

# ANNUAL REPORT

# 2018





# 2018 ANNUAL REPORT of the Town of Essex, Vermont

Fiscal Year July 1, 2017 to June 30, 2018

## ANNUAL MEETING

The Town Meeting is on Monday, March 4, 2019 at 7:30 PM in the Essex High School in Essex Junction, Vermont. The free community dinner is at 6:30 PM in the cafeteria prior to Town Meeting. Free childcare is available during Town Meeting.

*When:* Monday, March 4, 2019

*Time:* Annual Meeting begins at 7:30 PM, dinner served at 6:30 PM

*Where:* Essex High School

*Voting:* Voting by Australian ballot is on Tuesday, March 5, 2019 at the Essex High School and the Essex Middle School, 58 Founders Road, from 7 AM until 7 PM.

## PUBLIC MEETINGS

*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.*

|                                         |                                                                        |
|-----------------------------------------|------------------------------------------------------------------------|
| Selectboard .....                       | 1 <sup>st</sup> and 3 <sup>rd</sup> Monday (and as required) – 7:00 PM |
| Planning Commission .....               | 2 <sup>nd</sup> and 4 <sup>th</sup> Thursday – 6:30 PM                 |
| Zoning Board of Adjustment .....        | 1 <sup>st</sup> Thursday – 6:00 PM                                     |
| Conservation and Trails Committee ..... | 2 <sup>nd</sup> Tuesday – 7:00 PM                                      |
| Economic Development Commission .....   | 2 <sup>nd</sup> and 4 <sup>th</sup> Monday - Noon                      |
| Library Board of Trustees .....         | as required                                                            |
| Energy Committee .....                  | 2 <sup>nd</sup> Wednesday – 7:00 PM                                    |
| Cemetery Commission .....               | 2 <sup>nd</sup> Thursday – 5:30 PM                                     |

**TOWN OF ESSEX**  
**Annual Town Meeting**  
**March 4, 2019**

THE LEGAL VOTERS OF THE TOWN OF ESSEX IN THE COUNTY OF CHITTENDEN ARE  
HEREBY NOTIFIED AND WARNED TO MEET AT ESSEX HIGH SCHOOL IN ESSEX JUNCTION,  
VERMONT ON MONDAY, MARCH 4, 2019 AT 7:30 P.M. TO TRANSACT THE FOLLOWING  
BUSINESS AND TO ACT ON THE FOLLOWING ARTICLES.

ARTICLE I. Shall the reports of the Officers be accepted?

ARTICLE II. Shall the Town adopt a budget for the fiscal year July 1, 2019 to June 30, 2020 as recommended by the Selectboard in the amount of \$14,730,649?

ARTICLE III. Public to be Heard.

WHEREUPON, AFTER DISPOSITION OF SAID BUSINESS, SAID MEETING SHALL BE ADJOURNED TO THE FOLLOWING DAY, MARCH 5, 2019, FOR THE CONSIDERATION OF THE FOLLOWING ARTICLES TO BE VOTED ON BY AUSTRALIAN BALLOT. THE POLLS FOR SAID BALLOT SHALL BE AT ESSEX HIGH SCHOOL, ESSEX JUNCTION AND THE ESSEX MIDDLE SCHOOL, 58 FOUNDERS ROAD, ESSEX AND SHALL BE OPEN FROM 7:00 AM UNTIL 7:00 PM AT WHICH TIME THEY SHALL BE CLOSED.

ARTICLE IV. Election of the following:  
 Moderator, 1 vacancy (1-year term)  
 Selectboard, 2 vacancies (3-year terms)  
 Champlain Water District Commissioner (3-year term)

Dated at Essex, Vermont, this 24th day of January 2019 by the Essex Town Selectboard.

Max G. Levy, Chair

R. Michael Plageman  
R. Michael Plageman, Vice Chair

Elaine Haney  
Elaine Haney, Clerk

  
Andrew J. Watts

  
Irene A. Wrenner

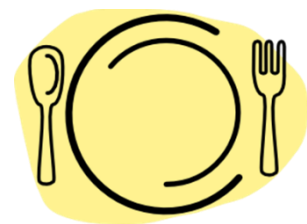
*Reasonable accommodations will be provided upon request to the Town Offices, 878-1341, to assure that the Annual Town Meeting is accessible to all individuals regardless of disability.*

## ESSEX COMMUNITY DINNER

Residents are invited to a free pasta dinner served in the cafeteria of Essex High School on Monday, March 4, 2019 at 6:30 PM. Town Meeting will follow at 7:30 PM.



*Prepared and served by  
EWSD's Child Nutrition Program*



## ESSEX SENIOR VAN

**Phone: 878-6940**

The Senior Vans will be available for transportation to and from Town Meeting. Please contact the scheduling line at **878-6940 no later than noon on Friday, March 1, 2019** to reserve transportation for the Town Meeting and Community Dinner.

## CHILDCARE AT TOWN MEETING

**Phone: 878-1342**

After-school and camp staff from the Essex Parks and Recreation Department will be available to watch your child during Town Meeting. Childcare\* will begin at 7:00 PM in the gymnasium at Essex High School after the Essex Community Dinner. There will be plenty of games, activities, and crafts to keep your child occupied. The child to staff ratio is 10:1, and the Parks and Recreation Department will be able to take a maximum of 25 children for the evening. Come in comfy clothes – even pajamas – and be ready to play!

Pre-registration is greatly appreciated, but not required. To register, please call Parks and Recreation at 878-1342.

\*Children must be potty-trained.

# Mission and Goals

## **Mission Statement**

The Town of Essex is committed to preserving the high quality of life enjoyed by our residents, providing fiscally sound, responsive municipal services, and delivering those services in an effective, efficient and professional manner.

## **Vision Statement**

- ❖ Sustain appealing, safe, high-quality residential neighborhoods and business districts
- ❖ Develop and promote a strong sense of community by preserving a unique small town heritage
- ❖ Continually evaluate services and plan for the future of the Town
- ❖ Cooperate and work collegially with neighboring communities and governments
- ❖ Be responsive to individual concerns and needs while keeping in mind the good of the community as a whole
- ❖ Be a steward of our ecology

## **Town Selectboard Goals**

Goal 1: Add police officers to protect the community

Goal 2: Provide excellent customer service and provide high service levels

Goal 3: Maintain the infrastructure of the community in excellent condition, including public lands, buildings, sidewalks, roads and bridges

Goal 4: Maintain Essex as a value for its residents and businesses

Goal 5: Plan for the future

Goal 6: Attract and retain a workforce capable of providing high levels of service

Goal 7: Continue its work to align Town departments with the Village

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# Dedication



## In Memory of Ann Paietta

The Town of Essex Selectboard wishes to honor late Essex Free Library Director Ann Paietta who sadly passed away in October. Ann joined the Essex Free Library as its director in 2012. Prior to her role as director at Essex Free, Ann worked in a variety of roles in academic and medical libraries, but public libraries were truly where Ann's heart was.

As a librarian, Ann naturally loved books and stories. Even more than the books and stories on the library shelves, however, Ann loved hearing the stories of people's lives and connecting with members of the community. She found great satisfaction in helping library patrons find resources and books, and she made great efforts to make all feel welcome at the library.

Ann will always be remembered for her kindness, her intellect, her laughter, and her welcoming and generous nature.

# In Memory of Dave Clough



The Town of Essex Selectboard is gratefully dedicating the 2018 Annual Report in memory of Dave Clough, who committed his life to service of his neighbors in our community and beyond. Dave was a past board member of the Essex Community Historical Society and an avid supporter of the Boy Scouts of America. He was president of the Saxon Hill Riders Snowmobile Club, and a board member and past president of the Lake Groton West Shore Access Association.

For 24 years, Dave proudly served on the Essex School Board, sharing historical perspective and providing leadership for the future of our schools. He cared deeply for our students and educators, and continued his commitment to relationships within our schools with weekly lunches at his favorite restaurant, the Center for Technology Culinary Program.

All those who had the privilege to share a meal or a laugh with him will miss Dave and our community is richer for the many gifts he offered so freely.



## SELECTBOARD

Max Levy, Chair

The year 2018 brought massive changes to the Town of Essex, highlighted by the arrival of Unified Manager Evan Teich in February following the retirement of longtime manager Patrick Scheidel. For the last five years of Mr. Scheidel's tenure, he worked as the municipal manager for the Town of Essex and Village of Essex Junction and oversaw the consolidation efforts of several Town and Village departments. With the hiring of Mr. Teich as the Unified Manager, the

Town and Village signified their ongoing commitment toward consolidation of services.

In addition to Mr. Teich's day-to-day oversight of Town and Village operations, the Selectboard and the Essex Junction Board of Trustees agreed on four goals for the year, and Mr. Teich has made strong progress on each:

1. Continue to align policies and procedures for those departments that are already consolidated. Work with department heads from both the Town and Village to gather information on what has yet to be aligned and provide updates to the boards at scheduled joint board meetings. Develop a work plan to assess what can realistically be done.
2. Develop a Community Strategy to increase the number of residents hearing and understanding our message. The program should focus on reaching a broad and diverse group of individuals and it should cross over multiple platforms, including internet, print-paper, and public meetings.
3. Appoint a staff liaison to work at building a relationship between the Town, the Village and the Essex Westford School District.
4. Work to streamline and align Town/Village processes such as Development Review, Capital Plans, Hiring, and budget.

Many policies and procedures are being aligned between the Town and Village, including fire department pay, parks and recreation brochures, human resources, and budgets. The Town and Village agreed to continue working toward a full consolidation of the public works departments. The parks and recreation departments are exploring the possibility of co-locating at the Essex Junction Recreation and Parks facility at 75 Maple Street by September 1, 2019. Additionally, various processes are being streamlined and aligned, including human services funding, copier leases, the tax sale policy, website management, recruiting and hiring, purchasing, and many others.

Retirements and re-organization have allowed two staff members to focus on communications. An effort is under way to inventory existing communications tools, and will continue with a comprehensive strategy for internal and external communications. Concurrently, the IT Department has been working to create a single website for the Town of Essex and Village of Essex Junction.

Mr. Teich took on the role of staff liaison with the school district. Regular meetings have led to discussions about pre-school funding, buildings maintenance, and busing and its impact on sidewalk plowing.

As the Unified Manager oversees staff and organizational efforts toward consolidation, the Selectboard and Trustees have also tackled the question of what the future government may look like in Essex and Essex Junction. A Governance Subcommittee, with George Tyler and Elaine Haney representing the Trustees and Irene Wrenner and myself representing the Selectboard, met several times in the summer and fall to research and present options for governance structures. The subcommittee considered input from other board members, as well as the public, in determining assessment criteria and possible governance structures. A well-attended meeting on March 24, 2018 allowed many residents to give their thoughts about consolidation and governance. Residents also attend the bi-monthly joint meetings of the Selectboard and Trustees and are always welcome to contribute. The Governance Subcommittee presented a draft report of its work to the full Selectboard and Trustees in December 2018, and was tasked with polishing up the details for each of the 10 options. Once the report is finalized, the two boards will determine how to move forward with more public engagement.

The Selectboard continues to pursue economic development in Essex, with tremendous support from the Economic Development Commission. The Commission has explored new opportunities for Essex, including hosting an official from Quebec as part of the Vermont Quebec Enterprise Initiative. Mr. Teich has also embraced economic development efforts, having met with many Essex businesses, both large and small.

On the environmental front, the Selectboard took steps in 2018 to protect Essex's natural resources. The Public Works Department has several ongoing projects around stormwater quality, and regularly finds grant funding to support those projects. In January 2018, the Selectboard accepted a 50-acre parcel at the end of Sleepy Hollow Road from the Horton Family, to be preserved for conservation purposes. Another land donation came from the Unsworth Family in December. The 160-acre Ray Unsworth Parcel abuts Indian Brook Park and will also remain undeveloped. Both properties contain wetlands and important wildlife habitat. Residents have further supported conservation efforts, with voters establishing a Conservation Reserve Fund at Town Meeting in 2018 and approving a \$15,000 contribution to the fund.

Contributing to the global efforts against climate change, the Selectboard looks to the town's Energy Committee for guidance. Upon the Energy Committee's recommendation, Essex participated in Button Up Vermont for the second year. Button Up Vermont is a statewide effort to reduce the amount of energy used for heating and cooling. Locally, the Energy Committee led education efforts in Essex and neighboring towns. The Selectboard is also pleased to announce that we entered a net metering contract that will supply much of the Town's energy from a solar array being installed on River Road. The agreement is also expected to save the Town approximately \$8,000 annually in energy costs.

Recognizing that affordability can be a challenge to many Essex residents, the Selectboard was happy to see the Planning Commission and Community Development Department follow and work on housing issues in the county. In July, the Selectboard heard the results of one such project, in which

the Chittenden County Regional Planning Commission partnered with local planners to review how Essex's zoning regulations impact housing.

In another major project, the Selectboard has made significant progress on revising the Firearms Ordinance, an undertaking that has now spanned multiple years. Following nearly two months of public input in the spring and summer, the Selectboard held workshops in the summer and fall to consider changes to the ordinance. As it stands, the Selectboard has designs to limit firearms discharge in Indian Brook Park, Saxon Hill Park, and the Tree Farm for much of the year. The Selectboard also plans to implement a registration system for firing ranges. We expect to finalize the details in 2019 before holding at least one public hearing on proposed ordinance changes.

The work done by the Selectboard, Trustees, and staff has come during a busy year of transition. Eight long-time staff retired from the Town in 2018, taking with them decades of institutional knowledge:

- Brad LaRose, Police Chief (37 years of service)
- Andrea Leo, Assistant Town Clerk (19 years of service)
- Peggy McCabe, Dispatcher (27 years of service)
- Kurt Miglinas, Police Department (35 years of service)
- Lauren Morrisseau, Finance Director (4 years of service, plus 24 years with the Village of Essex Junction)
- Lou Ann Pioli, Senior Activities Coordinator (4 years of service)
- Patrick Scheidel, Municipal Manager (27 years of service)
- Randy Viens, Assessor (24 years of service)

Officer Ed Piro will also retire in early January after 37 years with the Police Department.

Sadly, the Selectboard reports the passing of Essex Free Library Director Ann Paietta. Ms. Paietta was a creative, talented individual whose leadership will be missed. Our thoughts and condolences go out to her family.

Despite the challenges of filling vacancies, the Town has welcomed an exciting group of new staff, and has promoted several existing employees to leadership positions within the organization. The Selectboard has the utmost confidence that Mr. Teich and his team will continue to serve the residents of Essex with expertise and dedication. The Selectboard is excited to continue our work in 2019 in making Essex an affordable, healthy, vibrant community.

*Making Essex a vibrant community*



## UNIFIED MANAGER

Evan Teich

It is difficult to encapsulate an entire year of activity, particularly as a new Unified Manager in a year full of transition. I began the process of learning about two organizations and two communities. I met new elected municipal officials, dozens of local business owners, state representatives, senators, five or six local managers and about 130 full- and part-time employees.

The Village and the Town experienced several personnel shifts as employees retired or resigned and new hires came onboard. Recruitment and hiring took up an extraordinary amount of time but we, the management staff, firmly believe that the people we have brought into our organization will make us better suited for the future. This is not a knock on those who left. Rather it means that our new people bring their own skill sets and fresh perspectives. In all, we either promoted or hired more than 22 positions.

I met with 18 department heads between the Village and Town. I continue to learn about their departments, programs, goals and objectives and add my thoughts to them. I discovered that while individually, departments are very capable, smart, innovative and supportive of each other, they could benefit from more efficient communication and project coordination. We have started to address this with joint department head meetings, an emphasis on communication, and by design working together on projects.

Early on, I realized that while the Board of Trustees and Selectboard would be working on consolidation/merger/governance, the staff needed to focus on alignment. By alignment, I mean policies, procedures, budget documents, pay, and culture to make the simultaneous management of two separate organizations manageable. To that end, I assembled a small group of employees known as the Alignment Group to focus on the tasks at hand. I cannot thank them enough because they understood more about “us” than I did and their suggestions to work on culture and getting to know one another first was just so spot on. They recommended an employee survey and an in-service day to see where people work and get to know what they do. The group created an employee newsletter that would also serve as a way for us to keep staff updated on not only alignment, but other employee news as well. They have provided us with a short list of priorities to work on and then expand upon. Through their wisdom and effort, I believe we are headed in a positive direction.

This year, we have concentrated on policies and procedures, whether they be human resources, payroll, or purchasing. We have tried to take our policies and see if we can align them and/or combine them so that we only have to administer one policy versus two or more. Some notable aligned policies are Fire Department call and training pay, a joint Purchasing Policy, Hiring

Procedures, a new time-tracking system, Debt/Funds policy, and a new budget document. We have unified the organizations' copier contract, saving nearly \$9,000 annually and a solar agreement saving the Village and Town nearly \$8,000 annually. Additionally, we are currently discussing ways to align the vacation accrual provisions in our contracts and employee manuals.

## *We have exciting work ahead of us*

The Board of Trustees and the Selectboard chose to tackle governance first. Staff jumped in to support their efforts with the subcommittee and joint board meetings. We help put agendas and packets together, send out materials, research, hire an attorney, and answer questions.

I was proud to work with so many fine people on the creation of two budgets. Before starting on this year's process, I asked the Boards to provide us with their goals. I'm pleased to say that 12 of 14 Selectboard goals were met in either full or in part and our focus of adding police officers has netted two additional officers over FY 2019. In the Village, 7 of 9 goals were either met in full or in part. A priority was an increase in capital fund transfer from a previous level of 7.5 percent to 15 percent. The budgets seek to address service demands, minimize the tax impact felt by the community, continue alignment of Town and Village processes, and to address our current capital needs. Over the years staff has added more information about our organization and we have moved certain expenditures within the budget document to better reflect who supervises those activities. We believe that the changes will help our supervision of these revenues and expenditures and produce higher levels of accountability.

I have started to meet with counterparts from Williston, Colchester, South Burlington and Winooski. We have so many interrelated issues such as the Howard Center, Community Justice Center, stormwater, regional planning, and state legislation that these communications are vital. I have had meetings with the school district to find commonalities and way to work together. We have started talks on how to fund the next two School Resource Officers and collaborated on school busing issues.

I am excited to embark on a new year with an organization that continues to provide excellent, high level services to its citizens for a reasonable value. We have exciting work ahead of us and we look forward to the challenge. Thank you for your patience and support throughout this year of learning and discovery.

# ELECTED TOWN OFFICIALS

## MODERATOR

Steve Eustis .....Expires 2019

## SELECTBOARD

(3-Year Terms)

Max G. Levy, Chair .....Expires 2020

R. Michael Plageman, Vice Chair.....Expires 2019

Elaine Haney, Clerk .....Expires 2021

Andrew J. Watts .....Expires 2020

Irene A. Wrenner .....Expires 2019

## CHAMPLAIN WATER DISTRICT COMMISSIONER

(3-Year Term)

Aaron Martin.....Expires 2019

Evan Teich .....Expires 2019

## JUSTICES OF THE PEACE

(2-Year Term)

Kelly McCutcheon Adams\*, 7 Kings Court, Essex Junction, VT 05452 802-878-3588

David Alofsin\*, 7 Tanglewood Drive, Essex Junction, VT 05452 802-598-5818

Diane Clemens\*, 15 Williams Street, Essex Junction, VT 05452 802-878-3536

Linda Costello, 5 Williams Street, Essex Junction, VT 05452 802-878-5481

Bernard Couture, 9 Redwood Terrace, Essex Junction, VT 05452 802-879-7332

Betsy Dunn\*, 2 Cindy Lane, Essex Junction, VT 05452 802-878-6628

Dylan Giambatista\*, 12 Arlington Street, Essex Junction, VT 05452 802-734-8841

Dawn Hill-Fleury\*, 9 Saybrook Road, Essex Junction, VT 05452 802-878-7622

Lori Houghton, 40 School Street, Essex Junction, VT 05452 802-373-0599

Tim Jerman, 5 Sycamore Lane, Essex Junction, VT 05452 802-878-2972

Ryan McLaren\*, 38 Drury Drive, Essex Junction, VT 05452 860-235-9095

Patrick Murray\*, 15 Briar Lane, Essex Junction, VT 05452 802-598-9859

Linda Myers\*, 51 Forest Road, Essex Junction, VT 05452 802-878-3514

Marybeth Redmond\*, PO Box 8075, Essex, VT 05451 802-488-0531

Liz Subin\*, 1601 Old Pump Road, Essex Junction, VT 05452 802-310-0194

\*Performs marriages

# APPOINTED TOWN OFFICIALS

## CEMETERY COMMISSION (3-Year Terms)

|                               |              |
|-------------------------------|--------------|
| Frances Kinghorn, Chair ..... | Expires 2020 |
| Joan Janzen .....             | Expires 2021 |
| Susan Brown .....             | Expires 2019 |
| Elaine Strunk .....           | Expires 2019 |
| Marcus Wilson .....           | Expires 2020 |

## CONSERVATION AND TRAILS COMMITTEE (3-Year Terms)

|                                   |              |
|-----------------------------------|--------------|
| Eric McCarthy, Chair.....         | Expires 2020 |
| Cristine Hammer, Vice Chair ..... | Expires 2021 |
| Andrew Mills, Clerk.....          | Expires 2019 |
| Hilary Jones .....                | Expires 2019 |
| Alan Botula.....                  | Expires 2020 |
| Justin St James .....             | Expires 2020 |
| Dan Stein .....                   | Expires 2021 |

## ECONOMIC DEVELOPMENT COMMISSION (3-Year Terms)

|                            |              |
|----------------------------|--------------|
| Greg Morgan, Chair.....    | Expires 2021 |
| James Bernegger .....      | Expires 2019 |
| Barbara Higgins .....      | Expires 2019 |
| Julie Miller-Johnson ..... | Expires 2020 |
| Melinda Monroe .....       | Expires 2020 |

## ENERGY COMMITTEE (3-Year Terms)

|                                 |              |
|---------------------------------|--------------|
| Will Dodge, Chair .....         | Expires 2019 |
| Natalee Braun .....             | Expires 2020 |
| Jonathan Peach-Kenworthy .....  | Expires 2020 |
| Bradley Prior .....             | Expires 2020 |
| David Skopin.....               | Expires 2020 |
| David Auert .....               | Expires 2020 |
| Michael Gifford .....           | Expires 2021 |
| Irene Wrenner, Ex Officio ..... |              |

**LIBRARY BOARD OF TRUSTEES**  
**(3-Year Terms)**

|                           |              |
|---------------------------|--------------|
| Bonnie Doble, Chair ..... | Expires 2019 |
| Iris Banks .....          | Expires 2019 |
| Marie Froeschl .....      | Expires 2021 |
| Joan Janzen .....         | Expires 2020 |
| Lorna Swerhone .....      | Expires 2020 |
| Janet Watts .....         | Expires 2019 |
| Michael Yandow.....       | Expires 2020 |

**MEMORIAL HALL COMMITTEE**  
**(3-Year Terms)**

|                      |              |
|----------------------|--------------|
| William McKone ..... | Expires 2020 |
| Karin Hammer .....   | Expires 2019 |
| Ione Minot .....     | Expires 2019 |
| Irene Wrenner.....   | Expires 2020 |
| Vacancy .....        | Expires 2019 |
| Vacancy .....        | Expires 2020 |
| Vacancy .....        | Expires 2020 |

**PLANNING COMMISSION**  
**(4-Year Terms)**

|                                 |              |
|---------------------------------|--------------|
| Dustin Bruso, Chair .....       | Expires 2020 |
| David Raphael, Vice Chair ..... | Expires 2020 |
| Joshua Knox, Clerk .....        | Expires 2022 |
| Ned Daly .....                  | Expires 2022 |
| Tom Furland.....                | Expires 2019 |
| John Mangan.....                | Expires 2021 |
| Jonathan Schumacher .....       | Expires 2022 |

**TOWN HEALTH OFFICER**  
**(3-Year Terms)**

|                                            |              |
|--------------------------------------------|--------------|
| Jerry Firkey, Health Officer .....         | Expires 2019 |
| Sharon Kelley, Deputy Health Officer ..... | Expires 2019 |

**TOWN SERVICE OFFICER**  
**(Annual Appointment)**

|                   |              |
|-------------------|--------------|
| Jerry Firkey..... | Expires 2019 |
|-------------------|--------------|

## ZONING BOARD OF ADJUSTMENT (3-Year Terms)

|                               |              |
|-------------------------------|--------------|
| Justin St. James, Chair ..... | Expires 2021 |
| Hubert Norton.....            | Expires 2020 |
| Nick Martin, Clerk .....      | Expires 2020 |
| Tracey Delphia .....          | Expires 2019 |
| Pam Schirner .....            | Expires 2019 |

## OTHER APPOINTED OFFICIALS

|                                                                   |                 |
|-------------------------------------------------------------------|-----------------|
| Channel 17/Town Meeting Television Representative.....            | Elaine Haney    |
| Channel 17/Town Meeting Television Alternate Representative ..... | Vacancy         |
| Chittenden County Regional Planning Commission.....               | Jeffrey Carr    |
| CCRPC Alternate .....                                             | Irene Wrenner   |
| CCRPC Technical Advisory Committee .....                          | Dennis Lutz     |
| CCRPC Technical Advisory Committee Alternate .....                | Jeffrey B. Carr |
| CCRPC Planning Advisory Committee .....                           | K. Dana Hanley  |
| CCRPC Planning Advisory Committee Alternate .....                 | Darren Schibler |
| Chittenden Solid Waste District Representative .....              | Alan Nye        |
| Chittenden Solid Waste District Alternate .....                   | Max Levy        |
| Fire Warden .....                                                 | Charles Cole    |
| Grand Juror .....                                                 | Jerry Firkey    |
| Green Mountain Transit Representative .....                       | Paul Bohne      |
| Town Tree Warden & Forester .....                                 | Charles Vile    |
| Winooski Valley Park District .....                               | Tom Malinowski  |

All residents are encouraged to apply for committee seats. Appointments are effective July 1, although vacancies sometimes occur during the year. **If you are interested in serving on a Town Committee, please write a letter of interest to the Unified Manager, 81 Main Street, Essex Junction, VT 05452, call 878-1341, fax us at 802-878-1353, or e-mail [manager@essex.org](mailto:manager@essex.org).** For more information, please visit the Town website at [www.essex.org](http://www.essex.org).



