of the annual report to minimize printing costs.

Community Development

Ms. Makuku said that the only non-personnel change is an increase in professional development. She also noted an increase in permitting fees this year, as the prices have gone up. Ms. Makuku said that the department will be studying the sewer capacity and potential redevelopment at Fort Ethan Allen. The Board discussed the aging infrastructure in the neighborhood, and the need for upgrades prior to growth. Mr. Teich noted a recent donation of land to the Town adjacent to Indian Brook, and Ms. Makuku described some funds that will be spent on improvements to Indian Brook.

Economic Development

Mr. Duggan said that this budget will represent a full year of the part-time Economic Development Coordinator position. This person will pursue grants, work on events and do business outreach and support. Mr. Teich said that COVID has intensified the need for strong relationships with the business community, as well as business marketing. The Board discussed the role of the Economic Development Commission (EDC), and Mr. Duggan spoke about getting the EDC more involved in the planning process. Ms. Makuku also suggested changing the charter to allow Essex business owners who are not residents to serve on the commission.

IT

Mr. Paluba said that one of the main goals of the department is to bring all workstations to Office 365. The training budget has also been increased to ensure that staff are fully trained on security issues. Ms. Cook asked if the current IT budget could support the separation of the Village, IT and Mr. Paluba said that the elimination of Village services would not have a dramatic impact on the department.

Recreation

Ms. Macy reminded the Board that the Senior Center is not included in the Recreation budget. Ms. Vile said that a new position in administration is required due to the end of co-location at Maple Street Park, as well as an assistant program director position. This position will help with parks maintenance and assist Public Works with snow removal. Ms. Vile said that professional services spending has decreased due to the end of colocation and subsequent shared use of a contract communications coordinator. Ms. Vile said that it is important to plan for the end of life for the Sand Hill Pool and said that a water heater has been added to the pool in hopes of extending the season. Mr. Watts asked if the Board should begin budgeting

for pool replacement, and Ms. Vile said that this will cost at least five million. She said that the pool depth of 3.5 feet presents some problems for both swim teams and young children. In facilities, Ms. Vile said that some trails have needed significant repairs due to natural damage. Ms. Vile clarified the role of the Tree Farm, and said that the Town holds programs in the space but does not manage it. She also said that there are no plans to change the fee structure at Indian Brook. In Senior Services, Ms. Vile said that the Department is looking for additional Senior Bus drivers. Ms. Vile noted that the Senior Center is a Village-owned property managed by a Town employee, and that parking can be a problem. Mr. Teich explained the concerns brought forth by Ms. Sargent during Public to be Heard, and Ms. Vile explained how the Center is budgeted and funded. Mr. Teich said that the Senior Center has not been able to hold as many fundraisers as in the past, due to COVID. Discussions were had regarding the future of the space, and the relationship between the Town and Village. Mr. Teich suggested that the Selectboard give the Senior Center some additional funds to keep the organization solvent. He said that the Center is very important to the community, and that it would be expensive and inefficient to separate it.

Administration

Mr. Duggan said that this department is looking at a 45% increase, due to the loss of the revenue from the Village. This budget still includes three managerial positions and was made prior to the Board's decision not to extend Mr. Teich's contract. A new Executive Assistant position has been added, as the Town will no longer have any administrative support after separation. Additional funding for diversity and equity initiatives have been included in this budget, which will be overseen by the Committee on Equity Essex. Mr. Watts said that the Board will discuss managerial roles during Executive Session.

Fire

Mr. Cole said that the department needs equipment, personnel, and a new building. Essex Fire does not have a tall enough fire truck and relies on mutual aid support when needed. There are staffing shortages at all fire departments in the county, and it is becoming difficult to get mutual aid services. The department is not able to respond to as many medical calls as it used to and wait times for ambulances are longer than is desirable. The station is not up to current codes. The current budget requests 40 per diem hours for staff members to support the department and go on calls. The radio infrastructure needs replacement, and a \$100,000 transfer to capital for this purpose is presented in this budget. Radio service in the more rural areas of town is currently very unreliable.

Discussion

Ms. Macy said that the Board needs to think about the number of staff members in the manager's office, the use of the fund balance, and any other directives they wish staff to consider. Ms. Hill-Fleury asked if ARPA money could be used to fund the Fire Department, Ms. Macy said that this needed to be investigated further. Mr. Teich reminded the Board that these are one-time funds, and not a long-term solution. He suggested the use of a local option tax. The Board discussed the possible use of human services funding to fund Fire Department radio infrastructure. Mr. Murray said that he is not comfortable using such a large portion of the budget to fund capital improvements for something that Village residents are not getting any use of, and that it is important for residents to get a benefit for their taxes. Mr. Teich encouraged the board to allocate as much as possible to capital needs. He also encouraged the Board to do whatever possible to stay a paid on-call department, as adding staff members can cause huge budgetary increases. The Board discussed the possibility of future impact fees for developers. Ms. Macy said that the Selectboard is currently ahead of schedule and said that decisions primarily need to be made regarding administrative staffing, fund balance, and fire department expenditures. Two meetings regarding the budget will be held on November 15 and December 6. In public comment, Ms. Wrenner said that the Village Fire Department was raising their hourly rate and giving bonuses and encouraged the Town to do

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the same. Mr. Signorello said that the TOV highway tax has been in place since the 1950s and was used to help with the tax inequity between the TOV and TIV.

b. Discussion about personnel

This was held in Executive Session.

6. CONSENT ITEMS

TRACEY DELPHIA made a motion, seconded by SUE COOK to accept the consent agenda.

Motion passed 5-0.

a. Approve Minutes: November 1, 2021

7. EXECUTIVE SESSION

a. An executive session may be requested to discuss the employment of public employees

SUE COOK made a motion, seconded by TRACEY DELPHIA, that the Selectboard enter into

executive session to discuss the employment of a public employee in accordance with 1 V.S.A.

Section 313(a)(3), to include the Town Attorney, Unified Manager, Deputy Manager, Human

Resources Director, and Assistant Manager. The motion passed 5-0. DAWN HILL-FLEURY made

a motion, seconded by TRACEY DELPHIA to exit executive session. The motion passed 5-0.

Executive session ended at 5:07 PM.

8. ADJOURN

DAWN HILL-FLEURY made a motion, seconded by PATRICK MURRAY, for the Selectboard to adjourn. Motion passed 5-0 at 5:08 PM.

