

Fiscal Year Ending June 30, 2016

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SENIOR VAN

For Essex seniors, age 60 and older, the 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 operate Monday through Friday, 9 a.m. until 4 p.m., and Sunday, 8 a.m. until 12 p.m.

The Senior Vans will also be available for Town Meeting.

Call 802-878-6940 between the hours of 9 a.m. and 11:45 a.m., Monday through Friday, to schedule a ride. You must call the day *before* your ride is needed.

ANNUAL TOWN MEETING

The Town Meeting will be held on Monday, March 6, 2017 at 7:30 p.m. in the Essex Community Educational Center. The free community dinner will be held at 6:30 p.m. in the cafeteria prior to Town Meeting. Free child care is available during Town Meeting.

Voting by Australian ballot will be held Tuesday, March 7, 2017 at the Essex Community Educational Center and the Essex Middle School, 58 Founders Road from 7 a.m. until 7 p.m.

SELECTBOARD

Max Levy, Chair

The Selectboard had another busy, productive year in 2016.

The board welcomed Sue Cook in March, and Ms. Cook immediately became an active, engaged member in all of the board's work.

March stood out as a significant month for another reason, as well; after spending the better part of a year operating out of temporary office space in a warehouse on Allen Martin Drive, the Town Office reopened at 81 Main St. A ribbon cutting in June showcased the renovated building to the public. Highlights include an enlarged conference room and other new meeting spaces, a new and larger vault, a new, ADA-compliant elevator and accessible bathrooms, a new lobby, a new façade and roof, better energy efficiency, and a more effective IT system. The improvements have created a more welcoming Town Office for residents, and a better work environment for staff.

The Selectboard does not have space in the Town Report to acknowledge all the people who contributed to the Town Office renovations, but special thanks are due to the following people: all residents, for their patience during the temporary relocation of the Town Offices; Robert Miller, for donating rent-free space at Allen Martin Drive; the working group, including Selectman Michael Plageman, that oversaw construction; contractor Neagley & Chase; and architects Scott + Partners. The Selectboard is especially grateful to the Town staff for continuing its hard work while temporarily offsite.

Because of the merger of Chittenden Central Supervisory Union (CCSU) and Essex Town School District, the governance of Essex Junction Recreation & Parks (EJRP) needed to be addressed. In February, the Selectboard, Village of Essex Junction Board of Trustees, and Essex Junction School District's Prudential Committee created the Recreation Governance Study Committee (RGSC) to investigate consolidation options. RGSC ultimately recommended that Essex Parks & Recreation, a Town department, and EJRP, a CCSU department, consolidate under a unified municipal district. After a vigorous community-wide debate about the proposed unified municipal district, voters rejected RGSC's recommendation on December 13. EJRP now appears to be on track to join the Village municipal government, and the Selectboard and Village Trustees will need to continue our collaborative efforts to identify any opportunities to share Town and Village recreation services.

The Selectboard expects to continue consolidation efforts in the coming year by focusing, with the Village Trustees, on planning and zoning. The Thoughtful Growth in Action project wrapped up early in 2016 with a recommendation that Essex form a Joint Planning Commission for the Village and Town outside the Village, with separate Development Review Boards for each municipality. Such a structure will allow the entire community to plan as one, while also allowing the Village and Town outside the Village to retain their individual identities.

The Selectboard worked with Police Chief Brad LaRose throughout the year to consider updates to the firearms discharge ordinance and no-shooting areas. Meetings on the topic have been well attended by residents, who have given the board many viewpoints to consider.

Community engagement remains an important goal for the Selectboard, and we strive to enhance the ways in which residents can participate in local government. We created an ad hoc governance committee in 2016 to analyze our local voting processes, with the committee's work expected to continue in 2017. The Selectboard also partnered with the Orton Family Foundation and Heart & Soul of Essex to bring communications expert Matt Leighninger of Public Agenda to Essex. Mr. Leighninger met with a number

of local officials, residents, and staff while studying existing practices around community engagement. He held a public workshop in December to share his findings and introduce ideas for improvements.

Throughout the coming year, the Selectboard will continue to support diversification of the local economy and tax base. We will also seek to protect our natural environment, be that water quality or open land.

As 2017 begins, the Selectboard looks forward to the having the privilege of ensuring that Essex remains a wonderful community where people can live, work, learn, and play.

ELECTED TOWN OFFICIALS

MODERATOR

Steve Eustis..... Expires 2017

**SELECTBOARD
(3-Year Terms)**

Max G. Levy, Chair Expires 2017
Andrew J. Watts..... Expires 2017
Susan E. Cook, Clerk..... Expires 2018
Irene A. Wrenner, Vice Chair Expires 2019
R. Michael Plageman Expires 2019

**CHAMPLAIN WATER DISTRICT COMMISSIONER
(3-Year Term)**

Aaron Martin..... Expires 2019
Max Levy, Alternate Expires 2019

**JUSTICES OF THE PEACE
(2-Year Terms)**

Jennifer Ashe*, 11 Juniper Ridge Road, Essex Junction, VT 05452..... 876-7232
Deborah Billado, 20 Maple Street, Essex Junction, VT 05452 879-4225
Robert Chaffee*, 7 Walnut Street, Essex Junction, VT 05452..... 878-4813
Diane Clemens*, 15 Williams Street, Essex Junction, VT 05452 878-3536
Linda Costello, 5 Williams Street, Essex Junction, VT 05452..... 878-5481
Bernard Couture*, 9 Redwood Terrace, Essex Junction, VT 05452 879-7332
Paul Dame, 82B Park Street, Essex Junction, VT 05452..... 318-7544
Betsy Dunn, 2 Cindy Lane, Essex Junction, VT 05452..... 238-4271
Debbie Evans*, 53 Greenfield Road, Essex Junction, VT 05452..... 878-4317
Dylan Giambatista*, 12 Arlington Street, Essex Junction, VT 05452..... 734-8841
Dawn Hill-Fleury*, 108 Center Road, Essex Junction, VT 05452 878-7622
Lori Houghton, 40 School Street, Essex Junction, VT 05452 373-0599
Janet Hunt*, 34 Perkins Drive, Essex Junction, VT 05452 603-856-3394
Linda K. Myers*, 51 Forest Road, Essex Junction, VT 05452..... 878-3514

*Performs marriages and civil union ceremonies

APPOINTED TOWN OFFICIALS

**CEMETERY COMMISSION
(3-Year Terms)**

Vacancy	Expires 2016
Frances Kinghorn.....	Expires 2017
Gary Tomlinson	Expires 2017
Jody Landon, Acting Chair	Expires 2018
Elaine Strunk.....	Expires 2019

**CONSERVATION COMMITTEE
(3-Year Terms)**

Jaysen Dickinson	Expires 2017
Darren Schibler, Chair	Expires 2017
Cristine Hammer	Expires 2018
Margaux Reckard.....	Expires 2018
Susan Kissel.....	Expires 2019

**ECONOMIC DEVELOPMENT COMMISSION
(3-Year Terms)**

Julie Miller-Johnson.....	Expires 2017
Elizabeth Poulin	Expires 2017
Greg Morgan, Chair	Expires 2018
James Bernegger	Expires 2019
Barbara Higgins	Expires 2019

**ENERGY COMMITTEE
(3-Year Terms)**

Susan Cook	Expires 2017
Tom Tailer	Expires 2017
Christian Fayomi.....	Expires 2017
Kara Lenorovitz	Expires 2017
Payne Morgan	Expires 2018
Alise Certa	Expires 2018
Will Dodge.....	Expires 2019
Irene Wrenner, Ex Officio	

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

Vacancy	Expires 2016
Vacancy	Expires 2016
Janet Bowker.....	Expires 2017
Marie Froeschl	Expires 2018
Sue Ann Kurek.....	Expires 2019
Janet Watts, Treasurer.....	Expires 2019
Bonnie Doble, Chair	Expires 2019

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

Vacancy	Expires 2017
Irene Wrenner	Expires 2017
Paul Dame	Expires 2018
Karin Hammer	Expires 2019
Ione Minot.....	Expires 2019
Jan Ellis-Clements	Expires 2019

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

Ned Daly	Expires 2017
Jonathan Schumacher.....	Expires 2017
Joshua Knox, Clerk.....	Expires 2017
Tom Furland.....	Expires 2018
Dijana Kulasic.....	Expires 2018
Dustin Brusco, Chair	Expires 2019
David Raphael, Vice Chair	Expires 2019

**TOWN HEALTH OFFICER
(Annual Appointment)**

Jerry Firkey, Health Officer.....	Expires 2017
Sharon Kelley, Deputy Health Officer.....	Expires 2017

**TOWN SERVICE OFFICER
(Annual Appointment)**

Vacancy

**TRAILS COMMITTEE
(3-Year Terms)**

Justin St. James	Expires 2017
Eric McCarthy, Chair.....	Expires 2017
Heather Brochu	Expires 2018
Ruth LeBlanc	Expires 2018
Dan Stein.....	Expires 2018

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

Hubert Norton	Expires 2017
Mitch Lefevre, Chair.....	Expires 2017
Vacancy	Expires 2018
Pam Schirner, Clerk.....	Expires 2019
Cullen Bollard.....	Expires 2019

OTHER APPOINTED OFFICIALS

Channel 17/Town Meeting Television Representative	Elaine Sopchak
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.....	Greg Duggan
Chittenden Solid Waste District Representative	Alan Nye
Chittenden Solid Waste District Alternate.....	Max Levy
Chittenden County Transportation Authority Representative.....	Marti Powers-Keyes
Essex Rescue Community Advisory Board	Ben Gilliam
Fire Warden	Charles Cole
Grand Juror	Jerry Firkey
Town Tree Warden & Forester	Charles Vile
Winooski Valley Park District	Tom Malinowski

If you are interested in filling a vacant seat on a Board or Committee, please call the Town Manager's Office at 878-1341 or email manager@essex.org.

APPOINTED FULL-TIME STAFF

ASSESSOR

Randy Viens, Assessor
Terri Sabens, Clerk

COMMUNITY DEVELOPMENT

Dana Hanley, Director
Greg Duggan, Planner/Assistant Manager
Sharon Kelley, Zoning Administrator
Jennifer Booker, Secretary

FINANCE

Lauren Morrissette, Finance Director
Carolyn Gauthier, Accountant
Shirley FitzGerald, Water/Sewer Clerk
Cindy Delibac, Accountant
Heather Packard, Bookkeeper

LIBRARY

Ann Paietta, Library Director
Caitlin Corless, Assistant Librarian
Lorraine Cole-Dolgas, Assistant Librarian
Tracy Eaton, Assistant Librarian

PARKS & RECREATION

Allyson Vile, Parks & Recreation Director
Adriane Martin, Rec. Program Coordinator
Vacancy, Office Coordinator
Ken Booker, Parks Maintenance Foreman

POLICE

Bradley LaRose, Chief
Michelle Hodgson, Support Services
Rick Garey, Captain
George Murtie, Captain
Kenneth Beaulieu, Lieutenant
Robert Kissinger, Lieutenant
John Dunn, Sergeant
Robert Estes, Sergeant
Robert Hall, Sergeant
Christina Ashley, Corporal
Morgan Lawton, Corporal
Kurt Miglinas, Corporal
Edward Piro, Corporal
Michael Wootton, Corporal
Paul Courtois, Patrol Officer

POLICE (Cont'd.)

Stephen Dunning, Patrol Officer
Damir Karadza, Patrol Officer
Lance Martel, Patrol Officer
Christopher May, Patrol Officer
John Ruttenberg, Patrol Officer
Ryon Sorrell, Patrol Officer
Nicholas Van Winkle, Patrol Officer
Karen Hulbert, Dispatcher
Raymond LaCroix, Dispatcher
Peggy McCabe, Dispatcher
Christopher Shepard, Dispatcher
Angela Bellizzi, Records Clerk

TOWN CLERK

Susan McNamara-Hill, Clerk/Treasurer
Andrea Leo, Assistant Clerk
Jennifer Willingham, Assistant Clerk
Annie Riley, Assistant Clerk (PT)

TOWN MANAGER

Patrick C. Scheidel, Municipal Manager
Douglas Fisher, Director of Adm. Services
Rick Garey, MIS Director
Robert Paluba, Network Administrator
Shannon Lunderville, GIS Coordinator
Vacancy, Personnel Asst./Benefits/Sec.

PUBLIC WORKS

Dennis Lutz, Town Engineer/PW Director
Aaron Martin, Asst. Eng./Utilities Director
Annie Costandi, Stormwater Coord./Staff Eng.
Dan Gregoire, Staff Engineer
Chris Stoddard, Secretary
Loren Ward, PW Superintendent
Jerry Lesage, Mechanic
Eric Barkyoub, Foreman
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
Ernest Oakes, Water/Sewer

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. 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. There are several committees appointed by the Selectboard and all residents are encouraged to apply. 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: Town Manager, 81 Main Street, Essex Junction, VT 05452 or call 878-1341.** You may also fax us at 802-878-1353, e-mail us at manager@essex.org or use our Web page www.essex.org.

DATES TO REMEMBER

March 6, 2017	Town Meeting – 7:30 PM
March 7, 2017 – Voting by Australian Ballot.....	Polls Open – 7:00 AM to 7:00 PM
March 15, 2017	2 nd half of property taxes due
April 3, 2017	Dog licenses due
September 15, 2017	1 st half of property taxes due
March 15, 2018	2 nd half of property taxes due

GENERAL INFORMATION

Population	19,765
Registered Voters.....	15,569
Total Area	36 square miles
Date of Charter.....	June 7, 1763
2016 Grand List	\$25,265,801

	Town Residential	Town Non- Residential	Village Residential	Village Non- Residential
General Tax Rate	.4671	.4671	.4671	.4671
Education Rate	1.5670	1.5508	1.5851	1.5494
Town Capital	.0200	.0200	.0200	.0200
Town Highway	.0111	.0111		
Local Agreement Rate	.0019	.0019	.0019	.0019
Essex Junction Recreation			.0685	.0685
Essex Junction Village			.2289	.2289
EJ Economic Development			.0100	.0100
TOTAL MUNICIPAL RATE	2.0671	2.0509	2.3815	2.3458

MEETINGS

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

TOWN OFFICE HOURS

7:30 AM to 4:30 PM – Monday through Friday

STATE INFORMATION

U.S. CONGRESSIONAL DELEGATION

U.S. Senator Patrick Leahy (D)

Washington Office: 433 Russell Senate Office 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 Building, Washington, DC 20510.....(202) 224-5141
Vermont Address: 1 Church Street, Burlington, VT 05401.....(802) 862-0697

Congressman Peter Welch (D)

Washington Office: 1404 Longworth House Office Building, Washington, DC 20510(202) 225-4115
Burlington Office: 30 Main Street, 3rd Floor, Suite 350, 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(802) 828-2363

SENATORS

Tim Ashe (D/P), 45 Lakeview Terrace, Burlington, VT 05401(802) 318-0903
Philip Baruth (D), 87 Curtis Avenue, 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) 651-8889
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
Betsy Dunn (D) (District 8-1), 2 Cindy Lane, Essex Junction, VT 05452(802) 878-6628
Lori Houghton (D) (District 8-2), 40 School Street, Essex Junction, VT 05452.....(802) 879-6701
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

VOTING DISTRICT DESCRIPTIONS

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

DISTRICT 8-1

Betsy Dunn and Linda Myers – 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

DISTRICT 8-3

Robert Bancroft – Representative

All roads north of the following boundaries:

Jericho Road – North Side (250-258)

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 14-140 and then all numbers)

Lost Nation Road – North side (odd numbers)

POLL LOCATIONS

For Town-wide issues, the polling place for District 8-2 voters is the Essex Community Educational Center.

The polling place for Districts 8-1 and 8-3 is the Essex Middle School located on Founders Road.

REAL ESTATE APPRAISAL
Randy Viens, 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) 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 adjustment.

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 802-878-1345. In addition, the office administers Farm and Open Land tax stabilization contracts and 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 during our normal 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 7:30 a.m. and 4:30 p.m.

The 2016 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 Town School District of 98.98% and a ratio of 99.07% in the Essex Junction School District.

COMMUNITY DEVELOPMENT DEPARTMENT
Dana Hanley, Community Development Director

Highlights of the Community Development Department's activities in 2016 include the following:

Bylaw Amendments – Work on a set of amendments to the Zoning and Subdivision Bylaws resumed in early spring. The Planning Commission completed its work and referred the amendments to the Selectboard for review in the fall. The amendments include several administrative provisions, a Scenic Resource Protection Overlay District, revised telecommunications provisions, amended sign regulations, and changes to the Planned Unit Development (PUD) regulations.

2016 Town Plan –The 2016 Essex Town Plan received the Best Plan of the Year Award from the Vermont Planners Association and the Northern New England Chapter of the American Planning Association. The completely re-vamped and re-written Town Plan included a flood resilience component, re-formatting, graphic design, incorporation of the Heart & Soul of Essex values and community outreach, and statistical updates.

Customer Service – The staff provided the public with reliable and efficient customer service throughout 2016. Planning Commission hearings and meetings occur on the second and fourth Thursday of the month and are advertised via e-mail, Front Porch Forum, *The Essex Reporter*, *The Burlington Free Press* and the Town's website, www.essex.org. The Community Development Department created a well-received Public Participation Guide.

Thoughtful Growth in Action – An outgrowth of the Heart and Soul of Essex project, the Community Development staff completed its involvement in a process to improve the planning governance structure in the community.

GIS Coordinator – Although the GIS Coordinator was transferred out of the Community Development Department, website maintenance, E911 addressing, and routine assistance to the Assessor's office was ongoing. Responses to stormwater mandates, including tracking and updating data, were required.

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

- **John Summerville, d/b/a Summerville, LLC, 8 Essex Way** – subdivision of a 7.82-acre lot into a 5.87-acre lot and a 1.95-acre lot.
- **Rick Bove, 10 Carmichael Street** – reduction of a 59-unit congregate housing building to a 17,240 sq. ft. congregate housing building.
- **Al Senecal, 31 Allen Martin Drive** – subdivision of 401.35 acres into an 8.23-acre lot (Lot A), a 162.76-acre lot (Lot B), a 35.31-acre lot (Lot C), and a 195.5-acre lot (Lot D). Lots A and B will be retained by Al Senecal for industrial development and Lots C and D will be conveyed to the Town and will remain as conservation/recreation land.
- **Rick Bove, 7 Carmichael Street** – addition of a 3rd floor (including 10 apartments) to a previously approved mixed-use building.

- **Al Senecal, 12 Gardenside Lane** – construction of 48 residences (in six townhouses and an apartment building) and a 16,500 square-foot commercial building.

Community Development Services Report						
Discretionary Review Activity	Calendar Year					
	2015			2016		
Zoning Board of Adjustment						
Conditional Use/Amendment	8			2		
Variance	3			1		
Continued Hearings	0			4		
Planning Commission						
<i>Subdivision:</i>						
• Sketch Plan/Preliminary	7			11		
• Final Plan/Plan Amendment	3			6		
• Boundary Adjustment	2			1		
• Consent Agenda	13			10		
<i>Project Review:</i>						
• Site Plan/ Site Plan Amendment	11			8		
• Work Sessions/ Discussion/Misc.	10			13		
• Site Visit	0			1		
Total Discretionary Activity	57			57		
Zoning Permit Applications Received	2011	2012	2013	2014	2015	2016
Accessory Apartment/Apartments	4	3	2	4	3	5
Condo/Townhouse	12	62	9	4	10	19
Congregate Housing	1	1	0	1	1	0
Home Occupation	3	1	1	3	4	3
Miscellaneous & Use Permits	13	14	15	8	31	15
New Commercial/Industrial Building (add/alt)	40	28	36	33	11	23
Residential (add/alt)	66	80	73	71	71	69
Residential Garage	10	9	11	6	6	3
Residential Storage Building	12	13	11	18	13	23
Sign Permit	14	19	11	21	20	16
Single-Family Home	10	13	7	10	12	10
Swimming Pool	2	4	2	2	4	6
Rebuild Dwelling	2	1	2	3	5	1
Renewal of Permit	5	0	2	1	3	0
Total Zoning Permit Activity	194	247	182	185	194	193

CONSERVATION COMMITTEE
Darren Schibler, Chair; Jaysen Dickinson, Cristine Hammer,
Susan Kissel, and Margaux Reckard

The mission of the Essex Conservation Committee is to inventory and study the natural, historic, educational, cultural, scientific, architectural, or archaeological resources of the Town in which the public has an interest. 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.

2016 was a busy year for the Conservation Committee, thanks to the tireless efforts of a full and active membership. We built on existing initiatives, collaborated with the Trails Committee and Selectboard, and now plan to start several new projects in 2017 to ensure continued stewardship of resources in Essex.

Our accomplishments in the last year include the following:

- Ongoing joint reviews with the Essex Trails Committee of development proposals, offering suggestions to improve development trends in Essex.
- Hosting the 1st Annual Spring Invasive Species Removal Day at Indian Brook Park in addition to the 3rd Annual Fall Clean-Up Day alongside the Trails Committee. Both events had great turnout from volunteers, who helped remove invasive species and cleaned drainage ditches.
- Partnering with the VT Urban & Community Forestry Program to inventory every tree in the public right-of-way in the Town outside the Village, with tremendous volunteer help.
- Reviewing the Town's Farm and Open Lands Program and ensuring that the Town's right of first refusal is honored.
- Working with the Selectboard to respond to residents' concerns about herbicide use along power lines by researching herbicide safety and risk and understanding utilities' landowner notification process and residents' right to opt out of spraying.
- Reviewing recommended siting for solar and wind power generation as part of the development of the Chittenden County Regional Energy Plan.

Looking toward the future, the Conservation Committee has the following goals for 2017:

- Incorporate data from the Street Tree Survey into an Invasive Forest Pests Management Plan as an update to the 2002 Street Tree Survey.
- Partner with the Winooski Natural Resources Conservation District to encourage riparian buffer plantings along rivers and streams, which will reduce erosion, prevent phosphorus runoff, and improve wildlife habitat.
- Work with Chittenden County Forester Ethan Tapper to develop management plans for Town-owned recreation lands, including Mathieu Town Forest and the publicly-owned land in Saxon Hill Forest.
- Collaborate with the Selectboard and Trails Committee to establish priorities and funding guidelines for the use of a proposed Conservation Fund.

- Continue working with Vermont Land Trust to encourage landowners to pursue permanent conservation easements.
- Host a Use Value Appraisal (aka current use) site visit, the Fall Clean-Up Day, and the Spring Invasive Species Removal Day.

ECONOMIC DEVELOPMENT COMMISSION
Greg Morgan, Chair

Commissioners: Jim Bernegger, Barbara Higgins (Recording Secretary), Julie Miller-Johnson, Greg Morgan (Chair), and Betty Poulin

Retired in 2016: Robin Lane and Chris Riani

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

Ex-Officio: Michael Plageman, Selectboard Member, Town of Essex; and Lori Houghton, Trustee, Village of Essex Junction

Positioning Essex for Our Economic Future: The Economic Development Commission (EDC) believes Essex needs to tell a more focused story. We need to create a compelling vision of our economic future and to articulate the value it offers. Once in place, this vision needs to be shared widely, reaching prospective active business owners, entrepreneurs, makers and innovators to provide evidence of growing economic opportunity for young adults and families in Essex.