# APPOINTED FULL-TIME STAFF

## **ASSESSOR**

Karen Lemnah, Assessor  
Terri Sabens, Assistant to Assessor

## **COMMUNITY DEVELOPMENT**

Dana Hanley, Community Development Director  
Darren Schibler, Planner  
Sharon Kelley, Zoning Administrator

## **FINANCE**

Sarah Macy, Finance Director  
Courtney Bushey, Assistant Finance Director  
Shirley FitzGerald, Water/Sewer Clerk  
\*Cindy Delibac, Accountant  
Heather Packard, Bookkeeper

## **LIBRARY**

Caitlin Corless, Library Director  
Lorraine Cole-Dolgas, Assistant Librarian  
Emily Moulton, Adult Services Assistant Librarian  
Katherine Zephir, Asst. Youth Services Librarian

## **PARKS & RECREATION**

Allyson Vile, Parks & Recreation Director  
Adriane Martin, Rec. Program Coordinator  
Nicole Mone-St.Marthe, Admin. Assistant  
Ken Booker, Parks Maintenance Foreman  
David Foster, Parks & Rec Tech 1

## **POLICE**

Rick Garey, Chief  
Ron Hoague, Captain  
Michelle Hodgson, Support Services  
Kenneth Beaulieu, Lieutenant  
Robert Kissinger, Lieutenant  
John Dunn, Sergeant  
Robert Estes, Sergeant  
Robert Hall, Sergeant  
Christina Ashley, Corporal  
John Ruttenberg, Corporal  
Michael Wootton, Corporal  
Benjamin Chiaravalle, Patrol Officer  
Michael Chistolini, Patrol Officer  
Paul Courtois, Patrol Officer  
Damir Karadza, Patrol Officer  
Lance Martel, Patrol Officer  
Christopher May, Patrol Officer  
Nicole Peatman, Patrol Officer  
Kristopher Remillard, Patrol Officer  
Michael Roberto, Patrol Officer

## **POLICE (Cont'd.)**

Ryon Sorrell, Patrol Officer  
Patrick Tynan, Patrol Officer  
Nicholas Van Winkle, Patrol Officer  
Matthew Walker, Patrol Officer  
Bryon Wehman, Patrol Officer  
Brett Williger, Patrol Officer  
Sean Wilson, Patrol Officer  
Karen Hulbert, Dispatcher  
Raymond LaCroix, Dispatcher  
Chelsey Rosengrant, Dispatcher  
Christopher Shepard, Dispatcher  
Angela Bellizzi, Records Clerk

## **TOWN CLERK**

\*Susan McNamara-Hill, Clerk/Treasurer  
Jennifer Willingham, Assistant Clerk 2  
Jennifer Booker, Assistant Clerk 1

## **TOWN MANAGER**

Evan Teich, Unified Manager  
Greg Duggan, Deputy Town Manager  
Travis Sabatase, HR Director  
\*Tammy Getchell, Assist. to Manager/Communications  
\*Darby Mayville, Eco. Dev./Community Relations

## **INFORMATION TECHNOLOGY**

Rob Paluba, IT Director  
Martin Beacher, IT Tech 1  
Shannon Lunderville, GIS Coordinator

## **PUBLIC WORKS**

Dennis Lutz, Public Works Director  
Aaron Martin, Town Engineer/Utilities Director  
Annie Costandi, Stormwater Coord./Staff Eng.  
Dan Gregoire, Staff Engineer  
Chris Stoddard, Administrative Assistant  
Loren Ward, Highway Superintendent  
Jerry Lesage, Mechanic  
Eric Barkyoub, Foreman  
Justin Allen, Highway Maintenance  
Eddy Fletcher, Highway Maintenance  
Thomas Kabusk, Highway Maintenance  
Peter Daigle, Highway Maintenance  
Robert Miller, Highway Maintenance  
Dan Roberge, Foreman  
Brian Roy, Highway Maintenance  
Carl Von Stritzky, Highway Maintenance  
Robert Whitten, Water & Sewer Foreman  
Tyler Bortz, Water/Sewer Operator  
Rick Jones, Water/Sewer & Highway Maintenance

*\*Village of Essex Junction employee providing service to Town*

## TOWN INFORMATION

The Town of Essex is governed by the Council-Manager form of government. It has a five-member nonpartisan Selectboard, which is elected at large and is responsible for determining Town policy. The Chief Executive Officer is the Town Manager, who is appointed by the Selectboard and is responsible for the day-to-day operations of the Town. As of February 2018, the Town shares a Unified Manager with the Village of Essex Junction. The Manager was appointed by the Selectboard and the Village Board of Trustees. All residents, whether they live inside or outside the Village of Essex Junction, are residents of the Town and have the right to participate in Town activities, including the election of Town officials.

### **DATES TO REMEMBER**

March 4, 2019 ..... Town Meeting – 7:30 PM  
 March 5, 2019 – Voting by Australian Ballot ..... Polls open – 7:00 AM to 7:00 PM  
 March 15, 2019 ..... 2<sup>nd</sup> half of property taxes due  
 April 1, 2019 ..... Dog licenses due  
 September 16, 2019 ..... 1<sup>st</sup> half of property taxes due  
 March 16, 2020 ..... 2<sup>nd</sup> half of property taxes due

### **GENERAL INFORMATION**

Population (2010 U.S. Census) ..... 19,765  
 Registered Voters ..... 16,116  
 Total Area ..... 36 square miles  
 Date of Charter ..... June 7, 1763  
 2018 Grand List ..... \$ 26,208,363

|                             | Town<br>Residential | Town<br>Non-Residential | Village<br>Residential | Village<br>Non-Residential |
|-----------------------------|---------------------|-------------------------|------------------------|----------------------------|
| General Tax Rate            | 0.4932              | 0.4932                  | 0.4932                 | 0.4932                     |
| Education Rate              | 1.5360              | 1.6539                  | 1.5396                 | 1.6539                     |
| Town Capital                | 0.0200              | 0.0200                  | 0.0200                 | 0.0200                     |
| Town Highway                | 0.0110              | 0.0110                  |                        |                            |
| Local Agreement Rate        | 0.0019              | 0.0019                  | 0.0019                 | 0.0019                     |
| Essex Junction Recreation   |                     |                         |                        |                            |
| Essex Junction Village      |                     |                         | 0.3098                 | 0.3098                     |
| EJ Economic Development     |                     |                         | 0.0100                 | 0.0100                     |
| <b>TOTAL MUNICIPAL RATE</b> | <b>2.0621</b>       | <b>2.1800</b>           | <b>2.3709</b>          | <b>2.4888</b>              |

### **TOWN OFFICE LOCATION AND HOURS**

81 Main Street, Essex Junction, Vermont 05452  
 7:30 AM to 4:30 PM – Monday through Friday



## STATE INFORMATION

### U.S. CONGRESSIONAL DELEGATION



#### **U.S. Senator Patrick Leahy (D)**

Washington Office: 437 Russell Senate Building, Washington, DC 20510-4502 ..... (202) 224-4242

Burlington Office: Court House Plaza, 199 Main Street, Burlington, VT 05401 ..... (802) 863-2525

#### **U.S. Senator Bernard Sanders (I)**

Washington Office: 332 Dirksen Senate Building, Washington, DC 20510 ..... (202) 224-5141

Vermont Address: 1 Church St, 3<sup>rd</sup> Fl., Burlington, VT 05401 ..... (802) 862-0697

#### **Congressman Peter Welch (D)**

Washington Office: 2187 Rayburn House Office Building, Washington, DC 20515 ..... (202) 225-4115

Burlington Office: 128 Lakeside Ave, #235, Burlington, VT 05401 ..... (888) 605-7270

(802) 652-2450

### VERMONT STATE GOVERNMENT

#### **Governor Phil Scott (R)**

109 State Street, Montpelier, VT 05609 ..... (802) 828-3333

#### **Lieutenant Governor David Zuckerman (P)**

115 State Street, Montpelier, VT 05633-5401 ..... (802) 828-2226

#### **Secretary of State Jim Condos**

128 State Street, Montpelier, VT 05633-1101 ..... (802) 828-2148

### SENATORS

Tim Ashe (D/P), 45 Lakeview Terrace, Burlington, VT 05401 ..... (802) 318-0903

Philip Baruth (D), 120 Nottingham Lane, Burlington, VT 05401 ..... (802) 503-5266

Virginia Lyons (D), 241 White Birch Lane, Williston, VT 05495 ..... (802) 863-6129

Debbie Ingram (D), 2120 South Road, Williston, VT 05495 ..... (802) 879-0054

Christopher Pearson (P/D), 12 Brookes Avenue, Burlington, VT 05401 ..... (802) 860-3933

Michael Sirotkin (D), 80 Bartlett Bay Road, South Burlington, VT 05403 ..... (802) 999-4360

### REPRESENTATIVES

Robert Bancroft (R) (District 8-3), 405 Brookside Road, Westford, VT 05494 ..... (802) 879-7386

Lori Houghton (D) (District 8-2), 40 School Street, Essex Junction, VT 05452 ..... (802) 373-0599

Dylan Giambatista (D) (District 8-2), 12 Arlington Street, Essex Junction VT 05452 ..... (802) 734-8841

Linda Myers (R) (District 8-1), 51 Forest Road, Essex Junction, VT 05452 ..... (802) 878-3514

Marybeth Redmond (D) (District 8-1), PO Box 8075, Essex, VT 05451 ..... (802) 488-0531

# **VOTING DISTRICT DESCRIPTIONS**

To determine your voting district, use the following list as a guide.

## **DISTRICT 8-1**

**Linda Myers and Marybeth Redmond – Representatives**

All of the Town (excluding Districts 8-2 and 8-3)

## **DISTRICT 8-2**

**Lori Houghton and Dylan Giambatista – Representatives**

All of the Village of Essex Junction (excluding residents of 173-261 Pearl St which is District 8-1)

## **DISTRICT 8-3**

**Robert Bancroft – Representative**

All roads north of the following boundaries:

Jericho Road – North Side (256-258)

Weed Road – North Side (Even numbers)

Brown's River Road/Route 128 – North side (Even numbers, 2-130, then all numbers)

Towers Road – North side (Odd numbers)

Towers Road Extension – (All numbers)

Old Stage Road – West side (Even numbers 22-140 and then all numbers)

Lost Nation Road – North side (odd numbers, plus even numbers 284-320)

## **POLL LOCATIONS**

For Statewide elections:

- District 8-2 voters, and those voters in District 8-1 who reside on Pearl Street, vote at Essex High School, 2 Educational Drive.
- District 8-3 and District 8-1 voters, except those who reside on Pearl St, vote at Essex Middle School, 60 Founders Road.

For Local elections:

- Voters who reside within the Village of Essex Junction vote at Essex High School, 2 Educational Drive.
- Voters who reside outside of the Village of Essex Junction vote at Essex Middle School, 60 Founders Road.

## TOWN CLERK/TREASURER

Susan McNamara-Hill, Town Clerk and Treasurer

The following is a listing of revenue received during FYE 18 for the Town Clerk's Office:

|                                                        |           |
|--------------------------------------------------------|-----------|
| Hunting and Fishing Licenses.....                      | \$ 170    |
| Marriage Licenses.....                                 | \$1,223   |
| Dog Licenses.....                                      | \$7,885   |
| Liquor Licenses.....                                   | \$5,015   |
| Recording of Land Records.....                         | \$111,364 |
| Vault Time.....                                        | \$2,594   |
| Sale of Certified Copies.....                          | \$5,379   |
| Green Mountain Passports.....                          | \$ 332    |
| Department of Motor Vehicle Registration Renewals..... | \$ 567    |
| Printing & Duplication Services.....                   | \$13,191  |

The Clerk's Office recorded 19 volumes of Land Records and 700 Vermont Property Transfer returns for the period of July 1, 2017 through June 30, 2018.

Vital records recorded in the Town of Essex from July 1, 2017 through June 30, 2018:

Births: 216                      Marriages: 153                      Deaths: 165

The annual Town Meeting election was held on March 5 & March 6, 2018.

|              |                                                                                                                   |                      |
|--------------|-------------------------------------------------------------------------------------------------------------------|----------------------|
| Article I:   | The reports of the Officers were accepted.                                                                        |                      |
| Article II:  | The budget was adopted as amended for FYE 2019 in the amount of \$14,344,932.                                     |                      |
| Article III: | The voters approved the creation of a Conservation Reserve Fund, subject to the Conservation Reserve Fund Policy. |                      |
| Article IV:  | The voters approved the allocation of \$15,000 to the Conservation Reserve Fund for FYE 2019.                     |                      |
| Article VI:  | The following officers were elected by Australian ballot:                                                         |                      |
|              | Moderator: (1 One-Year Term)                                                                                      | Steven M. Eustis     |
|              | Selectboard: (1 Three-Year Term)                                                                                  | Elaine Haney Sopchak |

The Town Clerk's office is open Monday through Friday from 7:30 AM to 4:30 PM (except holidays) and provides the following services:

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| Collect Property Taxes              | Maintain Cemetery Records           |
| Collect Water & Sewer Utility Bills | Maintain Vital Records              |
| Dog Licenses                        | Marriage Licenses                   |
| Early/Absentee Voting               | Motor Vehicle Registration Renewals |
| Fish & Wildlife Licenses            | Notary Public Service               |
| Genealogy Research                  | Record Land Records                 |
| Green Mountain Passports            | Voter Registration                  |
| Liquor Licenses                     |                                     |

## **PUBLIC WORKS DEPARTMENT**

Dennis E. Lutz, P.E.

Town Engineer/Public Works Director

Public Works has continued to make progress towards fully aligning the Town and Village Public Works Departments while concurrently meeting the ongoing service needs of the community. The direction provided to the Department from both the Selectboard and the Trustees last year was to continue the progress made in three previous years in the areas of personnel, financial considerations and resource management.

In the area of personnel, a program of common safety training attended by all public works employees was formalized and training sessions conducted. Work tasks were shared where feasible and cost effective, such as rebuilding of catch basins, catch basin cleaning, street sweeping, emergency assistance during water breaks, setting up for the Memorial Day parade, equipment repair and sewage pump station wet well cleaning. Best practices were shared, resulting in more efficient approaches to maintenance of infrastructure, including but not limited to catch basin and sewer manhole repairs and vehicle maintenance.

With regard to financial considerations, the proposed budget for FYE2020 contains many examples of further alignment between the departments. A single rolling stock fund is proposed, combining the vehicle purchases into one account with separate replacement equipment schedules to manage the purchases. Although this combined account slightly raises the Town taxes by \$.84 on a \$280,000 house and reduces the Village taxes by \$1.68, it also eliminates the separate Town-outside-the-Village highway tax. Central management of all vehicles will ensure compatibility of equipment and eliminate duplication of resources where duplication is unneeded. Through the effort of the Finance Department and with help from Public Works, a new Purchasing Policy was adopted, replacing a number of separate policies in the Town and the Village. Standardization of forms and contracts for all departments will save time, ensure competitive pricing and provide for better contract compliance. Discussions on joint financing of all Capital projects was postponed to a later year.

The third area is resource management. While many of the issues cannot be fully resolved over the short-term such as common asset management, joint service-call administration and full consolidation of facilities, progress was still made. The Town provided engineering inspection and design services to the Village on paving and other projects, such as estimates/designs for storm-water grants and a pedestrian bridge on Main Street. It was rebuilt through a VTRANS grant to the Village and managed by the Town. The original bridge estimate in the Village Capital Plan was \$263,875 with the final costs totaling \$171,024. The savings accrued through grant/contract administration and inspection services. Village and Town management and storm-water staff have jointly obtained in excess of 12 storm-water grants worth \$2.9 million dollars but costing the two communities only \$518,000. This was done within existing budgets without the need for any special assessments.

Another important aspect of resource management involves the maintenance, repair and replacement of Town and Village Buildings. The two communities have in excess of 23 major buildings with most being managed by the department head responsible for the building. There is no system in place of centralized building management with the aim of coordinating all repairs, all maintenance and long term planning for the facility needs of the community. To rectify this problem, a request has been made in the FYE2020 budget for a buildings manager to coordinate and manage all the building needs in both communities. The costs will be shared as well as the efficiencies this position will create. Another building issue is the need to identify options for future building needs in the area of the Public Works, Fire and Recreation Departments. The Public Works buildings in the Village and the Town are both in poor condition, too small and ill-equipped to handle current needs. A study is underway to document current conditions, code requirements and to determine future needs.

One of the big issues facing the Town and Village is the issuance of a new National Pollution Discharge Elimination System Permit (NPDES MS4 Phase 2) by the State and EPA. This permit requires significant reduction in the discharge of phosphorous to the tributary streams leading to Lake Champlain. Over the next 20 years, both communities will be rebuilding old or constructing new infrastructure to meet this objective. To determine the most cost effective approach, a \$40,000 State grant with a \$10,000 local match was obtained through a joint effort of the Town and the Village to develop a phosphorous control plan. When the study is completed in late 2019, the projects and costs needed to meet the phosphorous reduction goal will have been identified. Even though the staff has been very successful at obtaining grants, it is anticipated that these grants will not cover the total costs that will be needed. One of the Department's primary goals is to determine a cost-effective approach for funding of the work once the needed projects have been identified.

As reported last year, Public Works has a responsibility to perform its ongoing functions concurrently with continuation and expansion of alignment efforts between the Village and the Town. Resources must be managed within the context of approved budgets. As an example, some additional sidewalk plowing coverage was accommodated during this winter in reaction to changes in school busing. Many of the Town roads do not have sidewalks and others are too narrow for the equipment. Funding is not in the budget to provide for the level of infrastructure improvements or the manpower or equipment needed to meet all the requests for service that are received. This is the reality that applies not only to winter sidewalk plowing but also to road paving, construction of drainage improvements and all the other infrastructure work. Irrespective of budget limitations, the dedicated and professional employees of the Public Works Departments in both communities continue to work diligently to serve the residents and businesses of Essex.

*"Our mission in Public Works is to continue to provide responsive service, to address community infrastructure needs, and to protect the public health and safety of the community, while concurrently performing our role to improve the consolidation of public works services in both the Village and the Town."*

# REAL ESTATE APPRAISAL DEPARTMENT

Karen K. Lemnah, Assessor

## **HOMESTEAD DECLARATION REMINDER**

***You are required to file a Homestead Declaration each and every year for the property you own and reside in, whether or not you qualify for a property tax adjustment.***

**Use Form HS-122, found on the State of Vermont website ([www.vermont.gov](http://www.vermont.gov)), as well as form HI-144, which is required in order to receive a property tax adjustment if you meet the income requirements. There are no date extensions for Homestead Declarations. Filing an extension for income tax does not apply to a Homestead Declaration.**

**If you have escrowed your property taxes and receive a Property Tax Adjustment, be sure to send a copy of your tax bill to your bank or escrow company. This will ensure they will be taking out the proper amount monthly based on your net payment.**

The mission of the Department of Real Estate Appraisal is to provide a legal and fair basis for the taxation of real property as required by the Essex Charter and Vermont Statutes and to furnish to others, access and explanations of the information gathered by the department in the course of its required duties. Due to the nature and ramifications of property assessment, public relations are a very important aspect of this office. Open communication is essential in order to give the public the awareness and understanding of our duties and responsibilities. Please call this office anytime, with any questions or concerns at 878-1345. In addition, the office administers Farm and Open Land tax stabilization contracts, the State Land Use Program and provides statistical reports to other departments and governmental units as well as assisting the tax department in performing the annual equalization process. We also receive from the tax department, virtually year-round, weekly download information for the administration of the Homestead Declaration and Property Tax Adjustment claims.

If you are in the process of either buying or selling a property and would like to see what other similar properties are selling for, we encourage you to come to the Assessor's office to see what the current market conditions are by viewing our sales binders anytime during our business hours.

We remind you that if you have any questions or would like to review your property record card for accuracy, you are welcome to visit our office at 81 Main St. between 7:30am and 4:30pm.

The 2018 State Equalization reports have been received. These reports, based on sales ratios (assessed values divided by selling prices), indicates an overall ratio for property in the Essex Unified School District of 94.15%.

# COMMUNITY DEVELOPMENT DEPARTMENT

Dana Hanley, Community Development Director

Highlights of the Community Development Department's activities in 2018 include:

**ETC|NEXT** – Staff and the Planning Commission's attention were largely focused on the ETC|NEXT planning project. The project is an update to the 1991 Town Center Master Plan.

**Energy Planning** – With the assistance of the Chittenden County Regional Planning Commission (CCRPC), staff and the Planning Commission worked on a Joint Energy Plan with the Village. Among other things, the Plan will give the community "enhanced" status in matters before the Public Utilities Commission.

**Affordable Housing Audit** – Staff partnered with the CCRPC on a detailed audit of our land use regulations for impediments to affordable housing. It also recommended areas for improvement.

**Staffing** - The Community Development Department bid adieu to outgoing Administrative Assistant Jenn Booker and welcomed Essex resident Jo-Ann Roberts. Planner Darren Schibler completed his first year with us.

**Customer Service** – The staff provided the public with reliable and efficient customer service throughout 2018. Planning Commission hearings and meetings occur on the second and fourth Thursday of the month and we publicize via e-mail, Front Porch Forum, *The Essex Reporter*, *The Burlington Free Press* and the Town's website, [www.essex.org](http://www.essex.org). The Community Development Department has a 300-person master email list for community members who want to follow planning and zoning issues. Please call us at 878-1343 if you would like to be added to the list.

**Development and Permitting** – Development review remained active. The notable approvals are listed below and a summary of zoning and subdivision activity is provided in the chart.