Respectfully Submitted,

Darby Mayville

Recording Secretary

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02:10 pm

Check Warrant Report # 17924 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 11/05/21 To 11/05/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	10/26/21 IT SUPPLIES	110-5-20-10-735.000	154.99	36819	11/05/21
		174WRYV4GN16	Tech: Equip/Hardware			
19815	AMAZON CAPITAL SERVICES	10/31/21 Video Doorbell for 2 Linc	110-5-14-10-735.000	284.99	36819	11/05/21
		197JQ7XTDY41	Tech: Equip/Hardware			
19815	AMAZON CAPITAL SERVICES	11/03/21 iPhone Case	110-5-14-10-735.000	14.99	36819	11/05/21
		1PQRFJY16GDV	Tech: Equip/Hardware			
19815	AMAZON CAPITAL SERVICES	10/30/21 IT SUPPLIES	110-5-20-10-735.000	43.47	36819	11/05/21
		1W1K6NVVYVM9	Tech: Equip/Hardware			
02420	AUTOZONE	11/02/21 WIPER BLADES	110-5-20-10-430.000	44.87	36820	11/05/21
		3236021147	R&M Vehicles & Equipment			
02420	AUTOZONE	11/02/21 WASHER FLUID	110-5-20-10-430.000	69.48	36820	11/05/21
		3236021150	R&M Vehicles & Equipment			
02420	AUTOZONE	11/27/20 LIGHT BULB RETURN	110-5-20-10-430.000	-14.79	36820	11/05/21
		3236839526	R&M Vehicles & Equipment			
02000	BAKER & TAYLOR, INC	10/12/21 Adult Books	110-5-35-10-640.201	75.61	36821	11/05/21
		5017284136	Adult Collection			
02000	BAKER & TAYLOR, INC	10/12/21 Adult Books	110-5-35-10-610.000	3.50	36821	11/05/21
		5017284136	General Supplies			
02000	BAKER & TAYLOR, INC	10/18/21 Adult Books	110-5-35-10-640.201	74.58	36821	11/05/21
		5017298232	Adult Collection			
02000	BAKER & TAYLOR, INC	10/18/21 Adult Books	110-5-35-10-610.000	3.50	36821	11/05/21
		5017298232	General Supplies			
02000	BAKER & TAYLOR, INC	10/20/21 Adult Books	110-5-35-10-640.201	70.85	36821	11/05/21
		5017313966	Adult Collection			
24475	BOND O'REILLY AUTO-ESSEX	10/25/21 oil for Car 28	110-5-40-12-430.001	41.94	36823	11/05/21
		5677327786	R&M Vehicles - Supplies			
24475	BOND O'REILLY AUTO-ESSEX	10/27/21 all new filters for car 2	110-5-40-12-430.001	582.05	36823	11/05/21
		5677328127	R&M Vehicles - Supplies			
24475	BOND O'REILLY AUTO-ESSEX	10/28/21 suspension parts - car 28	110-5-40-12-430.001	684.39	36823	11/05/21
		5677328275	R&M Vehicles - Supplies			
24475	BOND O'REILLY AUTO-ESSEX	10/29/21 CV shaft for car 28	110-5-40-12-430.001	143.95	36823	11/05/21
		5677328441	R&M Vehicles - Supplies			
41765	BROOK FIELD SERVICE LLC	10/21/21 EPD GENERATOR PM 22	110-5-41-13-400.000	1380.00	36824	11/05/21
		10408 1021	Contracted Services			
39475	CLAUSSEN'S INC	10/27/21 bulbs	110-5-40-12-571.000	49.98	36827	11/05/21
		24749	Streetscape Maintenance			
27075	COLLINS DOUG	11/01/21 removal of Beavers and Da	110-5-40-12-570.000	750.00	36828	11/05/21
		100 1121	Other Purchased Services			
04940	COMCAST	10/26/21 EPD CABLE/INTERNET	110-5-20-10-432.000	270.92	36830	11/05/21
		0136954 1021	R&M Technology			
04940	COMCAST	10/26/21 EPD CABLE/INTERNET	110-5-20-10-530.000	97.09	36830	11/05/21
		0136954 1021	Communications			
23215	ESSEX EQUIPMENT INC	10/29/21 windshield washer fluid	110-5-40-12-430.001	105.39	36836	11/05/21
		108045570001	R&M Vehicles - Supplies			
23215	ESSEX EQUIPMENT INC	11/01/21 grade stakes	110-5-40-12-605.000	96.75	36836	11/05/21
		108063070001	Summer Construction Suppl			
67350	FIRST NATIONAL BANK OMAHA	10/26/21 SUBSCRIPTION	110-5-35-10-505.000	14.99	36840	11/05/21
		7383102621D	Tech. Subs, Licenses			
21755	FIRST NATIONAL BANK OMAHA	10/26/21 credit card purchases Oct	110-5-41-14-610.000	31.72	36841	11/05/21
		9853 1021	General Supplies			