Early in 2017, the EDC will draft a plan to define a framework and path to achieve the EDC’s recommended vision. Upon completion of the Draft Plan, we will share it with the Selectboard and the public, seeking advice, counsel, and input. Upon consensus, we hope to begin to share the Essex story more broadly and systematically by the fall of 2017. Stay tuned for the next steps.

Town Revenues and Adding New Commercial/Industrial Properties to the Grand List: Building new commercial and industrial structures adds to the Town’s property tax base. For every new \$1 million structure (the equivalent of \$10,000 added to the Grand List), the Town collects \$5,001 in tax revenue annually, based on a tax rate of \$0.5001. For example, below are data on significant commercial and multifamily structures added this year as reported by the Town Assessor to the State of Vermont:

Name (1)	Location	Function	Status at end of 2016	Size (sf)	Assessed Value (2)	Annual Tax Payment (3)	Notes
Autumn Pond	Autumn Pond Way	Apartments	In Progress (Multi-year)	332,000	\$26,500,000	\$132,527	300 Apartments in 10 Buildings
Spring Village at Essex:	Freeman Woods @ Lang Farm	Senior Living Community	In Progress	29,868	\$3,700,000	\$18,504	Estimated Final Assessed Value: \$6.7 Million (55% complete as of April 2016)
4 Pearl Street, Mix Use Commercial	At 5 Corners	Commercial & 50 Rental Units	In Progress	67,869	\$3,100,000	\$15,503	Estimated Final Assessed Value: \$6.5 Million (48% complete as of April 2016)
Joshua Way	Joshua Way	Apartments	In Progress	59,500	\$9,300,000	\$46,509	100 Apartments in 2 Buildings

Notes: (1) Data reported to the State includes projects with permits with multi-year completion dates
(2) Additions to the Grand List occur upon completion and occupancy.
(3) Town Municipal Taxes only - does not include school or Village taxes (if located in Village)

Essex Town Municipal Tax Rate (for FY ending June 2016)	\$0.5001
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The Seeds of Economic Development: Innovators, Free Lancers, Entrepreneurs and Makers in Essex:

Vermont Road Pitch 2016: Again this year Essex hosted the first stop on this statewide business pitch competition with seven emerging businesses – all with an Essex focus – pitching their ideas. Leading the way were the “Riders Choice” award winner *Tomorrow’s Harvest: Today’s Crickets for the Health and Sustainability of Tomorrow*, a protein-powder company that may locate here; *Cold Brewtus*, a cold-brewed coffee company started by Will Peters (EHS ’02); *Carpe Omnis Games*, the brainchild of Adam Watts (EHS ’10) that just finished a successful Kickstarter campaign for his first board game, *Honor Among Thieves*; and Essex resident Kip Steele’s startup *Vital VR: Creative Studio* that is building a virtual hospital operating room. All are active and promising new ventures.

In 2016, several Essex-based entrepreneurs demonstrated their ingenuity. *1st Republic Brewing Company*, a veteran-owned business and Essex’s first microbrewery, opened a tasting room and homebrew supply store on River Road. Author/farmers John and Jennifer Churchman published two nationally acclaimed children’s books – *Sweet Pea and Friends* and *Brave Little Finn* – and secured a contract for additional books. Additionally, a new consulting company is deploying highly skilled former IBM employees to advise computer chip makers on three continents, thus capturing the value of local expertise and allowing them to continue to live in Vermont.

Statewide Technology Innovation Expos Select Essex: In September the Champlain Valley Expo (CVE) hosted *Manufactured in Vermont: A Supply Chain Conference and Trade Show for Advanced Manufacturing Facilitating Sourcing & Procurement Opportunities for Aerospace, Aviation, Defense, Industrial, Medical, Naval and Space Industries*. Three Essex-based companies with booths reported multiple new business opportunities, with GLOBALFOUNDRIES an event headliner. In October, *Vermont Tech Jam*, the state’s premier technology job fair, staged its two-day workshop and exhibits at CVE. EDC outreach to the Town’s top employers recruited Revision Military, Flex-A-Seal and Heco Engineering to network with potential new hires. Additionally, Emir Heco of Heco Engineering and Excelerate Essex was a finalist for Tech Jam’s Startup Award.

Progress on EDC Town Plan Action Steps: The Essex Town Plan adopted in May includes nine Action Steps advanced by the EDC. By the end of 2016 examples of progress include:

- **Local & Regional Collaboration:** The EDC is exploring a partnership with *BTV Ignite*; has continued collaboration with *Excelerate Essex* where up to 30 freelancers and entrepreneurs work; and is monitoring the efforts of *The Living Room* to establish Essex as a “hub” community that supports women-owned businesses. (Action Step 2.4)
- **Project Review:** For many years the EDC has advocated simplifying Essex’s project review process through the creation of Development Review Boards (DRB). The Selectboard and Trustees are reviewing a proposal to consolidate site plan and zoning reviews into one-stop DRBs. (Action Step 2.5)
- **Fort Ethan Allen:** The EDC applauds Town efforts to create a “shovel-ready” plan to upgrade the century-old water distribution system in the Fort, a project that will make future development more feasible. (Action Step 2.7)
- **EHS / CTE Collaboration:** EHS’s growing STEM Academy – now serving over 100 students – is taking concrete steps to address Vermont’s workforce needs while also creating a bridge to nationally

recognized BTV Ignite, the northwest Vermont project building on availability of gig-a-bit broadband speeds. (Action Step 2.8)

Public Policy and Project Funding: The EDC is working to promote the Essex role as Vermont's leading host of advanced manufacturing jobs and as a rail transportation hub for northwest Vermont.

- **Essex Amtrak Station Upgrade:** After a year of study and engagement, the Chittenden County Regional Planning Commission presented the *Train Station (Amtrak) Access and Circulation Study*, which includes three options for upgrading the Amtrak Station. With the selection of a viable option and with the support of the EDC, the Village presented the case for funding to the Vermont House Transportation Committee in January. Similarly, a presentation in November to the Vermont Transportation Board further promoted the need to upgrade this regional resource. Outreach, led by the Village Trustees and supported by the EDC, focuses on potential funding partners and will continue into 2017.
- **Essex, EDC in the Vermont Legislature:** To follow up on our 2015 informational visit to the House Economic Development Committee, the EDC hosted a visit by the Vermont Senate Economic Development, Housing, and General Affairs Committee on March 17. The Senators' five hours in Essex included two site visits: Autumn Harp showcased cutting-edge technology used to produce products for the cosmetic and skincare industry and a GLOBALFOUNDRIES plant tour revealed the company's chip making process and its value here in Vermont and across the globe. Also, while at Autumn Harp, a roundtable of the Senators, senior managers from leading Essex employers, and elected officials from Essex generated a lively exchange. Participating companies included: Autumn Harp, Dodge Ski Boots, Flex-A-Seal, Food Sciences, Heco Engineering, Revision Military, and Vermont Systems. Essex businesses leaders cited several issues that impact efforts to sustain and grow their enterprises: relatively high personal income tax rates impact recruitment and hiring; difficulty securing funds for construction; permitting delays; and duplicative reporting requirements.

Business News – Additions, Subtractions, Changes and Top Employers:

- **Top Employers in Essex - 2016:** Essex-based companies with more than 80 employees include: GLOBALFOUNDRIES (2,800 employees); Green Mountain Coffee Roasters (800); US Citizenship and Immigration Services (USCIS) (700); IBM (400); Autumn Harp (199); Revision Military (170); FoodScience of Vermont (155); Reinhart Food Services (110); The Essex Culinary Resort & Spa (100); Flex-a-Seal (89); Catamount Color (85); Vermont Systems (85); and Mediware Health & Human Service (80). These companies provide employment to over 5,700.
- **Flex-A-Seal:** This Junction-based business makes high quality mechanical seals for industrial pumps. To meet international demand, the company has proposed and the Village Planning Commission has approved a 19,000 sf expansion at its Jackson Street facility. GBIC helped secure incentives associated with creating new jobs.
- **Autumn Harp:** This Thompson Drive based manufacturer is in the process of permitting a 50,000 sf addition to its existing facility and will consider this expansion in 2017.

Commission Business: Since our last report two Commission members were unable to continue serving. Due to job demands, Robin Lane is devoting her time to building an advanced manufacturing education program at the Center for Technology, Essex, important work that the EDC follows with great

interest. Chris Riani's responsibilities increased at the Vermont National Guard due to unit deployment. We thank them both for their energy, commitment and insights.

Jim Bernegger has filled one seat. An Essex Town resident, Jim has a background in marketing and business that is already serving the Commission well. And, late in the year, Village resident Julie Miller-Johnson joined the Commission. Her background is in marketing and management from both the design and construction industry and the online publishing business. She has already demonstrated an abiding interest in our local economy by serving as Market Manager for Five Corners Farmers Market. We welcome Jim and Julie.

ENERGY COMMITTEE
Irene Wrenner, Ex-Officio Member

The mission of the seven-member Energy Committee is to provide leadership, advocacy, and outreach in the areas of conservation, efficiency, and renewable energy. Below are highlights from 2016...and a look ahead to 2017:

- Members joining in 2016: Will Dodge
- Members who moved to nearby towns: We recognize Reed Parker and Kara Lenorovitz for devoting a great deal of time and effort towards making Essex a more energy-aware place to live.
- Essex Town LED Street lighting: Green Mountain Power completed the years-long process of upgrading nearly 500 outside-the-Village streetlights to LED.
- Essex Junction LED Street lighting: Efficiency Vermont provided grant funding to help cover the cost of upgrading more than 400 mercury and sodium vapor streetlights to LED technology in the Village. This swap-out, which will decrease energy use/cost and improve lighting quality, should be completed by mid-2017.
- Electric Vehicle Charging Station: Surveyed and provided recommendations on price points and alternative means of charging vehicles in a preliminary report.
- Completion of the 81 Main Street Renovations: New windows and insulation were among the upgrades in making our bigger, now ADA-accessible Town Office building more energy efficient.
- Chittenden County Energy Roundtable: Members of local energy committees shared ideas on state and local planning, siting, code, and engagement initiatives at a June meeting hosted by the CCRPC.
- Regional Planning Energy Sub-Committee has representation from Essex at its monthly meetings in preparing a Regional Energy Plan, along with the Department of Public Service, that will advance the State's energy and climate goals in a manner consistent with local needs and concerns.

Our state's goal of 90% renewable energy by 2050 is attainable if all Vermonters work creatively toward it together. Our Committee welcomes new members with ideas and a passion for energy activism.

ESSEX COMMUNITY HISTORICAL SOCIETY

Eva Clough, President

In October 2016, the Essex Community Historical Society celebrated its 25th anniversary at the First Congregational Church of Essex Junction with Hubie Norton as our speaker. He gave a talk on the Drury Brickyard with about fifty people in attendance. We had several charter members of the Historical Society attend the annual meeting: Sherry and Hubie Norton, Bobbi Mudgett-Russell, Lucille Allen, Jody Landon, Bonnie Clapp, Barb Chapin, Jerry Fox, Kathy Dodge, Linda Bogardus and Faye Soderberg. We are planning a 25th celebration for the Harriet Farnsworth Powell Historical Museum in 2017.

We had a very busy and exciting year with more people coming to the museum than in years past including visitors all the way from Germany. Laurie Jordan continues her volunteer work giving tours of the museum to the first graders from Essex Elementary School, children from Founders Memorial School, different Boy Scout troops and also giving walking tours to students from Essex Junction. Our biggest event of the year is our annual Sing-A-Long. We meet at the Essex Elementary School, walk down to the Town Common where we meet with Megan Beaucage and her chorus from Founders Memorial School and sing Christmas carols and light the Christmas tree. We then walk back to the Essex Elementary School where refreshments of hot cider, drinks and cookies made by Essex Girl Scouts and donated for the gathering are served. The group appears larger every year with close to 200 community members attending.

We have welcomed back Sue Storey as our layout person for the ECHO. Sue was our layout person when Dick and Lucille Allen were the editors for our newsletter. We also welcomed back Barb Chapin and Denise Groll to our Board.

The Historical Society had displays at the Vermont History Expo in Tunbridge in June and at the Champlain Valley Fair for the week of the Fair.

We want to thank the local businesses who made the 2016 Tales & Treasures of Essex series possible by their financial support: TD Bank, Ft. Ethan Allen Industrial Park/Will Parkinson, Ann Gray, Paula DeMichele, Full Circle Gardens, Phoenix Books, Sam's Scoop Shop, Hannaford's, and West Meadow Farm Gluten Free Bakery. We would also like to thank our volunteers who helped at Family Day, the Harriet Farnsworth Powell Historical Museum, Spring Clean Up and the ECHS exhibit at Vermont History Expo and the Champlain Valley Fair. We would like to thank the following for donations to the Abram Stevens' Gravestone Restoration: American Legion Post 91, The Patrick Foundation, Town of Essex, an anonymous donor and the Rotary Club Charities of Essex, Inc. Lastly, a huge thank you to our Web Master, Chuck Willard.

ESSEX FIRE DEPARTMENT
Charles Cole, Fire Chief

The men and women of the Essex Fire Department answered a total of 881 emergency calls and 64 Life Safety Inspections this past year.

Incident Type	Number of Calls
Car Crashes	80
Fire Alarms	134
Medical Responses	472
Brush Fires	8
Hazardous Materials	6
Structure Fires	21
Carbon Monoxide Calls	7
Smoke In Building	3
Chimney Fires	1
Vehicle Fires	8
Power Lines Down	3
Search and Rescue	0
Electrical Fires	0
Standbys	6
All Other emergencies	132
Total Emergency Calls	881
Fire Inspections	64

As one can see, we answer a large number of medical first response calls. First Response calls are in addition to the services the Town receives from Essex Rescue. Our members arrive on scene ahead of the ambulance and begin emergency care. We then update both the ambulance and the hospital as to a patient's condition to determine if additional resources are needed, or if an ambulance can be canceled and returned to service thereby providing a better service to our community.

We also have seen 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.

We have also seen an increase in the number of complimentary fire inspections at commercial properties for both existing and new construction.

This is done in conjunction with the State Fire Marshal's office where, rather than delaying a project, our personnel can gain compliance that aids both the property owner and the Fire Department to promote life safety. In several instances we have been successful in getting added life safety measures built into new projects that are not required by State Code but dramatically add to the safety for occupants and firefighters.

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 ccole@essex.org or by leaving a message at the station at 802-878-5308.

ESSEX FREE LIBRARY
Ann Paietta, Library Director

“Libraries raised me.”
--- Ray Bradbury

COMPARATIVE STATISTICS

	Number of Titles Owner	Total Circulation	Number of Patrons	ILLs* Loaned To Others	ILLs* Borrowed From Others
2016	34,294	93,240	5,321	2,105	322
2006	31,806	128,310	Not available	1,599	300
1996	16,393	73,051	Not available	454	323

**ILL is short for Inter-Library Loan, “To Others” are titles loaned to other libraries for use by their patrons. “From Others” indicates titles requested for Essex patrons from other libraries. When the library converted to VOKAL the patron database was updated and out-of-towners were removed from this count.*

Contact the library any time at essexfreelibrary@essex.org or by phone at 802-879-0313.

HOURS

Monday, Wednesday and Friday: 9 a.m. to 5 p.m. Tuesday and Thursday: 9 a.m. to 8 p.m.
Saturday: 9 a.m. to 2 p.m.

The library follows the Town of Essex holiday schedule except for limited service on these special occasions:

1. Friday and Saturday of the first weekend in June for the Friends of the Library’s **“Book, Bake and Plant Sale.”**
2. Saturday of the first weekend of November for the Friends of the Library’s **“Cozy Nook Craft Fair.”**

Proceeds from these two fundraisers generously enable the library to offer a number of programs and amenities that are not in the operating budget. A hearty thanks to those community members who support the library so generously and creatively!

STAFF CHANGES:

Bridget Stone-Allard left her part-time position as library assistant in the children’s area.

WEB ACCESS: Take a look at the various online programs that the library offers. Your library card is more than ever a “cultural credit card.” Links can be found on the library web page for the following:

1. **The Library Catalog** can be viewed from home by searching “Essex Free Library” and clicking on the Online Catalog link in the upper right-hand corner. The library is part of VOKAL – a group of 59 Vermont libraries accessing Koha – online open source catalog. Patrons are able to renew their own items, place holds, or see what other library owns a title. Friendly reminders of near due materials, hold notices, and overdue notices can also be emailed.
2. **VOL -- Vermont Online** is a partnership with other Vermont public libraries and the Vermont Department of Libraries. It provides access to a variety of Gale databases, including magazine and newspaper articles on health information, car repair, job search, language classes, and wellness sites.
3. **“Listen Up Vermont”** provides access to downloadable audio and ebooks through the Green Mountain Library Consortium and Overdrive. Over 1,300 Essex patrons checked out 4,450 titles in audio and ebook formats during 2016.

4. **The MANGO Language program** allows you to set up language classes in 23 different languages. MANGO is very easy to use and children who love spending time online can hone their second language skills. Essex residents are commonly the biggest user in the state of this service.
5. **Universal Class** offers over 500 instructor-led online courses. What are you eager to learn?
6. **The Library's Facebook** page keeps patrons up to date on programs, book suggestions and information.
7. **ESL basic tool is also available.** Patrons are now able to improve their English language skills.

LIBRARY SERVICES:

1. **Materials Available** – The library circulates books, periodicals, audio book and musical CDs, DVDs, puzzles and children's book/CD kits and DVDs. As previously mentioned, the library is now part of VOKAL. Our patrons are now able to renew and place holds online, see what 59 libraries have available, and have notices sent via email.
2. **Phone Services** – We also welcome phone services for those that wish to call. We are a phone call away to renew books, place holds, initiate Inter-Library Loan (ILL) searches, register for programs and ask reference questions. Always call if you are concerned about an overdue or bill notice you may have received. Attention will be given each morning to messages left after hours.
3. **HEMECARD Privileges** – With your library card, Essex residents have access to all Chittenden County libraries (with the exception of the Fletcher Free Library in Burlington) and other libraries in Vermont. The cards are hot pink and expire in December 2017.
4. **Copier/Fax/Scanner** – Our copier/printer is available for public use with a fee of 10 cents per page/ 25 cents for color copies. In addition to copying/printing, patrons are able to fax or scan their documents as well.
5. **Meeting Space** – Small not-for-profit groups of up to 12 people may use the activity room when there are no library programs scheduled. Please call to reserve the space in advance. Students wishing to study as a group are also welcome to use this space when available.
6. **Inter-Library Loan** – The library is happy to try to locate titles for patrons that are not in this collection. Libraries throughout the state cooperate by sharing their diverse holdings.
7. **Tax Forms** – The State no longer sends the library tax forms but we continue to offer a variety of Federal tax forms for the public beginning in early January.
8. **Internet Access** – Patrons have access to the Internet from five public workstations located on all three floors. Printing services are available from these workstations. In addition, wireless access is available.
9. **Tech-Tips** – Patrons may request individual help sessions to learn about their personal device, email, downloading ebooks and audio books, and web searching. Please speak to a librarian to set up a convenient time. On Wednesdays we offer a specific tech time in the morning.
10. **Museum Passes** – The library has passes from the ECHO Aquarium and Science Center, the State Parks Pass, Vermont Historical Site, the Birds of Vermont Museum, Shelburne Museum, Vermont History Museum, Lake Champlain Maritime Museum, and Shelburne Farms. These passes, available on a "first-come first-served" basis, allow Essex residents to enjoy these popular museums either free or at great savings.
11. **Homebound Services** – If you are unable to get to the library for a book just give us a call.

SPECIAL PROGRAMS and RESOURCES:

Adult Programs:

- **Vermont Author Visits:** Vermont authors such as Margot Harrison have been speakers at the library.
- **Book Discussion Groups** are invited to make use of the multiple copy sets available at the library. Sets may be checked out both to groups or individuals. An updated set list can be found on the library's web site. We started an evening book discussion group on the last Thursday of the month.

- **The Noontime Discussion/Evening** series meets on the 1st Thursday of each month. The literary themes have ranged from memoirs to magical realism to this year's murder and mayhem. Most memorable titles included *The Woman in White* and *Mr. Penumbra's 24-hour Bookstore*. These lively discussions last about one hour and new faces are always welcome to join at any point in the series or drop in on the discussion of a favorite title. A limited number of copies are available at the desk. The evening group meets the last Thursday of the month.
- **Programming:** Our newest lecture series named *Food for Thought* has been a great success and is continuing in 2017.

Children's Programs:

- **Storytime** for toddlers and preschoolers is held throughout the year. Also, the library offers Musical Storytimes and crafts every Friday at 10:30 a.m. with Assistant Librarian Caitlin Corless and drop-in Storytimes on Monday morning. In addition, special events and a few other programs were held on Saturdays throughout the year. We have also continued the program where reluctant readers may read to reading dog McKenzie.
- **Dorothy Canfield Fisher** book discussions throughout the year are led by Caitlin.
- **The Summer Reading Program** offered an array of programs and reading incentives designed to keep vacationing students visiting the library and reading regularly. In 2016, 197 readers participated in the theme of Get Ready, Set, Read Summer Program. These children read 4,147 books. A fitness themed party started the summer off and the summer ended, as always, with magical Marko and his no-fail trick of launching a playing card to the ceiling of the Main Reading room. Next time you come in check out the 22 playing cards now on the ceiling. The library offered 45 programs with 663 participants. This summer we also had an active adult summer reading program.

In addition, family friendly films have been shown throughout the year. The library continues to offer a creative writing club for kids. Also continuing this year is the popular Lego club. The library also participated in Vermont Reads with the Shackleton related titles. We are now offering adult coloring once a month.