- **21 Essex Way** (Eurowest Properties) – now the "Essex Experience:" various new restaurants, a food truck event, and a live performance venue in the Essex Cinemas
- **5 Freeman Woods** (Blackrock and Essex Inn) - Essex Residences: 27 unit apartment building targeted for seniors
- **Red Pine Circle** (Allen Brook Development) – Various changes and approvals for new industrial lots, including trucking/warehouse and new location for Haematologic Technologies
- **251 River Road** (Green Mountain Power) – (under review by the Public Utilities Commission) 4.5 MW solar power plant with 2 MW battery storage facility on a former sand pit
- **2 Susie Wilson Road** (Coblaka Trust) – A Starbucks and a 3-unit commercial building at the intersection with Route 15 / Pearl Street
- **8 Susie Wilson Road** (A&C Realty) – Vermont Tent Company warehouse and showroom replaces Essex Speedway and Skateland

| Community Development Services Report |                      |                                    |               |      |      |      |      |
|---------------------------------------|----------------------|------------------------------------|---------------|------|------|------|------|
| Discretionary Review Activity         |                      |                                    | Calendar Year |      |      |      |      |
|                                       |                      |                                    | 2017          |      | 2018 |      |      |
| Zoning Board of Adjustment            |                      | Conditional Use / Amendment        | 7             |      | 9    |      |      |
|                                       |                      | Variance                           | 1             |      | 0    |      |      |
|                                       |                      | Continued Hearings                 | 1             |      | 0    |      |      |
| Planning Commission                   | Subdivision          | Sketch / Preliminary Plan          | 6             |      | 4    |      |      |
|                                       |                      | Final Plan / Plan Amendment        | 8             |      | 5    |      |      |
|                                       |                      | Boundary Adjustment                | 2             |      | 8    |      |      |
|                                       |                      | Simple Parceling                   | 13            |      | 5    |      |      |
|                                       | Project Review       | Conceptual Discussion              | 2             |      | 2    |      |      |
|                                       |                      | Site Plan / Amendment              | 13            |      | 17   |      |      |
|                                       |                      | Work Sessions / Discussion / Misc. | 3             |      | 22   |      |      |
|                                       |                      | Site Visit                         | 0             |      | 0    |      |      |
| Total Discretionary Activity          |                      |                                    | 54            |      | 72   |      |      |
| Zoning Permit Applications Received   |                      | 2013                               | 2014          | 2015 | 2016 | 2017 | 2018 |
| Commercial/Industrial                 |                      | 36                                 | 33            | 11   | 23   | 24   | 29   |
| Demolition                            |                      | n/a                                | n/a           | n/a  | n/a  | n/a  | 7    |
| Home Occupation                       |                      | 1                                  | 3             | 4    | 3    | 1    | 2    |
| Misc. & Use Permits                   |                      | 15                                 | 8             | 31   | 15   | 17   | 17   |
| Residential                           | Accessory Apartment  | 2                                  | 4             | 3    | 5    | 3    | 3    |
|                                       | Congregate Housing   | 0                                  | 1             | 1    | 0    | 1    | 0    |
|                                       | Multifamily          | 9                                  | 4             | 10   | 19   | 19   | 16   |
|                                       | Single-Family        | 7                                  | 10            | 12   | 10   | 15   | 26   |
|                                       | Rebuild Dwelling     | 2                                  | 3             | 5    | 1    | 1    | 2    |
|                                       | Addition/Alteration  | 73                                 | 71            | 71   | 69   | 65   | 79   |
|                                       | Garage               | 11                                 | 6             | 6    | 3    | 8    | 14   |
|                                       | Storage (Shed /Barn) | 11                                 | 18            | 13   | 23   | 10   | 17   |
| Sign Permit                           |                      | 11                                 | 21            | 20   | 16   | 12   | 11   |
| Swimming Pool                         |                      | 2                                  | 2             | 4    | 6    | 1    | 7    |
| Renewal of Permit                     |                      | 2                                  | 1             | 3    | 0    | 0    | 0    |
| Total Permit Activity                 |                      | 182                                | 185           | 194  | 192  | 172  | 230  |

# ESSEX FREE LIBRARY

Caitlin Corless, Library Director

*"A library is the heart and soul of its town."*

-Ann Paietta

**The Essex Free Library continues to offer important and enriching resources and services to the community of Essex, Vermont.**

- The Essex Free Library currently houses 36,215 items in its collection.
- The library hosted 136 adult programs and 179 children's programs.
- 64,838 items circulated.
- Over 6,781 ebooks and audiobooks were downloaded.
- 152 children participated in the summer reading program.

## **Library Hours**

Mondays, Wednesdays, and Fridays: 9am-5pm

Tuesdays and Thursdays: 9am-8pm

Saturdays: 9am-2pm

The library follows the Town of Essex's Holiday Schedule except for limited service on these very special occasions:

- The first Friday and Saturday in June for the Friends of the Library's Book, Bake, and Plant Sale.
- The first Saturday in November for the Friends of the Library's Cozy Nook Craft Fair.

Proceeds from these two fundraisers generously help fund the Summer Reading Program and allow the library to offer programs and amenities that are not in the operating budget. The library is very thankful to the Friends and volunteers who help make these fundraisers possible!

## **Staff Changes**

- On October 10th, beloved library director, Ann Paietta, sadly passed away. Ann will always be remembered for her kindness, her laughter, and her welcoming and generous nature. The library community will miss her deeply.
- Traci Eaton, Adult Services Librarian, resigned from her role. In July, Emily Moulton was hired as the new Adult Services Librarian.
- In September, Caitlin Corless stepped into the role of Interim Library Director.
- Deb Cross retired from her job as the Children's Room Library Assistant. Coco Zephir has been hired as the Assistant Youth Services Librarian.

## **Web Access**

The library subscribes to and offers various e-resources. With Essex Free Library cards, patrons have access to these online tools. Links can be found on the library's web page for the following:

- **The Library Catalog (Koha)** can be viewed at [www.essexfreelibrary.org](http://www.essexfreelibrary.org). The online catalog link is located in the upper right-hand corner of the site. Essex Free Library is part of VOKAL, a group of

59 Vermont Libraries that access Koha, an online open source catalog. Through Koha, patrons are able to renew their own items, place holds, and view the materials in other libraries' collections. Friendly reminders of almost-due materials, hold notices, and overdue notices are generated through the Koha system.

- **Vermont Online Library (VOL)** is a partnership between Vermont public libraries and the Vermont Department of Libraries. This resource provides access to a variety of Gale research databases. These databases include magazine and newspaper articles on health information, car maintenance, job searching, language classes, and wellness sites.
- **Listen Up! Vermont (Overdrive)** provides access to downloadable audiobooks and ebooks through the Green Mountain Library Consortium. Essex Free patrons checked out over 6,781 audiobook and ebook titles in 2018.
- **MANGO** is a language learning resource that gives patrons of all ages the opportunity to learn up to 23 different languages.
- **Universal Class** offers over 500 free, instructor-led online courses. These courses cover a wide range of subjects.

### Library Services

- **Materials Available** - The library circulates books, periodicals, audiobooks, ebooks, musical CDs, DVDs, and puzzles for patrons of all ages.
- **Phone Services** - Patrons are welcome to call the library to renew books, place holds on items, request Interlibrary Loan materials, register for programs, and ask reference questions.
- **Homecard Privileges** - With an Essex Free Library card, Essex residents have access to all Chittenden County libraries (with the exception of the Fletcher Free Library in Burlington) and various other libraries in Vermont.
- **Printing, Copying, Faxing and Scanning** - The library's printer/copier is available for public use at a fee of \$0.10 per page for black and white printouts, and \$0.25 per page for color copies. In addition to copying and printing, patrons are able to fax and scan documents.
- **Interlibrary Loan** - Essex Free offers an interlibrary loan service to patrons. Materials not owned by the Essex Free Library can be requested from other libraries. Libraries throughout the state cooperate by sharing their diverse holdings.
- **Tax Forms** - The state no longer sends tax forms to public libraries. Patrons, however, can still access these forms online using the library's public computers. Forms can be printed out at a fee.
- **Internet Access** - Patrons have access to the internet from four public workstations located on the second and third floors. Printing services are available from each workstation. In addition, wireless access is available for those with laptops and other personal devices.
- **Technology Assistance** - Patrons may request individual help sessions to learn more about their personal devices, email, downloading ebooks and audiobooks, and more. The library offers a regular tech help time on Wednesdays from 10 to 11am.
- **Museum Passes** - The library has passes to the ECHO Aquarium and Science Center, Vermont State Parks, Vermont Historic Sites, the Birds of Vermont Museum, the Shelburne Museum, the

Vermont History Museum, the Lake Champlain Maritime Museum, and Shelburne Farms. These passes allow Essex residents to enjoy local, popular attractions for free or at great savings.

- Homebound Services - If an Essex resident is unable to physically visit the library, the library is pleased to make arrangements for a book delivery.

#### **Adult Programs**

- Vermont Author Visits - Vermont authors such as Mary Dingee Fillmore and John Churchman have been speakers at the library.
- Book Discussion Groups - The library hosts two adult book groups. The Noontime Book Discussion Group meets on the 1st Thursday of each month. The Evening Book Discussion Group meets the last Thursday of the month. These lively discussions last about one hour and new faces are always welcome. A limited number of copies are available at the desk.
- “Food for Thought” series - This series invites various local businesses into the library to speak about their trades and to offer samples of their products. Businesses like Chapin Orchard and Kimball Farms have visited the library in the past. The series will continue on into 2019.
- The library hosts a weekly writers’ group and a drop-in knitting group on Tuesday nights.
- Medicare info sessions are offered semi-regularly.

#### **Children’s Programs:**

- Storytimes for toddlers and preschoolers are held throughout the year. The library offers Musical Storytimes and crafts every Friday morning at 10:30 and drop-in storytimes on Monday mornings at 10:30. The library also offers storytime every Saturday morning. There is always a weekly craft for kids set out for them to do on their own.
- The library hosts visits from Ginger the Dog. Young readers are invited to read aloud to Ginger to hone their reading skills in a comfortable, unintimidating environment.
- The 2018 Summer Reading Program offered an array of programs and reading incentives designed to keep vacationing students visiting the library and reading regularly. In 2018, 159 readers participated in the theme of “Libraries Rock.” These children read 3,468 books. The library offered 42 programs with 783 participants.
- Notable 2018 children’s events and programs included Marko the Magician, a children’s concert with local rock star, Mister Chris, a ukulele club, and many other enriching and entertaining activities.

Thank you for continuing to support the Essex Free Library. We invite all residents to visit and learn more about our offerings. For more information, the library can be reached at (802) 879-0313 or contacted via email at [essexfreelibrary@essex.org](mailto:essexfreelibrary@essex.org).

# PARKS AND RECREATION DEPARTMENT

Allyson Vile, Parks & Recreation Director

## *Department Mission*

*Advance Parks and Recreation Efforts that Enhance the Quality of Life for the Community of Essex*

The Essex Parks and Recreation Department continues to serve the **Community** of Essex through **People, Parks** and **Programs**. In recent years we have strived to increase our **Connections** as a way to reach current and potential users. These efforts have improved our visibility to the public, both residents and non-residents, as a way of increasing program registration or by gaining trust and boosting interest in community awareness.

To carry out our department's mission as we promote connecting the public to a healthier community, we are proud to be one of the largest seasonal employers in Essex. Each year we employ nearly 75 individuals within our pool, parks and recreation programs. We are often complimented on our department efficiencies, producing a variety of programming each season, services and safe play spaces. While the compliments are appreciated and valued, we cannot hide the true costs of providing continued community efforts and increasing the enhancements for the residents of the entire Essex community.

The new fiscal year will bring more alignment aspects to the two recreation departments. Co-management of staff, co-location at one main facility, and aligning policies and procedures is just the beginning. We will continue to work hard at connecting our community more and bringing convenient one-stop shopping for programs and resources.

## **Recreation**

Recreation programs are developed to provide the community opportunities to meet their physical, mental and social needs. Through our diverse programs, we continue to educate residents on the benefits of physical activity, provide the 50+ community with low-cost active and social opportunities, help people build healthy lifestyles and offer programs that provide youth with positive ways to enrich and occupy their free time.

Proposed increases to the **FYE20** Recreation portion of the budget reflect increases consistent with costs associated with providing enhanced levels of service throughout our programming demands. Programming expenses are handled through the Program Fund; a self-sustaining fund that does not affect increases on taxpayers. Operating expenses primarily cover three full-time staff and the Memorial Day Parade fund.

## **Parks**

The Department continues its endeavor to protect the public investment in parks and recreation facilities. The goal of the efforts in the parks is to protect and preserve natural resources and to provide neighborhood parks and facilities that are safe, fun and clean.

Proposed increases to the **FYE20** Parks portion of the budget reflect increases consistent with costs associated with providing an increased level of service in regards to safe play surfaces, department branding, supervision of park maintenance and users, as well as added playground surfacing at neighborhood parks due to updated safety requirements.

### ***Pool***

Sand Hill Pool has been a community asset since 1979. Through the years, the reputable Town of Essex Swim Team has stayed a strong competitor in the Champlain Valley Swim League association and our swim lessons have grown to provide opportunities for young and older swimmers to learn a life skill while accommodating household work schedules. Sand Hill Pool also gives approximately 35 seasonal staff the opportunity to work with the public and teach others water safety skills throughout Essex and neighboring communities. All of these programs and community space continue to provide personal development, and health and wellness for all ages in a safe and fun environment.

Proposed increases to the **FYE20** Pool portion of the budget reflect increases consistent with costs associated with providing the same quality level of service on a 40 year old facility.

### ***Senior Activities***

The needs for our aging community has shown with recent housing developments, resulting in increased ridership for the senior vans, as well as activities and social experiences at the Senior Center. The Senior Van provides a free essential service to the 60+ community of Essex with an average of ten new riders added each month. The vans allow seniors convenient accessibility for healthcare, wellness, recreation and social needs. The department hires, trains and schedules the drivers. The Program Director of Senior Services hires and schedules the phone volunteers, along with assisting the Director with training sessions throughout the year. Our drivers have the biggest hearts and love what they do for the riders and the community. Our volunteers take on a huge task each morning with phone reservations and are an amazing asset to this service.

The Essex Area Senior Center continues to function under both the Town and Village municipalities, supporting our aging community. The full and part-time staff, as well as the phone volunteers are maintained under the Town municipality, while the facility and capital improvements are sustained by the Village municipality.

Proposed increases to the **FYE20** senior activities portion of the budget reflect increases consistent with costs associated with providing the same exceptional level of service, while retaining the Program Director of Senior Services position as a full time paid position. The largest increase is in salaries to match industry minimums, as well as adding a part-time position for the Senior Center to support the full schedule of events, activities, weekly meals and offsite trips. Essex Parks and Recreation and Essex Junction Recreation and Parks will also continue to align throughout the year, starting with co-supervision of the Program Director of Senior Services.

## ESSEX SENIOR VAN

For resident seniors, age 60 and older, the Essex Parks and Recreation Department offers free rides within the Town of Essex (including the Village of Essex Junction). The Senior Vans are equipped with a wheelchair lift and currently operate Monday through Friday, 9:00 AM until 4:00 PM. Call (802) 878-6940 between the hours of 9 a.m. and Noon, Monday through Friday, to schedule a ride. You must call the day before your ride is needed.

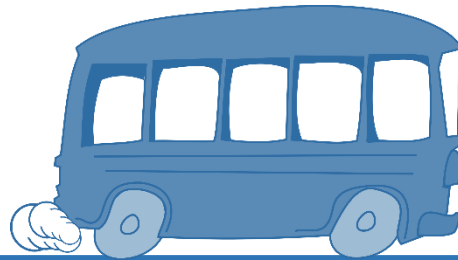
Please contact the phone volunteers during call hours (802) 878-6940 or the Essex Parks and Recreation Department (802) 878-1342 for a ridership application.

We are very thankful to our volunteers who take appointment calls each day for the Senior Vans. We couldn't make this work without them!

*Please call the day  
before to schedule:*

**(802) 878-6940**

*Monday through Friday  
9:00 AM to Noon*



*Did you know that Essex is the only community in the state of Vermont to offer free Senior Van transportation for residents? Any resident of the Town of Essex (including Essex Junction) over the age of 60 may use the senior van for in-town rides at no cost. Examples of how our seniors use the van: trips to the gym, doctor & hairdresser appointments, grocery shopping or visiting friends/family. There are even a few locations across the border into Williston and Colchester where transportation is provided for medical appointments.*

## HEALTH OFFICERS

Jerry Firkey, Health Officer  
Sharon Kelley, Deputy Health Officer

The Health Officer and Deputy Health Officer are appointed by the Vermont Department of Health Commissioner, after receiving a recommendation from the Selectboard. Health Officers conduct inspections to detect violations of any state or local health statute, rule, ordinance or permit, or any public hazard or public risk. The specific duties of the Health Officer can be found under Vermont State Statute Title 18, Chapter 11§ 602a.

Health Officers also assist the Health Department in educating the public. In order to achieve this mission, we ask that you keep yourself informed by visiting the State of Vermont Health Department website ([www.healthvermont.gov](http://www.healthvermont.gov)) and the Town website ([www.essex.org](http://www.essex.org)). If you need to contact the Health Department directly, the number is (800) 464-4343 or (802) 863-7200.

Health Officers respond to public complaints in connection with rental housing units such as mold and mildew, lack of sufficient heat, water line and drain leaks and faulty wiring. The health officer often requests assistance from the State Fire Marshal's office to review for faulty wiring and poor construction as all rental units are subject to State of Vermont Building Codes. Preventative measures should be taken by the property owner and tenant including routine clean-up, better ventilation and use of dehumidifiers to reduce the potential for mold and mildew. The Health Officers have a duty to ensure that health violations are corrected.

**Vermont Tenants, Inc.:** Contact Vermont Tenants at (802) 864-0099 for a handbook available to both the property owner and tenant. The handbook describes the responsibilities related to rental housing. Additional information such as ADA & Accessibility, Asbestos, Electrical, Energy, Lead Paint, Fair Housing, Mold, Radon, and Water, is available on their website.

**Swimming Areas:** Regular inspections and water testing of the Town and Village swimming pools, as well as the Indian Brook Reservoir swimming area, take place during the swimming season. The results of these bi-weekly tests can be found at [www.essex.org](http://www.essex.org).

**Animals:** It is very important that you pick up after your animals, including horses, especially at Indian Brook Reservoir (an impaired waterway). These measures will help to keep the Reservoir safe for swimming and the grounds sanitary for hikers. Dogs must be on a leash at all times in the parking area, boat launch area and picnic area. In all other areas, animals must be under the control of the owner at all times.

All dogs, cats and ferrets are required to be current on rabies vaccinations. Also, dogs must be licensed annually with the Town Clerk (April 1 deadline).

Animal bites must be reported to the Essex Police with ensuing investigation by the Animal Control Officer and Health Officer. If a wild animal is acting strange, stay away from it and call the Police Department. For more information about rabies call the **Rabies Hotline** at (800) 472-2437.

**Lyme disease:** Help prevent Lyme disease by wearing clothing that covers your body (even in warm weather months) and use insect repellent as ticks continue to be in abundance. Veterinarians are asking that you provide tick protection to your animals year round. Lyme disease is transmitted to humans through the bite of infected blacklegged ticks. See the Vermont Health Department website for more information.

**Flu:** Each year because of the flu more than 9 million people in the U.S. get sick, more than 140,000 people are hospitalized, and more than 12,000 people die. Even though the flu virus is unpredictable, getting a flu shot is still the first and most important step in protecting against flu.

Getting vaccinated is especially important for people who are at a high risk of complications from flu, including pregnant women, kids under five, adults over 50 and people with chronic health conditions like asthma, diabetes, and heart disease.

And while you'll be protecting yourself with the flu shot, you're also stepping up for people who are unable to get vaccinated or who have weakened immune systems like newborn babies and people who are undergoing treatment for cancer.

There are more than 300 places to get a flu shot in Vermont. To find a location near you visit <http://www.healthvermont.gov/flu> or call 2-1-1.

**Recycle:** Laws are in place that ban disposal of recyclables (metal, glass, plastics #1 & #2 and paper/cardboard), leaf and yard debris, and clean wood. The disposal of food scraps will be required by **July 1, 2020**. All Essex residents should familiarize themselves with the new laws by contacting the Chittenden Solid Waste District (CSWD) at (802) 872-8100 or visiting its website at [www.cswd.net/az/](http://www.cswd.net/az/). CSWD has been offering free composting classes and offers other information such as what to do with tires, paint, leaves, batteries, mattresses, and so much more!

The **West Nile Virus** (WNV) and **Eastern Equine Encephalitis** (EEE) inflicted from mosquitoes continue to be active in Vermont. WNV is a viral infection that usually affects birds. The virus spreads when a mosquito bites an infected bird and then bites a human. An infected mother may pass the virus along to her fetus during pregnancy or to her infant during breastfeeding. **Eastern Equine Encephalitis** (EEE) is a rare disease caused by a virus (EEEV) spread by infected mosquitoes. EEEV is one of a group of viruses that mosquitoes can pass to humans and can cause inflammation and swelling of the brain (encephalitis). The state collects batches of mosquitoes from all fourteen counties in Vermont and performs weekly tests for WNV and EEE. The results are posted on the State of Vermont Health Department website. FYI, at least two batches of mosquitos in Essex tested positive this past summer.

If anyone has a complaint or if you need assistance, please call the following numbers: (802) 598-0801 or (802) 878-1343. Nights, weekends, and holidays, call the Essex Police Department at (802) 878-8331.

Thank you all for staying informed and making Essex a healthier community!

## ESSEX FIRE DEPARTMENT

Fire Chief Charles Cole

The men and women of the Essex Fire Department answered a total of 968 emergency calls during the past fiscal year (July 1, 2017 through June 30, 2018).

| Incident Type                                        | Number of Calls |
|------------------------------------------------------|-----------------|
| All Types of Fire                                    | 44              |
| Overpressure, Rupture, Explosion, Overheat (no fire) | 3               |
| Medical Assist EMS Crew                              | 444             |
| Rescue                                               | 52              |
| Hazardous Condition (no fire)                        | 70              |
| Service Calls                                        | 35              |
| Good Intent Calls                                    | 108             |
| False Alarm & False Call                             | 179             |
| Severe Weather & Natural Disaster                    | 8               |
| Special Incident                                     | 25              |
| Total Incidents                                      | 968             |

The column headings in the adjacent table are aligned with our required National Fire Incident Reporting System (NFIRS) data that gets submitted to the Government.

We continue to see an increase in the number of Fire Alarms. This is due in part to the increase in congregate housing that is required to have smoke alarms in every living area of the building.

Our Bureau of Life Safety continues to perform complimentary inspections for commercial and multi-family occupancies for Fire Code compliance which has aided in gaining compliance without being punitive.

This current budget proposal request for fire protection equates to a cost of \$61.04 for the year for the average household in Essex.

The Essex Fire Department provides this service through a dedicated group of Volunteer members. We have no full time staff and we do not have staff living at the fire station. When a call comes in, we are dispatched to the call and must respond from our homes to the station to get the apparatus. **This is the same method of service that our brother and sister members of the Essex Junction Fire Department provide. Together we provide unified fire protection services to this community.**

If you have any questions about the fire department, please contact me at [essexfirechief@essexfire.com](mailto:essexfirechief@essexfire.com) or by leaving a message at the station at (802) 878-5308.

# ESSEX POLICE DEPARTMENT

Rick P. Garey, Chief of Police

It has been a busy year since I took over as Chief in February 2018. This year we have focused on a department review to determine where we are now and where we need the Police Department to be in the next five to ten years. Our review includes staffing, job descriptions and responsibilities, review of policies and procedures, proactive and reactive police functions, our community engagement, traffic enforcement, identifying crime trends, investigations and crime reduction.

As you heard from me last year, I believe one of our most critical issues is our officer per capita ratio. Current staffing levels prevent us from truly becoming a well-balanced proactive police department and not just responding to complaints.

We want to thank our community and boards for hearing our staffing concerns last year and approving the addition of two police officers, it has made a positive impact on our work. One of my goals is to find innovative ways to add needed staffing with the least impact on taxpayers. I am excited this year to present a police budget that adds three (3) additional officers and one part-time dispatcher with very limited impact on taxpayers. I am proud to report that as the largest municipal department budget we were able to hold the police budget to a 0.7% increase while requesting additional staffing that is so dearly needed. This was accomplished with high level retirements, two buyouts, some reorganization, and quite simply...some good timing.

This past year with support from our boards and community, we added a full-time traffic officer that works on traffic problems to include the enforcement of speeding, one-way streets, stop signs, distracted driving, and increased impaired driving enforcement. We also added a K9 Officer and K9 (Wes) as part of a three (3) year pilot project which has been working well.

2018 was also the start of our Community Outreach initiative with six other Chittenden County communities. The Community Outreach program uses four (4) Howard Mental Health workers to assist our communities with individuals in crisis that historically have impacted police resources. This team has interfaced with Essex residents 164 times since April 2018 which has resulted in the reduction of calls for police resources allowing our officers to do more police work. This project has been very successful in all of our participating communities.

Our Community Justice Center (CJC) remains a vibrant resource for mediation and alternative justice. Our CJC continues to provide Rapid Intervention referrals (RIC) from the State Attorney's Office and Circles of Support Accountability programs (COSA) for selected individuals reentering the community after incarceration. In the coming year the CJC is looking at other ways to help crime victims with new programs such as Parallel Justice and innovative new approaches to keeping people out of our courts and jails. We are excited to report that referrals have increased, successful completion of the process is high and the amount of community service hours and restitution in the last six months is higher than all of last year. It is clear that our CJC is making a positive impact on our community and crime victims. In the coming year we need to start having serious discussions about our financial support of our CJC as a community as we will likely see a reduction in state funding in the coming years.

Our department continues the trend with a significant number of retirements and a few departures of long time staff. Most of these folks have over 30 years of service to our department and to this community and will be truly missed. This last year saw the departure of Chief Bradley LaRose (ret.), Cpl. Edward Piro (ret.) and Cpl. Kurt Miglinas (ret.), Cpl. Morgan Lawton, Officer Peter Wells (ret.), Officer David Kitchen, Officer Stephen Dunning and Dispatcher Peggy McCabe (ret.). Our biggest challenge continues to be the recruitment and hiring of new well qualified officers and dispatchers.