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21755	FIRST NATIONAL BANK OMAHA	10/26/21 credit card purchases Oct 9853 1021	110-5-40-12-430.001 R&M Vehicles - Supplies	29.99	36841	11/05/21
21755	FIRST NATIONAL BANK OMAHA	10/26/21 credit card purchases Oct 9853 1021	110-5-40-10-500.000 Training, Conf, Dues	290.75	36841	11/05/21
14595	FOLEY SERVICES INC	10/26/21 CARPET RUNNERS 1396729	110-5-41-13-400.000 Contracted Services	50.15	36843	11/05/21
04340	FORD MOTOR CREDIT COMPANY	11/03/21 LEASE PAYMENT 35 1768377	110-5-95-00-970.901 Police Lease Principal	473.16	36844	11/05/21
04340	FORD MOTOR CREDIT COMPANY	11/03/21 LEASE PAYMENT 35 1768377	110-5-95-00-975.901 Police Lease Interest	5.54	36844	11/05/21
13570	GALE/CENGAGE LEARNING	10/21/21 Adult Large Print Books 76061652	110-5-35-10-640.201 Adult Collection	78.72	36846	11/05/21
07000	GALLS INC	10/21/21 UNIFORM EQUIPMENT 19575499	110-5-20-10-612.000 Uniforms	1325.44	36847	11/05/21
07000	GALLS INC	10/28/21 UNIFORM HAT 19638738	110-5-20-10-612.000 Uniforms	130.66	36847	11/05/21
04035	GOT THAT RENTAL & SALES I	09/17/21 rental of excavator 90839	110-5-40-12-442.000 Rental Vehicles/Equip	1000.00	36851	11/05/21
04035	GOT THAT RENTAL & SALES I	11/02/21 Rain Gear - Mike Fraser 92970	110-5-40-12-612.000 Uniforms	46.67	36851	11/05/21
23020	GREAT WESTERN STATES SUPP	10/26/21 BRACELETS/STICKERS 9621	110-5-20-10-830.000 Regular Programs	1561.44	36852	11/05/21
23595	HAMMOND ELECTRIC INC	10/29/21 EMERGENCY LIGHT REPAIR 9470JH	110-5-41-13-431.000 R&M Buildings & Grounds	1124.50	36855	11/05/21
24420	HERITAGE FORD	11/01/21 suspension parts - car 28 284215	110-5-40-12-430.001 R&M Vehicles - Supplies	170.30	36856	11/05/21
24420	HERITAGE FORD	11/01/21 suspension parts - Car 28 284311	110-5-40-12-430.001 R&M Vehicles - Supplies	4.12	36856	11/05/21
09001	IBM CORPORATION (PA)	10/31/21 5 ADD DEVICE MGMT SOFTWARE 6809208910	110-5-20-10-432.000 R&M Technology	20.00	36858	11/05/21
38585	IDENTIFICATION SOURCE	10/18/21 2022 Dog Tags 22136	110-5-12-10-610.000 General Supplies	824.78	36859	11/05/21
33495	INGRAM LIBRARY SERVICES I	10/19/21 Juvenile Books 55400989	110-5-35-10-640.202 Juvenile Collection	242.62	36860	11/05/21
33495	INGRAM LIBRARY SERVICES I	10/19/21 Juvenile Books 55400989	110-5-35-10-610.000 General Supplies	30.49	36860	11/05/21
33495	INGRAM LIBRARY SERVICES I	10/19/21 Adult Book 55400990	110-5-35-10-640.201 Adult Collection	13.20	36860	11/05/21
33495	INGRAM LIBRARY SERVICES I	10/19/21 Adult Book 55400990	110-5-35-10-610.000 General Supplies	0.69	36860	11/05/21
33495	INGRAM LIBRARY SERVICES I	10/19/21 Adult Books 55400991	110-5-35-10-640.201 Adult Collection	114.98	36860	11/05/21
33495	INGRAM LIBRARY SERVICES I	10/19/21 Adult Books 55400991	110-5-35-10-610.000 General Supplies	4.75	36860	11/05/21
33495	INGRAM LIBRARY SERVICES I	10/19/21 Adult Books 55400992	110-5-35-10-640.201 Adult Collection	44.96	36860	11/05/21
03525	KITTELL BRANAGAN & SARGEN	10/28/21 Audit services 82603	110-5-13-10-335.000 Audit	13600.00	36861	11/05/21
03845	LAWSON PRODUCTS INC	10/22/21 restock small items 9308933384	110-5-40-12-430.001 R&M Vehicles - Supplies	25.45	36862	11/05/21

11/05/21

Town of Essex / Village of EJ Accounts Payable

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02:10 pm

Check Warrant Report # 17924 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 11/05/21 To 11/05/21 & Fund 1

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14025	LINCOLN NATIONAL LIFE INS	11/01/21	Garey Life TOWNOFESSE-B	110-5-20-11-210.000 Group Insurance	371.00	36865	11/05/21
08645	LOWES BUSINESS ACCT/SYNCB	10/13/21	ceiling tiles for Highway 01557	110-5-41-15-431.000 R&M Buildings & Grounds	195.72	36866	11/05/21
08645	LOWES BUSINESS ACCT/SYNCB	10/06/21	lawn fertilizer 19721	110-5-41-10-431.000 R&M Buildings & Grounds	110.16	36866	11/05/21
08645	LOWES BUSINESS ACCT/SYNCB	10/06/21	lawn fertilizer 19721	110-5-41-15-431.000 R&M Buildings & Grounds	55.08	36866	11/05/21
08645	LOWES BUSINESS ACCT/SYNCB	10/06/21	lawn fertilizer 19721	110-5-41-17-431.000 R&M Buildings & Grounds	55.08	36866	11/05/21
08645	LOWES BUSINESS ACCT/SYNCB	10/06/21	lawn fertilizer 19721	110-5-41-11-431.000 R&M Buildings & Grounds	55.08	36866	11/05/21
08645	LOWES BUSINESS ACCT/SYNCB	10/06/21	lawn fertilizer 19721	110-5-41-13-431.000 R&M Buildings & Grounds	165.24	36866	11/05/21
V9970	MIDWEST TAPE	10/26/21	Adult DVDs 501186374	110-5-35-10-640.201 Adult Collection	41.23	36868	11/05/21
44275	MVP SELECT CARE INC.	11/03/21	Administrative Fee Invoic 202110	110-5-13-10-505.000 Tech. Subs, Licenses	40.00	36870	11/05/21
07635	O'ROURKE MEDIA GROUP	10/31/21	legal ad in Reporter for 10312021-DT	110-5-40-12-540.000 Advertising	150.00	36873	11/05/21
27240	OTIS ELEVATOR COMPANY	10/11/21	Elevator Maintenance from 100400558179	110-5-41-11-431.000 R&M Buildings & Grounds	265.21	36875	11/05/21
27240	OTIS ELEVATOR COMPANY	10/11/21	81 Main Elevator Maintena 100400558780	110-5-41-10-431.000 R&M Buildings & Grounds	231.84	36875	11/05/21
23420	P & P SEPTIC SERVICE INC.	10/28/21	Pearl St Park Portolet No T565449	110-5-30-12-570.000 Other Purchased Services	200.00	36876	11/05/21
23420	P & P SEPTIC SERVICE INC.	10/28/21	Saxon Hill Trails Portole T565450	110-5-30-12-570.000 Other Purchased Services	200.00	36876	11/05/21
23420	P & P SEPTIC SERVICE INC.	10/28/21	IBR Portolet November T565451	110-5-30-12-570.000 Other Purchased Services	200.00	36876	11/05/21
24410	PRIORITY EXPRESS INC	10/31/21	Book Courier Service Oct 80512145	110-5-35-10-570.000 Other Purchased Services	80.00	36879	11/05/21
28030	ROUTE 15 AUTOMOTIVE SERVI	10/29/21	VSI 131174	110-5-20-10-430.000 R&M Vehicles & Equipment	60.00	36885	11/05/21
28030	ROUTE 15 AUTOMOTIVE SERVI	11/02/21	LOF/VSI/M/B 4 TIRES 131175	110-5-20-10-430.000 R&M Vehicles & Equipment	174.95	36885	11/05/21
02550	SANEL NAPA	09/28/21	restock supplies 9131545775	110-5-40-12-430.001 R&M Vehicles - Supplies	73.83	36887	11/05/21
02550	SANEL NAPA	10/05/21	retock supplies 9131558029	110-5-40-12-430.001 R&M Vehicles - Supplies	66.33	36887	11/05/21
02550	SANEL NAPA	10/12/21	restock 9131569320	110-5-40-12-430.001 R&M Vehicles - Supplies	46.02	36887	11/05/21
02550	SANEL NAPA	10/13/21	for fuel tanks 9131569598	110-5-40-12-430.001 R&M Vehicles - Supplies	648.12	36887	11/05/21
02550	SANEL NAPA	10/13/21	restock 9131571157	110-5-40-12-430.001 R&M Vehicles - Supplies	63.43	36887	11/05/21
02550	SANEL NAPA	10/19/21	restock 9131580888	110-5-40-12-430.001 R&M Vehicles - Supplies	182.60	36887	11/05/21
02550	SANEL NAPA	10/19/21	restock 9131580897	110-5-40-12-430.001 R&M Vehicles - Supplies	18.61	36887	11/05/21