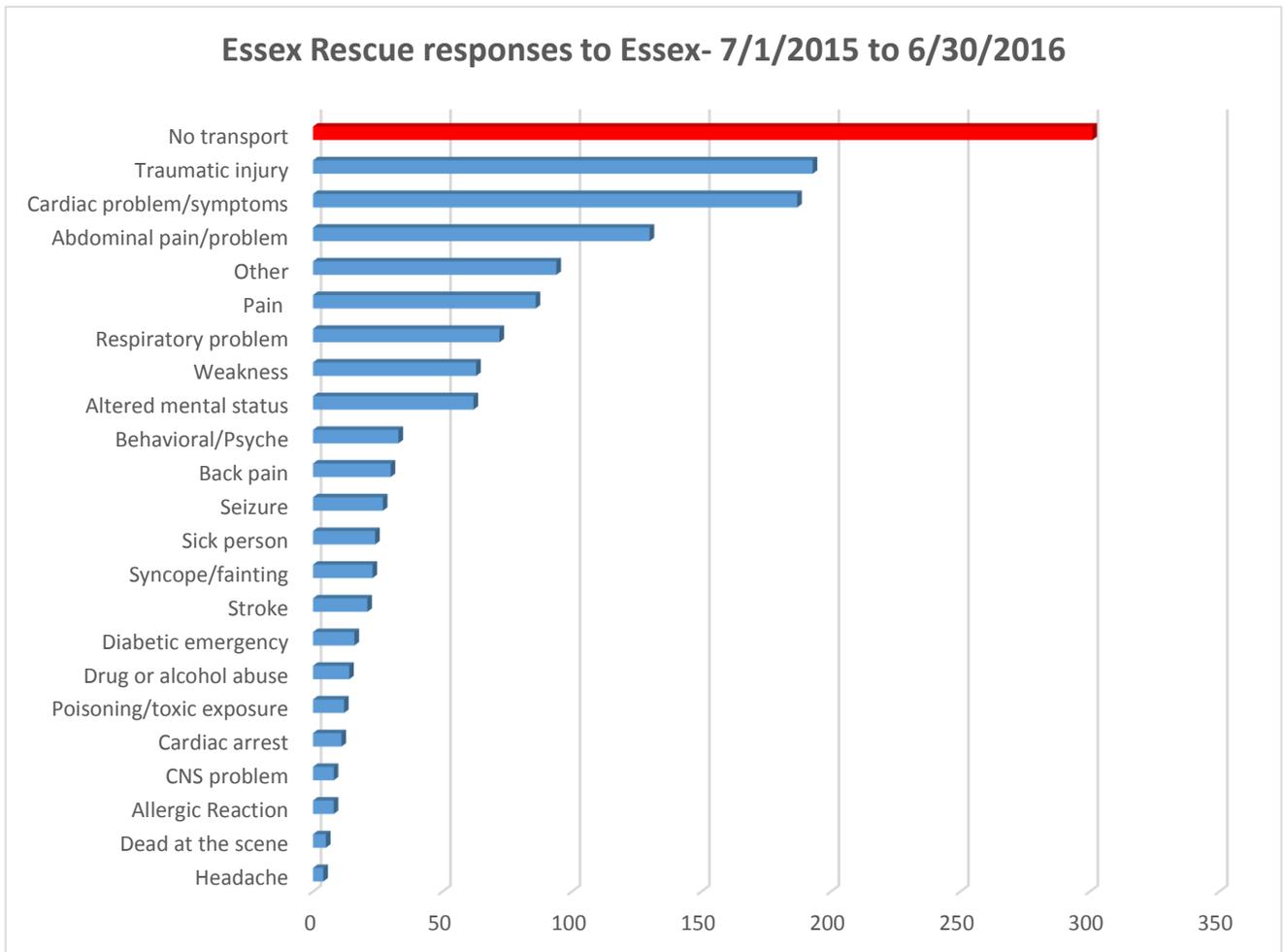
A big thanks to those who made the renovation of the children's area possible. The renovation of the children's area has been completed and looks terrific.

Come and check us out!

ESSEX RESCUE
Dan Manz, Executive Director

Essex Rescue, Inc. is a private not-for-profit Paramedic-level ambulance service that works in partnership with many other organizations including the Essex and Essex Junction Fire Departments and Essex Police Department to meet the emergency needs of Essex and Essex Junction. We are not affiliated with any town government.

Essex Rescue is pleased to continue providing emergency medical services to all areas of Essex and Essex Junction as well as the town of Underhill, southern Westford and northern Jericho. For the year ending June 30, 2016 Essex Rescue responded to 2070 requests for 9-1-1 emergency service. Of these calls, 1420 were in Essex or Essex Junction. The graph below shows the types of calls Essex Rescue responded to in Essex or Essex Junction during the period 7/1/2015 through 6/30/2016.



Providing high-quality emergency medical care in the out-of-hospital setting on a 24-hour per day basis is both challenging and expensive. We have some of the most highly trained basic and advanced level personnel in Vermont using state-of-the-art vehicles and equipment. We work in conjunction with the

UVM Medical Center to deliver fast and effective service to time-sensitive emergencies such as heart attacks, strokes and serious traumatic injuries as well as to other less time-sensitive but still significant emergencies. In 2016 we were honored to receive recognition from the American Heart Association's Mission Lifeline program for our consistent quality care of patients having heart attacks. We strive to deliver the care each patient needs and to do it in ways that are supportive and respectful. Successful out-of-hospital care often means helping to relieve pain, assuring an anxious parent, explaining what will happen when we get to the hospital or a similar step that goes beyond meeting a clinical need.

The full cost of Essex Rescue's operation is over a million dollars annually. We took delivery this year on a new ambulance that cost over \$200,000 and are about to replace a second one. We are able to consistently provide high volume, high quality service through a combination of different support, financial and otherwise. The most important support we have comes from our 50+ uncompensated volunteer members who contribute thousands of hours of time annually to staff our ambulances. Our biggest form of financial support comes from billing for the patient services we provide. We work hard to recover prospectively paid insurance revenues in an effort to minimize the need for tax subsidies from our communities. We are also fortunate to have a high level of participation in our subscription program that brings us important revenue and benefits participants by limiting their out of pocket costs for Essex Rescue's services. As a subscriber, you can pay a \$50 annual fee and then pay nothing else out of pocket for deductible or co-pay expenses. Subscription letters are sent out every November or December. You can also subscribe online at www.essexrescue.org. Many people and organizations in the community are also very generous in making grants or donations throughout the year or in memory of loved ones at a time of death.

As you can see from the graph, about 21% of our emergency calls in Essex did not result in the transport of a patient to the hospital. In these cases, we are not able to bill health insurers for the cost of the emergency response. The towns we cover provide an annual donation to Essex Rescue, Inc., which offsets a small part of what it costs us to be available around the clock, when and where your community members need emergency medical services.

Essex Rescue is always recruiting new volunteers. We invite you to visit our website at www.essexrescue.org or call us at 802-878-4859 ext. 4 to speak with Colleen Nesto about membership. We are proud of the services we offer and look forward to providing you with more information about the squad at any time. Our primary station is at 1 Educational Drive in Essex Junction, near the Essex High School and our administrative offices are routinely open from 8:00 to 4:30 weekdays if you have questions or would like to see our facility, vehicles and equipment.

HEALTH OFFICER
Jerry Firkey, Health Officer
Sharon Kelley, Deputy Health Officer

The Health Officer & 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.

The Health Officers assist the Health Department on 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) and the Town website (www.essex.org).

Health Officers respond to public complaints in connection with rental housing units. Common complaints include, but are not limited to, 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. All rental units are subject to State of Vermont Building Codes. Preventative measures should be taken by the landowner or tenant by routine clean-up, better ventilation and use of dehumidifiers in order to reduce the potential for mold and mildew. The Health Officers have a duty to ensure that health violations are corrected.

Landlords and tenants have a resource available to them called **Vermont Tenants, Inc.** Vermont Tenants has produced a handbook describing the responsibilities related to rental housing. You can contact their office by calling 864-0099. In addition, visit the following housing resource link which is available for Vermont town officials, landlords and tenants. <http://www.rentalcodes.org/areas-of-interest/other-concerns/>. This link provides information on additional health and safety concerns such as ADA & Accessibility, Asbestos, Electrical, Energy, Lead Paint, Fair Housing, Mold, Radon, and Water.

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.

Regarding Indian Brook Reservoir, the public must always pick up after their animals, including horses. 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 shall be reported to the Essex Police with ensuing investigation by the Health Officer and Essex Police (Animal Control Officer). The **rabies virus** is still quite seriously active among the wild animal kingdom. Remember to stay away from wild animals and report any strange activity to the Police Department. For more information about rabies, call the **Rabies Hotline** at 1-800-472-2437.

The **West Nile Virus** (WNV) and **Eastern Equine Encephalitis** (EEE) inflicted from mosquitoes is still 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 14 counties in Vermont and performs weekly tests for WNV and EEE. The results are posted on the State of Vermont Health Department website.

Lyme disease is transmitted to humans through the bite of infected blacklegged ticks. Typical symptoms include fever, headache, fatigue and skin rash. Most cases of Lyme disease can be treated successfully with a few weeks of antibiotics. Steps to help prevent Lyme disease include using insect repellent and removing ticks promptly. See the Vermont Health Department website for more information.

In 2012, the Vermont Legislature passed the Universal Recycling Law which bans disposal of recyclables (metal, glass, plastics #1 & #2, and paper/cardboard) by **JULY 1, 2015**; leaf and yard debris and clean wood by **JULY 1, 2016**; and the disposal of food scraps by **JULY 1, 2020**. All Essex residents should familiarize themselves with the new laws by contacting the Chittenden Solid Waste District (CSWD) at 872-8100.

If anyone has any questions regarding health issues of any kind, or if you have any complaints, questions, or 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.

More detailed information can be found on the State of Vermont Department of Health website www.healthvermont.gov and the contact number is 802-652-0357.

PARKS & RECREATION DEPARTMENT

Allyson Vile, 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** (staff, volunteers), **Parks** (Sand Hill Pool, Indian Brook and neighborhood parks) and **Programs** (senior vans, youth, after-school, adult, and special events). In recent years, we have strived to increase our **Connections** as a way to reach current and potential users; whether it is a sign outside the building with program reminders, or by quick and informative posts on social media outlets and the website. This has increased 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 summer we employ nearly 60 individuals within our pool, parks and recreation programs. We have recently been complimented on our department efficiencies, producing a variety of programming, 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.

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 55+ 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.

Accomplishments in **FYE16** include:

- Continued implementation recommended from the Recreation Needs Assessment.
- Extended vacation camp care options for children during school breaks.
- Increased summer day camp revenues by \$8,600.
- Increased net revenue in overall Lacrosse program by \$7,400.
- Increased enrollment in the Girls Lacrosse League, along with receiving a large donation for specific program equipment needs.
- Opened Sunset Studio, paid by the Program Fund.

Program goals for **FYE17** include:

- Increase program registration through web registration over 67%.
- Update the Subsidy Allocation Policy to reflect local needs.
- Increase program offerings and usage at Sunset Studio.
- Update website model to a more current and user-friendly style.
- Increase connections with residents, local businesses and organizations for program sponsorship and involvement.

Proposed increases to the **FYE18** Recreation portion of the budget reflect increases consistent with costs associated with providing enhanced levels of service throughout our programming demands. The

majority of programming expenses are handled through the Program Fund, a self-sustaining fund that does not affect increases on taxpayers.

Parks

The Parks and Recreation 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, clean and green.

Improvements to the parks in **FYE16** included:

- Continued efforts to improve and maintain safe playing surfaces at the Prairie Fields through turf management.
- Installed an updated gatehouse at Indian Brook Reservoir.

Scheduled or completed improvements to the parks for **FYE17** include:

- Continue compliance with ADA regulations on paths at parks.
- Maintain a high level of turf maintenance on athletic fields.
- Submit RFP for repairs of the Bandstand/Gazebo at Fort Ethan Allen.
- Replace playground equipment at Saxon Hollow Park & Pinewood Park
- Install new drainage at Myers Park.
- Resurface playground material at Myers Park.
- Remove hazardous trees from various parks and facilities.

Scheduled improvements to the parks for **FYE18** include:

- Complete MOU between Essex Parks & Recreation, Essex Westford Unified Union School District and Essex Town Little League organizations regarding field needs and responsibilities.
- Construct a new pavilion at Sand Hill Park.

Proposed increases to the **FYE18** Parks portion of the budget reflect increases consistent with costs associated with providing an increased level of service in regards to recycling, branding, supervision of park maintenance and users, as well as added playground surfacing at neighborhood parks.

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 to learn a life skill while accommodating household work schedules. Sand Hill Pool also gives 30 seasonal staff the opportunity to work with the public and teach others throughout Essex and neighboring communities.

The summer of 2016 posed new challenges to the daily routines due to a “Florida Summer.” New procedures were implemented this past year to increase daily practices in monitoring water chemicals throughout the day which will continue in future seasons.

Pool

Programs offered at the pool provide opportunities to develop lifelong skills, personal development and health, wellness and employment opportunities for young adults in a safe, fun environment.

Accomplishments and/or Improvements to the pool in **FYE16** included:

- Hosted a successful Champlain Valley Swim League with over 600 swimmers.
- Implemented new start up and closing procedures with outside contractor.

- Small upgrades internally at Sand Hill Pool in washrooms and guard room.
- Replace guard and pool deck chairs/furniture

Scheduled or completed improvements for **FYE17** include:

- Small upgrades internally at Sand Hill Pool in washrooms and guard room.
- Replace guard and pool deck chairs/furniture
- Install shade system for picnic area
- Install updated shower benches for ADA compliance

Proposed increases to the **FYE18** Pool portion of the budget reflect increases consistent with costs associated with providing the same or enhanced levels of service.

Senior Activities

The needs for our aging community have shown with recent increases in ridership for the senior vans, as well as activities and social experiences at the Senior Center. The Senior Van provides an essential service to the 60+ community of Essex with approximately 5 to 8 new riders added each week. The vans allow seniors convenient accessibility for healthcare, wellness, recreation and social needs. The department hires, trains and schedules the drivers. The Senior Activities Coordinator hires and schedules the phone volunteers, along with assisting the Director with training sessions.

The Essex Area Senior Center is now under both the Town and Village municipalities. In the spring of 2016, the Center went through a transition period where the private groups dissolved. The Town and Village came together to continue support for our aging community, keeping the staffing under the Town municipality, while the facility and capital improvements were to be provided by the Village municipality.

Accomplishments and/or Improvements in **FYE16** included:

- Assisted implementation of new programming and supplies at the Essex Junction Senior Center with the Senior Activities Coordinator.
- Worked closely with the Village of Essex Junction to support the senior needs during a transition period where facility and functions transferred solely to the municipal level.
- Hired replacement drivers while maintaining budgeted hours.

Scheduled or completed improvements for **FYE17** include:

- Conduct defensive driver training with VLCT.
- Obtained a new “Green” Van through the CCTA leased replacement program.

Proposed increases to the **FYE18** senior activities portion of the budget reflect increases consistent with costs associated with providing the same exceptional level of service, while retaining the Senior Activities Coordinator position as a full time paid position.

POLICE DEPARTMENT
Bradley LaRose, Chief of Police

The FYE 2017 budget included the purchase of an additional unmarked vehicle to replace the Municipal Manager's vehicle with a later model. The replaced vehicle for the Municipal Manager would then replace the aged pool vehicle for Town employees. The Town does maintain an older vehicle for limited, short-range, employee use (Assessor, IT, Community Development). This plan was hastened due to the inoperability of the pool car and available funds in FYE 2016. Barring any significant mechanical issues with the fleet, the intent for FYE2017 and FYE2018 is to return to the replacement schedule of two new marked vehicles and one used unmarked vehicle annually.

A large area of the parking lot surrounding the police station heaved significantly during the extremely cold winter of 2014-2015. The Town hired an independent engineering firm to investigate and report the cause of the heaving. The report identified the cause of the problem as inadequate water drainage. The findings of this report served as the basis for the Town pursuing mediation with the construction management company, architectural and engineering firms, and a subcontractor. An agreement was reached in November 2016 with all entities to acquire the funds necessary to remove the defective areas of the parking lot and properly replace them. This work is planned for the spring-summer of 2017.

In her first year as the Director of the Community Justice Center (CJC), Jill Evans has selected three new staff members with vast experience. New members Karen Holmes, Susanna Weller and Karen Dolan have been instrumental in further developing the services provided by the CJC. Detailed descriptions of the many services offered by the CJC can be found on the Center's website: essexcjc.org.

The department recently upgraded the duty weapons carried by sworn personnel. The older .40 caliber handguns have been replaced with the latest generation 9mm handgun. This change was driven by research and recommendation of the federal government. The new weapons are more efficient and practical for law enforcement. The department also purchased heavy vests and ballistic helmets and shields for high-risk situations. The change in weapons and the purchase of safety equipment was financed by the use of asset forfeiture funds. These are the funds made available to law enforcement that stem from the seized assets of criminals. The department, and our community, have benefited from the Department of Justice Asset Forfeiture Program for many years.

The police department continues to dedicate significant resources to the drug enforcement effort. The department works very closely with local, state and federal enforcement partners in this effort. Opioids such as heroin have been the primary choice of addicts due to its availability and relatively low cost. The dangers of such drug use has increased with the introduction of fentanyl, and more recently carfentanil. The police department routinely participates in the national Drug Enforcement Administration sponsored Drug Take Back Day. These events provide citizens an opportunity to dispose of unwanted pharmaceuticals in a safe, secure and anonymous manner. Due to the success of this program and the established need, the police department will be

installing a drug drop box in the lobby of the police station, which will allow citizens the opportunity to dispose of unwanted drugs at any time.

The department appreciates the strong and effective partnership it has with the community. The social environment and the many challenges to public safety are ever changing. Maintaining a focus on safety as one of our community's core values speaks volumes as to who we are.

FYE 2016 Statistics

REPORTED CRIME ACTIVITY - PERIOD 07/01/15-06/30/16

	2012	2013	2014	2015	2016
HOMICIDE	0	0	2	0	0
ROBBERIES	3	4	5	6	3
BURGLARIES	71	73	85	97	54
ASSAULTS	73	84	54	65	66
SEX OFFENSES	12	24	21	23	24
DRUG OFFENSES	140	111	86	85	110
LARCENIES	607	470	488	331	304
VANDALISM	199	162	115	83	95
STOLEN VEHICLES	8	17	4	7	8
SUICIDES/ATTEMPTS	11	9	4	8	7
MISSING PERSONS	29	34	39	26	20
BAD CHECKS / FRAUD	69	91	104	92	93
D.U.I	32	38	23	42	57
COURT CASES	325	334	327	293	270
ACCIDENTS	635	710	718	701	582

There were 5197 tickets written for traffic and parking violations. Of these, 1168 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. Funded by the VT Department of Corrections, the CJC had been contractually provided but came under the Town in 2016.

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 from 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 16 the CJC received 120 new referrals and processed a total of 176 cases with a successful completion rate of 80%. Combined, that adds up to 516 volunteer hours. The panels were possible with the efforts of 30 local community volunteers. Comments from panel participants include:

“I learned from a member of the community to keep track of my impulsive behavior. This was a life lesson for me.”

“The people here made me feel like I could share without being judged.”

“Now I feel like I can put this behind me and not make a mistake like this again.”

“This process gave my daughter and I a chance to explain how this theft and subsequent loss impacted us. We were able to tell our side directly to the accused.”

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 Restorative Reintegration Circles to anyone who wants them. For those 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 FYE 16 the CJC provided one successful CoSA and supported four reentry cases with the assistance of eight local community volunteers. Combined, that adds up to 426 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.

Conflict Assistance

CJC staff and volunteers are available to help community members and law enforcement address community conflict and safety concerns before a crime is committed including neighborhood conflicts and landlord/tenant disputes. Approaches to conflict include mediation, facilitated group meetings, and individual consultation.

Victim/Affected Party Support

CJC staff provides support to community members affected by crime. Affected parties have 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 a 10 member Community Advisory Board (CAB) that meets quarterly. Combined, the CAB volunteers put in 330 hours in FYE 16.

PUBLIC WORKS DEPARTMENT
Dennis Lutz, P.E.
Town Engineer/Public Works Director

The consolidation of public works services has continued to progress in accord with the agreement signed between the Town Selectboard and Village Trustees to consolidate the delivery of essential services. The purpose of the agreement was to develop “. . . a combined public works department for the management of highway and engineering functions as well as any other public works-related functions as may be mutually agreed upon by the Town and the Village.”

Some of the actions taken so far with regard to highway and general public works’ operations include:

1) Incorporation of the Village Highway Budget under the Town Highway Budget for greater tax equity; 2) appointment of a single Public Works Director to operationally provide road infrastructure management oversight to both the Town and the Village; 3) implementation of a customer-based request-for-services system in both communities (See-Click-Fix); 4) creation of a combined Winter Operations Plan; 5) initiation of a common road management maintenance and pavement evaluation system with the help of the Chittenden County Regional Planning Commission and Town/Village engineering staff (underway); 6) use of a single paving bid contract for both the Village and the Town to take advantage of volume purchase and a common bid/specification standard; 7) equipping of public works’ vehicles in both communities with GPS locators and software to track vehicle locations and trips; 8) grant application preparation and support for a Class 2 Highway paving grant subsequently awarded in the Village for South Summit Street; 9) sharing of equipment for specific tasks such as leaf hauling, salt mixing and catch basin cleaning; 10) pre-winter inspection of all municipal vehicles at the Town garage where there is a higher ceiling for full truck bed extension, a vehicle lift for undercarriage inspection and a mechanic to assist with maintenance; 11) preparation of a consolidated list of ongoing key projects in both communities for the purpose of providing citizens and elected officials with the status of these efforts; and, 12) a limited number of engineered bid documents have been prepared for Village public works’ projects for bidding and award by the Village.

As noted in the previous annual report, the Village Trustees annually approve a Village highway budget for incorporation into the Town Highway budget but those funds are managed separately. Designated Village street money is used exclusively in the Village and designated Town Highway money is used exclusively in the Town. The goal is to administratively manage and coordinate public works functions centrally but enable field operations to be conducted separately in each community.

Another aspect of the public works consolidation involves the administration of storm water programs and permits through a joint Village-Town effort. Some of the actions taken so far with regard to the joint storm water program include:

1) State approval of jointly-prepared Flow Restoration Plans (FRP) for Indian and Sunderland Brooks as required under the MS4 storm water permits issued separately to each community; 2) implementation of two projects required under that plan using State grants and local funds set aside for that purpose in the Town’s Capital Fund (Sydney Drive system in the Town and the Brickyard Road gravel wetland project in the Village; 3) submittal of a grant application for a third project required under the FRP (Village project); 4) initiation of survey and design work on the last FRP project needed for permit compliance (Town); 5) joint hiring of engineering summer interns to collect required storm water data in both communities; 6) joint resolution of expired

storm water permits and inclusion of these permits under municipal responsibility to provide legal permit coverage to residents and businesses; 7) Town catch-basin cleaning using Village equipment and employees thereby saving vendor costs; 8) initiation of further studies collecting data on streams in both communities on the impacts of chloride; 9) continuing coordination through the Joint Storm Water Coordinating Committee, composed of both Village and Town representatives and staff, in anticipation of forthcoming, revised MS4 storm water permits involving new requirements for phosphorous reduction; 10) investigation by the joint storm water staff into specific erosion problems for implementation of low-cost but effective solutions.

As with the highway funds, Village and Town taxpayers share the costs for storm water management equally, with the costs for systems improvements paid for separately by each community.

In addition to the efforts towards improving the effectiveness of a consolidated Public Works Department, accomplishment of normal work activities and timely responses to customer issues continue as high priorities. In FYE2016, the Town Public Works Department effectively and successfully managed a \$3.6M Operating Budget, a \$2.5M Water and Sewer Budget and a Capital Projects Budget of over \$1M. Overall, projects were completed as planned at total costs slightly under the approved budgets. This accomplishment is a direct result of having dedicated, professional employees serving both the Village and Town Public Works departments.

“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.”

TOWN CLERK/TREASURER
Susan McNamara-Hill, Town Clerk and Treasurer

The following is a summary of revenue for the Town Clerk’s office:

Hunting and Fishing Licenses.....	\$165
Marriage Licenses.....	\$3,246
Animal Licenses.....	\$9,570
Liquor Licenses.....	\$4,300
Recording of Land Records.....	\$127,015
Vault Time.....	\$2,723
Sale of Certified Copies.....	\$6,899
Green Mountain Passes.....	\$274
Department of Motor Vehicle Registration Renewals.....	\$543
Printing & Duplication Services.....	\$13,298

The Clerk’s Office recorded 21 volumes of Land Records and 680 Vermont Property Transfer returns for the period July 1, 2015 through June 30, 2016.

Vital records recorded in the Town of Essex from July 1, 2015 through June 30, 2016 are as follows:

Births: 207	Marriages: 159	Deaths: 144
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The annual Town Meeting election was held on February 29 and March 1, 2016.