Complaints and investigations into illegal drug use, sales and overdose continue to rise in Essex and are of significant concern. We struggle daily to proactively investigate these crimes without stripping our patrol resources. Our request for additional staff in this proposed budget is specifically designed to add the additional resources to conduct proactive drug investigations to reduce the impacts of illegal drugs in our community.

Finally we are attempting to do a better job of engaging you, our community, with our webpage ([www.epdvt.org](http://www.epdvt.org)), Facebook (essexvtpolice) and Front Porch Forum. We encourage you to visit our sites to stay up to date about what is happening in Essex and our department. Thank you for your ongoing support.

### FYE 2018 Statistics

#### REPORTED CRIME ACTIVITY - PERIOD 07/01/17-06/30/18

|                           | 2014 | 2015 | 2016 | 2017 | 2018 |
|---------------------------|------|------|------|------|------|
| <b>HOMICIDE</b>           | 2    | 0    | 0    | 1    | 0    |
| <b>ROBBERIES</b>          | 5    | 6    | 3    | 3    | 4    |
| <b>BURGLARIES</b>         | 85   | 97   | 54   | 60   | 51   |
| <b>ASSAULTS</b>           | 54   | 65   | 66   | 55   | 66   |
| <b>SEX OFFENSES</b>       | 21   | 23   | 24   | 18   | 13   |
| <b>DRUG OFFENSES</b>      | 86   | 85   | 75   | 120  | 125  |
| <b>LARCENIES</b>          | 488  | 331  | 304  | 269  | 244  |
| <b>VANDALISM</b>          | 115  | 83   | 95   | 62   | 96   |
| <b>STOLEN VEHICLES</b>    | 4    | 7    | 8    | 7    | 14   |
| <b>SUICIDES/ATTEMPTS</b>  | 4    | 8    | 7    | 11   | 10   |
| <b>MISSING PERSONS</b>    | 39   | 26   | 20   | 35   | 15   |
| <b>BAD CHECKS / FRAUD</b> | 104  | 92   | 93   | 84   | 64   |
| <b>D.U.I</b>              | 23   | 42   | 57   | 42   | 58   |
| <b>COURT CASES</b>        | 327  | 293  | 270  | 210  | 258  |
| <b>ACCIDENTS</b>          | 718  | 701  | 582  | 521  | 582  |

There were 2,734 tickets written for traffic and parking violations, of these, 764 were Vermont Traffic Citations.

# COMMUNITY JUSTICE CENTER

Jill Evans, Director

The Essex Community Justice Center (CJC) has existed since 2003. It provides restorative justice approaches to crime and conflict in the Essex, Colchester, Milton, Jericho, Underhill and Westford communities. It is funded by the VT Department of Corrections and its employees are employees of the Town of Essex.

Restorative justice focuses on repairing harm to individuals and to the greater community impacted by a crime. Relationships are rebuilt and the community is stronger when it has a role in addressing crimes that affect the safety and well-being of its residents. The CJC has four part-time staff who train and support community volunteers to provide the majority of the restorative processes in any given year.

The following programs are provided by the CJC:

## **Restorative Justice Panels**

The Restorative Justice Panel is a group of trained community volunteers who work together with affected parties and offenders in a Panel Process. The Panel Process supports those affected by crime to seek reparations from the offender and in turn helps hold the offender accountable for repairing the harm they have caused.

The majority of cases, youth and adult, come as Direct Referrals from Law Enforcement. They may also come from the State's Attorney's Office, Rapid Intervention Community Court (RICC) or the Department of Corrections. In these cases, the crime can be addressed through restorative approaches. This alternative saves money that would otherwise be spent on additional law enforcement time, court staff, legal fees and supervision by the Department of Corrections. In both of these cases, if the Responsible Party completes their Panel Agreement successfully, they will not have a criminal record. The panel process holds those responsible for crime accountable for their actions and provides an important opportunity for those affected by crime to share their stories and identify needs for repair.

In FYE 18 the CJC received 155 new referrals, with a successful completion rate of 92%. Combined, that adds up to 668 volunteer hours. The panels were possible with the efforts of 39 local community volunteers.

## **Restorative Reintegration**

CJC staff and trained volunteers work with individuals returning to their community after serving an incarcerative sentence. The goals of the program are to assist participants to reintegrate and connect to the community in a positive way, to help reduce recidivism, and to enhance community safety. This is done through one-on-one reentry support and for people who present a higher level of risk, we provide Circles of Support and Accountability (CoSAs). The CoSA Program wraps a circle of trained volunteers around a reentering individual that meets with them

weekly for a year. The purpose of CoSA is to ensure that there are no more victims and no more secrets while supporting and connecting the individual to their community, increasing the chances of their success.

In FY18 the CJC provided 3 successful CoSAs with the assistance of 12 local community volunteers. Combined, that adds up to 431 volunteer hours.

### **Community Dialogue and Crime Prevention**

Through its partnerships with local community organizations, the CJC holds Public Forums and facilitates Community Dialogues focused on crime prevention and community safety.

### **Victim/Affected Party Support**

CJC staff provide support to community members affected by crime. Outreach is done in every referral and those impacted by crime are offered the opportunity to meet with those who committed the crime, describe the impact, and request action from the offender designed to repair the harm that occurred.

### **Restorative Justice in Schools**

CJC staff also work with local schools to implement restorative practices through consultation, training and support.

The CJC is informed by an 11 member Community Advisory Board (CAB) that meets quarterly.

## CONSERVATION AND TRAILS COMMITTEE

Eric McCarthy, Chair; Cristine Hammer, Vice Chair; Andrew Mills, Clerk;  
Justin St. James; Hilary Jones; Dan Stein

*The mission of the committee is 1) to inventory and study the natural, historic, educational, cultural, scientific, architectural, or archaeological resources of the town in which the public has an interest; and 2) to preserve, develop and maintain a multi-use trail, sidewalk, and greenway system in the Town of Essex that will link residential neighborhoods to natural areas, schools, parks, businesses, recreational facilities, community centers, and neighboring towns.*

*The Committee also advises the Selectboard and Planning Commission on matters relating to the public understanding of local natural resources and conservation needs, development applications and acquisition of lands involving the above resources.*

Over the last year, long-serving members Margaux Reckard and Jaysen Dickinson resigned from the Conservation and Trails Committee due to work obligations – both have been invaluable to the Committee and will be sorely missed. Andrew Mills and Hilary Jones, both of whom are trained civil engineers, have jumped right in to fill the vacancies. There is still one open seat on the Committee; if you are interested in joining, contact the Town Manager's office.

Despite the turnover in membership, the Committee made several great accomplishments in the last year, including:

- Adoption and funding of the Conservation Reserve Fund – thanks to all who supported this at Town Meeting last year!
- Adoption of the Street Tree Management Plan to improve the health and resilience of the urban forest in the face of invasive pests like emerald ash borer (EAB), which is spreading throughout Vermont.
- Adoption of an updated Forest Management Plan for Indian Brook Park.
- Hosting the 3<sup>rd</sup> Annual Spring Invasive Species Removal Day and 5<sup>th</sup> Annual Fall Clean-Up Day at Indian Brook Park. Both events had great turnout from volunteers – thanks to all who showed up!
- Overseeing the Trail Caretakers program for residents to help maintain the Town's trail systems.
- Keeping the community informed through articles in the Essex Reporter.

Looking forward, the Conservation & Trails Committee has the following goals for 2019 and beyond:

- With support from the voters and the Selectboard, continue building the Conservation Reserve Fund balance with a request for \$15,000 in FYE20.
- Identify and scope projects to use the Conservation Reserve Fund by reaching out to potential applicants and encouraging donations.
- Implement the Street Tree Management Plan, which includes pursuing TreeCity USA designation.
- Develop a management plan for the Town's Saxon Hill property, with public input and collaboration with the Chittenden County Forester.
- Partner with the Winooski Natural Resources Conservation District to implement riparian buffer plantings and wetland restorations along the Browns River.
- Continue to host the Fall Clean-Up Day and the Spring Invasive Species Removal Day
- Explore reviving the trail system around the Meadow's Edge neighborhood.
- Continue updating maps of the Town's trail systems, and explore creation of a mobile map app.

## ECONOMIC DEVELOPMENT COMMISSION (EDC)

**Commissioners:** Jim Bernegger, Barbara Higgins (Recording Secretary), Julie Miller-Johnson, Melinda Monroe and Greg Morgan (Chair)

**Commission Advisors:** Greg Duggan, Essex Deputy Town Manager, Robin Pierce, Essex Junction Community Development Director, and Curt Carter, Vice President, Greater Burlington Industrial Corp. (GBIC)

The membership of the EDC remained constant all year, with all five volunteers fulfilling the Town's principal economic development function. Some of this year's highlights include:

Saxon Hill Business District: Blodgett Oven Company, the iconic, world-class pizza oven manufacturer formerly based in Burlington for over a century, completed its move to Essex moving into a 180,000sf building off Allen Martin Drive.

With Blodgett's move, REM Development is constructing another 60,000sf building on the site, which awaits a new venture when completed.

Finally, with the recent sale of land to Omega Real Estate, development is underway at the end of Thompson Drive.

Essex Shoppes Transitions to Essex Experience: Eurowest Properties is moving to turn the Essex Cinema complex into a performing arts venue that extends well beyond movies. With the expected addition of a brewpub in 2019, the Shoppes will be on the way to becoming a unique shopping and entertainment destination.

EDC Explores Emergence of Commuter Rail: In October, the EDC organized a visit of Essex officials to AllEarth Rail's railcar facility in Barre Town to view the 12 Rail Diesel Cars (also known as Budd Cars). These self-propelled vehicles, that seat up to 90 riders each, are tagged to become the backbone of a proposed commuter rail system that would pass through Essex Junction as AllEarth Rail works to connect St. Albans with Montpelier and beyond. When coupled with plans to return Amtrak's Vermonter to Montreal by 2021, the station on Railroad Avenue in Essex Junction will become an even more important regional resource.

Entrepreneurs Pitch Again in Essex: For the 5<sup>th</sup> straight year, Essex hosted the Chittenden County stop on Vermont's Road Pitch entrepreneur competition. The event was hosted once again by our gracious venue sponsor, Green Mountain Harley Davidson. Over 40 riders and judges heard pitches from five business start-ups. The Essex site winner, QOR360 – the designer and manufacturer of a unique "active sitting" chair – hopes to disrupt this emerging market.

Gardenside Development: The development where Route 2A and Susie Wilson Road intersect will be completed in 2019. Omega Development reports significant interest in the 48 housing

units and the 16,000sf of commercial space on this site. The development will add to the property tax base in Essex and to the Town's housing stock.

Community Volunteer Makes a Big Difference: The EDC has been working on updating the way the Town of Essex describes itself to potential new workers, residents and businesses considering making Essex their home. Essex resident Carmelle Terbough, PhD, a geographer, is assisting Town staff, and by extension the EDC, to use more of the capabilities of powerful GIS mapping software already in use here. The EDC is grateful to Carmelle for her willingness to volunteer her time and insights.

The EDC wishes to thank Deputy Town Manager Greg Duggan for his steady support and encouragement, Essex Junction Community Development Director Robin Pierce for his insights and determination, and Evan Teich, the new Unified Manager for working with the Commission to grow the Essex economy and infrastructure.

# ESSEX ENERGY COMMITTEE

Will Dodge, Chair



## Overview

The Essex Energy Committee (EEC) has been actively working since a “restart” in 2017 to advocate for and support addressing energy costs and climate change in Essex Town and Essex Junction. EEC meetings are held on the second Wednesday of each month. Current members for 2019: Will Dodge (Chair), Irene Wrenner (Ex Officio), Natalee Braun, David Skopin, Brad Prior, Jonathan Peach-Kenworthy, Michael Gifford, and David Auert. This Annual Report is submitted pursuant to Section 1(e) of the EEC Charter of 05/19/2008.

## II. 2018 Achievements Based on Powers and Duties in Charter

### A. TRACK MUNICIPAL ENERGY USE AND RECOMMEND TO SELECTBOARD TARGETS AND ACTIONS FOR DECREASING ENERGY USE (CHARTER §1(A))

1. **Chittenden County ECOS Plan Adoption.** Collaborating with other energy committee members from around Chittenden County, the EEC Chair worked with CCRPC to finalize and issue a new energy plan with specific targets for weatherization, renewable energy sources, and transportation changes, all designed to meet Essex’s 90% renewable by 2050 goal (see Act 174 of 2016).
2. **Changes on Community Energy Dashboard.** The EEC worked with Rob Fish / VECAN / CCRPC to harmonize data collected to track progress of the Village and the Town as one community: <https://www.vtenergydashboard.org/my-community/essex/progress>.

### B. RESEARCH / RECOMMEND TO THE SELECTBOARD OPPORTUNITIES TO UTILIZE RENEWABLE ENERGY SOURCES AND INCREASE THE EFFICIENT USE OF ENERGY WITHIN TOWN OPERATIONS. (CHARTER §1(B))

1. **Green Lantern Offtake Agreement.** Through promotion and review by the EEC, the Town Selectboard and the Village Trustees entered into an Offtaker Agreement with Green Lantern for a 500kW net metering facility off of Sand Hill Road. The net electrical energy savings to the Town and Village as a result of the agreement is estimated at *approximately \$8,000 per year*.
2. **Memorial Hall.** Completed a site visit with Town DPW officials, Efficiency Vermont, VT Gas, and others to inquire into the reasons for high heating / electrical costs at Memorial Hall, and to devise potential ways to weatherize / re-engineer to reduce costs and make the building more comfortable and useable.

### C. RESEARCH AND RECOMMEND TO THE SELECTBOARD FUNDING OPTIONS FOR ENERGY EFFICIENCY AND RENEWABLE ENERGY PROJECTS (CHARTER §1(c))

1. **Sand Hill MicroGrid Facility.** The EEC recommended approval by the Selectboard and Planning Commission of a new microgrid facility off of River Road being co-developed by Green Mountain Power and Green Lantern (now approved by the VT PUC) that will result in 4.5 MW of solar and 2 MW of storage in Essex (making a major dent in Essex's generation targets).
2. **Revolving Loan Fund.** The EEC commenced research on possible means to use some of the savings from various energy efforts for future projects. The EEC has no allocated funds at the moment – we would like this to be a priority for 2019.

D. DEVELOP AND MANAGE ENERGY EFFICIENCY EDUCATIONAL PROGRAMS (CHARTER §1(D))

1. **Button Up Heroes Program:** Through Efficiency VT, and with consent of the Selectboard, EEC organized several events to promote free weatherization visits and distribute self-audit kits (including kits provided by Vermont Gas) to assist Essex residents with reducing their heating / electrical bills and taking advantage of incentives. Key activities included:
  - a. Door-to-Door Campaigning through selected streets in the Junction with older housing stock.
  - b. Tabling at Essex Middle School during the November election.
  - c. Co-organizing with the Westford Energy Committee a Button Up “kick-off” event with contractors at Founders Memorial School, and coordinating with Jericho Energy Task Force on scheduling for its event.
  - d. Tabling at SteAmfest and Five Corners Farmers Market.

As a result of the efforts, Essex far exceeded any other community in Vermont for the number of participants at 99, nearly doubling up on the second-place community, and helping Efficiency VT reach its goal of over 500 participants.
2. **Commercial Solar Event at Essex Spa and Resort:** Held an event with solar developers and heating specialists at Essex Resort and Spa to promote special 2018-only tax incentives for commercial solar, resulting in at least one new rooftop facility.
3. **Communications and Awareness Raising:** Held several meetings in public restaurants / spaces to draw more attention to the EEC; developed and maintained a [Facebook page](#); marched in the Memorial Day Parade with a fleet of EVs; communicated regularly with the local press; actively promoted several SunCommon events targeted at Essex and/or Chittenden County (incl. Sunfest).
4. **VECAN Conference:** Sent two EEC members to the Vermont Energy Climate Action Network (“VECAN”) conference in Fairlee to attend workshops on electric vehicles, consumer initiatives to adopt energy-saving technology, weatherization campaigns,

and community organizing, as well as to attend a keynote speech from Bill McKibben (learn more at <http://vecan.net/>).

E. ASSIST OTHER TOWN COMMITTEES AND COMMISSIONS IN AREAS OF RELATED CONCERN, INCLUDING THE ENERGY SECTION OF THE TOWN PLAN. (CHARTER §1(F))

1. **Chittenden County ECOS Plan Adoption.** See A(1), above.
2. **Button Up Heroes.** See D(1), above.
3. **Jericho EV Parade.** EEC Members joined Jericho's EV parade.

III. **Plans for 2019**

Drawing upon our multi-talented committee members, some of our goals for 2019 include (but are not limited to) the following:

- A. Continue follow-up on Button Up participants to get more weatherizations booked.
- B. Continue to provide quality content to the EEC Facebook page and to the existing Essex portal on the VT Community Energy Dashboard.
- C. Sort out the municipal energy data and new account designations with DPW, utilities, and Efficiency Vermont in order to identify new targets.
- D. Continue efforts to weatherize Memorial Hall.
- E. Work with Village on transportation items to assist with EV adoption, public transportation options, and other measures to reduce congestion!
- F. Finalize the new enhanced Essex Energy Plan (as part of Village and Town planning documents) for adoption by the PUC.
- G. Remain active in the ETC Next process, including providing specific provisions to adopt an energy stretch code for Essex Center, and to assist with information on charging infrastructure and solar generation.

We thank the Selectboard, Trustees, and Town /Village officials for their continued support and participation, and for those Essex residents who supported our efforts throughout the year.

## COMMUNITY PARTNERS

The Town of Essex partners with and pays dues to several local and regional organizations, including the ones listed below. For more information about any of the organizations, please call or visit their websites.

**Essex Rescue, Inc.**  
802-878-4859

[www.essexrescue.org](http://www.essexrescue.org)



**Champlain Water District**  
802-864-7454

[www.champlainwater.org](http://www.champlainwater.org)



**Champlain  
Water District**

**Chittenden County Regional Planning Commission**  
802-846-4490

[www.ccrpcvt.org](http://www.ccrpcvt.org)



**CHITTENDEN COUNTY RPC**  
*Communities Planning Together*

**Chittenden Solid Waste District**  
802-872-8111

[www.cswd.net](http://www.cswd.net)



**Essex Community Historical Society**

[www.essexcommunityhistoricalsociety.org](http://www.essexcommunityhistoricalsociety.org)



**Greater Burlington Industrial Corp.**  
802-862-5726

[www.gbicvt.org](http://www.gbicvt.org)



**Green Mountain Transit (formerly Chittenden County Transportation Authority)**  
802-864-2282

[www.ridegmt.com](http://www.ridegmt.com)



**Winooski Valley Park District**  
802-863-5744

[www.wvpd.org](http://www.wvpd.org)



# **TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION**

## **SHARED SERVICES SUMMARY**

2013-14

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### Administration

- Shared Municipal Manager

### Finance

- Combined tax bill
- Cash Receipts on same system

### Storm Water

- Sharing of storm water permitting/management costs
- Established Joint Storm Water Policy Coordination Committee/joint staff support

2014-15

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*Shared Services Assessment Study Report accepted by both boards in September 2014.*

### Administration

- New Town Director of Administrative Services

### Finance

- Shared Finance Director duties started
- Combined Finance team/cross training of Town and Village employees

2015-2016

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### Finance

- Combined payrolls on one system
- Shared accounts receivable module
- Shared bank account
- Consolidated the location of all Finance personnel at Town Offices, 81 Main Street
- Went out to bid for one auditor for FYE 16
- Shared General Ledger and Chart of Accounts started
- Combined accounts payable functions started
- Cash receipts on the same system started

### Public Works

- Incorporated a portion of the Village highway budget in the Town highway budget

- Joint Public Works Director
- Began phased-in consolidation of shared services over multi-year period
- Joint Communications Plan for Shared Public Works Management
- Joint plan entitled Handling of Requests for Service/Complaints
- Joint Winter Operations Plan
- Assistance from the Village to cover sidewalk clearing along a portion of VT Route 117
- Joint required safety training
- Single paving bid for Town and Village
- VTRANS Class 2 Paving grant application prepared for Village by Town staff
- Sharing of equipment for specific project needs such as leaf hauling, salt mixing and catch basin cleaning
- Joint effort for equipping vehicles with GPS locators

#### Storm Water

- Joint hiring of two interns for summer data collection with assistance by wastewater treatment facility summer interns
- Joint development of required Sunderland Brook and Indian Brook Flow Restoration Plans
- Village Water Quality Superintendent monitoring the progress of the Clean Water Act 64
- Joint storm water training on equipment and cooperative installation of testing equipment/data collection
- Joint use of equipment to clean catch basins
- Grant application preparation by Town staff for separate Town and Village grants
- Lowered Town catch basin cleaning costs through use of Village Vector Truck

*2016-17*

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#### Administration

- Shared Clerk/Treasurer
- Technology upgrades made with an eye toward compatibility/shared IT infrastructure

#### Finance

- Shared auditor for the FYE 2016 audit
- New Town Bookkeeper to process both Town and Village payroll
- Move the Village Utility (water/sewer) to Town accounting system
- Combined purchasing

#### Clerk

- Shared Clerk/Treasurer duties started

#### Public Works

- Continuation of shared services as outlined in 2015-2016

- Joint See-Click-Fix software implemented for request-for-service and complaints
- Successful grant application by Town staff resulted in additional paving for Village
- Pre-winter inspection of Village trucks using Town hoist to inspect under vehicles with assistance from the Town mechanic (under way)
- Preliminary development of plans for partial utility services (water and sanitation) consolidation (under way)
- Development of a single road management plan for maintenance of roads in the Town and Village with Town staff, Hamlin Consulting Engineers (the Village's contract engineer) and CCRPC participating in the work (field work approximately 75% complete)
- Preparation of a periodic report to each Board on the status of key projects in each community and collective projects affecting both communities
- Overview by Public Works Director of Village and Town Highway Budgets
- Periodic meetings of Public Works Director, Town Engineering staff, Hamlin Consulting Engineers, Village Public Works and Storm Water staff to share information and provide updated project status

#### Storm Water

- Continuation of shared services as outlined in 2015-2016
- Preparation of Flow Restoration Plan Implementation and Financial Plan for both communities
- Submittal of common basis for handling of expired permits in the Town and the Village
- Applied for and secured Village and Town VTRANS Flow Restoration Grants via Public Works

#### Community Development

- Thoughtful Growth in Action (TGIA) report rolled out to Trustees, Selectboard, Town and Village Planning Commissions and Zoning Boards of Adjustment

*2017-18*

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#### Administration

- Alignment of Fire Department organizational structures, training protocols, capital planning, employment practices and budget account structure
- Hiring of a new Unified Manager

#### Information Technology

- Converted Village Recreation and Parks (EJRP) from Chittenden Central Supervisory Union (CCSU) network to the Town network. This included servers, users, workstations, antivirus and firewalls (approximately 90% complete)
  - Allows EJRP and Town staff to share files with each other.
  - Allows EJRP staff to use NEMRC (the system used by the Town) for Payroll and Accounts Payable

- Converted Village Public Works network to Town network. This included users, workstations, antivirus and firewall (approximately 90% complete)
  - Allows Village Highway staff to access and share files with the Town Public Works staff
  - Allows Village Highway staff to store files that had been stored locally or in the cloud to a Town server that is backed up and replicated offsite hour
- Converted Village Offices from Essex Junction network to Town network. This included servers, users, workstations, antivirus and firewalls (approximately 90% complete).
  - Allows Village and Town staff to share files and applications including NEMRC.
  - Allowed for the consolidation of mailservers and migration to the Microsoft Office 365 cloud. The email addresses remain independent (@essex.org and @essexjunction.org)

#### Finance

- Research of having one Federal Tax ID concludes it is best to wait

#### Public Works

- Continuation of shared services as outlined in previous years.
- Both Village and Town Public Works staff have worked closely to coordinate with the joint Village and Town Public Works consolidation committee to review achievement of existing goals, and look for future opportunities for consolidation.
- The joint use of the See-Click-Fix software continues to be used for request of service/complaints continues with the Village and the Town.
- Successful grant application by Town staff on behalf of the Village resulted in a State grant award to rehabilitate the pedestrian portion of the Main Street Bridge over Indian Brook next to the Municipal offices at 81 Main Street. The design is being coordinated jointly between the Town and the Village.
- The Village and Town Highway Departments participate in safety and winter operations training on an annual basis.
- Town and Village staff have worked with the CCRPC to develop a municipal road management plan to be used to budget and maintain existing paved infrastructure throughout the community. This project is 90% complete and should be ready for use this coming summer.
- The Town and Village will continue to bid, construct, and inspect municipal paving projects jointly. The total of 15 road segments were paved in last year's contract. The total contract amount for paving in FYE17 was \$457,844.19.
- Periodic reports continue to be provided to each Board on the status of key projects in each community and collective projects affecting both.
- The Public Works Director continues to review and provide direct overview on both Village and Town Highway Budgets.