11/05/21

Town of Essex / Village of EJ Accounts Payable

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02:10 pm

Check Warrant Report # 17924 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 11/05/21 To 11/05/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
02550	10/19/21	brake parts cleaner 9131580904	110-5-40-12-430.001 R&M Vehicles - Supplies	56.33	36887	11/05/21
19420	10/14/21	traffic controller 1709948	110-5-40-12-572.000 Traffic Control	6250.00	36889	11/05/21
11815	10/31/21	FALL PM SERVICE 684402	110-5-41-13-400.000 Contracted Services	775.02	36891	11/05/21
09040	07/01/21	FY22 Town Support FY22	110-5-11-10-330.000 Professional Services	12000.00	36894	11/05/21
21000	10/28/21	mats and wiper rags - hig 1080048182	110-5-40-12-430.001 R&M Vehicles - Supplies	129.55	36896	11/05/21
00710	11/02/21	SHIPPING SERVICE PD 8590	110-5-20-10-610.000 General Supplies	23.46	36898	11/05/21
44805	10/01/21	Payroll Transfer PR-10/01/21	110-2-00-00-210.004 Retirement Payable	21303.31	36904	11/05/21
44805	10/08/21	Payroll Transfer PR-10/08/21	110-2-00-00-210.004 Retirement Payable	22837.14	36905	11/05/21
44805	10/15/21	Payroll Transfer PR-10/15/21	110-2-00-00-210.004 Retirement Payable	21539.04	36905	11/05/21
44805	10/22/21	Payroll Transfer PR-10/22/21	110-2-00-00-210.004 Retirement Payable	23406.44	36905	11/05/21
44805	10/29/21	Payroll Transfer PR-10/29/21	110-2-00-00-210.004 Retirement Payable	23012.49	36905	11/05/21
28470	10/15/21	Payroll Transfer PR-10/15/21	110-2-00-00-210.004 Retirement Payable	5388.46	36906	11/05/21
28470	10/22/21	Payroll Transfer PR-10/22/21	110-2-00-00-210.004 Retirement Payable	1572.18	36906	11/05/21
22005	10/26/21	WEHMAN K9 TRAINING 211012253	110-5-20-10-500.000 Training, Conf, Dues	11.00	36907	11/05/21
29825	10/22/21	Natural gas various locat 21604	110-5-41-15-621.000 Natural Gas/Heating	53.42	36909	11/05/21
29825	10/22/21	Natural gas various locat 21604	110-5-41-11-621.000 Natural Gas/Heating	103.05	36909	11/05/21
29825	10/22/21	Natural gas various locat 21604	110-5-41-14-621.000 Natural Gas/Heating	37.84	36909	11/05/21
29825	10/22/21	Natural gas various locat 21604	110-5-41-12-621.000 Natural Gas/Heating	84.35	36909	11/05/21
29825	10/22/21	Natural gas various locat 21604	110-5-41-17-621.000 Natural Gas/Heating	72.10	36909	11/05/21
29825	10/22/21	Natural gas various locat 21604	110-5-41-10-621.000 Natural Gas/Heating	153.13	36909	11/05/21
29825	10/22/21	Natural gas various locat 21604	110-5-41-18-621.000 Natural Gas/Heating	38.86	36909	11/05/21
34580	10/28/21	Fall Workshop 2021FallWkSp	110-5-13-10-500.000 Training, Conf, Dues	20.00	36911	11/05/21
27030	11/05/21	Payroll Transfer PR-11/05/21	110-2-00-00-210.005 Misc Deductions Payable	311.54	36912	11/05/21
17425	11/05/21	Payroll Transfer PR-11/05/21	110-2-00-00-210.004 Retirement Payable	25.00	11030310	11/05/21
V1161	11/05/21	Payroll Transfer PR-11/05/21	110-2-00-00-210.004 Retirement Payable	1505.91	11030311	11/05/21

11/05/21

Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17924 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 11/05/21 To 11/05/21 & Fund 1