- ARTICLE I: The reports of the Officers were accepted.
- ARTICLE II: The budget was adopted for FYE 2016 in the amount of \$13,182,890.
- ARTICLE IV: The following officers were elected by Australian ballot:
- | | |
|--|---------------------|
| Moderator: (1 1-Yr. Term) | Steve Eustis |
| Selectboard: (2 3-Yr. Terms) | R. Michael Plageman |
| | Irene A. Wrenner |
| Selectboard (1 Two-Year Remaining on 3-Yr. Term) | Susan E. Cook |
| Champlain Water District Commissioner (3-Yr. Term) | Aaron Martin |
- ARTICLE V: Shall the Town of Essex adopt the proposed 2016 Town Plan?
- | | |
|------------|---------|
| Yes: 3,557 | No: 810 |
|------------|---------|

Services available at the Town Clerk’s Office:

- | | |
|-----------------------------|---|
| Collect Property Taxes | Maintain Vital Records for Town & Village |
| Collect Water & Sewer Taxes | Marriage Licenses |
| Dog Licenses | Motor Vehicle Registration Renewals |
| Fish & Wildlife Licenses | Notary Public Service |
| Genealogy Research | Record Land Records for Town & Village |
| Green Mountain Passports | Register to Vote |
| Liquor Licenses | Vote by Absentee |
| Maintain Cemetery Records | |

TRAILS COMMITTEE

Eric McCarthy, Chair

In September 2000, the Selectboard created the Town Trails Committee as an advisory body to advance the development and maintenance of trails throughout the Town. Our charter tasks us to “assist the Planning Commission and Zoning Board of Adjustment by providing advisory evaluations pertaining to trails, sidewalks and greenways for applications made to the Commission or Board based on the proposed trails maps in the Town Plan.” In carrying out this duty, the Committee is incrementally building and formalizing a network of trails throughout the Town that provide and promote safe, non-motorized connections for recreational and transportation options. The Committee advocates for public benefits of non-motorized trails in concert with the rights and prerogatives of property owners.

A major portion of our work is devoted to reviewing proposed development projects looking for opportunities to build and connect trails in the Town. Working closely with the Conservation Committee, we reviewed many projects and captured some easements and rights-of-way that could lead to future trails. Members of the Trails Committee routinely attend and testify at Planning Commission meetings where development proposals have potential or existing trail elements. We have had members of the community join us to voice their concerns or interest in our trails.

Citizens of Essex have expressed strong support for trails in the Heart & Soul process. We want to ensure that non-motorized transportation is well represented in the Town Plan going forward. One outcome of our deliberations was development of seven new Action Items the committee will accomplish within the next five years. In 2016, we have actively been working on each Action Item. We are excited to resurrect the Trail Keeper program and will be inviting residents to adopt a trail. Marketing of this program will begin in December. Members of the committee have joined property owners to walk potential trails that could connect existing trails, as these donations of land will increase our ability to provide better access for residents.

The Trails and Conservation Committees, strongly supported by Essex Parks and Recreation, hosted the third annual Indian Brook Park Clean-up Day on September 24, 2016. A great group of volunteers devoted an afternoon to cleaning debris from drainage swales and identifying and removing invasive species within the park. We have seen each year more and more volunteers attending this event and we are so grateful for their efforts.

The Trails Committee is currently made up of Ruth LeBlanc, Eric McCarthy, Heather Brochu, Dan Stein and Justin St. James. Mark Paulsen stepped down in 2016 and we thank him for his service. Town Parks & Recreation Director, Ally Vile, assists the Trails Committee extensively and Adriane Martin, Program Coordinator, now serves as our staff liaison. The Trails Committee meets the second Tuesday of every month at 7 p.m. at the Town Offices at 81 Main Street.

TOWN MANAGER
Patrick Scheidel

The proposed FYE 2018 budget is submitted to you with the financial resources necessary to meet the expected demand for municipal services, maintain the consolidated work to date and proceed forward on the path to further departmental consolidation. The growth in the Grand List, which helps offset budget increases, has averaged 1.52% over the past five years: 1.64%, 0.75%, 1.73%, 2.13%, 1.32%. The 1.32% from the last assessment year to the current one brought the Grand List to \$25,256,201. It is expected that the Grand List growth for FYE 2018 will be approximately 1%. The highly motivated Economic Development Commission continues to focus on business recruitment and expansion, economic development and planning efforts that will grow the Grand List. Village business redevelopment and reinvestment will also add to our growth.

Operating Budget Overview

The proposed FYE 2018 budget presents a responsible financial plan that continues the effort to consolidate service delivery systems. Since July 2013, a shared manager for the Town and Village municipalities has proceeded well. Consolidated service systems have been implemented and are in various stages of completion in the following functions: Administration, Finance, Public Works, Highway and Storm Water (see summary lists). Utilities and Fire Departments are scheduled for much more work but only limited planning discussions have occurred this year. The Fire Department work will seek to better align the various critical operations within each department, such as operations, training, rank structure and capital planning.

The FYE 2018 budget shows a \$526,125 or 3.99% increase over FYE 2017. Several important issues that have budgetary consequences contribute to the increase. The Selectboard’s professional service line item includes \$15,000 for recruitment and selection of a new Manager. An equal amount has been added to the Village Trustees’ budget, as it is anticipated both boards will hire the Manager. A Human Resources position may be necessary in the future. The rapidly changing personnel service landscape of local government requires this skill to be available to us on a full-time basis. The position existed in the 1990s, but, after reassigning the duties, was eliminated in an attempt to trim costs.

	<i>FYE 2015 Actual</i>	<i>FYE 2016 Actual</i>	<i>FYE 2017 Budget</i>	<i>FYE 2018 Proposed</i>
Town Manager	1	1	1	1
Asst. Town Manager	1	1	0.2	0.2
Personnel Assistant/Secretary	1	1	1	1
MIS Director	0.8	0.6	0.6	0
GIS Coordinator	0	0	1	0
Director of Administrative Services	0	0	0.75	0.75

Information Management is broken out into a new department in the FYE 2018 budget. Previous budgets show IT personnel in the Town Manager’s Department and various other IT costs in the Finance Department (see Table 1). They have been combined in an effort to more accurately reflect IT as a cost

center. A new IT Technician has been added to help meet the growing demand for tech services and to serve as a succession planning decision. The MIS Director will be retiring in a year or two.

Another notable change is the inclusion of the Village Finance Director, who is also functioning as Town Finance Director, as a Town employee. The intent is to develop an agreement on the shared services and provide for payment from the Village to recoup time devoted to Village matters. There is also a recommended change to provide for a similar arrangement with the Village Clerk and Treasurer, who will be functioning as the Town Clerk and Treasurer.

Another expanding budget area for FYE 2018 continues to be storm water compliance. Each year, to meet environmental concerns and regulations, storm water costs rise. The decision was made in 2013 to formulate storm water policy with the Village and to organize the storm water activities together. This proposed budget consolidates the finances of the joint arrangement between the Town and Village. The combined budget of \$328,936 is up \$22,931, or 7.4%, over last year.

During the past several months, a program has been implemented consolidating public works highway functions to determine what levels of service delivery efficiencies can be developed and implemented. The first two years proceeded well. The proposed FYE 2018 budget includes a consolidated Public Works Administration function, a unified paving program and highway operation.

Each year the leading budgetary items of concern are salaries and benefits. These personnel service cost centers combine for approximately 57% of the budget. In fact, over the past four fiscal years, the budgeted percent of salary and benefits versus operating expenses were as follows:

	FYE 14	FYE 15	FYE 16	FYE 17
Salaries & Benefits	67.07%	66.96%	66.34%	57.5%
Operating	32.93%	33.04%	33.66%	42.4%

For FYE 2018, the proposed \$13,708,640 budget shows 57.9% for salary and benefits and 42.1% for operating costs.

Employee salary increases are budgeted at 3.5%. As a total budget cost, salaries, which includes premium pay such as longevity and overtime, show an increase of 5.7%, in large part due to new employees rather than large generic increases. Benefits are up 5.3%. Cost of living is projected to fluctuate between 1% and 3% next year. Benefit cost increases have been a major driver in recent years. The Selectboard-approved high deductible insurance option for employees has helped control costs. The Town and its employees continue to benefit from this option above normal adjustments. Usual operating cost increases, such as road materials, are expected and budgeted accordingly.

Transfers

The proposed FYE 2018 budget includes \$388,850 in transfer expenses. Included in the transfers to capital are vehicle replacement funds of \$150,000 for fire apparatus and \$175,000 for highway vehicles.

Revenues

Revenues are projected realistically. Non-tax revenues are not expected to increase significantly. Property valuation discussions and growth will impact the Grand List as usual. Interest revenue is down as a result of declining interest rates.

With the slowly improving economy, Town financial resources may remain strained. The Selectboard plans to use some fund balance for the third year. Maintaining a healthy fund balance will minimize the negative impacts of the expected level of delinquencies and allow for creating necessary reserves. A fifteen percent (15) fund balance is the goal.

Although it has been our practice to use tax sales as a last resort while exploring every avenue possible to allow residents to remain in possession of their residential and business property, the Town will continue delinquent collections this year. A small fund balance would force us to become even more aggressive in tax collections (via tax sales). Balancing our financial position with taxpayer sensitivity continues to be our guide in tax collection.

Capital

The capital budget for FYE 2018 was comprehensively discussed in January. Preventing the deterioration of infrastructure such as roads, buildings and parks has been and continues to be one of our primary capital goals. Planning for equipment and vehicle replacement over time has been another central purpose of the capital plan and budget. The funds for meeting all capital projects come from various sources such as grants, impact fees, and a designated two-cent tax rate. Demand always exceeds our ability to pay; consequently, the annual capital spending addresses the “worst first” in terms of approved project expenditures. The serious weather patterns causing water-damaged infrastructure results in revisiting the discussion of another penny for capital expenditures.

Conclusion

Due to the challenge to submit a lean budget, yet balance the effective management of each department, a moderate increase in operating funds is proposed in the FYE 2018 budget. Funding for the Farm and open land contracts and the veterans’ exemptions requires the local agreement rate of \$.0019. The proposed budget calls for an estimated increase in the Town General rate of \$.0154. It is expected that the average increase in taxes will be approximately \$43. The Town Highway tax rate is expected to increase by \$.0001 resulting in an increase for the average taxpayer of less than \$1.

TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION
SHARED SERVICES SUMMARY

2013-14

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

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

Administration

- New Town Director of Administrative Services.

Finance

- Shared Finance Director duties started/completed in 2015-16.
- Shared Treasurer duties started/completed in 2016-17.
- Combined Finance team/cross training of Town and Village employee.
- Shared General Ledger and Chart of Accounts started/completed in 2015-16.
- Combined accounts payable functions started/completed in 2015-16.
- Cash receipts on the same system started/completed in 2015-16.

2015-16

Finance

- Combined payrolls on one system.
- Shared accounts receivable module.
- Shared bank account.
- Consolidated the location of all Finance personnel at 81 Main Street.
- Went out to bid for one auditor for FYE 16.

Public Works

- Incorporated a portion of the Village highway budget to 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 VT117.
- 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 WWTF summer interns.
- Joint development of required Sunderland 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

Administration

- Shared Clerk/Treasurer.
- Technology upgrades made with an eye toward compatibility/shared IT infrastructure.
- Combined Human Resources function.

Finance

- Shared auditor for the FYE 16 audit.
- New Town Bookkeeper to process both Town and Village payroll.
- Move the Village Utility (water/sewer) to Town accounting system.
- Combined purchasing.

Public Works

- Continuation of shared services as outlined in 2015-2016.
- Joint See-Click-Fix software implemented for request-for-service/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 (underway).
- Preliminary development of plans for partial utility services (water and sanitation) consolidation (underway).
- Development of a single road management plan for maintenance of roads in the Town and Village with Town staff, Hamlin Engineering 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 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 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 & Zoning Boards.

2017-18

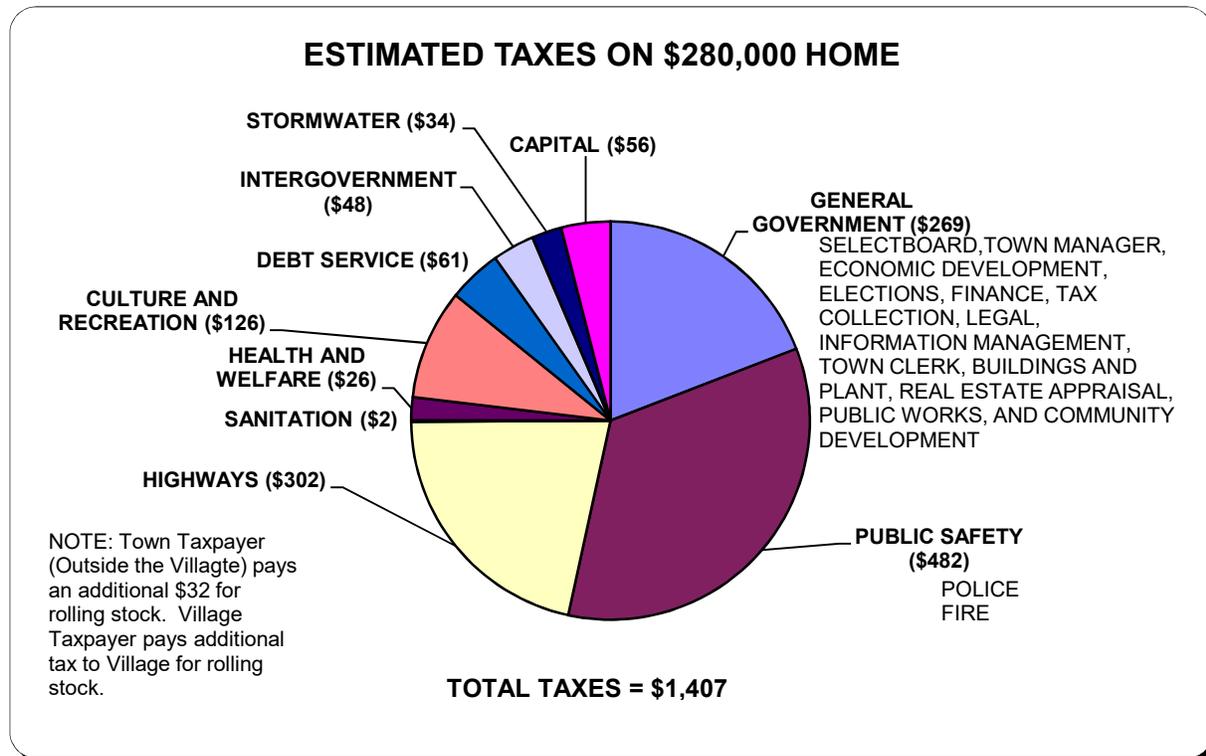
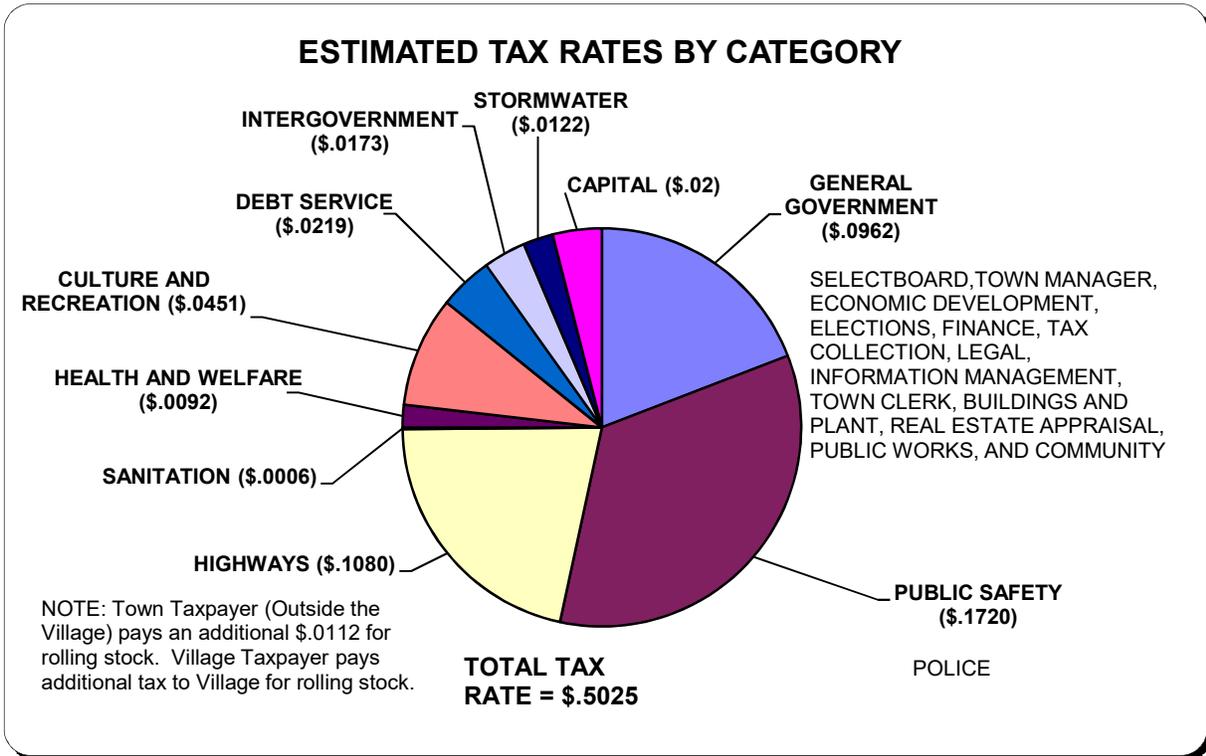
Administration

- Move Village onto Town Network and services which will reduce overhead for hardware, software and professional services.

Finance

- Combine Town and Village payroll under one Federal ID number, which will cut down on time to process payroll, file payroll taxes and produce W-2's.
- Merge and share financial policies such as purchasing and investment policies.

PROPOSED TOWN BUDGET FISCAL YEAR ENDED JUNE 30, 2018



NOTE: Estimated tax rates and taxes are based on estimated 1.25% growth in grand list.

Information Management Department

Created to better show costs associated with providing Information Management services to the Town
 One new position proposed. All other positions exist in current budget under the Town Manager - see Table 1
 Other expenses were carried in other departments as shown in Table 2 below

Table 1 - Information Management Employees

FYE 2017 Budget Town Manager	FYE 2017 Budget				FYE 2018 Proposed				Total Change FY17 - FY18
	%	Salary	Benefits	Total	%	Salary	Benefits	Total	
Town Manager	0.50	\$127,305	\$42,432	\$169,737	0.50	\$131,761	\$43,152	\$174,913	\$5,176
Assistant Town Manager	0.20	\$14,918	\$4,555	\$19,473	0.20	\$15,531	\$4,851	\$20,382	\$909
Personnel Assistant / Secretary	1.00	\$59,280	\$29,638	\$88,918	1.00	\$61,360	\$29,975	\$91,335	\$2,417
Director of Administrative Services**	1.00	\$79,887	\$27,946	\$107,833	1.00	\$82,683	\$28,399	\$111,082	\$3,249
MIS Director*	0.60	\$55,271	\$25,082	\$80,353	0.00	\$0	\$0	\$0	
MIS Network Administrator	1.00	\$56,817	\$19,810	\$76,627	0.00	\$0	\$0	\$0	
GIS Co-ordinator	1.00	\$59,184	\$30,113	\$89,297	0.00	\$0	\$0	\$0	
Total Town Manager	5.30	\$452,662	\$179,576	\$632,243	2.70	\$291,335	\$106,377	\$397,715	\$11,751
Information Management									
MIS Director*	0.00	\$0	\$0	\$0	0.40	\$38,321	\$16,959	\$55,280	(\$25,073)
MIS Network Administrator	0.00	\$0	\$0	\$0	1.00	\$62,100	\$20,687	\$82,787	\$6,160
GIS Co-ordinator	0.00	\$0	\$0	\$0	1.00	\$61,538	\$30,521	\$92,059	\$2,762
MIS Technician - New Position	0.00	\$0	\$0	\$0	1.00	\$48,000	\$34,418	\$82,418	\$82,418
Total Information Management	0.00	\$0	\$0	\$0	3.40	\$209,959	\$102,585	\$312,547	\$66,267
Total Combined	5.30	\$452,662	\$179,576	\$632,243	6.10	\$501,294	\$208,962	\$710,262	\$78,018
Increase FYE 2018 over FYE 2017								\$78,019	
Increase Without proposed MIS Technician**								(\$4,399)	

* MIS Director shifted from 60% Town Manager/40% PD to 40% Information Management / 60% PD

**Without MIS Technician position, total salary and benefits are lower than FYE2017 due to MIS Director reduction from 60% to 40%.