- Public Works crews have provided mutual support on specific projects using equipment and manpower not available within only one municipality.

### Storm Water

- Continuation of shared services as outlined in previous years.
- Both the Town and Village have completed, submitted and had their permit required Flow Restoration Plans approved for all required watersheds.
- All four identified projects within the Town and Village Flow Restoration Plans are currently funded with grants received by the State with matching funds from the Capital budget. These grants have saved the Town and Village in excess of \$1,596,426 that would have been required.
- Successful grant application by Village staff resulted in a VTrans Highway Stormwater Mitigation Program grant award to create a Phosphorus Control Plan to identify potential projects to meet phosphorus reduction targets.
- Both staffs have coordinated and submitted new grant applications to help reduce the impact of the cost of phosphorus removal in the community.
- Chloride monitoring will continue being conducted throughout the community to get a baseline for possible future permit requirements.
- Successful grant application by Town staff resulted in a Better Roads grant award to rehabilitate existing storm water outfalls within the Village.
- Staff have worked closely to monitor State regulations and potential new laws that could have financial implications for the community.
- Joint effort between the Town and Village on the Joint Stormwater Coordinating Committee.
- Use of summer and winter interns between both communities to meet compliance requirements under the Town and Village's State Stormwater Permit.
- Successful grant application, along with the CCRPC and USGS, to determine the amount of phosphorus removed from street sweeping and catch basin cleaning practices.
- Use of the Village equipment to clean catch basins.

*2018 - 19*

### Administration

- Trustees and Selectboard hire Unified Manager for both municipalities
- Unified Manager given goals mutually agreed to by Selectboard, Trustees, and the Manager; Selectboard and Trustees jointly evaluate the Manager of accomplishment of goals
- Share Human Resources Director for both municipalities

#### Finance

- Merge and share financial policies such as purchasing and investment policies

#### Fire Department

- Pay structures aligned

#### Information Technology

- IT Department serving both municipal organizations
- One lease for all copiers in Town and Village

#### Public Works

- Memorandum of Understanding for Consolidation of Public Works Services amended to continue share services until full consolidation of the Public Works Departments occurs, unless the Town or the Village decides to terminate the agreement

*2019 - 20*

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#### Finance

- Aligned Highway accounts and Buildings accounts to have the same budget structure for Town and village

#### Information Technology

- Work begins on shared website for Town and Village

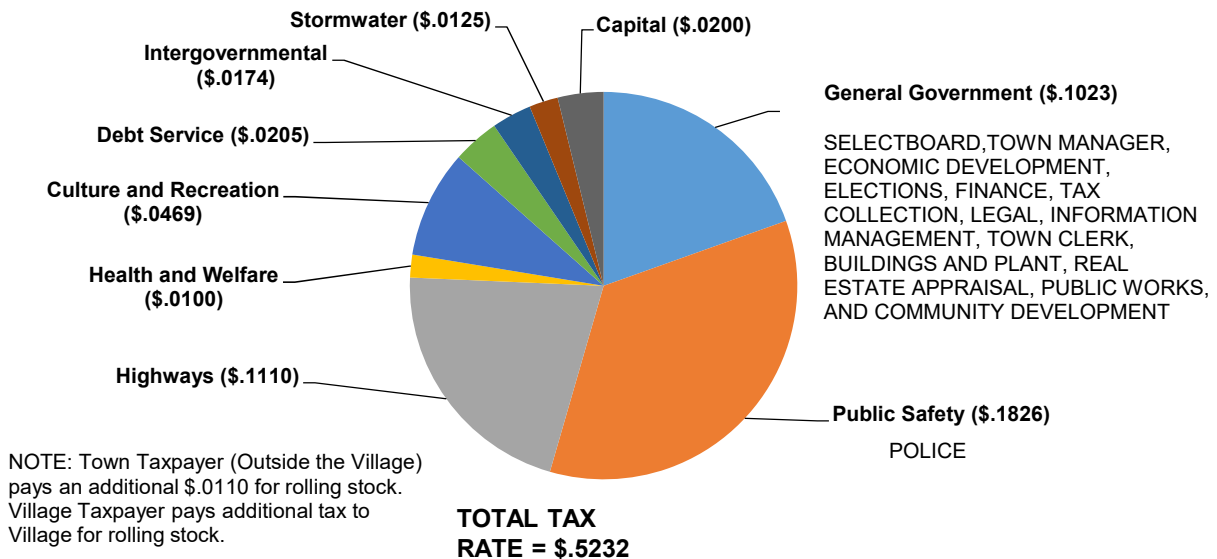
#### Parks and Recreation/Recreation and Parks

- Proposed colocation at 75 Maple Street
- Proposed to share brochures
- Proposed part-time Communications position for both departments
- Proposed job title changes for employees so that staff with similar functions in each department have the same title
- Proposed shared oversight of Program Director—Senior Activities Coordinator by directors of each department

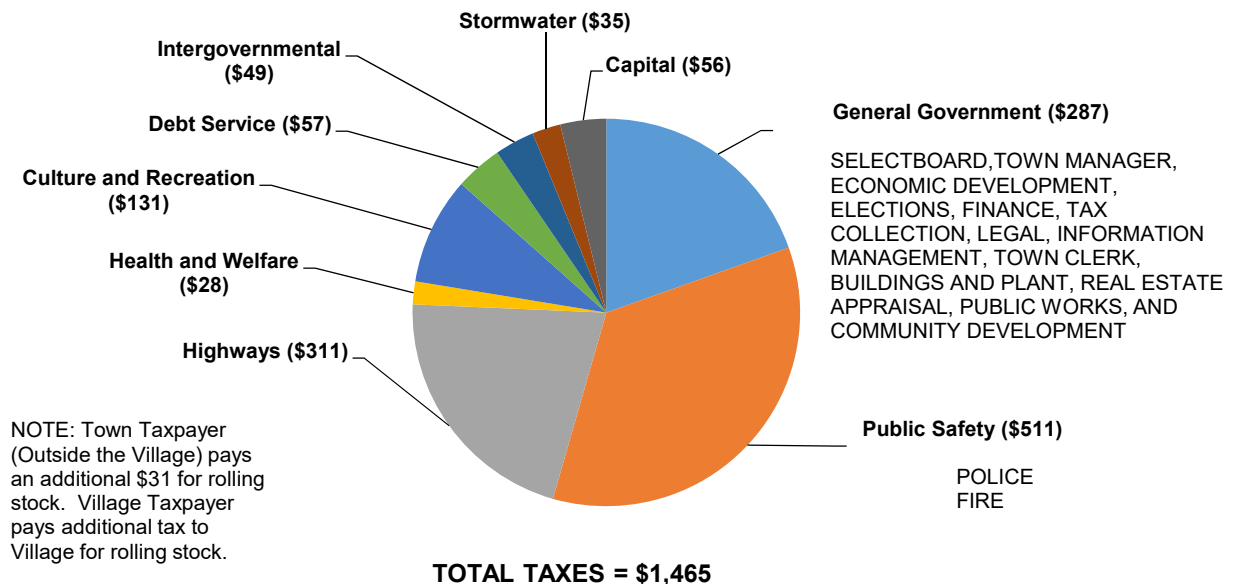
# PROPOSED TOWN BUDGET

## FISCAL YEAR ENDED JUNE 30, 2020

### ESTIMATED TAX RATES BY CATEGORY



### ESTIMATED TAXES ON \$280,000 HOME



NOTE: Estimated tax rates and taxes are based on estimated 1% growth in grand list.

Town of Essex Proposed Capital Budget and Program  
FYE 2020 - 2024

|                                                                                                                                                                                                                                                                       |                    | FYE 2019                          |                                         | FYE 2020                                                        |                                                     |                                                       |                       |                                   |            | Projected Future Spending |            |            |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------|-----------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|-----------------------|-----------------------------------|------------|---------------------------|------------|------------|------|
|                                                                                                                                                                                                                                                                       | TOTAL PROJECT COST | FYE19 BALANCE (6/30/19 estimated) | FYE20 Additions (CAPITAL TAX, budgeted) | FYE20 Additions (Operating or Capital Equip Transfer, budgeted) | FYE20 Additions (Grants, Developer Funds, budgeted) | FYE20 Additions (Transfer between projects, budgeted) | ESTIMATED SPEND FYE20 | FYE20 BALANCE (6/30/20 estimated) | FYE21      | FYE22                     | FYE23      | FYE24      |      |
| Highway Garage Area Improvements<br>Library deferred maintenance & expansion<br>Memorial Hall<br>Energy-saving projects<br>Historic Water Tower<br>Slate Roof Repairs<br>Tree Farm Improvements<br>Building Facilities Needs<br>Fire Department<br>SUBTOTAL BUILDINGS | \$ 415,615         | \$ 8,563                          | \$ 5,000                                |                                                                 |                                                     |                                                       | \$ 6,500              | \$ 13,563                         |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 117,000         | \$ (7,502)                        | \$ 15,000                               |                                                                 |                                                     |                                                       | \$ 17,000             | \$ 998                            |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 377,000         | \$ 18,852                         | \$ 1,000                                |                                                                 |                                                     |                                                       |                       | \$ 2,852                          |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 32,121          | \$ 18,816                         | \$ 5,000                                |                                                                 |                                                     |                                                       |                       | \$ 23,816                         |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 229,000         | \$ 44,168                         | \$ 10,000                               |                                                                 |                                                     |                                                       |                       | \$ 54,168                         |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 105,000         | \$ 53,914                         | \$ 25,000                               |                                                                 |                                                     |                                                       | \$ 25,000             | \$ 78,914                         | \$ 105,000 |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 185,000         | \$ -                              | \$ 25,000                               |                                                                 |                                                     |                                                       | \$ 10,000             | \$ -                              |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 40,000          | \$ -                              | \$ -                                    | \$ 10,000                                                       |                                                     |                                                       |                       | \$ -                              |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ -               | \$ -                              | \$ 8,000                                |                                                                 |                                                     |                                                       |                       | \$ 8,000                          |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 1,530,736       | \$ 136,811                        | \$ 94,000                               | \$ 10,000                                                       | \$ -                                                | \$ (224,260)                                          | \$ 58,500             | \$ 182,311                        | \$ -       | \$ 105,000                | \$ -       | \$ -       |      |
|                                                                                                                                                                                                                                                                       | \$ 1,439,940       | \$ 243,236                        | \$ 155,000                              |                                                                 |                                                     | \$ 190,000                                            | \$ 190,000            | \$ 173,976                        | \$ 250,000 | \$ 250,000                | \$ 250,000 | \$ 250,000 |      |
|                                                                                                                                                                                                                                                                       | \$ 190,000         | \$ -                              |                                         |                                                                 |                                                     | \$ 34,260                                             | \$ 34,260             | \$ -                              |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 237,000         | \$ 14,135                         | \$ 5,000                                |                                                                 |                                                     |                                                       | \$ 25,000             | \$ (5,865)                        | \$ 25,000  | \$ 25,000                 | \$ 25,000  | \$ 25,000  |      |
|                                                                                                                                                                                                                                                                       | \$ 1,300,000       | \$ -                              |                                         |                                                                 |                                                     |                                                       |                       | \$ -                              |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 1,500,000       | \$ 67,838                         |                                         |                                                                 |                                                     |                                                       | \$ 24,000             | \$ 43,838                         |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 8,838                          |                                         |                                                                 |                                                     |                                                       |                       |                                   | \$ 8,838   |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 107,025                        |                                         |                                                                 |                                                     |                                                       | \$ 45,000             | \$ 45,000                         | \$ 62,025  |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ -                              | \$ 95,682                               |                                                                 |                                                     |                                                       | \$ 30,000             | \$ 30,000                         | \$ 65,682  |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ -                              | \$ 19,603                               |                                                                 |                                                     |                                                       |                       |                                   | \$ 19,603  |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 4,961,940       | \$ 556,357                        | \$ 160,000                              | \$ -                                                            | \$ -                                                | \$ -                                                  | \$ 348,260            | \$ 368,097                        | \$ 275,000 | \$ 275,000                | \$ 275,000 | \$ 275,000 |      |
| Highway Equipment, Vehicles<br>Fire Department<br>Fire Dept EQUIPMENT<br>Capital Park Equipment<br>Senior Vans<br>Administration Pool Vehicle Replacement<br>SUBTOTAL HEAVY EQUIPMENT                                                                                 | \$ 2,796,437       | \$ 124,653                        | \$ 30,000                               | \$ 180,000                                                      |                                                     |                                                       | \$ 197,559            | \$ 137,094                        | \$ 316,812 | \$ 227,059                | \$ 227,269 | \$ 205,000 |      |
|                                                                                                                                                                                                                                                                       | \$ 1,897,586       | \$ 424,653                        | \$ 150,000                              |                                                                 |                                                     |                                                       | \$ 102,064            | \$ 472,589                        | \$ 102,064 | \$ 102,064                | \$ 102,064 | \$ 102,064 |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 56,758                         |                                         |                                                                 |                                                     |                                                       |                       | \$ 56,758                         |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 127,870         | \$ (4,540)                        | \$ 25,000                               | \$ 25,000                                                       |                                                     |                                                       |                       | \$ 20,460                         |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ -               | \$ 63,679                         | \$ 4,000                                | \$ 4,000                                                        |                                                     |                                                       |                       | \$ 67,679                         |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 22,000          | \$ 11,676                         | \$ 6,000                                | \$ 6,000                                                        |                                                     |                                                       |                       | \$ 17,676                         |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 4,843,893       | \$ 676,879                        | \$ 30,000                               | \$ 365,000                                                      | \$ -                                                | \$ -                                                  | \$ 299,623            | \$ 772,256                        | \$ 418,876 | \$ 329,123                | \$ 329,333 | \$ 307,064 |      |
|                                                                                                                                                                                                                                                                       | \$ 263,729         | \$ 137,650                        | \$ -                                    |                                                                 |                                                     |                                                       |                       | \$ 137,650                        | \$ 84,546  | \$ 13,000                 | \$ 49,573  |            |      |
|                                                                                                                                                                                                                                                                       | TBD                | \$ 80,803                         | \$ 12,500                               |                                                                 |                                                     |                                                       |                       | \$ 93,303                         |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       | \$ 205,000         | \$ 93,916                         | \$ 17,500                               |                                                                 |                                                     |                                                       |                       | \$ 111,416                        |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 41,809                         | \$ 5,000                                |                                                                 |                                                     |                                                       | \$ 5,000              | \$ 41,809                         |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 281,445                        |                                         |                                                                 |                                                     |                                                       |                       | \$ 281,445                        |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 3,033                          |                                         |                                                                 |                                                     |                                                       |                       | \$ 3,033                          |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 7,043                          |                                         |                                                                 |                                                     |                                                       |                       | \$ 7,043                          |            |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 645,699                        | \$ 35,000                               | \$ -                                                            | \$ -                                                | \$ -                                                  | \$ 5,000              | \$ 675,699                        | \$ 84,546  | \$ 13,000                 | \$ 49,573  | \$ -       |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 22,800                         | \$ 3,000                                |                                                                 |                                                     |                                                       |                       |                                   | \$ 3,000   |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | TBD                               | \$ 98,140                               | \$ 40,000                                                       |                                                     |                                                       |                       |                                   | \$ 138,140 |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 3,000                          | \$ 10,000                               |                                                                 |                                                     |                                                       |                       |                                   | \$ 10,000  |                           |            |            |      |
|                                                                                                                                                                                                                                                                       |                    | \$ 695,695                        | \$ 114,140                              | \$ 40,000                                                       | \$ -                                                | \$ -                                                  | \$ -                  | \$ -                              | \$ 154,140 | \$ -                      | \$ -       | \$ -       | \$ - |

Town of Essex Proposed Capital Budget and Program  
FYE 2020 - 2024

|                                                   |               | FYE 2019                                   | FYE 2020                                            |                                                                                   |                                                       |                                                                      |                          |                                            | Projected Future Spending |            |            |            |
|---------------------------------------------------|---------------|--------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------|--------------------------|--------------------------------------------|---------------------------|------------|------------|------------|
|                                                   |               | FYE19<br>BALANCE<br>(6/30/19<br>estimated) | FYE20<br>Additions<br>(CAPITAL<br>TAX,<br>budgeted) | FYE20<br>Additions<br>(Operating<br>or Capital<br>Equip<br>Transfer,<br>budgeted) | FYE20<br>(Grants,<br>Developer<br>Funds,<br>budgeted) | FYE20<br>Additions<br>(Transfer<br>between<br>projects,<br>budgeted) | ESTIMATED<br>SPEND FYE20 | FYE20<br>BALANCE<br>(6/30/20<br>estimated) | FYE21                     | FYE22      | FYE23      | FYE24      |
| PROJECT NAME                                      | PROJECT COST  |                                            |                                                     |                                                                                   |                                                       |                                                                      |                          |                                            |                           |            |            |            |
| Stormwater construction projects                  | \$ 50,344     | \$ 209,103                                 | \$ 150,000                                          |                                                                                   | \$ 243,953                                            | \$ (167,287)                                                         | \$ 304,942               | \$ 191,816                                 |                           |            |            |            |
| Sydney Drive Storm Pond Conversion                | \$ 304,942    | \$ 2,823                                   |                                                     |                                                                                   | \$ 60,989                                             | \$ 2,823                                                             |                          | \$ 2,823                                   |                           |            |            |            |
| Village Gravel Wetland                            | \$ 35,614     | \$ 0                                       |                                                     |                                                                                   | \$ 142,456                                            | \$ 35,614                                                            | \$ 178,070               | \$ 0                                       |                           |            |            |            |
| Village Fairview Drive                            | \$ 133,069    | \$ 821                                     |                                                     |                                                                                   | \$ 5,000                                              | \$ 5,000                                                             | \$ 5,000                 | \$ 821                                     |                           |            |            |            |
| LDS Storm Pond Conversion                         | \$ 1,346,185  | \$ 5,900                                   |                                                     |                                                                                   | \$ 32,000                                             | \$ 8,000                                                             | \$ 40,000                | \$ 5,900                                   |                           |            |            |            |
| Town TAP Cul-de-sacs                              | \$ 338,925    | \$ -                                       |                                                     |                                                                                   | \$ 24,000                                             | \$ 6,000                                                             | \$ 30,000                | \$ -                                       |                           |            |            |            |
| Village Env. Mitigation Grant (phos)              | \$ 50,000     | \$ 10,000                                  |                                                     |                                                                                   | \$ 40,000                                             | \$ 10,000                                                            | \$ 50,000                | \$ 10,000                                  |                           |            |            |            |
| Town Better Roads 2019 Grant                      | \$ 9,600      | \$ -                                       |                                                     |                                                                                   | \$ 1,280                                              | \$ 320                                                               | \$ 1,600                 | \$ -                                       |                           |            |            |            |
| Village Better Roads 2019 Grant                   | \$ 3,785      | \$ -                                       |                                                     |                                                                                   |                                                       |                                                                      | \$ -                     | \$ -                                       |                           |            |            |            |
| Town Grants in Aid 2019                           | \$ 37,922     | \$ -                                       |                                                     |                                                                                   | \$ 27,775                                             | \$ 10,147                                                            | \$ 37,922                | \$ -                                       |                           |            |            |            |
| CCRPC UPWP Planning Grant                         | \$ 36,086     | \$ -                                       |                                                     |                                                                                   | \$ 28,869                                             | \$ 7,217                                                             | \$ 36,086                | \$ -                                       |                           |            |            |            |
| 2020 UPWP Storm Line Inspection                   | \$ 120,000    | \$ -                                       |                                                     |                                                                                   | \$ 48,000                                             | \$ 12,000                                                            | \$ 60,000                | \$ -                                       | \$ 60,000                 |            |            |            |
| 2020 UPWP Storm Line Inspection Village           | \$ 24,000     | \$ -                                       |                                                     |                                                                                   |                                                       | \$ 12,000                                                            | \$ 12,000                | \$ -                                       | \$ 12,000                 |            |            |            |
| Other Permit Compliance and Chloride              | \$ 220,000    | \$ 10,583                                  |                                                     |                                                                                   |                                                       |                                                                      | \$ -                     | \$ 10,583                                  |                           |            |            |            |
| SUBTOTAL STORMWATER                               | \$ 2,750,000  | \$ 239,230                                 | \$ 150,000                                          | \$ -                                                                              | \$ 588,333                                            | \$ -                                                                 | \$ 755,620               | \$ 221,943                                 | \$ 72,000                 | \$ -       | \$ -       | \$ -       |
| Equipment Replacement, Digital Records Management | \$ 125,000    | \$ 68,925                                  | \$ 10,000                                           |                                                                                   |                                                       |                                                                      | \$ 20,000                | \$ 58,925                                  |                           |            |            |            |
| SUBTOTAL INFORMATION MANAGEMENT                   | \$ 125,000    | \$ 68,925                                  | \$ 10,000                                           | \$ -                                                                              | \$ -                                                  | \$ -                                                                 | \$ 20,000                | \$ 58,925                                  | \$ -                      | \$ -       | \$ -       | \$ -       |
| Natural Resources Management                      | \$ 100,000    | \$ 21,014                                  | \$ 10,000                                           |                                                                                   |                                                       |                                                                      |                          | \$ 31,014                                  |                           |            |            |            |
| SUBTOTAL NATURAL RESOURCES MANAGEMENT             | \$ 100,000    | \$ 21,014                                  | \$ 10,000                                           | \$ -                                                                              | \$ -                                                  | \$ -                                                                 | \$ -                     | \$ 31,014                                  | \$ -                      | \$ -       | \$ -       | \$ -       |
| Undesignated                                      |               | \$ 216,341                                 |                                                     |                                                                                   |                                                       |                                                                      |                          | \$ 216,341                                 |                           |            |            |            |
| UNDESIGNATED                                      | \$ -          | \$ 216,341                                 | \$ -                                                | \$ -                                                                              | \$ -                                                  | \$ -                                                                 | \$ -                     | \$ 216,341                                 | \$ -                      | \$ -       | \$ -       | \$ -       |
| Water/Sewer Capital Reserve Fund                  | \$ 190,000    | \$ 148,412                                 |                                                     |                                                                                   |                                                       | \$ (24,100)                                                          |                          | \$ 124,312                                 |                           |            |            |            |
| Pinecrest Drive to Village Route 2A               | \$ 190,000    | \$ -                                       |                                                     |                                                                                   |                                                       |                                                                      |                          | \$ -                                       |                           |            |            |            |
| Douglas to Willoughby                             | \$ 242,000    | \$ -                                       |                                                     |                                                                                   |                                                       |                                                                      |                          | \$ -                                       |                           |            |            |            |
| Sand Hill Road waterline size increase            | \$ 258,000    | \$ -                                       |                                                     |                                                                                   |                                                       |                                                                      |                          | \$ -                                       |                           |            |            |            |
| Dalton Drive Waterline project                    | \$ 710,000    | \$ -                                       |                                                     |                                                                                   |                                                       |                                                                      |                          | \$ -                                       |                           |            |            |            |
| Oakwood/Rec Park Waterline Loop                   | \$ 350,000    | \$ -                                       |                                                     |                                                                                   |                                                       | \$ 5,000                                                             | \$ 5,000                 | \$ -                                       |                           |            |            |            |
| VT15 CWD Waterline Project                        | \$ 1,900,000  | \$ -                                       |                                                     |                                                                                   |                                                       |                                                                      |                          | \$ -                                       |                           |            |            |            |
| SUBTOTAL WATER                                    | \$ 3,840,000  | \$ 148,412                                 | \$ -                                                | \$ -                                                                              | \$ -                                                  | \$ (19,100)                                                          | \$ 5,000                 | \$ 124,312                                 | \$ -                      | \$ -       | \$ -       | \$ -       |
| Painesville area                                  | \$ 1,422,000  | \$ -                                       |                                                     |                                                                                   |                                                       |                                                                      |                          | \$ -                                       |                           |            |            |            |
| Cemetery Road                                     | \$ 84,500     | \$ -                                       |                                                     |                                                                                   |                                                       |                                                                      |                          | \$ -                                       |                           |            |            |            |
| Village Town Pump Stations NEW                    | \$ 70,000     | \$ 32,900                                  |                                                     |                                                                                   |                                                       | \$ 19,100                                                            | \$ 52,000                | \$ -                                       |                           |            |            |            |
| Sewer Pump Station Upgrades (SCADA)               | \$ 70,000     | \$ -                                       |                                                     |                                                                                   |                                                       |                                                                      |                          | \$ -                                       |                           |            |            |            |
| Sewer Pump Station Upgrades (relocate controls)   | \$ 400,000    | \$ -                                       |                                                     |                                                                                   |                                                       |                                                                      |                          | \$ -                                       | \$ 50,000                 | \$ 50,000  | \$ 50,000  | \$ 100,000 |
| SUBTOTAL SEWER                                    | \$ 2,046,500  | \$ 32,900                                  | \$ -                                                | \$ -                                                                              | \$ -                                                  | \$ 19,100                                                            | \$ 52,000                | \$ -                                       | \$ 50,000                 | \$ 50,000  | \$ 50,000  | \$ 100,000 |
| GRAND TOTAL                                       | \$ 21,362,493 | \$ 2,856,708                               | \$ 529,000                                          | \$ 375,000                                                                        | \$ 588,333                                            | \$ -                                                                 | \$ 1,544,003             | \$ 2,805,038                               | \$ 900,422                | \$ 772,123 | \$ 703,906 | \$ 682,064 |

**GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020**

| Account Name      |                              | FY18 Budget | FY18 Actual | FY19 Budget | FY19<br>Estimated | FY20 Budget<br>Proposal |
|-------------------|------------------------------|-------------|-------------|-------------|-------------------|-------------------------|
| REVENUES - DETAIL |                              |             |             |             |                   |                         |
| Property Taxes    |                              |             |             |             |                   |                         |
| 1                 | General Tax Revenue          | 12,316,288  | 12,384,071  | 12,893,658  | 12,893,568        | 13,284,758              |
| 2                 | Highway Tax Revenue          | 165,000     | 165,280     | 165,000     | 165,000           | 165,417                 |
| 3                 | Total Property Taxes         | 12,481,288  | 12,549,351  | 13,058,658  | 13,058,568        | 13,450,175              |
| 4                 |                              |             |             |             |                   |                         |
| 5                 | Licenses And Permits         |             |             |             |                   |                         |
| 6                 | Alcoholic Beverages          | 4,500       | 5,015       | 4,500       | 4,500             | 4,500                   |
| 7                 | Building Structures          | 50,000      | 73,625      | 50,000      | 50,000            | 50,000                  |
| 8                 | Hunting And Fishing          | 300         | 170         | 300         | 300               | 300                     |
| 9                 | Marriage Licenses            | 1,500       | 1,223       | 1,500       | 1,500             | 1,500                   |
| 10                | Animal Licenses              | 9,000       | 7,885       | 9,000       | 9,000             | 9,000                   |
| 11                | Green Mtn Passport           | 250         | 332         | 250         | 250               | 250                     |
| 12                | Dmv Registrations            | 750         | 567         | 750         | 750               | 750                     |
| 13                | Total Licenses And Permits   | 66,300      | 88,817      | 66,300      | 66,300            | 66,300                  |
| 14                |                              |             |             |             |                   |                         |
| 15                | Intergovernmental            |             |             |             |                   |                         |
| 16                | State Aid To Highways        | 260,000     | 256,552     | 260,000     | 260,000           | 260,000                 |
| 17                | Railroad Tax                 | 4,000       | 4,427       | 4,000       | 4,000             | 4,200                   |
| 18                | Pilot Revenue                | 20,000      | 20,595      | 20,000      | 20,000            | 20,000                  |
| 19                | Current Use / Hold Harmless  | 23,000      | 21,342      | 23,000      | 23,000            | 23,000                  |
| 20                | Interlibrary Loan Grant      | 1,000       | 1,010       | 1,000       | 1,000             | 1,000                   |
| 21                | Ojp - Ballistic Vest Grant   | -           | 1,198       | -           | -                 | -                       |
| 22                | Act 60 Revenue               | 7,800       | 7,879       | 7,800       | 7,800             | 7,800                   |
| 23                | Act 68 Revenue               | 73,000      | 75,598      | 73,000      | 73,000            | 76,000                  |
| 24                | Total Intergovernmental      | 388,800     | 388,601     | 388,800     | 388,800           | 392,000                 |
| 25                |                              |             |             |             |                   |                         |
| 26                | Charges For Services         |             |             |             |                   |                         |
| 27                | Pilot - Tax Agreements       | 12,000      | 10,867      | 12,000      | 12,000            | 12,000                  |
| 28                | Management Services          | 91,300      | 100,140     | 90,360      | 90,360            | 90,360                  |
| 29                | Shared Services              | -           | -           | 25,763      | 25,763            | 25,763                  |
| 30                | Use Of Vault                 | 2,800       | 2,594       | 2,800       | 2,800             | 2,800                   |
| 31                | Recording Of Legal Docs      | 130,000     | 111,365     | 130,000     | 130,000           | 130,000                 |
| 32                | Zoning Hearing Fees          | 1,000       | 1,430       | 1,000       | 1,000             | 1,000                   |
| 33                | Subdivision Filing Fees      | 11,000      | 7,763       | 11,000      | 11,000            | 11,000                  |
| 34                | Zoning Ordinance Pamphs      | 100         | 10          | 100         | 100               | 100                     |
| 35                | C.O. Inspections             | 9,500       | 11,571      | 9,500       | 9,500             | 9,500                   |
| 36                | Printing / Duplication Svces | 12,000      | 13,191      | 12,000      | 12,000            | 12,000                  |
| 37                | Sale Public Works Specs      | 1,000       | 1,815       | 1,000       | 1,000             | 1,000                   |
| 38                | Sale Of Maps                 | 300         | 347         | 300         | 300               | 300                     |
| 39                | Sale Of Certified Copy       | 5,500       | 5,417       | 5,500       | 5,500             | 5,500                   |
| 40                | Stormwater Management Fee    | 100         | 150         | 100         | 100               | 100                     |
| 41                | Special Police Services      | 60,000      | 117,588     | 60,000      | 60,000            | 60,000                  |
| 42                | Animal Control / Shelter     | 750         | 820         | 750         | 750               | 750                     |
| 43                | Swimming Pool Fees           | 61,000      | 52,975      | 61,000      | 61,000            | 61,000                  |
| 44                | Facility Rental / Use Fees   | 6,000       | 10,464      | 6,000       | 6,000             | 7,000                   |
| 45                | Indian Brook Fees            | 32,000      | 33,417      | 32,000      | 32,000            | 33,000                  |
| 46                | Total Charges For Services   | 436,350     | 481,923     | 461,173     | 461,173           | 463,173                 |
| 47                |                              |             |             |             |                   |                         |

**GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020**

| <b>Account Name</b>                        | <b>FY18 Budget</b> | <b>FY18 Actual</b> | <b>FY19 Budget</b> | <b>FY19<br/>Estimated</b> | <b>FY20 Budget<br/>Proposal</b> |
|--------------------------------------------|--------------------|--------------------|--------------------|---------------------------|---------------------------------|
| 48 <b>Fines</b>                            |                    |                    |                    |                           |                                 |
| 49     Penalties On Taxes                  | 81,000             | 144,832            | 95,000             | 95,000                    | 105,000                         |
| 50     Interest On Taxes                   | 60,000             | 104,400            | 60,000             | 75,000                    | 70,000                          |
| 51 <b>Total Fines</b>                      | <b>141,000</b>     | <b>249,232</b>     | <b>155,000</b>     | <b>170,000</b>            | <b>175,000</b>                  |
| 52                                         |                    |                    |                    |                           |                                 |
| 53 <b>Miscellaneous</b>                    |                    |                    |                    |                           |                                 |
| 54     Interest On Deposits                | 20,000             | 26,348             | 20,000             | 25,000                    | 24,000                          |
| 55     Rents And Royalties                 | 1,001              | 1,001              | 1,001              | 1,001                     | 1,001                           |
| 56     Records Preservation                | 24,000             | 47,301             | 39,000             | 39,000                    | 39,000                          |
| 57     Not Classified                      | 20,000             | 65,467             | 20,000             | 20,000                    | 20,000                          |
| 58 <b>Total Miscellaneous</b>              | <b>65,001</b>      | <b>140,116</b>     | <b>80,001</b>      | <b>85,001</b>             | <b>84,001</b>                   |
| 59 <b>Total</b>                            | <b>13,578,739</b>  | <b>13,898,039</b>  | <b>14,209,932</b>  | <b>14,229,842</b>         | <b>14,630,649</b>               |
| 60     Fund Balance Use (Increase)         | 126,000            | 126,000            | 150,000            | 150,000                   | 100,000                         |
| 61 <b>Total Revenues</b>                   | <b>13,704,739</b>  | <b>14,024,039</b>  | <b>14,359,932</b>  | <b>14,379,842</b>         | <b>14,730,649</b>               |
| 62                                         |                    |                    |                    |                           |                                 |
| 63 <b>EXPENDITURES - DETAIL</b>            |                    |                    |                    |                           |                                 |
| 64                                         |                    |                    |                    |                           |                                 |
| 65 <b>Selectboard</b>                      |                    |                    |                    |                           |                                 |
| 66     Social Security                     | -                  | 588                | -                  | 574                       | 574                             |
| 67     Selectboard Salaries                | 5,414              | 5,414              | 8,105              | 7,500                     | 7,500                           |
| 68     Professional Services               | 29,000             | 32,214             | 25,000             | 25,000                    | 32,500                          |
| 69     Secretary                           | 8,000              | 5,977              | 8,600              | 7,750                     | 7,950                           |
| 70     Printing/Binding Ordns              | 10,400             | 10,080             | 8,000              | 8,000                     | 8,000                           |
| 71     Dues/Subscriptions/Meetings/VLCT    | 23,430             | 26,335             | 23,959             | 24,690                    | 25,164                          |
| 72     Transfer to Conservation Fund       |                    |                    | 15,000             | 15,000                    | 15,000                          |
| 73 <b>Total Selectboard</b>                | <b>76,244</b>      | <b>80,609</b>      | <b>88,664</b>      | <b>88,514</b>             | <b>96,688</b>                   |
| 74                                         |                    |                    |                    |                           |                                 |
| 75 <b>Manager and Legal</b>                |                    |                    |                    |                           |                                 |
| 76     Salaries                            | 291,335            | 257,119            | 291,359            | 291,359                   | 293,810                         |
| 77     Benefits                            | 106,376            | 118,687            | 100,545            | 100,545                   | 112,015                         |
| 78     Professional Services               | -                  | -                  | 1,000              | 1,000                     | 2,500                           |
| 79     Vehicle Repair/Maintenance Services | -                  | 12                 | -                  | 3,130                     | 1,500                           |
| 80     Advertising                         | 5,000              | 2,690              | 5,000              | 5,000                     | 5,000                           |
| 81     Printing and Binding                | 1,200              | 99                 | 376                | 200                       | 200                             |
| 82     Dues/Subscriptions/Meetings         | 5,575              | 2,870              | 7,200              | 7,200                     | 7,200                           |
| 83     Other Purchased Services            | 650                | 954                | 650                | 650                       | 650                             |
| 84     Travel                              | 2,565              | 1,138              | 3,810              | 5,100                     | 3,150                           |
| 85     General Supplies                    | 150                | 184                | 150                | 150                       | 150                             |
| 86     Furniture and Fixtures              | -                  | -                  | 4,500              | 4,500                     | 1,000                           |
| 87     LEGAL - Professional Services       | 60,000             | 57,962             | 50,000             | 50,000                    | 55,000                          |
| 88 <b>Total Manager and Legal</b>          | <b>472,851</b>     | <b>441,716</b>     | <b>464,590</b>     | <b>468,834</b>            | <b>482,175</b>                  |
| 89                                         |                    |                    |                    |                           |                                 |
| 90 <b>Economic Development</b>             |                    |                    |                    |                           |                                 |
| 91     Other Purchased Services            | 1,775              | 703                | 1,775              | 1,775                     | 1,775                           |
| 92     GBIC                                | 7,000              | 7,000              | 7,000              | 7,000                     | 7,000                           |
| 93     Chamber of Commerce                 | 1,010              | 1,010              | 1,040              | 1,040                     | 1,040                           |
| 94 <b>Total Economic Development</b>       | <b>9,785</b>       | <b>8,713</b>       | <b>9,815</b>       | <b>9,815</b>              | <b>9,815</b>                    |
| 95                                         |                    |                    |                    |                           |                                 |

**GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020**

| Account Name |                                         | FY18 Budget    | FY18 Actual    | FY19 Budget    | FY19<br>Estimated | FY20 Budget<br>Proposal |
|--------------|-----------------------------------------|----------------|----------------|----------------|-------------------|-------------------------|
| 96           | <b>Finance and Tax Collection</b>       |                |                |                |                   |                         |
| 97           | Salaries                                | 187,822        | 208,129        | 193,315        | 193,315           | 189,239                 |
| 98           | Benefits                                | 74,376         | 86,289         | 80,497         | 80,497            | 81,018                  |
| 99           | Audit                                   | 20,000         | 17,500         | 18,000         | 18,500            | 18,750                  |
| 100          | Insurance                               | 400,811        | 411,550        | 423,653        | 403,833           | 407,817                 |
| 101          | Dues/Subscriptions/Meetings             | 1,695          | 996            | 2,325          | 2,325             | 3,500                   |
| 102          | Other Purchased Services                | 3,600          | 2,265          | 3,702          | 3,700             | 3,700                   |
| 103          | Travel                                  | 350            | 333            | 500            | 500               | 500                     |
| 104          | General Supplies                        | 250            | 448            | 750            | 750               | 750                     |
| 105          | Tax Collection - Printing and Binding   | 3,750          | 3,815          | 4,000          | 3,200             | 4,000                   |
| 106          | Tax Collection - Postage                | 3,100          | 2,935          | 3,100          | 3,100             | 3,100                   |
| 107          | <b>Total Finance and Tax Collection</b> | <b>695,754</b> | <b>734,262</b> | <b>729,842</b> | <b>709,720</b>    | <b>712,374</b>          |
| 108          |                                         |                |                |                |                   |                         |
| 109          | <b>Information Management</b>           |                |                |                |                   |                         |
| 110          | Salaries                                | 209,775        | 196,596        | 196,567        | 196,567           | 192,765                 |
| 111          | Benefits                                | 102,556        | 97,054         | 104,705        | 104,525           | 101,195                 |
| 112          | Professional Services                   | -              | -              | -              | -                 | 7,500                   |
| 113          | Repair/Maintenance Services             | 36,000         | 24,361         | 33,000         | 23,900            | 25,578                  |
| 114          | Dues/Subscriptions/Meetings             | 3,900          | 3,055          | 3,900          | 3,100             | 5,500                   |
| 115          | Travel                                  | 1,000          | 435            | 1,250          | 600               | 1,000                   |
| 116          | Hardware/Software/Service               | 32,500         | 44,009         | 34,125         | 43,634            | 43,815                  |
| 117          | Transfer to Capital                     | 2,850          | 2,850          | 2,850          | 2,850             | 3,850                   |
| 118          | <b>Total Information Management</b>     | <b>388,581</b> | <b>368,361</b> | <b>376,397</b> | <b>375,176</b>    | <b>381,203</b>          |
| 119          |                                         |                |                |                |                   |                         |
| 120          | <b>Town Clerk and Elections</b>         |                |                |                |                   |                         |
| 121          | Salaries                                | 117,586        | 115,513        | 134,983        | 134,983           | 171,663                 |
| 122          | Benefits                                | 73,142         | 60,078         | 79,312         | 79,312            | 71,893                  |
| 123          | Repair/Maintenance Services             | 100            | -              | 100            | 114               | 120                     |
| 124          | Dues/Subscriptions/Meetings             | 1,000          | 934            | 1,000          | 1,000             | 2,200                   |
| 125          | Other Purchased Services                | 15,600         | 6,897          | 15,600         | 9,600             | 15,600                  |
| 126          | Travel                                  | 150            | 79             | 150            | 231               | 500                     |
| 127          | General Supplies                        | 3,000          | 1,604          | 1,500          | 1,500             | 2,000                   |
| 128          | Elections/Town Meetings                 | 6,000          | 3,092          | 15,000         | 13,500            | 4,000                   |
| 129          | <b>Total Town Clerk and Elections</b>   | <b>216,578</b> | <b>188,198</b> | <b>247,645</b> | <b>240,240</b>    | <b>267,976</b>          |
| 130          |                                         |                |                |                |                   |                         |
| 131          | <b>Buildings</b>                        |                |                |                |                   |                         |
| 132          | Salaries                                | -              | -              | -              | -                 | 34,504                  |
| 133          | Benefits                                | -              | -              | -              | -                 | 2,940                   |
| 134          | Training, Conferences & Dues            | -              | -              | -              | -                 | 1,500                   |
| 135          |                                         |                |                |                |                   |                         |
| 136          | Water/Sewer - 81 Main Street            | 1,057          | 637            | 663            | 663               | 700                     |
| 137          | Water/Sewer - Essex Free Library        |                |                |                |                   | 300                     |
| 138          | Water/Sewer - Town Fire Station         | 780            | 1,167          | 800            | 800               | 1,200                   |
| 139          | Water/Sewer - Police Station            | 600            | 454            | 600            | 600               | 600                     |
| 140          | Water/Sewer - Town PW Admin             | 350            | 281            | 350            | 350               | 340                     |
| 141          | Water/Sewer - Town PW Garage            | 2,900          | 3,252          | 3,500          | 3,300             | 4,525                   |
| 142          | Water/Sewer - Parks Garage              | 245            | 313            | 280            | 300               | 300                     |
| 143          | Water/Sewer - Memorial Hall             | 1,742          | 1,050          | 1,092          | 1,092             | 1,200                   |
| 144          | Water/Sewer - Powell Museum             | 311            | 187            | 195            | 195               | 200                     |
| 145          | <b>Water/Sewer Subtotal</b>             | <b>7,985</b>   | <b>7,342</b>   | <b>7,480</b>   | <b>7,300</b>      | <b>9,365</b>            |
| 146          |                                         |                |                |                |                   |                         |

**GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020**

| Account Name |                                                      | FY18 Budget    | FY18 Actual    | FY19 Budget    | FY19<br>Estimated | FY20 Budget<br>Proposal |
|--------------|------------------------------------------------------|----------------|----------------|----------------|-------------------|-------------------------|
| 147          | R & M Buildings - 81 Main Street                     | 28,600         | 35,794         | 32,800         | 32,800            | 18,800                  |
| 148          | R & M Buildings - Essex Free Library                 |                |                |                |                   | 4,000                   |
| 149          | R & M Buildings - Town Fire Station                  | 10,000         | 4,125          | 5,000          | 5,000             | 5,000                   |
| 150          | R & M Buildings - Police Station                     | 37,000         | 41,283         | 37,000         | 37,000            | 10,000                  |
| 151          | R & M Buildings - Town PW Admin                      | 400            | 286            | 400            | 400               | 1,400                   |
| 152          | R & M Buildings - Town PW Garage                     | 8,900          | 39,368         | 11,900         | 11,900            | 11,900                  |
| 153          | R & M Buildings - Memorial Hall                      | 2,000          | 619            | 1,000          | 1,000             | 2,000                   |
| 154          | R & M Buildings - Powell Museum                      |                |                |                |                   | 2,500                   |
| 155          | <b>Repair &amp; Maintenance (R &amp; M) Subtotal</b> | <b>86,900</b>  | <b>121,476</b> | <b>88,100</b>  | <b>88,100</b>     | <b>55,600</b>           |
| 156          |                                                      |                |                |                |                   |                         |
| 157          | Contractual Services - 81 Main Street                | 20,000         | 19,890         | 19,840         | 19,840            | 18,400                  |
| 158          | Contractual Services - Essex Free Library            | 19,124         | 14,151         | 19,324         | 19,300            | 19,324                  |
| 159          | Contractual Services - Town Fire Station             | 1,500          | 237            | 1,500          | 500               | 1,500                   |
| 160          | Contractual Services - Police Station                |                |                |                |                   | 29,000                  |
| 161          | Contractual Services - Town PW Admin                 | 7,250          | 6,291          | 7,590          | 7,590             | 6,500                   |
| 162          | <b>Contractual Services Subtotal</b>                 | <b>47,874</b>  | <b>40,569</b>  | <b>48,254</b>  | <b>47,230</b>     | <b>74,724</b>           |
| 163          |                                                      |                |                |                |                   |                         |
| 164          | Gasoline - Town PW Garage                            | 119,325        | 117,708        | 117,325        | 125,000           | 136,000                 |
| 165          | <b>Gasoline Subtotal</b>                             | <b>119,325</b> | <b>117,708</b> | <b>117,325</b> | <b>125,000</b>    | <b>136,000</b>          |
| 166          |                                                      |                |                |                |                   |                         |
| 167          | Telephone - 81 Main Street                           | 19,000         | 22,185         | 22,625         | 22,625            | 23,000                  |
| 168          | Telephone - Town Fire Station                        | 3,000          | 2,123          | 3,000          | 3,000             | 3,000                   |
| 169          | Telephone - Police Station                           |                |                |                |                   | 8,150                   |
| 170          | Telephone - Town PW Garage                           |                |                |                |                   | 1,400                   |
| 171          | Telephone - Parks Garage                             |                |                |                |                   | 120                     |
| 172          | <b>Telephone Subtotal</b>                            | <b>22,000</b>  | <b>24,308</b>  | <b>25,625</b>  | <b>25,625</b>     | <b>35,670</b>           |
| 173          |                                                      |                |                |                |                   |                         |
| 174          | General Supplies - 81 Main Street                    | 38,050         | 24,047         | 37,700         | 37,700            | 41,800                  |
| 175          | General Supplies - Town Fire Station                 | 1,500          | 102            | 1,500          | 1,500             | 1,500                   |
| 176          | General Supplies - Town PW Admin                     | 200            | 191            | 300            | 300               | 400                     |
| 177          | General Supplies - Town PW Garage                    | 7,750          | 7,563          | 7,950          | 7,500             | 8,200                   |
| 178          | <b>General Supplies Subtotal</b>                     | <b>47,500</b>  | <b>31,904</b>  | <b>47,450</b>  | <b>47,000</b>     | <b>51,900</b>           |
| 179          |                                                      |                |                |                |                   |                         |
| 180          | Electricity - 81 Main Street                         | 22,000         | 17,392         | 18,900         | 18,900            | 14,400                  |
| 181          | Electricity - Essex Free Library                     | 4,745          | 4,900          | 4,745          | 5,000             | 5,000                   |
| 182          | Electricity - Town Fire Station                      | 3,900          | 4,653          | 4,000          | 4,000             | 4,700                   |
| 183          | Electricity - Police Station                         | 24,600         | 21,750         | 24,600         | 24,600            | 24,600                  |
| 184          | Electricity - Town PW Admin                          | 1,887          | 3,440          | 1,400          | 1,400             | 1,400                   |
| 185          | Electricity - Town PW Garage                         | 11,500         | 11,580         | 11,665         | 11,800            | 12,430                  |
| 186          | Electricity - Parks Garage                           | 2,415          | 3,085          | 2,760          | 3,100             | 3,100                   |
| 187          | Electricity - Memorial Hall                          |                |                |                |                   | 2,500                   |
| 188          | Electricity - Powell Museum                          |                |                |                |                   | 900                     |
| 189          | Electricity - Tree Farm                              |                |                |                |                   | 600                     |
| 190          | <b>Electricity Subtotal</b>                          | <b>71,047</b>  | <b>66,800</b>  | <b>68,070</b>  | <b>68,800</b>     | <b>69,630</b>           |
| 191          |                                                      |                |                |                |                   |                         |

**GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020**

| Account Name |                                          | FY18 Budget    | FY18 Actual    | FY19 Budget    | FY19<br>Estimated | FY20 Budget<br>Proposal |
|--------------|------------------------------------------|----------------|----------------|----------------|-------------------|-------------------------|
| 192          | Natural Gas - 81 Main Street             | 12,500         | 8,757          | 11,000         | 11,000            | 5,000                   |
| 193          | Natural Gas - Essex Free Library         | 2,300          | 2,337          | 2,300          | 2,300             | 2,400                   |
| 194          | Natural Gas - Town Fire Station          | 3,120          | 3,120          | 3,200          | 3,200             | 3,200                   |
| 195          | Natural Gas - Police Station             | 4,800          | 4,430          | 4,800          | 4,800             | 4,800                   |
| 196          | Natural Gas - Town PW Admin              | 943            | 1,720          | 760            | 780               | 800                     |
| 197          | Natural Gas - Town PW Garage             | 6,400          | 5,033          | 6,100          | 6,100             | 6,500                   |
| 198          | Natural Gas - Parks Garage               | 840            | 1,073          | 960            | 1,100             | 1,100                   |
| 199          | Natural Gas - Memorial Hall              |                |                |                |                   | 3,200                   |
| 200          | Natural Gas - Powell Museum              |                |                |                |                   | 1,400                   |
| 201          | <b>Natural Gas Subtotal</b>              | <b>30,903</b>  | <b>26,470</b>  | <b>29,120</b>  | <b>29,280</b>     | <b>28,400</b>           |
| 202          |                                          |                |                |                |                   |                         |
| 203          | Capital Outlay - Town Fire Station       | 5,000          | -              | 1,000          | 1,000             | 1,000                   |
| 204          | Capital Outlay - Town PW Admin           | 1,000          | 604            | 1,000          | 1,000             | -                       |
| 205          | <b>Capital Outlay Subtotal</b>           | <b>6,000</b>   | <b>604</b>     | <b>2,000</b>   | <b>2,000</b>      | <b>1,000</b>            |
| 206          | <b>Total Buildings</b>                   | <b>439,534</b> | <b>437,182</b> | <b>433,424</b> | <b>440,335</b>    | <b>501,233</b>          |
| 207          |                                          |                |                |                |                   |                         |
| 208          | <b>Assessor</b>                          |                |                |                |                   |                         |
| 209          | Salaries                                 | 131,409        | 134,160        | 135,563        | 135,563           | 127,587                 |
| 210          | Benefits                                 | 70,136         | 61,433         | 74,511         | 74,511            | 67,952                  |
| 211          | Professional Services                    | 2,005          | 2,038          | 1,000          | 700               | 3,300                   |
| 212          | Repair/Maintenance Services              | 500            | 1,205          | 1,000          | 1,450             | 1,000                   |
| 213          | Advertising                              | 200            | 128            | 150            | 150               | 150                     |
| 214          | Dues/Subscriptions/Meetings              | 760            | 1,207          | 760            | 760               | 1,450                   |
| 215          | Travel                                   | 100            | -              | 100            | 100               | 100                     |
| 216          | General Supplies                         | 30             | 84             | 30             | 78                | 150                     |
| 217          | Vehicles & Equipment Transfer            | 3,000          | 3,000          | 2,500          | 2,500             | 3,000                   |
| 218          | <b>Total Assessor</b>                    | <b>208,140</b> | <b>203,254</b> | <b>215,614</b> | <b>215,812</b>    | <b>204,689</b>          |
| 219          |                                          |                |                |                |                   |                         |
| 220          | <b>Public Works and Sanitation</b>       |                |                |                |                   |                         |
| 221          | Salaries - Regular                       | 89,557         | 93,727         | 92,517         | 92,517            | 95,255                  |
| 222          | Salaries - Overtime                      | 36,620         | 31,020         | 35,742         | 35,742            | 30,626                  |
| 223          | Professional Services                    | 450            | 339            | 450            | 450               | 450                     |
| 224          | Training, Conferences, Dues              | 875            | 366            | 975            | 975               | 3,250                   |
| 225          | Travel                                   | 2,100          | 1,706          | 1,700          | 1,700             | -                       |
| 226          | SANITATION - Landfill Monitoring         | 14,500         | 10,816         | 13,500         | 13,500            | 16,000                  |
| 227          | <b>Total Public Works and Sanitation</b> | <b>144,102</b> | <b>137,974</b> | <b>144,884</b> | <b>144,884</b>    | <b>145,581</b>          |
| 228          |                                          |                |                |                |                   |                         |
| 229          | <b>Community Development</b>             |                |                |                |                   |                         |
| 230          | Salaries                                 | 259,474        | 244,049        | 261,913        | 261,913           | 254,698                 |
| 231          | Benefits                                 | 126,493        | 114,562        | 136,848        | 136,848           | 99,059                  |
| 232          | Professional Services                    | 20,000         | 50,387         | 15,000         | 15,000            | 12,500                  |
| 233          | Repair/Maintenance Services              | 1,000          | 179            | 1,000          | 1,000             | 1,000                   |
| 234          | Advertising                              | 6,000          | 3,883          | 6,000          | 6,000             | 6,000                   |
| 235          | Printing and Binding                     | 300            | 21             | 500            | 500               | 500                     |
| 236          | Dues/Subscriptions/Meetings              | 2,900          | 2,870          | 5,000          | 5,000             | 4,000                   |
| 237          | Travel                                   | 3,000          | 3,537          | 3,000          | 3,000             | 3,000                   |
| 238          | General Supplies                         | 300            | 617            | 900            | 900               | 1,000                   |
| 239          | Vehicles & Equipment Transfer            | 3,000          | 3,000          | 2,500          | 2,500             | 3,000                   |
| 240          | <b>Total Community Development</b>       | <b>422,467</b> | <b>423,106</b> | <b>432,661</b> | <b>432,661</b>    | <b>384,757</b>          |
| 241          |                                          |                |                |                |                   |                         |

**GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020**

| Account Name |                                         | FY18 Budget      | FY18 Actual      | FY19 Budget      | FY19<br>Estimated | FY20 Budget<br>Proposal |
|--------------|-----------------------------------------|------------------|------------------|------------------|-------------------|-------------------------|
| 242          | <b>Police</b>                           |                  |                  |                  |                   |                         |
| 243          | Salaries - Regular                      | 2,323,686        | 2,151,181        | 2,525,410        | 2,399,140         | 2,553,719               |
| 244          | Salaries - Overtime                     | 261,904          | 301,882          | 304,791          | 304,791           | 276,375                 |
| 245          | Benefits                                | 1,116,397        | 1,012,638        | 1,261,926        | 1,261,926         | 1,256,464               |
| 246          | Crime Prevention                        | 5,000            | 3,723            | 5,000            | 5,000             | 5,000                   |
| 247          | Information Technology                  | 22,500           | 22,663           | 10,500           | 10,500            | 20,000                  |
| 248          | IT Care and Maintenance                 | 55,050           | 57,698           | 55,050           | 55,050            | 55,050                  |
| 249          | Professional Services                   | 5,000            | 4,621            | 5,000            | 5,000             | 5,000                   |
| 250          | Rental of Equipment                     | 1,000            | 1,000            | -                | -                 | -                       |
| 251          | Advertising                             | 500              | 459              | 500              | 500               | 600                     |
| 252          | Printing and Binding                    | 3,000            | 1,333            | 2,000            | 2,000             | 2,500                   |
| 253          | Dues/Subscriptions/Meetings             | 3,600            | 4,946            | 4,500            | 4,500             | 4,680                   |
| 254          | Travel                                  | 7,500            | 4,227            | 7,500            | 7,500             | 7,800                   |
| 255          | Taxes/Licenses/Registrations            | 130              | 60               | 140              | 140               | 100                     |
| 256          | General Supplies                        | 17,800           | 13,066           | 16,000           | 16,000            | 21,748                  |
| 257          | Small Tools & Equipment                 | 17,500           | 7,977            | 16,000           | 16,000            | 10,252                  |
| 258          | Uniforms                                | 34,000           | 51,179           | 35,000           | 35,000            | 36,400                  |
| 259          | Police Training                         | 18,000           | 18,880           | 18,000           | 18,000            | 18,720                  |
| 260          | Police Communications                   | 15,800           | 12,854           | 17,000           | 17,000            | 24,000                  |
| 261          | Repair & Maintenance Services           | 22,000           | 20,554           | 24,000           | 24,000            | 24,000                  |
| 262          | R&M Supplies                            | 13,250           | 14,879           | 16,500           | 16,500            | 16,500                  |
| 263          | Vehicles                                | 75,000           | 58,251           | 76,000           | 76,000            | 84,000                  |
| 264          | Community Outreach                      | -                | 12,700           | 24,600           | 24,600            | 26,000                  |
| 265          | Telephone                               | 23,000           | 13,115           | 23,000           | 23,000            | 14,850                  |
| 266          | Contribution to CJC                     | -                | -                | -                | -                 | 15,800                  |
| 267          | <b>Total Police</b>                     | <b>4,041,617</b> | <b>3,789,886</b> | <b>4,448,417</b> | <b>4,322,147</b>  | <b>4,479,558</b>        |
| 268          |                                         |                  |                  |                  |                   |                         |
| 269          | <b>Fire</b>                             |                  |                  |                  |                   |                         |
| 270          | Salaries                                | 153,048          | 170,443          | 170,548          | 170,548           | 225,000                 |
| 271          | Benefits                                | 12,164           | 13,039           | 13,047           | 13,047            | 17,213                  |
| 272          | Worker's Compensation Ins               | 26,500           | 34,396           | 28,993           | 28,993            | 38,250                  |
| 273          | Dues/Subscriptions/Meetings             | 1,830            | 2,346            | 2,400            | 2,400             | 2,400                   |
| 274          | General Supplies                        | 5,174            | 5,865            | 5,174            | 5,174             | 5,329                   |
| 275          | Small Tools and Equipment               | 12,100           | 7,623            | 12,100           | 12,100            | 12,100                  |
| 276          | Uniforms                                | 21,780           | 23,588           | 24,000           | 24,000            | 28,000                  |
| 277          | SCBA Machinery                          | 6,200            | 5,301            | 6,200            | 5,500             | 5,500                   |
| 278          | Vehicles - Transfer to Capital          | 150,000          | 150,000          | 150,000          | 150,000           | 150,000                 |
| 279          | Equipment - Transfer to Capital         | 20,000           | 20,000           | 20,000           | 20,000            | 25,000                  |
| 280          | Fire Prevention                         | 3,000            | 2,880            | 3,000            | 3,000             | 3,000                   |
| 281          | Medical                                 | 500              | -                | 3,000            | 3,000             | 3,000                   |
| 282          | Fire Training                           | 4,600            | 6,199            | 4,600            | 4,600             | 4,600                   |
| 283          | Communications                          | 27,050           | 26,759           | 30,000           | 30,000            | 30,000                  |
| 284          | Vehicles: Repair & Maintenance Services | 35,250           | 18,610           | 35,250           | 35,250            | 25,000                  |
| 285          | Vehicles: R&M Supplies                  | 1,500            | 180              | 1,000            | 1,000             | 1,000                   |
| 286          | <b>Total Fire</b>                       | <b>480,696</b>   | <b>487,229</b>   | <b>509,312</b>   | <b>508,612</b>    | <b>575,392</b>          |
| 287          |                                         |                  |                  |                  |                   |                         |

**GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020**

| Account Name |                                     | FY18 Budget      | FY18 Actual      | FY19 Budget      | FY19<br>Estimated | FY20 Budget<br>Proposal |
|--------------|-------------------------------------|------------------|------------------|------------------|-------------------|-------------------------|
| 288          | <b>Highway</b>                      |                  |                  |                  |                   |                         |
| 289          | Salaries                            | 712,720          | 734,743          | 731,044          | 731,044           | 762,659                 |
| 290          | Benefits                            | 328,709          | 302,455          | 337,826          | 327,500           | 363,487                 |
| 291          | Professional Services               | 9,500            | 9,032            | 9,500            | 10,000            | 12,000                  |
| 292          | R&M Services - Vehicles             | 40,000           | 25,146           | 38,000           | 36,000            | 37,000                  |
| 293          | R&M Supplies - Vehicles             | 60,600           | 46,698           | 60,600           | 60,600            | 60,800                  |
| 294          | Equipment Rentals                   | 13,050           | 5,127            | 15,090           | 15,090            | 15,100                  |
| 295          | Training, Conferences, Dues         | 2,300            | 2,294            | 2,300            | 2,300             | 8,000                   |
| 296          | Communications                      | 19,790           | 13,847           | 17,700           | 16,500            | 14,240                  |
| 297          | Other purchased services            | 12,450           | 18,761           | 13,420           | 16,000            | 4,400                   |
| 298          | Advertising and Interview Costs     | 2,000            | 1,891            | 2,100            | 2,100             | 2,100                   |
| 299          | Travel                              | 2,400            | 4,970            | 2,900            | 2,900             | 1,500                   |
| 300          | Taxes/Licenses/Registrations        | 450              | 496              | 375              | 375               | -                       |
| 301          | General Supplies                    | -                | 169              | -                | 4,100             | 8,900                   |
| 302          | Small Tools & Equipment             | 3,500            | 3,927            | 3,500            | 3,500             | -                       |
| 303          | Uniforms                            | 8,500            | 9,555            | 8,800            | 10,500            | 11,000                  |
| 304          | Vehicles Transfer                   | 175,000          | 175,000          | 168,000          | 168,000           | 180,000                 |
| 305          | Capital Outlay                      | 13,100           | 19,027           | 5,800            | 5,800             | 6,000                   |
| 306          | Electricity - Street/Traffic Lights | 90,000           | 94,330           | 91,500           | 97,000            | 98,000                  |
| 307          | Streetscape Maintenance             | 20,650           | 14,857           | 13,950           | 16,000            | 17,450                  |
| 308          | Summer Const - Purchased Services   | 231,360          | 220,794          | 231,360          | 231,360           | 247,740                 |
| 309          | Summer Const - Supplies             | 64,000           | 44,807           | 60,000           | 60,000            | 64,000                  |
| 310          | Traffic Control                     | 34,600           | 33,619           | 35,800           | 35,800            | 35,900                  |
| 311          | Sidewalk and Curb Maintenance       | 22,000           | 24,240           | 22,000           | 24,000            | 28,000                  |
| 312          | Winter Maint - Purchased Services   | 13,400           | 28,851           | 22,000           | 22,300            | 24,000                  |
| 313          | Winter Maint - Supplies             | 193,700          | 190,098          | 199,500          | 205,000           | 214,800                 |
| 314          | Bridges - Other Purchased Services  | -                | -                | 500              | 500               | 500                     |
| 315          | Storm Sewer Maintenance             | 132,500          | 130,052          | 130,500          | 130,500           | 132,000                 |
| 316          | <b>Total Town Highway</b>           | <b>2,206,279</b> | <b>2,154,785</b> | <b>2,224,065</b> | <b>2,234,769</b>  | <b>2,349,576</b>        |
| 317          | Village Highway Expense             | 1,059,989        | 1,059,989        | 1,080,759        | 1,080,759         | 1,113,329               |
| 318          | <b>Total Combined Highway</b>       | <b>3,266,268</b> | <b>3,214,774</b> | <b>3,304,824</b> | <b>3,315,528</b>  | <b>3,462,905</b>        |
| 319          |                                     |                  |                  |                  |                   |                         |
| 320          | <b>Stormwater</b>                   |                  |                  |                  |                   |                         |
| 321          | Salaries                            | 101,378          | 108,564          | 121,152          | 121,200           | 124,543                 |
| 322          | Benefits                            | 34,763           | 33,954           | 43,781           | 43,282            | 42,960                  |
| 323          | Professional Services               | 31,000           | 5,715            | 25,000           | 22,000            | 25,000                  |
| 324          | Construction - Facilities           | 15,000           | -                | 15,000           | 15,000            | 15,000                  |
| 325          | Advertising                         | 37,000           | 12,624           | 34,000           | 15,000            | 13,000                  |
| 326          | Other Purchased Services            | 12,600           | 14,773           | 10,000           | 12,000            | 12,500                  |
| 327          | Travel                              | 3,180            | 2,869            | 3,180            | 4,000             | 5,450                   |
| 328          | Taxes/Licenses/Registrations        | 28,100           | 33,893           | 20,000           | 34,000            | 34,000                  |
| 329          | <b>Total Town Stormwater</b>        | <b>263,021</b>   | <b>212,392</b>   | <b>272,113</b>   | <b>266,482</b>    | <b>272,453</b>          |
| 330          | Village Stormwater Expense          | 61,460           | 61,460           | 64,367           | 64,367            | 69,047                  |
| 331          | <b>Total Combined Stormwater</b>    | <b>324,481</b>   | <b>273,852</b>   | <b>336,480</b>   | <b>330,849</b>    | <b>341,500</b>          |
| 332          |                                     |                  |                  |                  |                   |                         |

**GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020**

| <b>Account Name</b>                                | <b>FY18 Budget</b> | <b>FY18 Actual</b> | <b>FY19 Budget</b> | <b>FY19<br/>Estimated</b> | <b>FY20 Budget<br/>Proposal</b> |
|----------------------------------------------------|--------------------|--------------------|--------------------|---------------------------|---------------------------------|
| 333 <b>Health &amp; Welfare</b>                    |                    |                    |                    |                           |                                 |
| 334 Public Health Officer                          | 14,787             | 15,220             | 15,710             | 15,710                    | 16,258                          |
| 335 Dog Control                                    | 29,610             | 29,646             | 30,646             | 30,646                    | 31,719                          |
| 336 Animal Control/Shelter                         | 2,500              | 2,270              | 2,500              | 2,500                     | 3,600                           |
| 337 Human Service Grants/Contributions             | 137,086            | 137,086            | 143,454            | 143,454                   | 147,307                         |
| 338 Donation Essex Rescue                          | 60,125             | 60,125             | 76,300             | 76,300                    | 76,300                          |
| 339 Contribution - Essex Jct. Cemetery Association | 7,500              | 9,490              | 7,500              | 7,500                     | 5,000                           |
| 340 E.C. Historical Museum                         | 1,500              | 1,494              | 1,500              | 1,500                     | 3,000                           |
| 341 <b>Total Health &amp; Welfare</b>              | <b>253,108</b>     | <b>255,330</b>     | <b>277,610</b>     | <b>277,610</b>            | <b>283,184</b>                  |
| 342                                                |                    |                    |                    |                           |                                 |
| 343 <b>Recreation Administration</b>               |                    |                    |                    |                           |                                 |
| 344 Salaries                                       | 186,473            | 177,916            | 179,209            | 179,209                   | 203,192                         |
| 345 Benefits                                       | 105,308            | 105,797            | 118,816            | 118,816                   | 125,646                         |
| 346 Other Professional Services                    | 8,000              | 348                | 7,800              | 7,800                     | 7,800                           |
| 347 Communications                                 | 700                | 746                | 700                | 750                       | 750                             |
| 348 Advertising                                    | -                  | -                  | -                  | -                         | 450                             |
| 349 Dues/Subscriptions/Meetings                    | 2,500              | 5,678              | 2,300              | 2,200                     | 2,400                           |
| 350 Other Purchased Services                       | -                  | 57                 | 3,200              | 3,400                     | 3,400                           |
| 351 Travel                                         | 2,000              | 1,940              | 2,000              | 1,500                     | 2,000                           |
| 352 General Supplies                               | -                  | 520                | -                  | -                         | 2,000                           |
| 353 Memorial Day Celebration                       | 7,500              | 7,500              | 7,500              | 7,500                     | 7,500                           |
| 354 <b>Total Recreation Administration</b>         | <b>312,481</b>     | <b>300,503</b>     | <b>321,525</b>     | <b>321,175</b>            | <b>355,138</b>                  |
| 355                                                |                    |                    |                    |                           |                                 |
| 356 <b>Pool</b>                                    |                    |                    |                    |                           |                                 |
| 357 Salaries                                       | 89,582             | 77,738             | 88,321             | 80,000                    | 85,589                          |
| 358 Benefits                                       | 6,853              | 5,849              | 6,756              | 6,756                     | 6,547                           |
| 359 Repair/Maintenance Services                    | 10,000             | 7,702              | 14,000             | 10,000                    | 14,000                          |
| 360 Repair/Maintenance Supplies                    | 1,250              | 4,716              | 1,250              | 3,000                     | 4,000                           |
| 361 Communications                                 | 2,500              | 1,748              | 2,500              | 2,000                     | 2,000                           |
| 362 Advertising                                    | -                  | -                  | 175                | -                         | -                               |
| 363 Dues/Subscriptions/Meetings                    | 1,700              | 2,949              | 1,850              | 2,100                     | 2,500                           |
| 364 Other Purchased Services                       | 2,200              | 384                | 2,200              | 2,000                     | 2,000                           |
| 365 General Supplies                               | 12,000             | 2,884              | 12,000             | 5,000                     | 5,000                           |
| 366 Small Tools & Equipment                        | 5,000              | 2,391              | 5,000              | 2,000                     | 5,000                           |
| 367 Uniforms                                       | 1,400              | 1,200              | 1,600              | 1,400                     | 1,500                           |
| 368 Electricity / Water                            | 12,700             | 10,651             | 12,700             | 12,000                    | 12,000                          |
| 369 <b>Total Pool</b>                              | <b>145,185</b>     | <b>118,212</b>     | <b>148,352</b>     | <b>126,256</b>            | <b>140,136</b>                  |
| 370                                                |                    |                    |                    |                           |                                 |

**GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020**

| Account Name |                                  | FY18 Budget    | FY18 Actual    | FY19 Budget    | FY19<br>Estimated | FY20 Budget<br>Proposal |
|--------------|----------------------------------|----------------|----------------|----------------|-------------------|-------------------------|
| 371          | <b>Parks</b>                     |                |                |                |                   |                         |
| 372          | Salaries                         | 143,977        | 133,964        | 176,707        | 176,707           | 182,021                 |
| 373          | Benefits                         | 45,401         | 43,834         | 81,047         | 81,047            | 65,943                  |
| 374          | Repair/Maintenance Services      | 13,000         | 20,316         | 10,000         | 10,000            | 10,000                  |
| 375          | Repair/Maintenance Supplies      | 18,000         | 11,395         | 20,000         | 20,000            | 20,000                  |
| 376          | Cemetery Maintenance             | -              | 131            | -              | 2,500             | 2,500                   |
| 377          | Rental of Equipment              | -              | 417            | -              | 500               | 500                     |
| 378          | Communications                   | 1,200          | 2,291          | 1,350          | 2,000             | 2,080                   |
| 379          | Advertising                      | -              | -              | 325            | -                 | -                       |
| 380          | Dues/Subscriptions/Meetings      | 500            | 180            | 550            | 400               | 550                     |
| 381          | Other Purchased Services         | 12,000         | 7,881          | 12,000         | 11,000            | 11,000                  |
| 382          | General Supplies                 | 6,200          | 4,770          | 6,200          | 6,200             | 7,000                   |
| 383          | Small Tools & Equipment          | 800            | 71             | 950            | 950               | 950                     |
| 384          | Uniforms                         | 1,500          | 872            | 1,500          | 1,500             | 1,500                   |
| 385          | Transfer to Capital              | 31,000         | 31,000         | -              | -                 | 25,000                  |
| 386          | <b>Total Parks</b>               | <b>273,578</b> | <b>257,123</b> | <b>310,629</b> | <b>312,804</b>    | <b>329,044</b>          |
| 387          |                                  |                |                |                |                   |                         |
| 388          | <b>Senior Activities</b>         |                |                |                |                   |                         |
| 389          | Salaries                         | 89,986         | 85,508         | 114,017        | 114,017           | 120,232                 |
| 390          | Benefits                         | 15,371         | 20,468         | 23,447         | 23,447            | 25,032                  |
| 391          | Repair/Maintenance Services      | 15,000         | 8,544          | 15,000         | 12,000            | 12,000                  |
| 392          | Communications                   | 1,000          | 1,462          | 1,000          | 1,500             | 1,500                   |
| 393          | Postage                          | -              | 542            | -              | 300               | 300                     |
| 394          | Advertising                      | -              | -              | 325            | -                 | -                       |
| 395          | Other Purchased Services         | 1,500          | 502            | 1,700          | 1,500             | 1,500                   |
| 396          | General Supplies                 | 600            | 44             | -              | -                 | 200                     |
| 397          | Transfer to Capital - Vehicles   | 4,000          | 4,000          | 4,000          | 4,000             | 4,000                   |
| 398          | <b>Total Senior Activities</b>   | <b>127,457</b> | <b>121,069</b> | <b>159,489</b> | <b>156,764</b>    | <b>164,764</b>          |
| 399          |                                  |                |                |                |                   |                         |
| 400          | <b>Library</b>                   |                |                |                |                   |                         |
| 401          | Salaries - Regular               | 224,576        | 215,780        | 231,083        | 231,083           | 238,507                 |
| 402          | Group Insurance                  | 74,726         | 65,799         | 73,185         | 73,185            | 68,762                  |
| 403          | Social Security                  | 17,180         | 16,191         | 17,679         | 17,679            | 18,247                  |
| 404          | Retirement                       | 16,971         | 16,325         | 17,224         | 17,224            | 18,206                  |
| 405          | Other Employee Benefits          | 1,200          | 900            | 1,200          | 1,200             | 1,200                   |
| 406          | Technical Access                 | -              | -              | -              | -                 | 6,200                   |
| 407          | Dues/Subscriptions/Meetings      | 828            | 828            | 700            | 700               | 1,200                   |
| 408          | Other Purchased Services         | 2,835          | 2,493          | 2,835          | 2,800             | 1,500                   |
| 409          | Travel                           | -              | -              | 100            | 100               | -                       |
| 410          | General Supplies                 | 4,000          | 4,046          | 4,100          | 4,100             | 4,100                   |
| 411          | Adult Collection                 | 27,500         | 26,960         | 27,500         | 27,500            | 15,200                  |
| 412          | Juvenile Collection              | -              | -              | -              | -                 | 7,000                   |
| 413          | Improvements other than Building | 700            | -              | 700            | 700               | -                       |
| 414          | Special Programs                 | 600            | -              | 600            | 600               | 600                     |
| 415          | Grant - Brownell Library         | 15,000         | 15,000         | 15,000         | 15,000            | 15,000                  |
| 416          | <b>Total Library</b>             | <b>386,116</b> | <b>364,321</b> | <b>391,906</b> | <b>391,871</b>    | <b>395,722</b>          |
| 417          |                                  |                |                |                |                   |                         |

# **GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020**

| <b>Account Name</b>                    | <b>FY18 Budget</b> | <b>FY18 Actual</b> | <b>FY19 Budget</b> | <b>FY19<br/>Estimated</b> | <b>FY20 Budget<br/>Proposal</b> |
|----------------------------------------|--------------------|--------------------|--------------------|---------------------------|---------------------------------|
| 418 <b>Debt Service</b>                |                    |                    |                    |                           |                                 |
| 419     Police Facility Bond Principal | 345,000            | 345,000            | 345,000            | 345,000                   | 345,000                         |
| 420     Police Facility Bond Interest  | 215,318            | 198,117            | 203,292            | 203,292                   | 194,973                         |
| 421 <b>Total Debt Service</b>          | <b>560,318</b>     | <b>543,117</b>     | <b>548,292</b>     | <b>548,292</b>            | <b>539,973</b>                  |
| 422                                    |                    |                    |                    |                           |                                 |
| 423 <b>Intergovernmental</b>           |                    |                    |                    |                           |                                 |
| 424     County Tax                     | 117,328            | 50,781             | 125,267            | 125,266                   | 126,749                         |
| 425     Green Mountain Transit         | 257,360            | 257,360            | 255,848            | 255,848                   | 267,726                         |
| 426     Winooski Valley Park District  | 54,673             | 54,673             | 54,673             | 54,673                    | 57,743                          |
| 427     CCRPC                          | 30,037             | 30,037             | 23,772             | 23,772                    | 24,624                          |
| 428 <b>Total Intergovernmental</b>     | <b>459,398</b>     | <b>392,851</b>     | <b>459,560</b>     | <b>459,559</b>            | <b>476,842</b>                  |
| 429                                    |                    |                    |                    |                           |                                 |
| 430 <b>Total Expenditures</b>          | <b>13,704,739</b>  | <b>13,141,640</b>  | <b>14,359,932</b>  | <b>14,197,457</b>         | <b>14,730,649</b>               |

The firm of Kittell, Branagan and Sargent was engaged to audit the financial statements of the Town of Essex for the fiscal year ended June 30, 2018. Copies of the audit report, for which they gave an unqualified opinion, are on file at the Town office and can be obtained on the Town website at [www.essex.org](http://www.essex.org).