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V1160	ICMA RETIREMENT TRUST-457	11/05/21	Payroll Transfer PR-11/05/21	110-2-00-00-210.004 Retirement Payable	940.18	11030312	11/05/21
09005	ICMA - 457 (PLAN 302056)	11/05/21	Payroll Transfer PR-11/05/21	110-2-00-00-210.005 Misc Deductions Payable	4221.98	11030316	11/05/21
14545	ICMA-RC (PLAN 705508)	11/05/21	Payroll Transfer PR-11/05/21	110-2-00-00-210.005 Misc Deductions Payable	489.64	11030317	11/05/21
23055	ICMA - 401 (PLAN 10904	11/05/21	Payroll Transfer PR-11/05/21	110-2-00-00-210.004 Retirement Payable	822.39	11030318	11/05/21
09005	ICMA - 457 (PLAN 302056)	11/05/21	Payroll Transfer PR-11/05/21A	110-2-00-00-210.005 Misc Deductions Payable	190.81	11040361	11/05/21
05390	FAMILY SUPPORT REGISTRY	11/05/21	Payroll Transfer PR-11/05/21	110-2-00-00-210.010 Judgements Payable	69.23	21110501	11/05/21
21385	HEALTH EQUITY	11/05/21	Payroll Transfer PR-11/05/21	110-2-00-00-210.009 HSA Payable HE	159.50	21110502	11/05/21
14400	ABOVE AND BEYOND	11/02/21	CJC JANITORIAL 6520	122-5-22-10-330.000 Professional Services	195.00	36816	11/05/21
19815	AMAZON CAPITAL SERVICES	10/29/21	CJC OFFICE SUPPLIES 1NQDJNM7G4H3	122-5-22-10-610.000 General Supplies	76.86	36819	11/05/21
04940	COMCAST	10/14/21	CJC CABLE/INTERNET 0128886 1021	122-5-22-10-410.000 Water and Sewer Charges	138.44	36829	11/05/21
07010	GREEN MOUNTAIN POWER CORP	10/19/21	CJC ELECTRICITY 101921 CJC	122-5-22-10-410.000 Water and Sewer Charges	101.73	36854	11/05/21
28795	STANLEY KERRY	11/02/21	CJC INTERN 110221D	122-5-22-10-500.000 Training, Conf, Dues	400.00	36888	11/05/21
07140	A NADEAU AND COMPANY INC	10/31/21	road gravel 1021	130-5-40-10-720.002 Gravel Roads	3230.40	36815	11/05/21
28455	UNITED CONSTRUCTION & FOR	10/27/21	John Deere Grader 9165898	130-5-40-10-750.001 Highway Cap. Equipment	240344.00	36897	11/05/21
23435	CHAMPLAIN WATER DISTRICT	10/31/21	water consumption October October 2021	151-5-51-20-411.000 CWD Water Purchase	64203.60	36825	11/05/21
21755	FIRST NATIONAL BANK OMAHA	10/26/21	credit card purchases Oct 9853 1021	151-5-51-20-500.000 Training, Conf, Dues	260.00	36841	11/05/21
03525	KITTELL BRANAGAN & SARGEN	10/28/21	Audit services 82603	151-5-51-10-335.000 Audit	2400.00	36861	11/05/21
38760	TI-SALES INC	10/25/21	meters INV0136862	151-5-51-10-614.000 Meters and Parts	1672.00	36892	11/05/21
29825	VT GAS SYSTEMS	10/22/21	Natural gas various locat 21604	151-5-51-10-621.000 Natural Gas/Heating	36.79	36909	11/05/21
29825	VT GAS SYSTEMS	10/22/21	Natural gas various locat 21604	151-5-51-10-621.000 Natural Gas/Heating	22.21	36909	11/05/21
25590	FUN EXPRESS LLC	10/19/21	Halloween Event 71252923601	159-5-30-20-610.000 General Supplies	1302.81	36845	11/05/21

11/05/21

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02:10 pm

Check Warrant Report # 17924 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 11/05/21 To 11/05/21 & Fund 1

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

Report Total					492025.29	=====	

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 \$ ***492,025.29
Let this be your order for the payments of these amounts.

From: Charles Cole <ccole@ESSEX.ORG>

Sent: Friday, November 5, 2021 3:32 PM

To: EFD Members <department@essexfire.com>

Cc: Evan Teich <eteich@essex.org>; Gregory Duggan <gduggan@ESSEX.ORG>; Travis Sabataseo <tsabataseo@ESSEX.ORG>; Marguerite Ladd <mladd@ESSEX.ORG>

Subject: Response to calls for Self Harm Patients

Importance: High

MANDATORY CRITICAL UPDATE FOR FIREFIGHTER SAFETY

All Department Members,

Although this primarily pertains to our EMS First Responders, it is being broadcast to all personnel.

The Vermont State Police has announced that they no longer will respond to calls where a person has threatened self-harm, regardless of whether or not weapons are involved. This pertains to our response into Westford.

I have been in contact today with Essex Rescue Director Colleen Nesto who has been working with the State EMS Office so that we understand the details. The Legislature changed Vermont Law so that it is no longer a crime to threaten self harm. Because of this, VSP has determined their officers will no longer respond to these types of calls. Essex Rescue is working on a protocol as we speak that they will share with us once we've worked through the language and directives. Pending that document's issuance, Essex Fire is to take the following action:

1. If we are dispatched to a call with reported self harm, you are to verify with Dispatch if Law Enforcement is responding.
 - a. In Essex, Chief Hoague has stated that their officers will continue to respond to these calls for service.
 - b. If you learn that an officer is responding, you shall follow all standing guidelines (Scene Safety, Staging until cleared to enter, etc.).
 - c. If you determine that Law Enforcement is not responding, you are to respond with no lights and no siren. You shall stage at a safe distance from the patient. Our safety is priority and no one shall place themselves or their fellow responder in jeopardy.
 - d. Wait for the transport ambulance to arrive if they are a reasonable distance away. If not, then initiate the following;
 - i. Contact Dispatch and request history for the person/address of prior incidents or known violence,
 - ii. Ask if CRISIS has been called, and if so are they enroute?
 - iii. Ask for name and contact telephone number so you can initiate contact with them.
 - iv. If you make contact with the patient, begin your level of care as though you were face to face with them, etc.
 - v. If you cannot make contact with the patient, or they refuse to cooperate, continue to stage and DO NOT ENTER.
 - vi. Consider if your position of staging is sufficient. Continuously monitor your location to insure you are safe. If you don't feel safe, then move to a position of safety and notify dispatch that you have moved so others will know.

- vii. Once the transport ambulance arrives, you will likely transfer command to their crew chief. They will be in contact with Medical Control about disengaging from the patient if you cannot provide care in a safe environment.

Again, this is interim until we get the final version from ERS which is consistent with what is written above. Their document has additional steps before disengaging, but our commitment to your safety is key and is the priority.

Fairfax Rescue is also operating under a similar mandate on their side of Westford.

I am copying our Town's Senior Leadership on this message for awareness purposes. It is entirely possible that we may have to disengage from a call without being able to provide patient care.