Table 2 - Previous line Items for Information Management Department

	FYE2017 Budget			FYE2018 Budget	
	Dept	Line	Amount	Line	Amount
SALARIES	T.M.	110	\$171,272	170	\$209,775
BENEFITS	T.M.	111	\$75,005	171	\$102,556
REPAIR & MAINTENANCE SVCES	Finance	153	\$36,000	172	\$36,000
REPAIR & MAINTENANCE SVCES	Comm. Dev.	233	\$4,300		
DUES / SUBS / MEETINGS/TRAINING	Comm. Dev.	236	\$1,400	173	\$3,900
HARDWARE / SOFTWARE / SERVICES	Finance	157	\$25,000	174	\$32,500
TRAVEL	Comm. Dev.	237	\$1,000	175	\$1,000
MACHINERY - TRANSFER TO CAPITAL	Comm. Dev.	239	\$3,600	176	\$2,850
			<u>\$317,577</u>		<u>\$388,581</u>
Increase					<u>\$71,004</u>
Salary and Benefits of It Technician (proposed)					<u>\$82,418</u>
Without new IT Technician					<u>(\$11,414)</u>

TOWN OF ESSEX PROPOSED CAPITAL BUDGET AND PROGRAM
FYE 2018 - 2022

PROJECT	TOTAL COST	FYE 6/18	FYE 6/19	FYE 6/20	FYE 6/21	FYE 6/22	POST FYE 6/22
BUILDINGS							
HIGHWAY GARAGE / TREE FARM IMPROVEMENTS	\$415,615	\$7,000	** \$12,000	\$20,000	\$20,000	\$20,000	\$336,615
LIBRARY DEFERRED MAINTENANCE & EXPANSION	\$124,000	\$5,000	**				\$119,000
MEMORIAL HALL RENOVATIONS / ADDITION	\$377,000	\$0					\$377,000
RECREATION PROGRAM SPACE FEASIBILITY STUDY	\$30,000	\$0	5,000	\$5,000	\$5,000	\$5,000	\$10,000
ENERGY RETROFIT OF EXISTING BUILDINGS	\$32,121	\$0					\$32,121
HISTORIC WATER TOWER	\$325,000	\$0					\$325,000
SLATE ROOF REPAIRS	\$100,000	\$25,000	** \$25,000	\$25,000	\$25,000		\$0
81 MAIN ST GENERATOR	\$40,000	\$40,000					\$0
TREE FARM IMPROVEMENTS	\$210,000	\$0					\$210,000
SUB-TOTAL BUILDINGS	\$1,653,736	\$77,000	\$42,000	\$50,000	\$50,000	\$25,000	\$1,409,736
HIGHWAYS							
HIGHWAY IMPROVEMENTS	\$1,398,000	\$319,000	\$225,000	\$225,000	\$225,000	\$225,000	\$179,000
GRAVEL ROADS	\$233,000	\$20,000	\$20,000	\$20,000	\$30,000	\$30,000	\$113,000
ALLEN MARTIN PARKWAY	\$4,200,000	\$0					\$4,200,000
GENTES ROAD BRIDGE	\$54,000	\$54,000					\$0
VT15/ALLEN MARTIN INTERSECTION ANALYSIS	\$1,500,000	\$0					\$1,500,000
SUB-TOTAL HIGHWAYS	\$7,385,000	\$393,000	\$245,000	\$245,000	\$255,000	\$255,000	\$5,992,000
WATERLINES							
PINECREST DR TO VILLAGE RT 2A	\$190,000	\$0					\$190,000
DOUGLAS TO WILLOUGHBY	\$235,000	\$0					\$235,000
SAND HILL ROAD WATERLINE	\$250,000	\$0					\$250,000
DALTON DR WATERLINE PROJECT (FORMERLY - LINE IMPROV)	\$600,000	\$0					\$600,000
BIRCHWOOD WATERLINE LOOP	\$350,000	\$0					\$350,000
SUB-TOTAL WATERLINES	\$1,625,000	\$0	\$0	\$0	\$0	\$0	\$1,625,000
SEWERS							
PAINESVILLE AREA	\$1,380,200	\$0					\$1,380,200
CEMETERY RD	\$82,000	\$0					\$82,000
PUMP STATION UPGRADES (SCADA)	\$70,000	\$70,000					\$0
PUMP STATION UPGRADES (RELOCATE CONTROLS)	\$400,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$150,000
SUB-TOTAL SEWERS	\$1,932,200	\$120,000	\$50,000	\$50,000	\$50,000	\$50,000	\$1,612,200
HEAVY EQUIPMENT / VEHICLES							
HIGHWAY - EQUIPMENT/VEHICLES	\$2,956,000	\$205,149	\$200,000	\$210,000	\$220,000	\$225,000	\$1,895,851
FIRE - EQUIPMENT / VEHICLES	\$1,897,586	\$150,000	** \$150,000	\$150,000	\$150,000	\$150,000	\$1,147,586
PARKS - EQUIPMENT / VEHICLES	\$186,292	\$25,000	** \$25,000	\$25,000	\$25,000	\$25,000	\$61,292
SENIOR BUS	\$70,000	\$4,000	** \$10,000	\$10,000	\$10,000	\$10,000	\$26,000
ASSESSOR/COMM DEV VEHICLE	\$22,000	\$8,000	** \$6,000	\$6,000	\$2,000		\$0
SUB-TOTAL EQUIPMENT / VEHICLES	\$5,131,878	\$392,149	\$391,000	\$401,000	\$407,000	\$410,000	\$3,130,729
PARK FACILITIES							
PARK ASSETS REPLACEMENT	\$276,386	\$49,257	** \$40,000	\$40,000	\$40,000	\$40,000	\$67,129
MILFOIL MITIGATION AT INDIAN BROOK	\$70,000	\$8,000	** \$13,000	\$13,000	\$13,000	\$13,000	\$10,000
INDIAN BROOK DAM REPAIRS	\$200,000	\$13,000	** \$13,000	\$13,000	\$13,000	\$13,000	\$135,000
SUB-TOTAL PARKS	\$546,386	\$70,257	\$66,000	\$66,000	\$66,000	\$66,000	\$212,129
PATHS & WALKS							
ROUTE 15 - CIRC TO MINI-GOLF COURSE	\$22,100	\$0					\$22,100
TOWERS RD - FROM 128 TO CLOVER	\$216,000	\$0					\$216,000
PINECREST DRIVE - SUFFOLK TO 2A	\$357,770	\$0					\$357,770
ROUTE 15 - ATHENS TO CIRC HIGHWAY	\$64,000	\$64,000					
GENERAL PATHS AND WALKS	\$300,000	\$40,000	** \$40,000	\$40,000	\$40,000	\$40,000	\$100,000
SUB-TOTAL PATHS & WALKS	\$959,870	\$104,000	\$40,000	\$40,000	\$40,000	\$40,000	\$695,870
STORMWATER							
STATE PERMITS CONSTRUCTION PROJECTS	\$2,750,000	\$394,467	\$65,000	\$65,000	\$65,000	\$65,000	\$2,095,533
INFORMATION MANAGEMENT							
DATA PROCESSING EQUIPMENT REPLACEMENT	\$200,000	\$25,000	** \$25,000	\$25,000	\$25,000	\$25,000	\$75,000
CONSERVATION							
CONSERVATION INITIATIVES	\$100,000	\$6,000	** \$9,000	\$11,000	\$11,000	\$10,000	\$53,000
TOTAL PROJECT COSTS	\$22,184,070	\$1,581,873	\$933,000	\$953,000	\$969,000	\$946,000	\$16,901,197
FUNDING SOURCES							
VEHICLE / EQUIPMENT FUND		\$15,149					
OPERATING FUNDS		\$356,000					
SEWER FUNDS		\$120,000					
GRANTS STATE / FEDERAL / OTHER		\$201,200					
PREVIOUSLY COMMITTED CAPITAL FUNDS*		\$399,524					
UNDESIGNATED CAPITAL FUNDS		\$490,000					
TOTAL PROJECT COSTS		\$1,581,873					

NOTES:
* Previously Committed Funds include contributions from developers in prior years
** Amounts for these projects include funds to be designated for future expenditures

2016 Annual Report

Town of Essex

Errata

On Page 56, General Fund Budget Summary For FYE 2018, the Fund Balance increase and the Total Revenue in the Actual FYE2016 column were reported incorrectly.

The attached substitute for page 56 has the correct numbers highlighted in green.

GENERAL FUND BUDGET SUMMARY FOR FYE 2018

	BUDGET FYE2016	ACTUAL FYE2016	BUDGET FYE2017	ESTIMATED FYE2017	PROPOSED FYE2018
REVENUES - SUMMARY					
PROPERTY TAXES	\$11,352,328	\$11,406,510	\$11,951,764	\$11,950,259	\$12,481,288
LICENSES AND PERMITS	\$58,000	\$64,480	\$71,500	\$60,900	\$66,300
INTERGOVERNMENTAL	\$375,100	\$393,884	\$375,200	\$391,800	\$388,800
CHARGES FOR SERVICES	\$457,035	\$467,891	\$434,425	\$433,775	\$436,350
FINES	\$155,000	\$182,747	\$160,000	\$141,000	\$141,000
MISCELLANEOUS	\$67,001	\$74,013	\$65,001	\$65,001	\$65,001
TOTAL	\$12,464,464	\$12,589,525	\$13,057,890	\$13,042,735	\$13,578,739
FUND BALANCE (INCREASE) DECREASE	\$123,000	(\$411,947)	\$125,000	\$134,418	\$125,000
TOTAL REVENUE	\$12,587,464	\$12,177,578	\$13,182,890	\$13,177,153	\$13,703,739
EXPENDITURES - SUMMARY					
GENERAL GOVERNMENT					
SELECTBOARD	\$61,294	\$69,265	\$63,510	\$66,830	\$76,244
TOWN MANAGER	\$421,341	\$427,654	\$648,054	\$647,954	\$412,851
ECONOMIC DEVELOPMENT	\$13,725	\$11,384	\$14,285	\$14,285	\$9,785
ELECTIONS	\$6,000	\$6,336	\$20,000	\$20,000	\$6,000
FINANCE	\$586,135	\$619,735	\$521,362	\$564,687	\$688,904
TAX COLLECTION	\$6,020	\$6,648	\$6,850	\$6,650	\$6,850
LEGAL SERVICES	\$55,000	\$71,204	\$55,000	\$55,000	\$60,000
INFORMATION MANAGEMENT	\$51,000	\$52,536	\$61,000	\$61,000	\$388,581
TOWN CLERK	\$227,785	\$235,147	\$226,617	\$226,617	\$210,578
BUILDINGS AND PLANT	\$327,020	\$322,833	\$285,340	\$251,650	\$264,585
R/E APPRAISAL	\$225,302	\$234,780	\$200,584	\$200,584	\$208,140
PUBLIC WORKS	\$116,042	\$118,340	\$135,924	\$132,288	\$141,632
COMMUNITY DEVELOPMENT	\$432,588	\$403,922	\$450,267	\$450,267	\$422,467
TOTAL GENERAL GOVERNMENT	\$2,529,252	\$2,579,784	\$2,688,793	\$2,697,812	\$2,896,617
PUBLIC SAFETY					
POLICE	\$4,028,123	\$3,664,361	\$4,011,006	\$4,009,256	\$4,108,617
FIRE	\$401,040	\$418,789	\$475,091	\$473,041	\$509,496
EMERGENCY MANAGEMENT	\$50,163	\$46,628	\$0	\$0	\$0
TOTAL PUBLIC SAFETY	\$4,479,326	\$4,129,778	\$4,486,097	\$4,482,297	\$4,618,113
TOWN HIGHWAYS AND STREETS					
TOWN HIGHWAYS AND STREETS	\$2,091,226	\$2,079,596	\$2,185,036	\$2,171,707	\$2,223,079
VILLAGE HIGHWAYS AND STREETS	\$780,095	\$780,070	\$1,000,641	\$1,000,641	\$1,059,989
TOTAL HIGHWAYS AND STREETS	\$2,871,321	\$2,859,666	\$3,185,677	\$3,172,348	\$3,283,068
TOWN STORMWATER					
TOWN STORMWATER	\$185,294	\$196,525	\$248,898	\$239,948	\$263,021
VILLAGE STORMWATER	\$96,975	\$59,500	\$59,352	\$59,352	\$61,460
TOTAL STORMWATER	\$282,269	\$256,025	\$308,250	\$299,300	\$324,481
SANITATION	\$12,500	\$7,692	\$12,500	\$13,000	\$14,500
HEALTH AND WELFARE	\$203,493	\$208,825	\$223,075	\$228,075	\$253,108
CULTURE AND RECREATION					
RECREATION - ADMIN	\$315,394	\$316,771	\$301,727	\$301,407	\$312,481
PARKS	\$249,265	\$221,395	\$268,709	\$267,254	\$277,078
POOLS	\$121,398	\$117,029	\$135,346	\$138,221	\$145,185
SENIOR BUS	\$71,356	\$71,103	\$113,837	\$113,837	\$127,457
LIBRARIES	\$398,336	\$355,747	\$397,030	\$397,030	\$412,285
CONSERVATION	\$20,900	\$11,659	\$20,900	\$20,900	\$20,650
TOTAL CULTURE AND RECREATION	\$1,176,649	\$1,093,704	\$1,237,549	\$1,238,649	\$1,295,136
DEBT SERVICE	\$607,488	\$607,488	\$602,765	\$607,488	\$560,318
INTERGOVERNMENTAL	\$425,166	\$434,616	\$438,184	\$438,184	\$458,398
TOTAL EXPENDITURES	\$12,587,464	\$12,177,578	\$13,182,890	\$13,177,153	\$13,703,739

GENERAL FUND BUDGET DETAIL FOR FYE 6/30/2018

	BUDGET FYE2016	ACTUAL FYE2016	BUDGET FYE2017	ESTIMATED FYE2017	PROPOSED FYE2018
REVENUES - DETAIL					
PROPERTY TAXES					
1	\$11,046,328	\$11,099,705	\$11,791,764	\$11,790,479	\$12,321,189
2	\$306,000	\$306,805	\$160,000	\$159,780	\$165,000
	TOTAL PROPERTY TAXES	\$11,352,328	\$11,951,764	\$11,950,259	\$12,486,189
LICENSES AND PERMITS					
3	\$4,000	\$4,300	\$4,500	\$4,500	\$4,500
4	\$42,000	\$46,382	\$55,000	\$45,000	\$50,000
5	\$300	\$165	\$300	\$300	\$300
6	\$1,500	\$3,246	\$1,500	\$1,200	\$1,500
7	\$8,500	\$9,570	\$8,500	\$9,000	\$9,000
8	\$200	\$274	\$200	\$250	\$250
9	\$1,500	\$543	\$1,500	\$650	\$750
	TOTAL LICENSES AND PERMITS	\$58,000	\$71,500	\$60,900	\$66,300
INTERGOVERNMENTAL					
10	\$243,000	\$256,421	\$243,000	\$263,000	\$260,000
11	\$1,900	\$4,417	\$2,000	\$4,000	\$4,000
12	\$28,000	\$15,485	\$28,000	\$20,000	\$20,000
13	\$23,000	\$24,074	\$23,000	\$23,000	\$23,000
14	\$1,000	\$3,938	\$1,000	\$2,000	\$1,000
15	\$0	\$8,931	\$0	\$0	\$0
15	\$7,700	\$7,800	\$7,700	\$7,800	\$7,800
16	\$70,500	\$72,818	\$70,500	\$72,000	\$73,000
	TOTAL INTERGOVERNMENTAL	\$375,100	\$375,200	\$391,800	\$388,800
CHARGES FOR SERVICES					
25	\$12,000	\$14,931	\$12,000	\$12,000	\$12,000
26	\$66,000	\$78,936	\$64,575	\$64,575	\$91,300
27	\$3,500	\$2,723	\$3,000	\$3,000	\$2,800
28	\$140,000	\$127,015	\$135,000	\$130,000	\$130,000
29	\$1,500	\$1,050	\$1,500	\$1,000	\$1,000
30	\$7,500	\$13,157	\$7,500	\$11,000	\$11,000
31	\$100	\$36	\$100	\$100	\$100
32	\$8,000	\$9,958	\$8,500	\$9,000	\$9,500
35	\$15,000	\$13,298	\$15,000	\$12,000	\$12,000
36	\$1,000	\$1,510	\$1,200	\$1,000	\$1,000
37	\$300	\$57	\$300	\$300	\$300
38	\$6,000	\$6,919	\$6,500	\$5,500	\$5,500
40	\$500	\$972	\$100	\$100	\$100
41	\$24,450	\$24,437	\$24,450	\$24,450	\$0
42	\$65,000	\$68,284	\$50,000	\$60,000	\$60,000
43	\$1,500	\$815	\$1,500	\$750	\$750
44	\$62,685	\$60,902	\$64,200	\$61,000	\$61,000
45	\$9,000	\$7,565	\$9,000	\$6,000	\$6,000
46	\$33,000	\$35,326	\$30,000	\$32,000	\$32,000
	TOTAL CHARGES FOR SERVICES	\$457,035	\$434,425	\$433,775	\$436,350

GENERAL FUND BUDGET DETAIL FOR FYE 6/30/2018

	BUDGET FYE2016	ACTUAL FYE2016	BUDGET FYE2017	ESTIMATED FYE2017	PROPOSED FYE2018
FINES					
50	\$90,000	\$101,823	\$95,000	\$81,000	\$81,000
51	\$65,000	\$80,924	\$65,000	\$60,000	\$60,000
	TOTAL FINES	\$155,000	\$182,747	\$160,000	\$141,000
MISCELLANEOUS					
60	\$12,000	\$28,432	\$10,000	\$20,000	\$20,000
61	\$1,001	\$1,001	\$1,001	\$1,001	\$1,001
62	\$24,000	\$27,338	\$24,000	\$24,000	\$24,000
63	\$5,000	\$0	\$5,000	\$0	\$0
64	\$25,000	\$17,242	\$25,000	\$20,000	\$20,000
	TOTAL MISCELLANEOUS	\$67,001	\$74,013	\$65,001	\$65,001
	TOTAL	\$12,464,464	\$12,589,525	\$13,057,890	\$13,042,735
	FUND BALANCE INCREASE (USE)	(\$123,000)	\$413,324	(\$125,000)	(\$134,418)
	TOTAL REVENUES	\$12,587,464	\$12,176,201	\$13,182,890	\$13,177,153

EXPENDITURES - DETAIL

SELECTBOARD					
100	\$5,414	\$4,611	\$5,414	\$5,414	\$5,414
101	\$18,000	\$21,403	\$18,000	\$18,000	\$29,000
102	\$6,500	\$7,285	\$7,200	\$10,520	\$8,000
103	\$10,100	\$10,859	\$10,400	\$10,400	\$10,400
104	\$21,280	\$25,107	\$22,496	\$22,496	\$23,430
	TOTAL SELECT BOARD	\$61,294	\$69,265	\$63,510	\$66,830
TOWN MANAGER					
110	\$278,905	\$288,455	\$452,662	\$452,662	\$291,335
111	\$126,961	\$125,375	\$179,577	\$179,577	\$106,376
112	\$200	\$0	\$200	\$200	\$0
113	\$5,000	\$5,136	\$5,000	\$5,000	\$5,000
114	\$1,360	\$708	\$1,700	\$1,700	\$1,200
115	\$5,465	\$6,589	\$5,465	\$5,465	\$5,575
116	\$650	\$199	\$650	\$0	\$650
117	\$2,650	\$1,096	\$2,650	\$2,650	\$2,565
118	\$150	\$96	\$150	\$700	\$150
	TOTAL TOWN MANAGER	\$421,341	\$427,654	\$648,054	\$647,954
ECONOMIC DEVELOPMENT					
130	\$0	\$0	\$500	\$500	\$0
131	\$3,275	\$874	\$3,275	\$3,275	\$1,775
132	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
133	\$3,450	\$3,510	\$3,510	\$3,510	\$1,010
	TOTAL ECONOMIC DEVELOPMENT	\$13,725	\$11,384	\$14,285	\$14,285

GENERAL FUND BUDGET DETAIL FOR FYE 6/30/2018

	BUDGET FYE2016	ACTUAL FYE2016	BUDGET FYE2017	ESTIMATED FYE2017	PROPOSED FYE2018	
ELECTIONS						
141	ELECTIONS / TOWN MEETINGS	\$6,000	\$6,336	\$20,000	\$20,000	\$6,000
	TOTAL ELECTIONS	\$6,000	\$6,336	\$20,000	\$20,000	\$6,000
FINANCE						
150	SALARIES	\$185,434	\$186,979	\$98,102	\$98,102	\$187,822
151	BENEFITS	\$94,751	\$82,730	\$58,210	\$58,210	\$74,376
152	AUDIT	\$20,000	\$18,750	\$20,000	\$17,000	\$20,000
153	INSURANCE	\$280,000	\$328,297	\$339,000	\$382,475	\$400,811
154	DUES / SUBS / MEETINGS	\$1,350	\$1,111	\$1,350	\$1,350	\$1,695
155	OTHER PURCHASED SERVICES	\$3,600	\$954	\$3,600	\$6,800	\$3,600
156	TRAVEL	\$250	\$333	\$350	\$0	\$350
157	GENERAL SUPPLIES	\$750	\$581	\$750	\$750	\$250
	TOTAL FINANCE	\$586,135	\$619,735	\$521,362	\$564,687	\$688,904
TAX COLLECTION						
165	PRINTING AND BINDING	\$3,000	\$3,600	\$3,750	\$3,600	\$3,750
166	POSTAGE	\$3,020	\$3,048	\$3,100	\$3,050	\$3,100
	TOTAL TAX COLLECTION	\$6,020	\$6,648	\$6,850	\$6,650	\$6,850
LEGAL SERVICES						
167	PROFESSIONAL SERVICES	\$55,000	\$71,204	\$55,000	\$55,000	\$60,000
	TOTAL LEGAL SERVICES	\$55,000	\$71,204	\$55,000	\$55,000	\$60,000
INFORMATION MANAGEMENT						
170	SALARIES	\$0	\$0	\$0	\$0	\$209,775
171	BENEFITS	\$0	\$0	\$0	\$0	\$102,556
172	REPAIR & MAINTENANCE SVCES	\$31,000	\$19,625	\$36,000	\$36,000	\$36,000
173	DUES / SUBS / MEETINGS/TRAINING	\$0	\$0	\$0	\$0	\$3,900
174	HARDWARE / SOFTWARE / SERVICES	\$20,000	\$32,911	\$25,000	\$25,000	\$32,500
175	TRAVEL	\$0	\$0	\$0	\$0	\$1,000
176	MACHINERY - TRANSFER TO CAPITAL	\$0	\$0	\$0	\$0	\$2,850
	TOTAL INFORMATION MANAGEMENT	\$51,000	\$52,536	\$61,000	\$61,000	\$388,581
TOWN CLERK						
180	SALARIES	\$149,911	\$147,065	\$153,388	\$153,388	\$117,586
181	BENEFITS	\$58,174	\$55,192	\$54,429	\$54,429	\$73,142
182	REPAIR & MAINTENANCE SVCES	\$200	\$0	\$100	\$100	\$100
183	DUES / SUBS / MEETINGS	\$100	\$35	\$100	\$100	\$1,000
184	OTHER PURCHASED SERVICES	\$16,400	\$31,118	\$15,600	\$15,600	\$15,600
185	TRAVEL	\$0	\$656	\$0	\$0	\$150
186	GENERAL SUPPLIES	\$3,000	\$1,081	\$3,000	\$3,000	\$3,000
	TOTAL TOWN CLERK	\$227,785	\$235,147	\$226,617	\$226,617	\$210,578

GENERAL FUND BUDGET DETAIL FOR FYE 6/30/2018

	BUDGET FYE2016	ACTUAL FYE2016	BUDGET FYE2017	ESTIMATED FYE2017	PROPOSED FYE2018
BUILDINGS AND PLANT					
190	\$2,380	\$1,973	\$3,390	\$3,000	\$3,110
191	\$27,800	\$95,808	\$24,500	\$30,000	\$24,500
192	\$4,800	\$3,869	\$4,900	\$4,100	\$4,100
193	\$13,400	\$30,934	\$16,450	\$16,450	\$19,000
194	\$17,000	\$9,986	\$16,000	\$11,000	\$13,700
195	\$8,260	\$9,939	\$9,200	\$9,500	\$9,500
196	\$23,800	\$32,579	\$22,100	\$23,100	\$24,350
197	\$27,380	\$19,945	\$24,000	\$22,000	\$22,000
198	\$9,500	\$9,859	\$12,100	\$12,000	\$12,500
199	\$180,000	\$98,393	\$140,000	\$108,000	\$119,325
200	\$10,700	\$9,548	\$10,700	\$10,500	\$10,500
201	\$2,000	\$0	\$2,000	\$2,000	\$2,000
	TOTAL BUILDINGS & PLANT	\$327,020	\$322,833	\$285,340	\$251,650
				\$251,650	\$264,585
ASSESSOR					
210	\$137,128	\$148,957	\$126,734	\$126,734	\$131,409
211	\$85,459	\$84,507	\$68,050	\$68,050	\$70,136
212	\$635	\$0	\$635	\$635	\$2,005
213	\$500	\$0	\$500	\$500	\$500
214	\$200	\$0	\$200	\$200	\$200
215	\$1,250	\$1,027	\$1,335	\$1,335	\$760
216	\$100	\$274	\$100	\$100	\$100
217	\$30	\$15	\$30	\$30	\$30
218	\$0	\$0	\$3,000	\$3,000	\$3,000
	TOTAL ASSESSOR	\$225,302	\$234,780	\$200,584	\$200,584
				\$200,584	\$208,140
PUBLIC WORKS					
220	\$73,782	\$81,527	\$86,663	\$86,663	\$89,557
221	\$29,405	\$25,548	\$32,736	\$30,000	\$36,620
222	\$50	\$100	\$450	\$450	\$450
223	\$500	\$168	\$400	\$300	\$400
224	\$765	\$312	\$875	\$875	\$875
225	\$3,370	\$2,399	\$2,900	\$2,500	\$2,830
226	\$1,480	\$623	\$2,100	\$2,100	\$2,100
227	\$300	\$34	\$200	\$200	\$100
228	\$5,840	\$6,539	\$8,000	\$7,600	\$7,600
229	\$500	\$1,090	\$1,500	\$1,500	\$1,000
230	\$50	\$0	\$100	\$100	\$100
	TOTAL PUBLIC WORKS	\$116,042	\$118,340	\$135,924	\$132,288
				\$132,288	\$141,632
COMMUNITY DEVELOPMENT					
240	\$255,561	\$259,350	\$250,065	\$250,065	\$259,474
241	\$145,127	\$115,161	\$124,102	\$124,102	\$126,493
242	\$5,000	\$6,362	\$45,000	\$45,000	\$20,000
243	\$5,650	\$4,640	\$5,300	\$5,300	\$1,000
244	\$7,000	\$4,451	\$7,000	\$7,000	\$6,000
245	\$200	\$2,950	\$200	\$200	\$300
246	\$4,250	\$3,102	\$4,300	\$4,300	\$2,900
247	\$3,900	\$2,134	\$4,000	\$4,000	\$3,000
248	\$2,300	\$2,172	\$3,700	\$3,700	\$300
249	\$3,600	\$3,600	\$6,600	\$6,600	\$3,000
	TOTAL COMMUNITY DEVELOPMENT	\$432,588	\$403,922	\$450,267	\$450,267
				\$450,267	\$422,467