For the proposed FY20 budget, all Buildings related expenditure accounts and their associated history have been lifted from individual departments and compiled into one Buildings department. A crosswalk can be found in the complete budget document on the Town's website at [www.essex.org](http://www.essex.org).

**A complete picture of the Town's financial condition and results of operations can only be obtained by reading the entire audit report and the accompanying footnotes and schedules.**

## **TOWN OF ESSEX ANNUAL TOWN MEETING**

### *SELECTBOARD MINUTES*

**March 5, 2018**

**SELECTBOARD:** Max Levy, Chair, Michael Plageman, Vice Chair, Irene Wrenner, Andrew Watts, Susan Cook.

**STAFF PRESENT:** Evan Teich, Municipal Manager; Greg Duggan, Deputy Town Manager, Lauren Morrisseau; Finance Director; Susan McNamara-Hill, Town Clerk; Dennis Lutz, Public Works Director; Rick Garey, Police Chief; Aaron Martin, Utilities Director; Ann Paietta, Library Director; Allison Vile, Parks and Recreation Director; Charles Cole, Fire Chief; Randy Viens, Town Assessor; Dana Hanley, Community Development Director; Rob Paluba, Information Technology Director; Bill Ellis, Town Attorney.

**MODERATOR:** Steve Eustis

Mr. Eustis introduced himself as Town Moderator at 7:48 p.m. The Essex Boy Scout Troop 635 led the assembly in reciting the Pledge of Allegiance.

Next, Mr. Eustis asked the public to join him in a moment of silence for those who had given the ultimate sacrifice for the community, whether serving in the Armed Forces of the United States or serving the community as police officers, firefighters or rescue workers.

Next, Mr. Eustis introduced Selectboard member, Susan Cook, who welcomed the public and read the following statement from Mr. Toby Balivet, Town Attorney for Danville, Vermont:

“We are gathered together in civil assembly. We gather as a community, in the oldest sense of the word. We gather to come together and try to make decisions; about what is right, about what is wrong. Let us advocate for our positions, but not at the expense of others. Let us remember that there is an immense gap between saying “I am right” and saying “I believe I am right.” And that our neighbors with whom we might disagree are good people “with hopes and dreams as true and high as ours.” And let us always remember that, in the end, caring for each other, in this community, is of far greater importance than any difference we may have. Thank you for being here this evening.”

Next, Mr. Eustis introduced the Selectboard Chair, Mr. Levy, who also welcomed the public to this year's Town Meeting. Mr. Levy hoped that everyone took advantage of the community dinner, which has been provided for the past four years. He noted that childcare was available, as well as the senior van to transport people who are seniors or have a disability. Mr. Levy explained that, for the past few weeks, Selectboard (SB) members have provided outreach on Town issues at various events in the community in an effort to educate as many people as possible in advance of tonight's meeting. He stated that, in the hallway, there were various handouts that included Questions and Answers (Q&As) to the proposed FYE 2019 Budget and the proposed Conservation Reserve Fund and Conservation Reserve Fund Policy, a survey from former Senator Robert Doyle, and information about Common Phrases used at Town Meeting, such as Robert's Rule of Order and Point of Order. He announced that live streaming of the meeting was occurring tonight from Channel 17.

Mr. Levy introduced the SB members sitting at the head table. Mr. Levy also introduced the Town staff sitting at the head table.

Mr. Levy then called attention to the Village Trustees present: George Tyler, Dan Kerin, Andrew Brown, Lori Houghton and Elaine Sopchak. He also called attention to the State Representatives present: Linda Myers, Lori Houghton and Dylan Giambatista. Representative Betsy Dunn was not able to attend this evening. Mr. Levy also called attention to the State Senators present: Michael Sirotkin and Christopher Pearson.

Mr. Levy then asked Mr. Patrick Scheidel, former Municipal Manager, to come forward. Mr. Levy presented him with a plaque of a Resolution of Appreciation from the Selectboard and Village Trustees for his many years of service to the community. Ms. Cook read the following into the record:

**RESOLUTION IN APPRECIATION OF  
PATRICK C. SCHEIDEL**

**WHEREAS, Patrick C. Scheidel was hired as Town Manager for the Town of Essex on November 26, 1990; and,**

**WHEREAS, Patrick was hired as Village Manager for the Village of Essex Junction on July 1, 2013; and,**

**WHEREAS, by concurrently serving as the Town and Village Manager, Patrick became the first unified Municipal Manager for Essex since 1970; and,**

**WHEREAS, Patrick will retire on February 28, 2018, concluding more than 27 years of dedicated service and leadership to the entire Essex community; and,**

**WHEREAS, by serving as the Municipal Manager for Essex and Essex Junction, Patrick helped launch and oversee the latest, ongoing consolidation efforts between the Town and Village; and,**

**WHEREAS, Patrick has been an integral part of Essex's growth and culture, having served the community with great integrity; and,**

**WHEREAS, Patrick has effectively and successfully mentored many individuals throughout his career; and,**

**WHEREAS, Patrick has demonstrated outstanding leadership skills in managing and supervising the municipal workforce, always with empathy, fairness, and an excellent sense of humor; and,**

**WHEREAS, Patrick is recognized for his many contributions to Vermont municipal government, including as a board member and president of the Vermont Property and Casualty Intermunicipal Fund (PACIF), as a member of the Vermont Town and City Management Association, as Chair of the University of Vermont Master of Public Administration Advisory Committee, and as a member of the Joint Study Committee for Chittenden County Regional Dispatch; and,**

**WHEREAS**, Patrick has received numerous awards for his work in municipal government, including the ASPA Walton Award for Excellence in Public Service, the ICMA 25 Year Service Award, the Vermont Managers Association Outstanding Achievement Award, the Vermont Managers Association Distinguished Service Award, and the Vermont League of Cities and Towns' Municipal Service Award; and,

**WHEREAS**, Patrick has contributed to the greater community as a member of the Fanny Allen Hospital Corporation Board of Directors, a member of the Governor's Rail Council, and a member and president of Essex Rotary; and,

**WHEREAS**, Patrick has honorably served his country as a Hospital Corpsman in the U.S. Navy during the Vietnam War; now therefore be it,

**RESOLVED**, that the Selectboard and the Board of Trustees, on behalf of the staff and citizens of the Town of Essex, including the Village of Essex Junction, hereby extend our most sincere appreciation to Patrick for a lifetime of committed public service and more than 27 years of making Essex a better community in which to live and work.

Adopted this 13th day of February 2018 by the Essex Selectboard and Essex Junction Board of Trustees.

The assembly gave Mr. Scheidel a standing ovation. Mr. Levy then invited Ms. Myers to come forward. Ms. Myers presented Mr. Scheidel with a plaque of a Resolution of Appreciation from the State of Vermont for his many years of service. Ms. Myers read the following resolution into the record:

**State of Vermont  
House of Representatives  
Montpelier, Vermont  
Concurrent House Resolution  
H.C.R. 247**

House concurrent resolution honoring Patrick C. Scheidel for his exemplary 27-year career as Essex Town Manager

Offered by: Representatives Myers of Essex, Bancroft of Westford, Dunn of Essex, Giambatista of Essex, and Houghton of Essex

Whereas, the role of town manager is central to the smooth administration of town government, and

Whereas, after growing up in Connecticut, Pat Scheidel served our country as a naval corpsman, stationed aboard the USS New Jersey off the Vietnamese coast during the Vietnam War, and

Whereas, upon his honorable discharge from the U.S. Navy, Pat Scheidel pursued an academic path, earning an undergraduate degree in English and political science at Trinity College in Hartford, Connecticut, and a master's in public administration from Syracuse University, and

Whereas, during his early municipal public service career in Connecticut, Pat Scheidel served as the administrative assistant to the Mansfield Town Manager and then as the Groton Assistant Town

Manager, and

Whereas, departing his home state for neighboring Rhode Island, Pat Scheidel accepted the post of Narragansett Town Manager, subsequently traveling west to serve in similar roles in Washington and Illinois, and

Whereas, in 1990, Pat Scheidel became the Essex Town Manager, and

Whereas, for the next 27 years, he performed this role magnificently, and

Whereas, his original jurisdiction was limited to overseeing the Essex Town municipal government, but starting in 2013, he also assumed the managerial helm for the Village of Essex Junction, and

Whereas, Vermont municipalities beyond Essex benefited from Pat Scheidel's managerial expertise through his board membership at the Vermont Town and City Management Association as well as nearly quarter-century involvement with the Vermont Property and Casualty Intermunicipal Fund, including 20 years as the organization's president, and

Whereas, he was the 2015 recipient of the Vermont League of Cities and Towns Municipal Service Award, and

Whereas, among his other community roles have been serving on the Governor's Rail Council, on the board of the former Fanny Allen Hospital, and as Essex Rotary President, and

Whereas, Pat Scheidel has now concluded his laudable tenure as Essex Town Manager, now therefore be it

Resolved by the Senate and House of Representatives:

That the General Assembly honors Patrick C. Scheidel for his exemplary 27-year career as Essex Town Manager and more recently Essex Municipal Manager, and be it further

Resolved, That the Secretary of State be directed to send a copy of this resolution to Patrick Scheidel and to the Essex Town Clerk.

The assembly gave Mr. Scheidel another standing ovation, and Mr. Scheidel thanked the community and expressed how much he enjoyed serving in the capacity of Municipal Manager for Essex.

Next, Mr. Eustis explained the Robert's Rules of Order, the General Rules for Town Meeting and the Voting Process governing the Essex Town Meeting. He asked that the public remember the statement from Ms. Cook about being civil and respectful of their neighbor's opinions.

The public had no questions regarding the General Rules of Town Meeting.

At 7:58 p.m., Mr. Eustis called the Essex Town Meeting to order.

***ARTICLE I: SHALL THE REPORTS OF THE OFFICERS BE ACCEPTED?***

**PAULA DUKE MOVED AND DUSTIN BRUSO SECONDED A MOTION TO APPROVE**

## **ARTICLE I.**

There were no questions or comments on Article I.

Mr. Eustis asked “all those in favor of Article I, please signify by saying aye, all those opposed, nay”.

## **THE MOTION PASSED BY VOICE VOTE.**

***ARTICLE II: SHALL THE TOWN ADOPT A BUDGET FOR THE FISCAL YEAR JULY 1, 2018 TO JUNE 30, 2019 AS RECOMMENDED BY THE SELECTBOARD IN THE AMOUNT OF \$14,299,932?***

## **LINDA MYERS MOVED AND PAULA DUKE SECONDED A MOTION TO APPROVE ARTICLE II.**

Mr. Levy provided a PowerPoint presentation of the FYE 2018 Proposed Operating Budget. The presentation included information on services already consolidated and those proposed for consolidation or alignment, savings through consolidation, the proposed FYE 2018 Budget objectives, the proposed staffing changes to ensure continued quality service, a graph showing Essex tax dollars at work, and the estimated tax increase on a home assessed at \$280,000. Mr. Levy also pointed out a slide that showed the amount of money estimated to be saved (that hasn't had to be raised by taxes) through consolidation, which is \$320,000.

The following are services that have already been consolidated:

- Police
- Senior Bus
- Unified Town/Village Manager
- Tax Billing
- Tax Collecting
- Finance and Administrative Services
- Stormwater Services
- Highway
- Information Technology (IT)
- Public Works Administration and Paving

The following are proposed for consolidation or alignment:

- Human Resources
- Fire Department (Alignment)

The estimated tax impact on Village and Town residents is \$41 per year with the following assumptions:

- Average assessed property value is \$280,000
- 1% Grand List Growth
- \$150,000 from Fund Balance

Mr. Levy spent some time reviewing the proposed staffing changes that would cause increases in the budget so that the public understood those changes and the reasons for those increases. He hoped that the information he provided was clear and helpful, and he was happy to answer any questions.

Mr. Eustis opened debate about Article II.

Ms. Linda Myers thought that this proposal was a very thoughtful budget for the people of the Town of Essex as it considered the needs for quality service and the ability for residents to pay for tax increases. She was in favor of approving the budget and hoped that everyone would support this budget.

Mr. John Warner asked about the next step in hiring police officers and whether it was the intent of the Town to reach two police officers for every 1,000 residents by a certain year. Mr. Levy replied that this was not the intent and that the Town has only added one new police officer since 1990. He added that the police department has been very grateful for the Town's support over the years.

Mr. Robert Bates, having read a recent article in the newspaper about police staffing in the community, expressed his concern that there were only two police officers on a weekend shift and was concerned with the ratio of police officers for a community of 20,000 residents. He asked how much more would it be to begin the second new police officer position in July of this year so that both positions start in July. Ms. Morrisseau replied, \$45,000.

**ROBERT BATES MOVED AND DAVID KEENAN SECONDED A MOTION TO AMEND ARTICLE II TO INCREASE THE BUDGET BY \$45,000, WITH CONSIDERATION BEING GIVEN TO PLACING THAT \$45,000 IN LINE 250.**

Mr. Eustis opened debate for the amendment to Article II to increase the amount of the budget by \$45,000.

Mr. Stephen Gragg, with regard to Lines 250 and 251 Police Salaries and Benefits, asked for clarification on the increases. Ms. Morrisseau explained that the increases were due to normal salary increases and that a department detail was available.

Mr. Henry Gabert was opposed to the motion to increase the budget by \$45,000, unless it was a recommendation made by the police department.

Mr. Richard Smith pointed out that the two police officer positions did not account for the full increase of salaries and benefits in the Police Department budget.

There were no further comments or questions on the amendment to Article II.

Mr. Eustis asked “all those in favor of the amendment to Article II, please signify by saying aye, all those opposed, nay”.

Mr. Eustis called for division.

Mr. Eustis asked, “all those in favor of the amendment to Article II, please stand and be counted by the Civil Board of Authority (CBA).”

Mr. Eustis asked, “all those opposed to the amendment to Article II, please stand and be counted by the CBA.”

**THE MOTION PASSED 147-95 (147 in favor and 95 opposed).**

Mr. Eustis opened debate on Article II as amended in the amount of \$14,344,932.

Mr. John Gazley noted that on page 8 of the Town Report, it shows 11 employees retiring. He asked if those 11 positions have been replaced with the same salary of those retiring. Mr. Levy replied that beginning salaries are based on skill level. Mr. Gazley assumed that there wasn't much turnover with Town staff and thought that the Town might be paying more than it needs to be paying to its employees. Mr. Levy replied that, according to the last salary survey, the data shows that Town salaries are neither too high or too low, but right where the average is.

Mr. Dick Boera, with regard to Line 101, Selectboard Professional Services, understood that the increase last year was due to the search for a new manager. He asked what the increase was due to this year. Mr. Levy confirmed that the \$15,000 increase was due to the next salary survey. With regard to Lines 110 and 111 Town Manager Salaries and Benefits, Mr. Boera asked for clarification. Ms. Morrisseau explained that the changes in these line items last year and this year are due to the movement of funds to an Information Technology Department and then back into the Town Manager's Department. With regard to Line 165 Tax Collection Printing and Binding, Ms. Morrisseau confirmed for Mr. Boera that the increase is due to tax billing.

Mr. Stephen Gregg, with regard to Line 384 Health and Welfare Essex Rescue, asked for clarification, and Mr. Levy explained that the increase for Line 384 Health and Welfare Essex Rescue is \$16,175 and the increase for Line 383 Health and Welfare Human Service Grants is \$5,913. Both of those line items total an increase of \$22,088.

There were no more comments or questions.

Mr. Eustis asked “all those in favor of Article II as amended, please signify by saying aye, all those opposed, nay”.

**THE MOTION PASSED BY VOICE VOTE.**

***ARTICLE III. SHALL THE VOTERS OF THE TOWN OF ESSEX AUTHORIZE THE CREATION OF A CONSERVATION RESERVE FUND, SUBJECT TO THE CONSERVATION RESERVE FUND POLICY?***

**DUSTIN BRUSO MOVED AND TOM FURLAND SECONDED A MOTION TO AUTHORIZE THE CREATION OF A CONSERVATION RESERVE FUND, SUBJECT TO THE CONSERVATION RESERVE FUND POLICY.**

Mr. Walter Lange asked if the policy was allowing for a “slush fund”. Mr. Levy explained that the policy is flexible in order to accept revenue from many places.

**THE MOTION PASSED BY VOICE VOTE.**

***ARTICLE IV. IF THE CONSERVATION RESERVE FUND IS CREATED, SHALL THE***

***VOTERS OF THE TOWN OF ESSEX ALLOCATE \$15,000 TO THE FUND IN FYE 2019?***

**PAULA DUKE MOVED AND JOHN SHEPPARD SECONDED A MOTION TO ALLOCATE \$15,000 TO THE CONSERVATION RESERVE FUND IN FYE 2019.**

There were no comments or questions on the motion.

**THE MOTION PASSED BY VOICE VOTE.**

***ARTICLE V. PUBLIC TO BE HEARD.***

Mr. Eustis introduced Article V and explained that this was an opportunity for the public to hold a general discussion. He stated that there is no binding action that could take place at this time.

Ms. Marie Froeschl asked for an update on the charter change to allow more people the ability to vote on the Town budget. Mr. Plageman explained that this month, the Selectboard and the Trustees will be meeting to begin discussions on the future of governance, which includes possible changes to voting. He added that any charter changes have to go through the State Legislature and the intent was to make all the changes at once. This process could begin now since the job of hiring the new municipal manager is complete.

Mr. Jerry Fox appreciated Town Meeting because it was a time when the public could get educated on the budget as opposed to people not knowing what they are voting on.

Mr. Gabert, with regard to the Firearms Discharge policy, was opposed to any changes to the current ordinance. His only suggestion would be that if people want to shoot, that they be required to have taken the hunter safety course or that someone who has taken the hunter safety course be present.

Mr. Bates referred the public to page 76 of the Town report, which are the minutes from last year's Town Meeting. Last year, Mr. Bates explained that the idea of a Hybrid Town Meeting was recommended by the Essex Governance Group (EGG). Tonight, Mr. Bates reminded the public that a Hybrid voting model would allow for people to go to the informational Town Meeting night, learn about the budget, have a debate and then vote on the budget amount. Then, that budget amount is voted on by Australian ballot the next day. Additionally, the EGG recommended having one vote in April to include, not only the municipal vote, but the school vote, in order to simplify the process and reduce the amount of times people in the community have to go to the voting polls.

Mr. Tim Farr expressed that he was impressed with the people in the community who were not afraid to express their opinions. He stated that he was proud to be a Vermonter and that it was an honor to run in the local election. He was in favor of transparency and encouraged people to research facts and candidates before voting. He was concerned about the way contributions may have impacted the current Selectboard campaign. His comments were cut short by noise from the crowd, as well as by the moderator.

Mr. Moshe Braner thought it was a shame that the issue of a charter change for the voting process has not been discussed for a year. He noted that the attendance at Town Meeting was shockingly low compared to other towns and felt it was due to the lack of consolidating all the votes: school and municipal.

Mr. Gragg was curious how many people in the room tonight would have been in favor of the Regional Dispatch Service and asked if a non-binding straw poll could be taken on that issue.

Mr. Eustis asked, "all those in favor of further exploring the idea of a Regional Dispatch Service raise your hand."

**THE STRAW POLL VOTE FAILED TO GARNER MEASURABLE SUPPORT.**

**DAN KERIN MOVED AND DARYL STULTZ SECONDED A MOTION TO ADJOURN AT 9:20 P.M.**

There were no comments or questions on the motion.

**THE MOTION PASSED BY VOICE VOTE.**

**Respectfully submitted,**

Saramichelle Stultz  
Recording Secretary

Approved this 16th day of April, 2018

(See minutes of this date for corrections, if any).

Elaine H Sopchak

~~Susan E. Cook~~, Clerk, Selectboard

Elaine H Sopchak

(THESE MINUTES ARE SUBJECT TO CHANGE AT THE NEXT SELECTBOARD MEETING)

## EMERGENCY NUMBERS



### ADMINISTRATIVE

|                           |          |
|---------------------------|----------|
| Fire (Outside Village)    | 878-5308 |
| Fire (Inside Village)     | 878-6958 |
| Police (145 Maple Street) | 878-8331 |
| Ambulance                 | 878-4859 |

## TELEPHONE DIRECTORY OF TOWN SERVICES

| FOR INFORMATION REGARDING                  | CALL                                             | NUMBER   |
|--------------------------------------------|--------------------------------------------------|----------|
| Birth & Dead Certificates                  | Town Clerk                                       | 879-0413 |
| Building & Zoning Permits                  | Zoning Administrator                             | 878-1343 |
| Burning Permits                            | Police Department                                | 878-1333 |
| Detectives                                 | Police Department                                | 879-4923 |
| Dog Complaints                             | Police Department                                | 879-1333 |
| Elections (Town & General)                 | Town Clerk                                       | 879-0413 |
| Essex Westford School District             | Superintendent                                   | 878-8168 |
| Health Complaints                          | Community Development                            | 878-1343 |
| Library                                    | Essex Free Library                               | 879-0313 |
| Licenses (Hunting, Fishing, Marriage, Dog) | Town Clerk                                       | 879-0413 |
| Planning & Subdivisions                    | Community Development                            | 878-1343 |
| Public Works/Streets                       | Public Works                                     | 878-1344 |
| Town Parks & Recreation                    | Parks & Recreation                               | 878-1342 |
| Recycling/Drop-off Center                  | Chittenden Solid Waste District                  | 872-8100 |
| Senior Center Bus                          | Senior Center                                    | 878-6940 |
| Swimming                                   | Parks & Recreation                               | 878-1342 |
| Tax Maps/Assessments                       | Assessor/Real Estate Appraisal                   | 878-1345 |
| Tax Collections                            | Finance                                          | 878-1359 |
| Town of Essex                              | Unified Manager                                  | 878-1341 |
| Village of Essex Junction                  | Unified Manager                                  | 878-6944 |
| Village Recreation & Parks                 | Recreation & Parks                               | 878-1375 |
| Voting Registration                        | Town Clerk                                       | 879-0413 |
| Water/Sewer Services                       | Public Works                                     | 878-1344 |
| Email Address                              | manager@essex.org                                |          |
| Website                                    | <a href="http://www.essex.org">www.essex.org</a> |          |



*Tear this page from book and keep for handy reference.*

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