Chief Charles Cole
Essex Fire Department

Station: 802.878.5308
Cell: 802.578.5302
www.EssexFire.com

From: Tracey Delphia <tdelphia@essex.org>
Sent: Sunday, April 25, 2021 12:12 PM
To: Gregory Duggan <gduggan@ESSEX.ORG>; Evan Teich <eteich@essex.org>
Cc: Andy Watts <AWatts@ESSEX.ORG>
Subject: Thoughts on 'office hours'/public availability

Good afternoon,

I've heard comments from people when they've called me that they were hesitant to reach out because they didn't want to impose upon my time. While I assure them that it's part of the job/role, I fear that others are hesitant to reach out for this same reason.

Because of this, I have set up a Bookings site which is included in our Microsoft O365 accounts. This allows me to identify set hours and 'services' to allow anyone to book time on my calendar. Going to this site automatically creates a meeting on my calendar, emails the person the details (Teams meeting or instruction for phone call). The only two services currently are: Virtual Teams Meeting and Phone call. I intend to incorporate in-person meetings soon (masked and socially distanced, of course).

If anyone would like to implement this functionality, I am more than willing to give a training session on an individual basis – or can set up one Booking site that allows people to choose which member they wish to meet with. It also allows for set hours on each day for availability for each person – sort of like self-identified 'office hours'. The link to this Booking site can be posted on the website to make people aware.

Thoughts?

Tracey Delphia
Selectboard Clerk
Town of Essex
tdelphia@essex.org
(802) 598-3168



Please consider the environment before printing this e-mail.

Notice - Under Vermont's Public Records Act, all e-mail, e-mail attachments as well as paper copies of documents received or prepared for use in matters concerning Town business, concerning a Town official or staff, or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return email.

Memorandum

To: Essex Selectboard; Evan Teich, Unified Manager; Travis Sabatasso, Human Resources Director
From: Community Development Department
Date: November 10, 2021
Subject: Casey Clark Resignation from Conservation and Trails Committee

Issue & Discussion

In an e-mail on November 10, 2021 Casey Clark resigned from the Conservation and Trails Committee, stating that the group wasn't a good fit.

This leaves one vacancy on the Conservation and Trails Committee.

Cost

This memo is simply for informational purposes.

Recommendation

This memo is simply for informational purposes.



TOWN OF ESSEX VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452
Fax: 878-1353 • E-mail: manager@essex.org • Website: www.essex.org

November 12, 2021

Contact information:

Tammy Getchell, Assistant to the Manager

(802) 878-6951

tgetchell@essex.org

FY22 Essex Human Services Funding Available for Nonprofits

The Town of Essex Selectboard is encouraging local area nonprofit social, health and human services organizations to apply for support funding. Each year, Essex allocates 1% of their annual budget to community agencies that align with prioritized focus areas of need for Essex residents.

Organizations must apply each year and a review team scores applications based on the overall benefit to Essex residents and how each program meets human needs and improves quality of life through knowledge, prevention, remediation, direct service, and improved accessibility.

The prioritized focus areas for this funding cycle include:

Access to Health & Behavioral Health services eliminates barriers to essential health and human services for underserved populations. These barriers include language, cultural, geographic location, and lack of insurance and out of pocket costs.

Affordable Housing or Housing Assistance provides emergency shelter and/or homeless prevention services that keep people from losing their housing. This might include short-term supportive housing options and home repair for Essex residents.

Child or Family Support for Healthy Relationships increases the ability to be successful in living a healthy, independent and productive life. Programs focusing in this area provide developmentally appropriate services for youth and/or emotional supports to a specified population and could include mentors and role models, family supports, violence prevention, counseling and guidance services that will result in increased skill and the ability to become self-reliant.

Diversity, Equity & Inclusion provides support for initiatives to build diversity, equity, and inclusion into the community or for program enhancement to build diversity, equity and inclusion into nonprofit program services, operations, board recruitment and staff hiring. Funding is provided to programs exploring ways to enhance access of program services to marginalized communities and/or offer culturally responsive services; promote diverse staffing or governance of programs; and/or support initiatives that build capacity. Examples would be improved language access, transportation, stipends to assist with travel/child care needs in order to have accessibility, or shifting engagement to intentionally seek to include marginalized perspectives and experiences.

Emergency Food & Disaster Relief programs provide nutritious food and disaster relief to people in need.

Nonprofit organizations providing programs that fit into one or more of these focus areas are eligible to apply. Last fiscal year, Essex provided \$153,322 in funding to 22 qualified organizations. Funds have already been approved for FY22 and applications are now being accepted through February 15, 2022 to request support for nonprofit human services programs. For more information, please visit www.essex.org/humanservices.



FY22

ESSEX HUMAN SERVICES FUNDING

Application Guidelines



www.essexvt.org/humanservices



INTRODUCTION

The Town of Essex, Vermont allocates a portion of its total General Fund Budget to fund human services providers each year. Using a range of resources, the Essex Selectboard determines specific focus areas as human service priorities for the Essex community.

As community social challenges evolve, Essex remains committed to supporting services and programs for seniors, health services for children, increasing gainful employment, violence prevention, behavioral health, and addiction treatment. Social investments help advance the aspirations of Essex residents, workers and leaders.

FUNDING PROCESS TIMELINE AND KEY DATES

February 15	Applications Deadline 4:00 PM
March-April	The review committee compiles and reviews all applications and makes recommendations to the Essex Selectboard
May	Essex Selectboard considers funding contingent upon available funds and approves the Focus Areas for the next fiscal year allocation
June	Awards are issued

SUBMISSIONS AND CONTACT INFORMATION

Complete and submit applications online at www.essexvt.org/humanservices. **Please note that electronic submissions are preferred.** Once completed, you will have an option to print the application for your records. Look for a confirmation page stating your application was submitted successfully. If you have any problems accessing the online application or do not see the confirmation page after submitting, please contact Tammy Getchell, Assistant to the Manager by email at tgetchell@essex.org or by phone at (802) 878-6951. Applications must be submitted by February 15th. Late or incomplete applications will not be accepted.

ELIGIBILITY

Local area social, health and human services organizations that serve Essex residents are encouraged to apply to the Town of Essex for funding. Only those that are nonprofit organizations that are considered a 501 (c)3 or that file an annual Internal Revenue Service (IRS) Form 990 tax return are eligible. All funding proposals must align with the Essex Human Services Focus Areas.