GENERAL FUND BUDGET DETAIL FOR FYE 6/30/2018

	BUDGET FYE2016	ACTUAL FYE2016	BUDGET FYE2017	ESTIMATED FYE2017	PROPOSED FYE2018
POLICE					
250	\$2,463,460	\$2,301,032	\$2,527,781	\$2,527,781	\$2,585,589
251	\$1,196,452	\$970,114	\$1,087,115	\$1,087,115	\$1,116,398
252	\$17,250	\$11,885	\$17,500	\$17,500	\$17,800
253	\$500	\$162	\$500	\$500	\$500
254	\$22,000	\$28,286	\$22,250	\$22,250	\$23,000
255	\$3,400	\$3,619	\$3,600	\$3,600	\$3,600
256	\$3,500	\$1,968	\$3,550	\$3,550	\$3,000
257	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
258	\$10,000	\$30,623	\$10,500	\$30,000	\$22,500
259	\$42,181	\$22,974	\$55,050	\$43,000	\$55,050
260	\$40,000	\$39,005	\$33,000	\$33,000	\$34,000
261	\$130	\$129	\$110	\$110	\$130
262	\$7,500	\$4,790	\$7,500	\$7,500	\$7,500
263	\$17,000	\$17,716	\$17,500	\$17,500	\$17,500
264	\$5,000	\$4,999	\$5,000	\$5,000	\$5,000
265	\$10,000	\$13,962	\$11,000	\$18,000	\$18,000
266	\$15,800	\$25,529	\$15,800	\$15,800	\$15,800
267	\$4,250	\$3,253	\$3,200	\$6,000	\$5,000
268	\$29,600	\$40,316	\$35,700	\$35,700	\$37,000
269	\$33,600	\$29,081	\$29,000	\$29,000	\$30,000
270	\$19,000	\$11,906	\$19,500	\$19,500	\$22,000
271	\$13,000	\$14,712	\$13,250	\$13,250	\$13,250
273	\$73,500	\$87,300	\$91,600	\$72,600	\$75,000
TOTAL POLICE	\$4,028,123	\$3,664,361	\$4,011,006	\$4,009,256	\$4,108,617
FIRE					
280	\$133,556	\$129,260	\$145,760	\$145,760	\$153,048
281	\$26,217	\$36,420	\$27,150	\$27,150	\$38,664
282	\$1,830	\$883	\$1,830	\$1,830	\$1,830
283	\$3,700	\$1,895	\$3,700	\$3,700	\$3,000
284	\$0	\$0	\$0	\$0	\$0
285	\$5,560	\$6,233	\$7,174	\$7,174	\$5,174
286	\$9,250	\$6,835	\$12,100	\$12,100	\$12,100
287	\$19,080	\$17,373	\$21,780	\$21,780	\$21,780
288	\$7,390	\$3,130	\$8,890	\$8,890	\$6,200
289	\$3,000	\$2,987	\$3,000	\$3,000	\$3,000
290	\$4,600	\$4,758	\$4,600	\$4,600	\$4,600
291	\$1,000	\$0	\$1,000	\$1,000	\$500
292	\$25,100	\$34,325	\$27,050	\$27,050	\$27,050
293	\$27,250	\$40,730	\$40,250	\$40,250	\$35,250
294	\$850	\$1,351	\$850	\$850	\$1,500
295	\$3,750	\$6,900	\$10,800	\$10,800	\$10,000
296	\$2,050	\$1,337	\$2,050	\$1,500	\$1,500
297	\$7,800	\$7,153	\$7,800	\$7,800	\$7,800
298	\$1,000	\$0	\$6,000	\$5,000	\$5,000
299	\$1,750	\$912	\$2,000	\$1,500	\$1,500
300	\$100,000	\$100,000	\$125,000	\$125,000	\$150,000
301	\$16,307	\$16,307	\$16,307	\$16,307	\$20,000
TOTAL FIRE	\$401,040	\$418,789	\$475,091	\$473,041	\$509,496

GENERAL FUND BUDGET DETAIL FOR FYE 6/30/2018

	BUDGET FYE2016	ACTUAL FYE2016	BUDGET FYE2017	ESTIMATED FYE2017	PROPOSED FYE2018	
EMERGENCY MANAGEMENT						
310	\$31,883	\$33,748	\$0	\$0	\$0	
311	\$18,130	\$12,880	\$0	\$0	\$0	
312	\$150	\$0	\$0	\$0	\$0	
	TOTAL EMERGENCY MGMT	\$50,163	\$46,628	\$0	\$0	
HIGHWAYS AND STREETS						
320	\$663,148	\$626,350	\$696,929	\$680,000	\$712,720	
321	\$374,921	\$301,611	\$329,867	\$329,867	\$328,709	
322	\$5,000	\$11,081	\$8,000	\$9,000	\$9,500	
323	\$29,000	\$62,310	\$35,000	\$45,000	\$40,000	
324	\$53,000	\$36,091	\$56,000	\$56,000	\$56,000	
325	\$9,100	\$20,489	\$8,900	\$8,900	\$8,900	
326	\$2,500	\$5,999	\$2,500	\$3,500	\$3,500	
327	\$750	\$299	\$750	\$650	\$650	
328	\$4,300	\$9,631	\$20,640	\$20,640	\$19,790	
329	\$1,500	\$3,019	\$1,800	\$2,000	\$2,000	
330	\$1,990	\$6,493	\$2,040	\$2,040	\$2,300	
331	\$13,000	\$12,527	\$12,400	\$12,400	\$12,450	
332	\$1,400	\$1,229	\$2,400	\$2,400	\$2,400	
333	\$350	\$437	\$400	\$500	\$450	
334	\$2,300	\$4,326	\$3,000	\$3,500	\$3,500	
335	\$9,000	\$7,044	\$8,500	\$8,000	\$8,500	
336	\$9,530	\$6,217	\$7,500	\$7,100	\$7,150	
337	\$5,100	\$4,031	\$4,900	\$4,700	\$4,600	
338	\$12,000	\$10,859	\$11,800	\$11,500	\$11,500	
339	\$7,100	\$4,751	\$7,100	\$6,500	\$6,400	
340	\$9,400	\$22,904	\$9,000	\$9,000	\$13,100	
341	\$160,000	\$160,000	\$165,000	\$165,000	\$175,000	
342	\$13,150	\$15,181	\$11,500	\$12,000	\$12,400	
343	\$201,772	\$202,184	\$221,410	\$221,410	\$231,360	
344	\$58,000	\$83,499	\$64,000	\$64,000	\$64,000	
345	\$11,000	\$10,832	\$12,000	\$12,000	\$12,000	
346	\$11,800	\$39,453	\$11,800	\$12,000	\$22,600	
347	\$15,000	\$17,156	\$20,000	\$20,000	\$22,000	
348	\$2,700	\$13,648	\$9,200	\$12,500	\$13,400	
349	\$189,855	\$109,757	\$203,600	\$190,000	\$193,700	
350	\$2,000	\$0	\$2,000	\$0	\$0	
351	\$89,000	\$164,587	\$108,000	\$108,000	\$108,000	
352	\$19,000	\$18,072	\$23,600	\$23,600	\$24,500	
353	\$105,560	\$87,529	\$103,500	\$108,000	\$90,000	
	TOTAL TOWN HIGHWAYS & STREETS	\$2,091,226	\$2,079,596	\$2,185,036	\$2,171,707	\$2,223,079
358	\$780,095	\$780,070	\$1,000,641	\$1,000,641	\$1,064,813	
	TOTAL COMBINED HIGHWAYS AND STREETS	\$2,871,321	\$2,859,666	\$3,185,677	\$3,172,348	\$3,287,892

GENERAL FUND BUDGET DETAIL FOR FYE 6/30/2018

	BUDGET FYE2016	ACTUAL FYE2016	BUDGET FYE2017	ESTIMATED FYE2017	PROPOSED FYE2018
STORMWATER					
360	\$86,343	\$94,079	\$98,631	\$98,631	\$101,378
361	\$32,651	\$32,152	\$34,317	\$34,317	\$34,763
362	\$15,000	\$18,279	\$19,000	\$19,000	\$31,000
363	\$0	\$3,434	\$0	\$0	\$0
364	\$0	\$0	\$12,000	\$12,000	\$15,000
365	\$29,800	\$14,368	\$37,100	\$34,000	\$37,000
366	\$8,200	\$4,023	\$13,400	\$11,000	\$12,600
367	\$1,200	\$2,581	\$3,510	\$3,000	\$3,180
368	\$12,100	\$27,609	\$30,940	\$28,000	\$28,100
	\$185,294	\$196,525	\$248,898	\$239,948	\$263,021
370	\$96,975	\$59,500	\$59,352	\$59,352	\$61,537
	\$282,269	\$256,025	\$308,250	\$299,300	\$324,558
SANITATION					
375	\$12,500	\$7,692	\$12,500	\$13,000	\$14,500
	\$12,500	\$7,692	\$12,500	\$13,000	\$14,500
HEALTH AND WELFARE					
PUBLIC HEALTH					
380	\$10,809	\$10,809	\$11,187	\$11,187	\$14,787
381	\$28,609	\$27,722	\$28,609	\$28,609	\$29,610
382	\$2,500	\$2,311	\$2,500	\$2,500	\$2,500
WELFARE AND OTHER					
383	\$125,875	\$125,875	\$131,829	\$131,829	\$137,086
384	\$31,750	\$31,500	\$44,000	\$44,000	\$60,125
385	\$2,450	\$9,037	\$2,450	\$7,450	\$7,500
386	\$1,500	\$1,571	\$2,500	\$2,500	\$1,500
	\$203,493	\$208,825	\$223,075	\$228,075	\$253,108
RECREATION ADMINISTRATION					
390	\$186,827	\$195,796	\$179,082	\$179,082	\$186,473
391	\$114,017	\$107,761	\$104,045	\$104,045	\$105,308
392	\$2,600	\$2,200	\$6,350	\$6,350	\$8,000
393	\$950	\$617	\$950	\$930	\$700
394	\$0	\$0	\$0	\$0	\$0
395	\$2,500	\$2,041	\$2,500	\$2,500	\$2,500
396	\$1,000	\$856	\$1,300	\$1,000	\$2,000
397	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
	\$315,394	\$316,771	\$301,727	\$301,407	\$312,481
PARKS					
410	\$114,021	\$103,197	\$131,992	\$131,992	\$143,977
411	\$44,137	\$39,753	\$42,362	\$42,362	\$45,401
412	\$12,000	\$7,717	\$13,000	\$11,000	\$13,000
413	\$16,500	\$16,948	\$18,000	\$18,000	\$18,000
414	\$700	\$1,072	\$1,200	\$1,100	\$1,200
415	\$425	\$0	\$425	\$0	\$0
416	\$300	\$170	\$500	\$500	\$500
417	\$19,330	\$10,705	\$19,330	\$19,000	\$12,000
418	\$100	\$0	\$100	\$0	\$0
419	\$5,000	\$7,287	\$5,000	\$7,000	\$6,200
420	\$800	\$474	\$800	\$800	\$800
421	\$1,452	\$456	\$1,500	\$1,500	\$1,500
422	\$3,500	\$2,616	\$3,500	\$3,000	\$3,500
423	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000
	\$249,265	\$221,395	\$268,709	\$267,254	\$277,078

GENERAL FUND BUDGET DETAIL FOR FYE 6/30/2018

	BUDGET FYE2016	ACTUAL FYE2016	BUDGET FYE2017	ESTIMATED FYE2017	PROPOSED FYE2018
SWIMMING POOLS					
430	\$75,822	\$71,087	\$76,000	\$76,000	\$89,582
431	\$5,801	\$5,384	\$6,571	\$6,571	\$6,853
432	\$4,500	\$12,222	\$6,500	\$12,000	\$10,000
433	\$850	\$400	\$850	\$850	\$1,250
434	\$1,200	\$1,934	\$9,200	\$9,200	\$2,500
435	\$425	\$0	\$425	\$0	\$0
436	\$1,700	\$888	\$1,700	\$1,700	\$1,700
437	\$2,000	\$1,920	\$2,000	\$2,000	\$2,200
438	\$11,000	\$11,653	\$11,000	\$11,000	\$12,000
439	\$3,000	\$275	\$6,000	\$5,000	\$5,000
440	\$1,400	\$529	\$1,400	\$1,400	\$1,400
441	\$12,700	\$10,737	\$12,700	\$12,000	\$12,700
442	\$1,000	\$0	\$1,000	\$500	\$0
TOTAL POOLS	\$121,398	\$117,029	\$135,346	\$138,221	\$145,185
SENIOR ACTIVITIES					
450	\$50,610	\$47,804	\$75,667	\$75,667	\$89,986
451	\$3,871	\$3,657	\$18,345	\$18,345	\$15,371
452	\$10,500	\$13,221	\$13,000	\$13,000	\$15,000
453	\$800	\$953	\$1,000	\$1,000	\$1,000
454	\$425	\$0	\$425	\$425	\$0
455	\$800	\$1,418	\$800	\$800	\$1,500
456	\$350	\$50	\$600	\$600	\$600
457	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
TOTAL SENIOR ACTIVITIES	\$71,356	\$71,103	\$113,837	\$113,837	\$127,457
LIBRARIES					
ESSEX FREE LIBRARY					
460	\$208,492	\$193,229	\$216,901	\$216,901	\$224,576
461	\$110,528	\$87,532	\$101,990	\$101,990	\$110,077
462	\$19,756	\$17,458	\$18,931	\$18,931	\$19,124
463	\$830	\$623	\$828	\$828	\$828
464	\$2,835	\$1,673	\$2,835	\$2,835	\$2,835
465	\$250	\$0	\$250	\$250	\$0
466	\$4,700	\$3,317	\$4,450	\$4,450	\$4,000
467	\$4,745	\$6,012	\$4,745	\$4,745	\$4,745
468	\$2,300	\$2,094	\$2,300	\$2,300	\$2,300
469	\$27,500	\$28,181	\$27,500	\$27,500	\$27,500
470	\$800	\$0	\$700	\$700	\$700
471	\$600	\$628	\$600	\$600	\$600
TOTAL ESSEX FREE LIBRARY	\$383,336	\$340,747	\$382,030	\$382,030	\$397,285
BROWNELL LIBRARY					
472	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
TOTAL BROWNELL LIBRARY	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
TOTAL LIBRARIES	\$398,336	\$355,747	\$397,030	\$397,030	\$412,285

GENERAL FUND BUDGET DETAIL FOR FYE 6/30/2018

	BUDGET FYE2016	ACTUAL FYE2016	BUDGET FYE2017	ESTIMATED FYE2017	PROPOSED FYE2018
CONSERVATION					
480	TREE CARE	\$19,200	\$10,233	\$19,200	\$19,200
481	TRANSFER TO W/S - AGRICULTURE	\$1,700	\$1,426	\$1,700	\$1,450
TOTAL CONSERVATION		\$20,900	\$11,659	\$20,900	\$20,650
DEBT SERVICE					
PRINCIPAL					
491	ARRA - STORMWATER LOAN	\$34,313	\$34,999	\$35,699	\$0
492	POLICE FACILITY BOND	\$345,000	\$345,000	\$345,000	\$345,000
INTEREST					
493	ARRA - STORMWATER LOAN	\$2,100	\$1,414	\$714	\$0
494	POLICE FACILITY BOND	\$226,075	\$226,075	\$221,352	\$215,318
TOTAL DEBT SERVICE		\$607,488	\$607,488	\$602,765	\$560,318
INTERGOVERNMENTAL EXPENSE					
500	COUNTY TAX	\$109,000	\$118,426	\$112,815	\$117,328
501	CCTA	\$240,610	\$240,634	\$249,331	\$257,360
502	WINOOSKI VALLEY PARK DIST	\$52,000	\$52,000	\$52,374	\$53,673
503	C.C.R.P.C.	\$23,556	\$23,556	\$23,664	\$30,037
TOTAL INTERGOVERNMENTAL		\$425,166	\$434,616	\$438,184	\$458,398
TOTAL EXPENDITURES		\$12,587,464	\$12,176,201	\$13,182,890	\$13,177,153
				\$13,708,640	

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, 2016. 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.

The budget and actual columns for FYE 2016 above are contained, in summary, in the audit report as a supplementary schedule. The schedule is reconciled with results of operations according to GAAP (Generally Accepted Accounting Principles). The differences are due mainly to grant and other restricted revenues and expenditures that are not budgetted.

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

CHAMPLAIN WATER DISTRICT
Jim Fay, CWD General Manager
Karen Richard, Chair, CWD Board of Water Commissioners

Champlain Water District (CWD) is a regional municipal organization supplying drinking water and fire protection to the following twelve (12) municipal water systems: South Burlington, Shelburne, Williston, Essex, Essex Junction, Village of Jericho, Winooski, Milton, Colchester Fire District #1, Colchester Fire District #3, Colchester Town, and the Malletts Bay Water Company since 1973. This past year CWD celebrated our 17th anniversary of continuing to maintain the Partnership for Safe Water Program's Excellence in Water Treatment Award criteria. CWD was the first water supplier in North America to receive the Excellence in Water Treatment Award in 1999, and is presently one of 16 water utilities that have attained this level of water treatment optimization, which signifies continuous performance protective of public health. CWD has maintained this level of excellence through successful submission of a comprehensive annual report that is reviewed for water quality test results, as well as demonstration and documentation of the operational tenacity toward continued quality improvement as required by the Partnership for Safe Water Program. The Partnership for Safe Water program utility membership collectively serves a total population of over 100 million people, or two-thirds of the U.S. population using surface water as their source of drinking water. In June 2015, CWD was chosen as the People's Choice Award winner as the best tasting drinking water in North America at the American Water Work Annual Conference and Exhibition.

Over the past year, CWD has steadily continued its efforts toward completion of its Twenty-Year Master Plan reported by Dufresne & Associates in September 2002. This past fiscal year CWD's accomplishments are as follows:

- Continued to manage a long term asset management contract with Utility Services Company Inc. for on-going inspection, maintenance, and rehabilitation of fourteen (14) of CWD's welded steel water storage tanks.
- Completed the rehabilitation and recoating of two water storage tanks in Colchester and Williston.
- Completed an upgrade to the Plant Motor Control Center's heating, ventilating, and air conditioning system.
- Completed the construction and installation of a pumping unit at CWD's lake water pumping station.
- Completed coordination of the removal of excess fill atop a CWD 24" diameter water transmission line.
- As part of our ongoing annual capital program, a deep bed multimedia filter rebuild was completed, along with interior pipe reconditioning at the water treatment facility.
- Began design on a redundant disinfection contact finished water storage tank at the Treatment Facility site.
- Began design coordination for the retirement of an existing CWD storage tank with a served municipal water system.
- Began construction oversight on a joint communications project with the City of South Burlington.
- Began construction on a project to replace CWD's High Service Pump Discharge Header at the water treatment facility site.
- Began effort to acquire additional land at the Treatment Facility site.
- Continued investment with Efficiency Vermont to optimize daily energy usage and reduce overall annual electrical costs.
- Continued to serve as the Vermont Training Center for the New England Water Works Association.

- Continued implementation of a long term asset management database system for all CWD property, plant, and equipment.
- Continued the documentation process toward executing infrastructure ownership Memoranda of Understanding with each of CWD's twelve served municipal water systems.

We thank our employees and elected officials for their effort, support, and dedication in allowing CWD to be proactively managed and operated to supply a drinking water product protective of public health. As always, we welcome groups of any size to tour our facility. Please call 802-864-7454 to arrange a tour, or if you have questions, or need further information on Champlain Water District.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
Charlie Baker, Executive Director

The Chittenden County Regional Planning Commission (CCRPC) is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. Its vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. The CCRPC serves as the region's federally designated metropolitan planning organization (MPO) and is responsible to all citizens of the region to ensure the implementation of the best regional and transportation plan for Chittenden County. The CCRPC also provides technical and planning assistance to its member municipalities and the Vermont Agency of Transportation (VTrans).

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities; transportation representatives from VTrans, Chittenden County Transportation Authority (CCTA), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Burlington International Airport (BIA), and a rail industry representative; and, at-large members representing the interests of agriculture; environmental conservation; business; and housing/socio-economic. The legislative body of each Chittenden County municipality selects its own representative and alternate. The full Commission selects the at-large representatives.

The CCRPC celebrated its 50th anniversary in 2016 and appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY16, the CCRPC invested more than \$4.7 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages nearly \$4.3 million in Federal and State investment with \$245,000 in municipal dues and another \$200,000 in local match for specific projects—a **9:1 return on investment**.

Town of Essex representatives to the CCRPC Board and other committees in FY16 were:

- CCRPC representative – Jeff Carr
- CCRPC alternate – Irene Wrenner
- Transportation Advisory Committee (TAC) – Dennis Lutz
- Planning Advisory Committee (PAC) – Dana Hanley

Specific activities the CCRPC are engaged in with the Town of Essex, as well as some of CCRPC's regional activities, are discussed in the following sections.

TOWN of ESSEX ACTIVITIES

In FY2016, the CCRPC provided assistance to Essex on the following projects and initiatives:

- **Allen Martin Drive/VT Route 15 Intersection Scoping Study** – The Allen Martin Drive/VT Route 15 intersection serves as the primary access point to the Saxon Hill Industrial Park. This project will complete a scoping study to address traffic congestion concerns and left turn conflicts at this intersection. In FY2016, CCRPC staff and RSG finalized the scope of work, completed an existing conditions analysis and organized a local concerns meeting. \$14,200 total consultant costs.
- **GIS/Mapping** – Updated the Scenic Resource Overlay District map and the Scenic Resource

Assessment Summary map.

- **Municipal Plan Assistance** – Completed a review of the draft 2016 Essex Town Plan and provided requested data.
- **Electric Vehicle Planning** – Provided the town with information on electric vehicle station equipment model bylaw language and assisted with electric vehicle charging inquiries.
- **Traffic Counts** – The CCRPC conducted four roadway (AADT) counts and two turning movement counts in support of Essex’s transportation projects and studies (<http://vtrans.ms2soft.com/>).

Essex Projects in the Transportation Improvement Program (TIP)

The TIP (<http://www.ccrpevt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program or operation must be authorized through the TIP. Burlington projects included in the TIP are listed below. These projects are also identified in the FY2016 Vermont Agency of Transportation Capital Program for design or construction.

- **VT15 Multiuse Path** – \$1.5 million for path from Lime Kiln Road to Susie Wilson Road as part of CIRC Alternatives Phase II implementation project. Construction schedule to begin in 2018.
- **VT15 Traffic Signal Upgrades** – \$235,000 to upgrade four signals on VT15 – Saint Michael’s College, West St. Extension, VT289 Ramps. Project to be completed in 2016.
- **Alder Brook Culvert (BR2) on VT 117** – \$1.57 million for replacement of a failed buried structure on VT117 carrying Alder Brook. Construction scheduled for 2019.
- **Pinecrest Drive Sidewalk** – \$357,770 project funded with a \$286,216 Transportation Alternatives grant in 2015 for sidewalk from VT2A to Suffolk Lane. Construction scheduled for 2018.
- **Susie Wilson Road Corridor and Intersection Improvements** – \$8.5 million CIRC Alternatives Phase III project that includes improvements to VT15/Susie Wilson Rd. and Susie Wilson/Kellogg Rd. Construction schedule to be determined.
- **Sydney Drive Detention Pond** – \$304,942 project to retrofit a detention pond in a wooded area adjacent to Sydney Drive. Funded with a 2016 TA award of \$234,954. Construction scheduled for 2017.
- **Towers Road Sidewalk** – \$234,000 project for 1,000 feet of new sidewalk funded with a 2014 VTrans Bike/Ped Award for \$175,133. Construction scheduled for 2017.
- **VT 117 Paving** – \$5.2 million for paving 1.2 miles east of Five Corners to Jericho Town Line. Construction scheduled for 2018.
- **VT 117/North Williston Road Hazard Mitigation Improvements** – \$400,000 CIRC Alternatives Phase III project to install a box culvert, safety enhancements and armoring. Construction schedule to be determined.
- **VT 117/North Williston Road Intersection Improvements** – \$3.2 million CIRC Alternatives Phase III project. Construction schedule to be determined.
- **VT 15 Sidewalk Old Stage Road to Essex Way** – \$160,000 CIRC Alternatives Phase III project – funding schedule to be determined.
- **VT 15/Sand Hill Road Intersection Improvements** – \$1.3 million CIRC Alternatives Phase II Project for installation of a signal. Construction scheduled for 2019.
- **VT2A/VT289 Intersection** – \$1.7 million CIRC Alternatives Phase II project for geometric improvements. Construction scheduled for 2017.

REGIONAL ACTIVITIES

50th anniversary – The CCRPC celebrated its 50th anniversary throughout 2016, and hosted an event as part of its annual meeting in June, during which over 80 representatives of municipal, regional, and state government gathered to celebrate – including guest speaker Governor Peter Shumlin. CCRPC staff also developed a timeline that highlights some significant milestones, events, and other happenings throughout Chittenden County and beyond over the last 50 years. (<http://www.ccrpcvt.org/about-us/news/ccrpc-timeline/>)

- **Legislative Forum** – Hosted the 2nd annual Legislative Breakfast in December as a forum for a short, focused conversation with local legislators and municipal representatives on key issues and high interest topics important to area municipalities for the 2015-2016 legislative session, including: smart growth, water quality, and municipal shared services. (<http://www.ccrpcvt.org/event/chittenden-county-municipal-legislative-breakfast/>)
- **ECOS Plan Annual Report** – The [2015 Annual Report](#) is a summary that highlights a number of regional accomplishments, trends, and high priority actions. The ECOS Plan is the combined Regional Plan, Metropolitan Transportation Plan, and Comprehensive Economic Development Strategy for Chittenden County. The ECOS Scorecard is our online platform that hosts the ECOS Partners’ shared measurement system that monitors how Chittenden County is doing with regard to achieving our shared ECOS goals. (<https://app.resultsscorecard.com/Scorecard/Embed/8502>) The ECOS Plan was updated to better address a few state requirements on May 18, 2016. (<http://www.ccrpcvt.org/our-work/our-plans/ecos-regional-plan/>)
- **Supporting the STEM Industry Cluster and Young Professionals** – CCRPC examined these issues and produced a white paper in June 2016. This white paper explains the important role that the STEM cluster and young professionals play in the County’s economy; examines the current conditions of the STEM cluster and young professionals in Chittenden County; explores the building blocks necessary for growing the STEM cluster economy; and offers suggestions for future work that can be undertaken by the CCRPC to help support the STEM economy. (<http://www.ccrpcvt.org/our-work/economic-development/>)
- **Emergency Management** – CCRPC, with Local Emergency Planning Committee 1 (LEPC 1) (<http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>), served as a key conduit between the City and the State in sharing damage assessment information after disasters, helped with emergency preparedness for hazardous materials incidents, hosted workshops on a wide array of emergency preparedness topics, and facilitated Incident Command System training.
- **All-Hazards Mitigation Plan** – CCRPC staff, in consultation with municipal staff, have been working to develop the 2016-2021 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan along with individual Hazard Mitigation Plans for each municipality. These plans outline key municipal actions to address and mitigate against common hazards such as severe rainstorms and flooding. In addition to providing individual assistance to each of the member municipalities, the CCRPC helped to facilitate the Hazard Mitigation Plan Committee to develop comprehensive countywide mitigation strategies. (<http://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/>)
- **Transportation Demand Management** – The CCRPC, along with regional and state partners, continued hosting **Go! Chittenden County**, a one-stop-shop for information and advice about our region’s transportation resources (www.gochittendencounty.org). The CCRPC continues promoting the annual **Way to Go! Challenge** (www.waytogovt.org) to encourage sustainable transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits. The CCRPC also launched the **Travel Smarter** platform and campaign, a trip planner that provides a side-by-side comparison of the time, costs, distance, and calories

associated with driving, biking, walking, and taking the bus. (www.TravelSmarterVT.org)

- The **Intelligent Transportation System Plan** was adopted in January 2016 and describes how to best use telecommunications and technology to boost the efficiency of the transportation system and provide timely information on travel options. (<http://www.ccrpcvt.org/wp-content/uploads/2016/01/ITS-Plan-Update-Architecture-Final.pdf>)
- **Regional Active Transportation Plan** – The CCRPC is updating the Regional Pedestrian-Bicycle Plan to identify and make recommendations for a comprehensive, connected, accessible and safe regional network for walking and biking. (<http://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>)
- **Diversity & Equity** – The CCRPC continues to use the **2014 Public Participation Plan** (PPP) to guide our focus on diversity and equity in all projects. (<http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)
- **Regional Technical Assistance** – Includes transportation technical assistance, GIS mapping, model municipal plans, bylaw and ordinance revisions, Act 250 application reviews, grant administration, build-out analyses, orthoimagery acquisition, and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>).
- **Education & Training** – The CCRPC held the Planning Commissioners’ Summit, Green Infrastructure trainings, and hosted a Regional Highway Safety Forum with VTrans. We continued hosting meetings and online webinars open to municipalities and regional partners covering topics such as: Equity Issues in Transportation Planning; Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts; Complete Streets policies; VOBCIT/VTCulverts (<http://www.vtculverts.org/>); and the entire 12-webinar series from the Associate of Pedestrian and Bicycling Professionals.
- **Byway** - Developed the Lake Champlain Byway Story map - <http://map.ccrpcvt.org/lcbyway/>
- **Neighbor Rides** – Since Spring 2013, CCRPC has been investing in Neighbor Rides to integrate volunteer drivers into human services transportation in order to increase access to transportation for seniors and persons with disabilities by offering a lower-cost mode of transport. (<http://www.unitedwaynwvt.org/Neighbor-Rides>)
- **Opioid Alliance** – The CCRPC was asked to serve as the backbone for the Chittenden County Opioid Alliance and hired a Program Director. The Opioid Alliance is a unique commitment from state, local government, and non-profit leaders to put forth a comprehensive mutually reinforcing approach to reducing opioid abuse and the ancillary burdens they bring to our community. (<http://www.ecosproject.com/chittenden-county-opioid-alliance>)
- **Building Homes Together** – The CCRPC, Champlain Housing Trust and Housing Vermont are leading a coordinated campaign to strengthen Chittenden County communities by building 3,500 homes by 2021 for people of all incomes, including 700 affordable homes. This campaign began in spring 2016. (<http://www.ecosproject.com/building-homes-together>)
- **Clean Water Advisory Committee** – The CCRPC formed the Clean Water Advisory Committee (CWAC) to oversee CCRPC activities and policy development regarding but not limited to, the Vermont Lake Champlain TMDL Plan and its related plans and programs.

For further information about the CCRPC please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker, cbaker@ccrpcvt.org, 802-846-4490 x23.

CHITTENDEN SOLID WASTE DISTRICT
Sarah Reeves, General Manager

CSWD is a municipality governed by a Board of Commissioners appointed by the 18 towns and cities of Chittenden County. Our mission is to reduce and manage the solid waste generated by our members.

ADMINISTRATION:

CSWD owns and oversees 10 solid waste or recycling facilities in Chittenden County for its 18 member municipalities. A Board of Commissioners, who sets policy and oversees financial matters, governs CSWD. One Commissioner is appointed by each member community.

THE BOARD OF COMMISSIONERS OFFICERS include: Chair Paul Stabler of South Burlington; Vice Chair Michelle DaVia of Westford, and Secretary/Treasurer Alan Nye of Essex. EXECUTIVE BOARD MEMBERS include Paul Stabler, of South Burlington, Michelle DaVia of Westford, Alan Nye of Essex, Craig Abrahams of Williston, and Chapin Spencer of Burlington. General Manager Tom Moreau retired in August of 2016 after twenty-one years of service.

FINANCES:

The unaudited FY16 General Fund expenditures were \$9.3 million and the revenues were \$10.4 million. This represents a \$720,000 increase in expenditures (8.4%) and a \$481,000 (4.8%) increase in revenues compared with the FY15 General Fund operating results. Of the \$720,000 increase in expenditures for the year, approximately \$223,000 was associated with wages and benefits, as the District made small increases in staffing levels in various programs; \$253,000 was related to higher costs of sorting and handling recyclables, organics, and disposal of trash due to higher quantities of incoming materials; \$90,000 related to higher costs for materials used in compost production in conjunction with higher volumes of materials produced in FY16. The \$481,000 revenue increase for FY16 over the prior year is largely attributable to the tipping fee rates for recyclables dropped off at the Materials Recovery Facility (MRF). Effective 7/1/15, the per-ton rates increased from \$6 for In-District materials and \$11 for Out-Of-District materials to \$21 per ton for all incoming materials. This rate increase, along with an approximate 6% increase in quantity of incoming material, generated about \$616,000 more tip fee revenue for MRF operations in FY16; this was partially offset by a reduction of about \$158,000 in material sales revenue due to stagnant world-wide markets for recyclables. Also, product sales revenues at the Green Mountain Compost facility increased by about \$341,000 (81%) in FY16 over FY15, due to greater production volume and increased focus on marketing efforts.

SIGNIFICANT CHANGES/EVENTS:

In FY16 CSWD's major initiatives were: 1) a waste composition study that found that 60% of what our residents throw in the trash could be diverted from disposal through existing recycling, composting, and hazardous waste programs; 2) revisions to the CSWD Solid Waste Management Ordinance, including trash disposal bans on asphalt shingles and unpainted/unstained plywood and oriented strand board 3) a new 5-year strategic plan; and 4) a nationwide search for a new General Manager. General Manager Tom Moreau retired after twenty-one years of service. Sarah Reeves was hired in August 2016.

ONGOING OPERATIONS:

DROP-OFF CENTERS located in Burlington, Essex, South Burlington, Milton, Williston, Richmond, and Hinesburg are available to District members who prefer to self-haul their trash and recyclables. Drop-

Off Centers collected 3,117 tons of recyclables, an increase of 0.70% from FY15, and, 6,593 tons of household trash during FY16, a 3.79% increase from FY15.

The MATERIALS RECOVERY FACILITY in Williston is owned by CSWD and privately operated by Casella Waste Management. In FY16, 43,206 tons of recyclables were collected, sorted, baled, and shipped to markets. This represents an 8.2% increase from the previous year. The weighted average sale price for materials was \$77.18 per ton, which is a 17.6% decrease over last year's average.

The ENVIRONMENTAL DEPOT and the ROVER are CSWD's hazardous waste collection facilities for residents and businesses. In FY16, 10,135 households and 715 businesses brought in 651,723 pounds of waste that were collected and processed at these facilities. This included 83,640 pounds (8,364 gallons) of latex paint re-blended and sold as "Local Color", and 98,450 pounds (9,845 gallons) of latex paint processed for recycling in Canada.

FY16 was a good year for CSWD's COMPOST facility. Sales and tipping fees were both strong, with total revenues outperforming budgeted goals for the first time in several years. Green Mountain Compost added many new customers in FY16 and made the shift to a full time Sales and Marketing hired position. These moves coupled with some large, one-time construction related projects led to the higher than expected sales. Premium Raised Bed Mix was added to the mix mid-fiscal year and has been met with praise from current and new customers. The quantity of diverted food residuals being composted continues to climb steadily with FY16 totals coming in 20% higher than the previous year. A total of 13,118 tons of material was accepted for composting in FY16 which included 4,679 tons of diverted food residuals, 4,501 of which was traditional food scraps.

BIOSOLIDS - CSWD is in the third year of a 5-year contract with Casella Organics for sewage sludge disposal. CSWD member community sludge that is not eligible for land application is processed at the Grasslands Alkaline Stabilization Facility in Chateaugay, NY, to be treated for Beneficial Reuse as a Class A soil amendment. CSWD brokered 14,586 wet tons of sewage sludge for our member communities in FY16, which is 1.9% more material than last year. The City of South Burlington's thermo-meso anaerobic digestion, 2PAD system, generated class "A" product which was distributed to local farms for land application, beneficial reuse, through FY16. CSWD staff is analyzing options for local treatment of District member sewage sludge with a focus on removing nutrient phosphorus from member waste-water treatment plants and providing a long-term economic benefit for sewage sludge disposal as compared to current options.

MARKETING – The 2016-18 Chuck It Guide was sent out at the end of June 2016, chock-full of information about the new waste reduction laws. Press releases, TV, radio, and print ads, and social media were used to help residents and businesses understand how to reduce waste and to inform about recycling, composting, and landfill ban changes resulting from Act 148, Act 175, and CSWD's Ordinance. We ran Customer Appreciation Days at each of our seven Drop-Off Centers in the summer of 2015, allowing us to meet residents and businesspeople and discuss what does and doesn't work, and how we can improve our services to all the towns of Chittenden County. Dealer.com sponsored our Art of Recycling project, enabling us to hire artists to turn six of CSWD's recycling roll-off containers into murals, creating a more engaging recycling experience. Two of the containers were featured in the 2016 Mardi Gras parade in Burlington, and continue to be seen on the road and at DOCs. We collaborated with neighboring solid waste entities to create a website, 802recycles.com, where anyone anywhere in the state can find the solid waste entity that serves them.

A variety of EDUCATIONAL PROGRAMS and tools were available to assist residents, schools, municipalities, organizations, businesses, and event planners to reduce and properly manage their wastes. The CSWD Hotline (802-872-8111), website: (www.cswd.net), e-newsletter, presentations, technical assistance, displays, workshops, facility tours, informational brochures, recycling bins and compost collectors (over 8,200 distributed), signage, discount compost bins, special event container loans, and grants (\$25,684 awarded) are part of this positive community outreach. Tens of thousands of employees,

residents, students, and others were impacted by CSWD's business, school and youth, and community outreach programs.

Educational programs were complemented by the ENFORCEMENT PROGRAM with generator, hauler, and facility compliance checks and follow-ups. New procedures and policies were developed in response to CSWD Ordinance amendments and Act 148 requirements. In addition, 69 haulers, processors, scales, and transfer stations were licensed.

RESEARCH AND DEVELOPMENT efforts, which have dual goals of reducing the amount of waste generated and landfilled along with making programs more convenient and cost-effective, focused on recycling and composting incentives and collection, residential waste composition, construction and demolition debris, and markets for recyclables.

CSWD provides funding and staff time to support GREEN UP DAY efforts in Chittenden County. In May, 22.5 tons of litter, 2,599 tires, and 4four cubic yards of scrap metal were collected. CSWD covered the \$5,332 cost for recycling the tires and waived its fee on disposed litter. CSWD also contributed \$4,050 to Green Up Vermont on behalf of its member municipalities for bags, posters, and promotion.

The COMMUNITY CLEAN UP FUND helps members keep their communities clean and litter-free throughout the year. \$15,720 was used by CSWD's member municipalities.

GREEN MOUNTAIN TRANSIT
Karen Walton, General Manager

Breakdown of Revenue by Source

- Passenger fares – 12%
- Miscellaneous revenue – 1%
- Federal – 55%
- State – 15%
- Local – 16%
- Miscellaneous purchase of service – 1%

Throughout the past year, the Green Mountain Transit (GMT) has continued to provide valuable public transportation services to Burlington and the greater Burlington area. In FY16, services included local fixed-route bus service; inter-regional commuter service; supermarket and school tripper shuttles; and contracted ADA para-transit service for individuals who are unable to ride fixed-route service.

In FY16, a 13 member Board of Commissioners governed GMT with two Commissioners representing Burlington and one Commissioner from Essex, Hinesburg, Milton, Shelburne, South Burlington, Winooski, Williston, Washington County, Franklin County, Lamoille County, and Grand Isle County. The annual FY16 operating expenses, for the urban area, were \$21,657,396.

Ridership:

GMT provided 2,497,179 fixed route trips in FY16. This represents a 7.18% decrease from FY15. However, positive steps were, and are being taken to make our system the best it can be. Additional peak hour service was added to the North Avenue (#7) route. This cost-neutral expansion will make the route much more appealing to commuters. Service to the east side of Hinesburg has expanded the accessibility of the 116 Commuter (#46). Similar to the 116 Commuter, additional geography was added to the Milton Commuter (#56) to enable more people to access the route.

The biggest news coming out of FY16 and into FY17 is our System Redesign Study. GMT staff is excited to embark on a comprehensive analysis of both Urban and Rural systems. This study will lay the foundation for our planning efforts in both the short and long-term, by examining everything from route renovation and/or the development of new routes, to the development of performance measures by which routes are evaluated for effectiveness. These studies have been shown to increase customer satisfaction and ridership.

Operational Improvements:

In FY16, a significant amount of time was spent on the implementation of the RouteMatch AVL software. All Supervisors and Dispatchers participated in a RouteMatch training learning how to schedule trips in RouteMatch so that the public can receive accurate bus locations and estimated arrival times.

RouteMatch is scheduled to go live in conjunction with the Downtown Transit Center (DTC) opening and will be a great asset to our passengers and provide invaluable information to Operations Management.

Capital Projects:

1. **Downtown Transit Center**: This project is virtually complete and will open for business on October 3, 2016. Once the DTC is open, work will begin on removing the existing Cherry Street terminal at Church Street. The Marketplace Commission is planning to re-use the existing kiosk in conjunction with the Burlington Police Department to augment their safety and security initiatives around Church Street.
2. **Call Center at 1 Industrial Parkway**: Designs are under development to create a new call center to consolidate the staff currently providing trip planning at St. Albans, Berlin and Burlington. The design incorporates ten workstations for the call center and an assessment area for ADA clients. An invitation for bids will be issued to contractors this fall; work is projected to be completed and the facility ready for occupancy by March 1, 2017.
3. **Solar Shelter Lights**: Five shelters have had solar lighting installed as part of an effort to secure a new solar lighting provider. The firm that had provided the fixtures used in the past is no longer able to provide them, so we had to find a new provider. Fixtures from five manufactures were purchased so we could evaluate each of their solar lighting systems. The evaluation phase is nearly complete and the installation of additional solar shelter lights will take place in FY17.
4. **Bicycle Racks for Shelters**: Generally, where conditions warrant, GMT tries to install a bicycle rack at each passenger shelter. Over the next several months, work will continue with the installation of ten bicycle racks to be installed at Circ-Alternative shelters and in other locations.

Contact GMT for Route and Schedule Information:

By phone: 802-864-2282, by e-mail: info@ridegmt.com, or visit us online: RideGMT.com.

WINOOSKI VALLEY PARK DISTRICT

Nick Warner, Executive Director

The Winooski Valley Park District's mission is to plan, acquire, and manage lands and waters within the boundaries of its member municipalities for purposes of conservation, preservation of natural areas, establishment of parks, and resource-based education and recreation. The WVPD's system of natural areas offers over 13 miles of shoreline and 25 miles of trails throughout the Winooski River Valley. In Essex, this includes a portion of Colchester Pond Natural Area, Essex Overlook and Woodside Natural Area. The Town of Essex has been a supporting member for 44 years; Tom Malinowski is Essex's representative. Please visit www.wvpd.org for trail maps and to learn more, or stop by the WVPD's headquarters at the Ethan Allen Homestead in Burlington.

Here are a few highlights from the past year:

Natural Area, involving two weeks of VYCC labor and the completion of a timber framed bridge. WVPD's partnership with the Center of Technology Essex (CTE) continues to flourish, including the redesign of our trail brochures and updating the WVPD webpage into Word Press format. Rhino Foods joined us for a trail workday at Woodside Natural Area, replacing broken puncheon and clearing trails.

WVPD has increased "Dogs On Leash" signage and has talked with more park users in an effort to address increased complaints concerning off-leash dogs.

There were also improvements and upgrades completed at Salmon Hole, Donahue Seas Caves, Derway Island, and Mayes Landing, and canoe accesses in Winooski - often assisted by partner organizations and volunteer groups from a wide variety of organizations.

On behalf of Thelma Robear's estate, James Robear donated two small parcels of land contiguous to Derway Island Natural Area in Burlington, expanding the park and providing extra road frontage buffer to protect this critical habitat. At Valley Ridge Park in South Burlington, the donation of over six acres of riverfront land progressed, with the final transfer occurring in late 2016.

Environmental Education: The WVPD's Educator met with 1,534 people including 1,232 children (includes people from all of the WVPD's member towns), and served as the activities and curriculum coordinator, and head counselor for the S.O.L.E. Camp (Sustainable Outdoor Leadership and Education Camp). The camp was expanded to eight full weeks in the summer of 2016, with over 60 campers attending. The camp will continue in summer 2017. The WVPD's AmeriCorps Educator worked with students from Essex Middle School on their end of the year service-learning project to manage invasive plants at Colchester Pond. The WVPD had approximately 390 students attend, with 28 professionals leading engaging workshops at the 30th Annual Conservation Field Day. The WVPD's Educator and Programs Director expanded the Park District's educational offerings to afterschool enrichment programs in several schools within WVPD member's towns. The WVPD also hosted numerous school, college, youth and civic groups visiting the parks.