Budget priorities change from year to year according to local factors and past funding is not an assurance of future funding.

2022 ESSEX HUMAN SERVICES FOCUS AREAS

Program activities must fit within one or more of the Essex Human Services prioritized focus areas.

ACCESS TO HEALTH & BEHAVIORAL HEALTH

Eliminate barriers for underserved populations

AFFORDABLE HOUSING OR HOUSING ASSISTANCE

Includes shelter and homeless prevention

CHILD OR FAMILY SUPPORT FOR HEALTHY RELATIONSHIPS

Healthy relationships and greater self-reliance

DIVERSITY, EQUITY & INCLUSION

Advance diversity, equity and inclusion efforts

EMERGENCY FOOD & DISASTER RELIEF

Food distribution and emergency assistance

Access to Health & Behavioral Health services eliminates barriers to essential health and human services for underserved populations. These barriers include language, cultural, geographic location, and lack of insurance and out of pocket costs.

Affordable Housing or Housing Assistance provides emergency shelter and/or homeless prevention services that keep people from losing their housing. This might include short-term supportive housing options and home repair for Essex residents. Program services will typically provide citizens with temporary housing until a more permanent living situation can be secured or provide an opportunity to obtain affordable housing for Essex residents falling below the median household income.

Child or Family Support for Healthy Relationships increases the ability to be successful in living a healthy, independent and productive life. Program services typically provide developmentally appropriate services for youth and/or emotional supports to a specified population and could include mentors and role models, family supports, violence prevention, counseling and guidance services that will result in increased skill and the ability to become self-reliant.

Diversity, Equity & Inclusion provides support for initiatives to build diversity, equity, and inclusion into the community or for program enhancement to build diversity, equity and inclusion into nonprofit program services, operations, board recruitment and staff hiring. Programs may be exploring ways to enhance access of program services to marginalized communities and/or offer culturally responsive

services; promote diverse staffing or governance of programs; and/or support initiatives that build capacity. Examples would be improved language access, transportation, stipends to assist with travel/child care needs in order to have accessibility, or shifting engagement to intentionally seek to include marginalized perspectives and experiences.

Emergency Food & Disaster Relief programs provide nutritious food and disaster relief to people in need. Programs within this focus area typically have the ability to access food sources and/or transport and/or distribute food and emergency assistance to Essex residents.

APPLICATION INSTRUCTIONS

Questions must be answered completely on the application form provided. **Do not leave questions unanswered. Do not complete the box with, “see attached”. If not applicable, indicate “N/A”.** Incomplete applications may not be considered for funding.

Keep answers brief and to the point. It is not necessary to use the entire space provided. The more there is to read, the more likely reviewers tend to skim over your answers. You should showcase your organization without lengthy narrative. Include detail when it is important to emphasize key points and be brief on answers when a brief answer will do.

SECTION 1: Organization Information

1. **Organization name:** Provide the name of the organization operating the program.
2. **Contact name:** Applications should be completed by someone with knowledge of the organization that is responsible for administering the services.
3. **Phone:** List the best number to reach the person completing the application.
4. **Address:** If awarded, list the address where a check will be issued. This should match the address on the uploaded Internal Revenue Service (IRS) form W-9 uploaded in SECTION 4.
5. **Email:** The best email address to reach the person completing the application.
6. **Website address:** Website, Facebook, or other platform URL that provides the reviewers with more information about the organization and program.
7. **How long has the organization been active?** The nonprofit organization must actually operate and not lie dormant for years at a time.
8. **Are you a current 501(c)(3) nonprofit organization in good standing or does your organization file an annual IRS Form 990 tax return?** Good standing means a nonprofit organization has satisfied all of its legal obligations, is legally permitted to engage in business activities, and maintains a registered agent to receive official documents. You must be able to answer YES to this question to be eligible to apply for funding.
9. **Name of program:** If your organization operates more than one program, applications must focus on one program and the budget associated with that program—not the organization as a whole. Organizations may apply for more than one program.
10. **Essex Human Services Funds requested:** Funding requests cannot exceed \$25,000 or represent more than 25% of the total program budget.
11. **Total program budget:** The total program budget listed must match the budget information you provide in number 5, “Total Annual Program Budget” in SECTION 3 of the application.

12. **Percentage of Essex funding request to total program budget:** Grant request cannot be more than 25% of the program budget listed in number 11, “Total program budget” in SECTION 1 of this application.
13. **Brief organization description:** Tell us what your organization does with any and all of its programming.

SECTION 2: Summary of Services

Please provide the specific locations served by your program and how many Essex residents received your services in the prior fiscal year. If the number of Essex residents varies greatly from year to year, please note. For example, it would be important to identify that even though zero Essex residents were served in the prior fiscal year, ten Essex residents have received services so far in the current year. If significant, you can provide projections on the number of Essex residents to be served in the upcoming year as part of your answers in the open-ended questions.

To summarize the services provided by your program, responses should be easy to understand and specify how the program goes about delivering services. For example, why does the program stabilize the person’s life; or how do clients access health services; or what emotional supports and healthy relationships are created; or how does the program ensure the person will be housed or that it will improve their living condition? The benefit to Essex residents must be clearly described.

If your program services encompass more than one of the identified Essex Human Services Focus Areas, this is the section to talk about that. Be sure to explain how the services provided by the program meet the goals of those focus areas.

This section provides an opportunity to describe collaboration with key organizational partners that coordinate together so clients have greater access to a variety of services. Be sure to include details about how a continuum of services are available to address the complex needs of clients and address a pressing community need. An example would be if your program provides temporary housing assistance and collaborates with a local employment agency to assist your clients with job opportunities. Or, you might clearly describe how an investment from Essex to your organization leverages additional resources for residents through funds and partnerships.

1. **Number of people served in the last 12 months:** How many people total in all communities has your program served?
2. **Number of ESSEX RESIDENTS served in the last 12 months:** How many of the people in the previous question were from Essex?
3. **Anticipated number of people to be served in the next 12 months:** For many reasons, organizations may anticipate a greater future need. Is your program planning to serve a greater number of people or the same in the next 12 months?
4. **Anticipated number of ESSEX RESIDENTS to be served in the next 12 months:** How many of the people in the previous question are anticipated to be from Essex?
5. **Describe the program services to be provided. Be sure to include an overview of the main program activities and how the program design fits within one or more of the Essex Human Service Focus Areas:** Answer as explained.