- **Financial Sustainability:** In years past, the funding formula was applied to the entire WVPD operating budget. In the past two fiscal years, WVPD staff has worked to identify and bring in other funding (especially for capital projects) and leverage resources to help keep costs low for member towns. In FY17, WVPD is engaging in a Pilot Project performing fee-for-service project and maintenance services as a way to create new revenues. Volunteers from local schools and community

organizations contribute nearly 1,000 hours of labor annually to various WVPD parks and help complete projects such as removing invasive plant species, picking up trash, and repairing trails. This year, the WVPD received grants from the Department of Environmental Conservation to hire a greeter at Colchester Pond to help monitor for invasive aquatic plants; the lease for the Burlington Forest Pre-School at the Ethan Allen Homestead Museum was renewed; S.O.L.E. Camp program was expanded, and a contract with L.L. Bean continues to provide income for WVPD, as they conduct snowshoeing and fly fishing programs at the Ethan Allen Homestead.

- **Activities for Residents, and Tourists:** The WVPD's 18 regional parks offer nature trails, scenic overlooks and wildlife viewing, picnic facilities, cross-country skiing and snowshoeing trails, canoe/kayak launches, fishing access, and public garden plots. The Ethan Allen Homestead Museum (a partner organization) provided tours of Ethan and Fanny Allen's 1787 restored farmhouse, historic lectures, programs and special events.
- **Burlington Telecom** has been installed at the Ethan Allen Homestead campus, including a hardwired line to the Museum building to support a new era of digital education, programming, and support for special events. A concerted effort is underway to increase rental income from weddings, special events, educational programs, and other uses.
- **Programs Offered by Others at WVPD Parks:** Many school groups, local colleges and universities, summer camps, and scout groups visit the WVPD's parks as part of their curriculum. The Burlington Area Community Gardens, the Vermont Community Garden Network, Visiting Nurses Association and New Farms for New Americans lead educational gardening programs at the WVPD's Ethan Allen Homestead.

Children need natural areas to stay in touch with the local landscapes that sustain them. In turn, natural areas need management to assure people and wildlife can peacefully coexist. The WVPD offers 18 natural areas embedded within the most developed county in Vermont. For 44 years, Essex' annual support has made it possible for thousands of Vermonters and tourists to explore our ecologically-diverse system of natural areas – thank you!

**TOWN OF ESSEX
TOWN MEETING
FEBRUARY 29, 2016
MINUTES**

SELECTBOARD: Max Levy, Chair; Irene Wrenner, Vice Chair; Andrew Watts, Michael Plageman.

STAFF PRESENT: Patrick Scheidel, Town Manager; Doug Fisher, Administrative Services Director; Dennis Lutz, Public Works Director; Greg Duggan, Town Planner; Cheryl Moomey, Town Clerk; Brad LaRose, Police Chief; Ann Paietta, Library Director; Allison Vile, Parks and Recreation Director; Charles Cole, Fire Chief; Randy Viens, Town Assessor; Dana Hanley, Community Development Director; Rick Garey, Police Captain/MIS Director; Bill Ellis, Town Attorney.

MODERATOR: Steve Eustis

Mr. Eustis introduced himself as Town Moderator at 7:42 p.m. The Essex Town Cub Scout Pack 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, Mr. Watts, who read the following:

“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. Mr. Levy stated that childcare was available for anyone who needed it and that the senior bus is available to transport people who are seniors or have a disability. He stated that handouts on the various issues, such as the budget, the Town Plan Update and Thoughtful Growth in Action were also available. He announced that live streaming of the meeting was occurring for the first time ever tonight. Mr. Levy explained that for the past six weeks, Selectboard (SB) members provided outreach on Town issues at various events in the community. He pointed out that there were three surveys for the public tonight. One was from Senator Robert Doyle, one was from the SB and one was from the Conservation Committee. All three surveys could be dropped off in the boxes provided in the hallway. He added that there was also an explanation sheet available of common phrases used at Town Meeting such as Robert's Rule of Order and Point of Order.

Mr. Levy then called attention to the Village Trustees present: George Tyler, Dan Kerin, Andrew Brown, Lori Houghton and Elaine Sopchak. He called attention to the State Representatives present: Linda Myers, Deb Evans, Tim Jerman and Paul Dame.

Mr. Levy introduced the SB members sitting at the head table. Mr. Levy noted that Mr. Brad Luck was not sitting at the table tonight. He recently resigned from the SB in January in order to participate in

discussions about the Parks and Recreation Department's consolidation so that there would be no conflict of interest. Mr. Levy thanked Mr. Luck for his dedication to community service and that the SB misses his contributions on the SB. Mr. Levy also introduced the Town staff sitting at the head table.

At 7:50 p.m., Mr. Eustis called the 2016 Essex Town Meeting to order.

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 Mr. Watts about being civil and respectful of your neighbor's opinions and asked for people who are not registered to vote, to sit in the back section of the room.

Mr. Bruce Post called "Point of Order." He believed that the Town was in violation of State Statute Title 17 Elections Chapter 55 Local Elections Subchapter 002: Town Meetings and Local Elections in General and read the following into the record: "Under § 2667. Access to annual meeting, the legislative body of the municipality shall take reasonable measures to ensure that voters who are elders or have a disability may conveniently attend annual or special meetings; provided, however, that such measures need not be taken, if doing so would impose undue hardship on the town. Measures may include location of meetings on the ground floor of buildings or providing ramps or other devices for access to meetings. In municipal elections using the Australian ballot system of voting, subsection 2502(b) of this title shall apply. For the purposes of this section, the legislative body shall have full jurisdiction on the day of the municipal meeting over the premises at which the town meeting is to be held."

Mr. Eustis responded that the Moderator has jurisdiction on this ruling and finds that the Town has provided handicap accessibility to Town Meeting by holding the meeting at Essex High School, which is handicap accessible, and that the Town has provided the Senior Bus for transportation to and from the meeting. He thanked Mr. Post and continued the meeting.

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

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

PAULA DUKE MOVED AND ERIC DAVIS SECONDED A MOTION TO APPROVE ARTICLE I.

Mr. Levy referred the public to page 9 in the Annual Town Report where it showed two vacancies on Town Committees. One vacancy was for the Cemetery Commission and one for the Memorial Hall Committee. He stated that anyone who is interested in applying to fill those vacancies to please contact Mr. Scheidel. Mr. Levy then referred the public to page 5 of the Annual Town Report, which was the Dedication. He explained that the picture was of Mr. Scheidel after being awarded the Municipal Service Award from the Vermont League of Cities and Towns at its annual luncheon. Mr. Levy explained that, each year, this award is presented to one manager throughout all of Vermont. He stated that he was present during the luncheon, and Mr. Scheidel had received a long-standing ovation from over 500 people in attendance. Mr. Levy conveyed that Mr. Scheidel came to Essex in November 1990 to begin his career as Essex' Town Manager. Mr. Levy stated that, as a SB member for the last 8 years and SB Chair for the last two years, he has had the privilege to work with Mr. Scheidel, and during that time, it became apparent to him very quickly that Mr. Scheidel cares deeply about the Essex community and its hard working staff. Mr. Levy expressed that Mr. Scheidel is a straight talker with a wealth of knowledge and experience that he brings to every discussion. Mr. Levy added that Mr. Scheidel has told him numerous times that he loves his job, which he felt is apparent-based on Mr. Scheidel's day-to-day work. Mr. Levy reported that Ms. Dawn Francis, the Colchester Town Manager, who once worked as the Assistant Town Manager with Mr. Scheidel, described him as one of the most honest, ethical, professional, compassionate, giving and warm individuals that she knows. Ms. Myers, the current Representative and

former SB member and Chair, describes Mr. Scheidel as always being a quiet, humble person who does not seek the limelight and works to assure that the SB, Trustees and other groups have the benefit of his vast experience. Mr. Levy continued by saying that Ms. Myers's late husband, Marty Myers, who is considered by many to be the gold standard of SB Chairs, was Chair of the SB 25 years ago when Essex was searching for a new Town Manager. Mr. Levy invited Representative Myers to the podium to say a few words about that search and to make a special presentation to Mr. Scheidel.

Ms. Myers stated that in 1990 when the Essex SB was looking for a new Town Manager, her husband had talked to her about his excitement over the candidates. She recounted one trip that her husband took to Illinois as part of that search to learn more about a candidate. Upon returning from that trip, she asked him, "How did it go?" and he replied with a big grin on his face, "He's the guy," and that guy was Pat Scheidel.

Ms. Myers read the following Resolution H.C.R. 265 from the State House in Montpelier honoring Essex Municipal Manager, Mr. Patrick C. Scheidel for his quarter century of dedicated public service:

Offered by: Representatives Myers of Essex, Bancroft of Westford, Dame of Essex, Evans of Essex and Jerman of Essex.

Whereas, in November 1990, Patrick Scheidel became Essex Town Manager, having served previously as Streamwood (Illinois) Village Manager, Centralia (Washington) City Manager, and Narragansett (Rhode Island) Town Manager; and

Whereas, Patrick Scheidel graduated from Trinity College as an English and political science double major, and he completed his academic studies at Syracuse University's Maxwell School of Citizenship and Public Affairs, where he earned a Master's degree in public administration; and

Whereas, during the Vietnam War, Patrick Scheidel served in the U.S. Navy aboard the USS New Jersey, known as America's most decorated battleship; and

Whereas, since 1998, Patrick Scheidel has served as president of the Vermont Property and Casualty Intermunicipal Insurance Fund; and

Whereas, he lent his expertise to the deliberations of the Vermont Town and City Management Association when he served on the organization's board of directors; and

Whereas, among the other institutions for which Patrick Scheidel has provided outstanding volunteer service are the board of directions of the then Fanny Allen Hospital and the Governor's Rail Council; and

Whereas, he joined Essex Rotary soon after his arrival in 1990, served as its president in 1999, and remains an active member; and

Whereas, recently Patrick Scheidel also served as Essex Junction Village Manager and is now the community's municipal manager; and

Whereas, Patrick Scheidel is the recipient of many awards honoring his dynamic municipal leadership, including the 2015 Vermont League of Cities and Towns Municipal Service Award; and

Whereas, in recognition of his superb job performance and in appreciation of his devotion to serving the municipality's citizenry, the Town of Essex's 2015 annual report is dedicated to Patrick Scheidel; now therefore be it

Resolved by the Senate and House of Representatives:

That the General Assembly honors Essex Municipal Manager Patrick C. Scheidel for his quarter-century of dedicated public service; and be it further

Resolved: That the Secretary of State be directed to send a copy of this Resolution to Patrick Scheidel.

Mr. Scheidel was given a standing ovation from the public. Mr. Scheidel thanked the members of the public and stated that it continues to be an honor to serve them.

There were no questions or comments on the Reports of the Officers.

Mr. Eustis asked “all those in favor of approving Article 1 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, 2016 TO JUNE 30, 2017 AS RECOMMENDED BY THE SELECTBOARD IN THE AMOUNT OF \$13,182,890?

CHUCK BARRY MOVED AND LINDA MYERS SECONDED A MOTION TO APPROVE ARTICLE II.

Mr. Levy presented a PowerPoint presentation of the FYE 2017 Proposed Operating Budget. The presentation included the services already consolidated, efficiencies achieved as a result of consolidation, the next proposed area of consolidation and resultant efficiencies, a breakdown of where those savings come from, a majority of increases in normal operations and the estimated tax impact on Village and Town residents. The following services have already been consolidated:

- Police
- Senior Bus
- Unified Manager
- Tax Billing
- Tax Collecting
- Public Works – Stormwater
- Public Works – Highway
- Finance and Administrative Services

This year's proposed consolidated service is Public Works – Administrative and Paving. The efficiencies achieved through the current and proposed shared services have netted a savings of \$775,000. Areas that efficiencies have been found or could be found by working together include training and equipment, grants, volume purchases, reduction in need for outside contractors, etc.

The estimated tax impact on Village residents is \$17 per year and for the Town residents outside the Village is \$36 per year. The following assumptions are included in those estimates:

- Average assessed property value is \$280,000
- 1% Grand List Growth
- \$125,000 from Fund Balance

Mr. Sam Smith asked where the \$775,000 of savings from consolidation was allocated for in the budget and where future administrative savings will be. Mr. Levy stated that the Town didn't receive those savings in dollars. It was money that did not need to be raised in increased taxes by the entire community. He added that the Town did not separate the savings to determine what was saved in the Village and what was saved in the Town. This is a community savings, and it was used by not increasing the tax rate. The future savings will be determined in the same way as they continue to consolidate and work smarter together so they don't have to spend extra money to get the same level of service.

Mr. Eric Davis stated that it was unclear how that \$775,000 of savings was equitably shared between the Town and the Village. He noted that the Town tax rate is going up by almost twice as much as the Village tax rate, which is unlike the trend from last year when the Village tax rate actually went down and the Town tax rate went up. He asked how this will become more equitable between the communities as they move forward with the consolidation of services. Mr. Levy replied the community is not keeping score with the savings, but looking at how shared services saves money for the entire community. Mr. Eustis welcomed Mr. Scheidel for comments. Mr. Scheidel explained that the communities are not starting from an equitable position, so it's hard to have an equitable redistribution of savings. Duplicated services have always been a problem for both the Village and the Town, and as they have consolidated services and netted some benefits, those savings are accrued to each community relative to their original expenses before consolidation. He added that, although the communities began unequally, both are accruing benefits equally at large, and as they moved forward, at some point, they will probably reach a unified tax rate.

Mr. Matthew Ramada referred to page 53, under Town Manager Salaries, and noted that there was an increase of \$250,000 for the Town Manager and asked for clarification. Mr. Levy stated that he had prepared a slide for this question. The slide showed that, as the communities are consolidating, staff positions are being moved within the budget so that, even though the Town Manager's budget has increased, other budgets have decreased in the process. Mr. Ramada asked how many people were represented by the Town Manager's Department, and Mr. Eustis understood that there were five employees in the Town Manager's Department for the FYE 2017 budget. It was later corrected to be six employees. Mr. Ramada countered that with those numbers, there was a 60% increase for five people and wanted to know why five people were getting that much more money. Mr. Scheidel explained that the increase was due to the reallocation of staff and salaries from the Finance Department and the Geographic Information System Coordinator from three different parts of the budget into the Town Manager's Department. Another change that accounted for the increase is that, with the consolidation of services, the Finance Director's position was changed to the Director of Administrative Services. Mr. Ramada asked how many people that salary represented, and Mr. Scheidel replied, six. He confirmed for Mr. Ramada that, in the past, the Town Manager's Budget had accounted for the work from a little over four employees. Mr. Scheidel pointed out page 46 in the Annual Report where it explains the reallocation of positions and the breakdown of changes more clearly.

Mr. Don Kent wondered if that \$775,000 in savings is not there in the future, could the community expect a 10% increase? He understood that without this savings, there would have been an overall 10% increase in the tax rate, which is not sustainable as they move forward. Mr. Levy explained that the \$775,000 of savings was an amount that would have been added to the tax rate if they hadn't found those efficiencies with consolidating services. This estimated net benefit shows that when the communities are working smarter together, they can get more done. Mr. Kent wanted to know why it would have been a 10% increase. Mr. Scheidel thought that the public was having difficulty understanding the dollar value of the savings. He explained that the staff was asked to quantify the value of the savings. Some of that savings included grants that were received collectively from the Town and the Village, and those shared funds from those grants would have had a direct impact on the tax rate. Other netted savings would have been included in the proposed budget for approval at Town Meeting as normal operations. It is up to the public

as to whether or not that gets approved or whether they want to reduce the level of service or whether they want to cease the consolidation of services. By reducing the duplication and working together, however, there is a quantifiable net savings that may not be seen directly in the budget, but can be viewed as miscellaneous revenue that lowers the tax rate.

Mr. Post asked how much was being taken out of the Fund Balance this year. Mr. Eustis replied that it was the same amount as last year, which is \$125,000. Mr. Post thought that by taking money from the Fund Balance, the Town was disguising or softening the tax increase. Mr. Eustis reminded Mr. Post that the fund balance usually goes up a little each year, with increased revenues. Mr. Post asked how the Fund Balance is built. Mr. Scheidel replied that the Fund Balance is built cumulatively over the years. Most of the \$1.9 million that is currently in the fund balance are undesignated funds or real cash. The standard procedure is to keep about 15% available at all times because the Town doesn't have a contingency fund. \$1.9 million guarantees the Town eight weeks of operating funds to provide the current level of service. In good years, the Town tries to add a little more than 15% or evaluate whether that money is needed for a capital project or a return on investment to the community to help lower the tax rate. Last year and this year, because of the consolidation work that is being done, the Town wanted a return on investment to help equalize the tax impact as best as possible. He explained that the \$125,000 represents one half of a penny. Mr. Scheidel confirmed for Mr. Post that the Town currently has a Fund Balance that is equal to 15% of the total budget.

Ms. Myers explained why the Town needs a Fund Balance. As a former member of the SB, she recalled that accounting practices recommend having a certain percentage of the total budget in the Fund Balance. Mr. Scheidel agreed that the accepted accounting standards suggest having between 5% and 15% in the Fund Balance and because the Town operates without a contingency fund, it has made an effort to reach 15%. Essex has been fortunate not to have had a catastrophic event, such as Hurricane Irene, because if something like that happened, the current Fund Balance would not get them far in providing services. The Town has also tried to keep its debt down as low as possible in the event that it ever has to borrow money to provide basic services. He reported that, right now, the Town has eight weeks of operating revenue in reserve in case of an emergency.

Ms. Sharon Zukowski asked for clarification on the \$36 estimated dollar increase per year for the Town outside the Village taxpayer and whether that was per person or per home. Mr. Eustis clarified that the \$36 was an estimated dollar increase per property based on a value of \$280,000 and a 1% grand list growth. He added that it could be a little more or less depending on the final numbers for the grand list growth. Ms. Zukowski questioned the 5% increase in salaries for Town employees. She stated that social security and the cost of living has not increased, and therefore, wanted the rationale for that 5% increase. Mr. Levy had a slide prepared to show the breakdown of salaries and benefits for Town employees. He explained that the salary survey by Gallagher and Flynn found that the current salary and wages for the Town of Essex were within their expected competitive range with one exception. That one exception is being paid lower in the Town than its competition. The vast majority of positions are within the middle of the market range. He pointed out that the overall average of 4.3% increase in salaries includes 1.5% in salary increase and 2% in step increases. The 4.3% also includes all overtime and premium pay for full-time, part-time and temporary employees and moving a Senior Activities Coordinator from part-time to full-time, as well as the minimum wage increase. He pointed out that Benefits are down by 8% and that the Town wants to invest in its workers so they remain working for the Town. He reported that to replace a police officer costs money since there is a cost to certify them to work in Vermont. The Town does not want to waste that kind of money. He added that Town employees don't get stock options, profit sharing or bonuses and that by retaining these experienced people, extra work is folded in, which is done routinely. He recommended looking at this as an investment because Essex is the second largest municipality, but ranks 11th in the number of employees per 1,000 residents. Ms. Zukowski was concerned about residents on a fixed income.

Mr. Davis asked what the increase in dollar amount would be for the Town outside the Village without the effort of consolidating services, and Mr. Eustis replied, \$29.

HENRY GABERT MOVED AND PAULA DUKE SECONDED A MOTION TO CALL THE QUESTION.

Mr. Eustis stated that calling the question means that they will cease to debate on the question and that the vote requires 2/3 majority and is non-debatable.

Mr. Eustis asked “all those in favor of calling the question please signify by saying aye, all those opposed, nay”.

THE MOTION PASSED BY VOICE VOTE.

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

THE MOTION PASSED BY VOICE VOTE.

ARTICLE III. PUBLIC TO BE HEARD.

Mr. Eustis introduced Article III and reviewed what would be voted on tomorrow by Australian Ballot in Articles IV and V. He explained that this was an opportunity for the public to discuss Article V and to hold a general discussion.

With regard to Article V, Mr. Levy explained that Vermont law requires that Town Plans be updated every five years and that the last update for the Town was in 2011. The updated 2016 Town Plan does not change the overall vision, but includes updated statistical data, an additional section on flood resiliency required by the State, the Heart and Soul community values, active links to find out more information, new action items in Chapter 1 and guidance for the location of commercial scale energy renewable products. This update is based on input from residents, the Planning Commission, the SB, municipal departments and other Town Boards, Committees and Commissions. Most of the changes are in the design and organization of information, and the update has a different look, touch and feel to it to make it more engaging, and he hopes that the public agrees.

Mr. Michael Sullivan hoped that this was the last time he would have to identify himself as living in the Village. He stated that this is the Town of Essex. He commended the SB for their work on consolidating services and thanked Mr. Scheidel for his willingness to step up and do this heavy, important work.

Mr. Jeff Carr noted that the residents need to be careful because one of the ways you can cheapen the quality of life in a community is to cut back on the quality of services. He believed that the only way to maintain the quality of services is to work together and do them smarter and that a bigger increase would have had to be budgeted if they didn't work together. He agreed that it was possible to cut back on services, but he believed that they had a responsibility to maintain the high quality of services that have been in our Town forever. Secondly, he applauded the work on the Town Plan update, but pointed out that one recommendation from him and Ms. Mary Morris that was identified in the Shared Services Report had not been included in the update. He apologized for not mentioning it sooner, but stated that it was recommended that when the Village adopted its Village Plan that it automatically becomes part of the Town Plan as a Village Planning District. He is hopeful that the next time the Town Plan is addressed that they include the Village Plan as part of the overall Town Plan, and when that is approved by the residents, the Village automatically becomes part of the Town Plan.

Mr. Ed Von Sitas requested volunteer help for the Essex Memorial Parade. The meetings are located at the Essex Junction Recreation and Parks building on Maple Street and held the second Monday of every month at 7:00 p.m. All are encouraged to attend and volunteer however they can, as help is very needed to make the parade a success.

Ms. Jess Wisloski expressed that she and her 2 ½ daughter were at their third Town Meeting and that she loved living in this community. However, she wished she didn't have to be at Town Meeting in person with her daughter in tow in order to participate at Town Meeting.

Ms. Ione Minot expressed that she was used to Mr. Steve McQueen as Moderator for many years, but that Mr. Eustis did a fine job as Moderator tonight.

AT 8:55 P.M., DAN KERIN MOVED AND CHARLES COLE SECONDED A MOTION TO ADJOURN THE MEETING UNTIL 7:00 A.M. THE FOLLOWING DAY, MARCH 1, 2016.

Respectfully submitted,

Saramichelle Stultz
Recording Secretary

Approved this 14th day of March 2016.

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

/s/
Andrew J. Watts, Clerk, Selectboard

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

EMERGENCY NUMBERS

Fire (Outside Village)	911	878-4300 (Administrative)
(Inside Village)	911	878-3315 (Administrative)
Police	911	878-8331 (Administrative)
Ambulance	911	878-4859 (Administrative)

TELEPHONE DIRECTORY OF TOWN SERVICES

<u>For Information Regarding</u>	<u>Call</u>	<u>Number</u>
Bicycle Registration	Police Department	878-1333
Birth & Death Certificates	Town Clerk	879-0413
Building & Zoning Permits	Zoning Administrator	878-1343
Burning Permits	Police Department	878-1333
Chittenden Central School District	Superintendent	878-1370
Detectives	Police Department	879-4923
Dog Complaints	Police Department	878-1333
Elections (Town & General)	Town Clerk	879-0413
Essex Town 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	Municipal Manager	878-1341
Village of Essex Junction	Municipal Manager	878-6944
Village Parks & Recreation	Parks & Recreation	878-1375
Voting Registration	Town Clerk	879-0413
Water/Sewer Services	Public Works	878-1344
E-Mail Address	<u>Manager@essex.org</u>	
Web Site	<u>www.essex.org</u>	

The Police Department is located at 145 Maple Street, Essex Junction.

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