6. **Describe why you need this funding to support your program for Essex residents. What will be the effect if your application is not funded? What will be the effect if your application is partially funded?** Answer as explained.
7. **How will Essex residents benefit from this program? What is the demonstrable need for this program in Essex?** Answer as explained.
8. **Describe the program's measurable outcomes. What social condition, behaviors or situation will improve because of this service?** Answer as explained.
9. **What criteria is used to determine eligibility for program participation? Where will participants access/participate in this program?** Answer as explained.
10. **How do Essex residents learn about your program? What strategies and/or mediums do you use?** Answer as explained.
11. **How does your program ensure access to services and/or provide culturally responsive services to BIPOC, LGBTQ+ and/or underserved populations?** BIPOC means black, Indigenous and people of color. LGBTQ+ means lesbian, gay, bisexual, transgender, queer or questioning. Underserved populations may face barriers because of the inability to access and other disparities for reasons of race, religion, language group or social status. No matter what Essex Human Service Focus Area your program primarily fits into, is your program addressing the need for access of services or service gaps affecting specific cultural groups? If not, would the funding lead to improvements to your program?

SECTION 3: Budget Detail

Provide budget information for the fiscal year in which you would receive Essex funds if awarded. In the narrative section, it is important to emphasize what financial management practices are in place, clear checks and balances, how service data is tracked and how expenditures are reported. In short, provide the reviewer a picture of how fiscally sound your program budget and finance processes are.

If current federal and state funding is shifted and your funding is reduced, explain what steps your organization is prepared to take to keep the program active and the doors open to clients. The Town of Essex is not always able to fully fund requests. Describe how program services will be modified if full funding is not awarded. Funds provided by Essex must not be the primary support for your program.

SECTION 4: Attachments

Please upload a copy of your Internal Revenue Service (IRS) 501(c)(3) tax-exempt determination letter. Organizations can request a copy of their letter from the IRS by calling 1-877-829-5500.

Please upload the first page of your organization's last IRS 990 tax filing, or up to three pages of your end of year financial statement. **Please do not upload more than three pages.** Reviewers are looking for a **brief synopsis** of your organizational revenues, expenses and net assets to provide a look at your organization's financial position.

Please upload a completed IRS W-9 form. Awards will not be issued without a current form on file.

SECTION 5: Disclosures

Conflicts of Interest

Please answer the questions regarding any potential conflicts of interest. A potential conflict of interest does not mean that your program is ineligible for funding. It is important to provide details and a full explanation for transparency and to determine if the conflict can be defused before review.

Public Records Law

Under Vermont's public records law, documents in the possession of public officials for municipal business are classified as public records and are available to public unless excluded under the Public Records Act. Applicants are discouraged from submitting information considered proprietary unless it is deemed essential for proper evaluation of the application. However, if the application contains information that the applicant organization considers to be trade secrets or confidential, the pages containing that information should be identified.

CHECKLIST

- ✓ Town of Essex Human Services Funding Application (completed online)
- ✓ Internal Revenue Service (IRS) tax-exempt determination letter
- ✓ Form 990 tax filing (first page) or end of year financial statement (**maximum three pages**)
- ✓ Completed IRS W-9 form

SCORING

Applications will be scored in multiple areas between a range from 1 to 10 (1 = lowest, 10 highest). Scoring components include:

Benefit to Essex residents (need, outcomes, number of people served)
Program fit with any or all of the Essex Human Service Focus Areas
Ease of eligibility and access for Essex residents
Essex residents will be well informed about program availability
Ensure access to/provide culturally responsive services to BIPOC, LGBTQ+, underserved populations
Demonstrated need for funding

Applicants will receive an individual score sheet with award announcements. Final scores will not be included in the recommendation presentation to the Essex Selectboard or listed on the website.

AWARDS

Awards will be issued prior to June 30th of each year if all documentation for processing is received. Applicants will be notified if any documentation for processing is missing.

Due to various reasons, awards may not be funded at 100% of the request. Receipt of an award in a previous year is not a guarantee of funding for future years.

REPORTING

Award recipients are asked to provide a summary of the project work completed and the services provided to Essex residents as a result of receiving human services funding. Summary reports should be received no later than December 31 or six months after receipt of funds, whichever is later. Award recipients who have not provided a summary report will not be eligible to apply for funding in the next cycle, or until a final report is received by the Town of Essex.

- **Limit summary reports to one page.**
- Reports are due December 31 or six months after receiving funds.
- Submit reports online at www.essexvt.org/humanservices or email to manager@essex.org.

MEETING SCHEDULES

11/15/2021

TOWN SELECTBOARD MEETINGS		VILLAGE TRUSTEES MEETINGS	JOINT MEETINGS
			
Meeting Date/Time	Meeting/Location	Recording Secretary	
November 22, 2021—6:30 PM	JB Special—81 Main	Amy	
November 23, 2021—6:30 PM	VB Regular	Darby	
December 6, 2021—6:30 PM	SB Regular	Cathy	
December 13, 2021—6:30 PM	JB Special—81 Main	Darby	
December 14, 2021—6:30 PM	VB Regular	Amy	
December 20, 2021—6:30 PM	SB Regular	Cathy	
December 21, 2021—6:30 PM	VB Regular	Amy	
January 3, 2022—6:30 PM	SB Regular	Amy	
January 11, 2022—6:30 PM	VB Regular	Darby	
January 18, 2022—6:30 PM	SB Regular	Darby	
January 25, 2022—6:30 PM	VB Regular	Cathy	
February 7, 2022—6:30 PM	SB Regular	Darby	
February 8, 2022—6:30 PM	VB Regular		
February 22, 2022—6:30 PM	VB Regular	Cathy	
February 23, 2022-6:30 PM	SB Regular	Darby	
February 28, 2022—7:30 PM	Town Informational Hearing	Darby	
March 7, 2022—6:30 PM	SB Regular	Darby	
March 8, 2022—6:30 PM	VB Regular		
March 21, 2022—6:30 PM	SB Regular	Darby	
March 22, 2022—6:30 PM	VB Regular	Cathy	
April 4, 2022—6:30 PM	SB Regular	Darby	
April 6, 2022—7:00 PM	Village Informational Hearing	Cathy	
April 13, 2022—6:30 PM	VB Regular		