

# Memorandum

**To:** Selectboard  
**Cc:** Daniel Roy, Finance Director  
**From:** Greg Duggan, Town Manager; Karen Adams, Deputy Town Manager  
**Re:** Work session on fiscal year 2027 Operating Budget  
**Date:** 12/11/2025

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## Issue

The issue is for the Selectboard to continue reviewing the draft fiscal year 2027 budget.

## Discussion

The Manager provided a draft FY27 operating budget to the Selectboard on November 21, 2025, and the Selectboard held Budget Day, where each department head speaks to their proposed FY27 budget and takes questions from board members and the public, on December 5, 2025.

For the December 15, 2025 budget workshop, staff recommends the Selectboard review the information attached, which provides responses to questions asked or information requested on Budget Day and highlights any resulting changes; ask any additional questions of staff; review overall budget goals; and have preliminary discussion about where they may like to make any adjustments to the budget. Selectboard members are encouraged to bring their hard copies of the budget to help with review and discussion.

If the intent of the Selectboard is to hold a FY27 operating budget public hearing on January 26, 2026, as planned, the only scheduled meeting of the Board prior to then after December 15 is January 5, 2026. There is a public "Coffee Chat" with staff planned for December 17 for additional public input. The Selectboard should discuss whether they would like to schedule any additional opportunities to discuss the budget. Due to conference room availability, staff would recommend keeping scheduled meetings to Mondays - Possible dates for such additional meetings include 12/22/25, 12/29/25, and 1/12/26. A January 12 meeting may need to be held at a location other than the Town Offices.

## Upcoming Budget Discussions

Wednesday, Dec. 17 -Town Coffee Talk about the budget (noon; online and in person at the Town Offices)

Monday, Jan. 5 - Regular Selectboard meeting to include budget work session

## Any additional dates

Monday, Jan. 26 - Regular Selectboard meeting to include public hearing, finalize budget, warn Town Meeting

## Cost

n/a

## Recommendation

This memo is for discussion purposes.

### Attachments:

1.	FY27 ops budget memo for 12-15 gd
2.	Senior Van Daily Costs
3.	HHS Memo from FY25
4.	FY25 HHS Fact Sheet
5.	email re Electricity costs 20251211
6.	GMP & Sand Hill Solar (formerly known as Green Lantern)
7.	DPW Repair/Rental Costs Email
8.	FY25 430.000 R&M Vehicles & Eqpt
9.	FY26 430.000 R&M Vehicles & Eqpt
10.	FY25 430.001 R&M Vehicles - Supplies
11.	FY26 430.001 R&M Vehicles - Supplies
12.	FY25 442.000 Rental Vehicles & Eqpt
13.	FY26 442.000 Rental Vehicles & Eqpt
14.	FY25 451.000 Summer Construction
15.	FY26 451.000 Summer Construction
16.	memo_CSWD lease extension 20250224
17.	CSWD Lease Agreement 2026-2030

The following questions/information requests were made on December 5, 2025 (Selectboard Budget Day) regarding the Town of Essex FY27 General Fund Budget, with responses provided from staff:

Question/Topic	Staff Response
Increase advertising line item for Economic Dev to \$500	Staff can support this.
Utilizing fund balance to cover stipends associated specifically with Reappraisal meetings, \$2,000	Staff can support this and have incorporated this into the FY27 budget.
Newsletter analysis – cost of printing in-house vs. outsourcing	Staff is looking into this.
Senior Van operating cost per day	Please see attached documentation on this.
HHS legal opinion regarding the 1% ballot question	Please see attached documentation on this.
Fire Salaries line item – there suggestion to fund at \$500,000	Staff recommends keeping this line as funded, given that there is a vacancy allowance of \$76,500 already built into this line item.
Comparison of own vs. lease costs for printer/copiers	The Town is currently in year 2 of a 5 year contract. This exercise should be revisited by new IT Director prior to any contract extensions.
Electricity costs/analysis	<p>See attached email to Selectboard explaining how and when the electricity budget was changed during the FY26 budgeting process.</p> <p>Also attached is a brief explanation of the relationship between the Town, GMP, and Sand Hill Solar (formerly Green Lantern).</p>
Insurance requirements for maintaining phones/VOIP	Staff is looking into this.
Can County Tax be a separate line item	Staff is consulting legal on this.
Excavator rental/ownership/contractor work	See attached documentation for Public Works Dept line items.
EPD Lieutenant position – when added to department?	In FY26 there was a “Support Services Director” position in the budget at 23 hours a week (held by Rick Garey). This .58FTE position was converted into the lieutenant position at 1FTE in the FY27 budget.
Cost analysis of in-house or private hauling of salt/sand	Staff is working on this.
Straight line funding of landfill at \$9,000	The amount budgeted this year is needed to bring the fund’s balance back up to the \$12,000 we are required to keep on hand. In future years staff can support this approach.
Duplicate Costco memberships shown	The Town’s membership to Costco will be managed out of the Finance Department. This cost was already removed from the

	buildings budget presented. Descriptions were updated.
Look into length of CSWD Lease	See attached documentation on this.
Adding a cell phone stipend to the Manager's office budget	\$600 was added into the Mgr's budget for this.
Cost of paving Memorial Hall	Staff is looking into this.

**Q: What does the Senior Bus cost to run a day?**

Miles:		Maintenance:		Staff Time:		Incidental Costs per day		
Approx Miles in a year	3900	Annual Maintenance cost	5000	Scheduler hourly wage + benefits rate (1FTE), assumes 4hr/week	\$36.95	Van Insurance	\$850/month	\$46.67/day
Gallons in a year	650	Miles in a year	3900	Hourly Driver rate incl FICA/MEDI	\$23.47	security cameras, cell phones, landline phone	\$275/month	\$9.17/day
Miles per gallon	6.00	Maintenance cost per mile	<b>\$ 1.28</b>	Driver hours per day: 5.5 (bus runs 9-2pm, 15 mins on either side to leave/return to garage)+ .8 hours a day for scheduler.		Staff Apparel & supplies	\$1/day	supplies like cleaning supplies, snow brushes, postage, drug testing, etc
Average cost of gas per gallon	3			Staff cost per day: 5.5 hours driver @ 23.47, and .8 hours @\$37.92	<b>\$170.38</b>	Operating Incidentals	\$1/day	
Average cost of gas per mile	<b>\$ 0.50</b>					Capitalized Cost of van	\$60,000, 10 year life = \$6,000 yr	means \$500/month, or \$16.67/day @ 30 days
EPR Gas Costs per day		EPR Maintenance Costs per day		Staff Costs per day		Incidentals Costs per day		
Miles Per Day	15	Miles per day	15	Staff cost per day	<b>\$170.38</b>	Total	<b>74.51</b>	
Average cost of gas per mile	0.50	Maintenance Cost per mile	\$ 1.28					
	<b>\$ 7.50</b>		<b>\$ 19.23</b>					

**A: Total approximate costs per day, and each van per year, are below:**

<i>Total cost per day for EPR to run 1 senior bus</i>		<i>Total cost per year for EPR to run Van #1</i>	
Totals of bold numbers above for 1 Van	<b>\$ 271.62</b>	\$264.96 per day*	<b>\$69,806.54</b>
Total cost per day for EPR to run both	<b>\$ 450.89</b>	Cost to run both:	<b>\$115,878.85</b>

**Senior Services Budget proposed FY27: \$116,539**

2 Vans run Tues - Friday, weekly

2nd bus assumed to be 66% of daily costs shown above, given that the scheduler serves both buses, and incidentals shown above cover the 2nd van as well w/ exception of van cost.

# Memorandum

**To:** Selectboard, Greg Duggan  
**Cc:** Karen Adams, Deputy Manager  
**From:** Tammy Getchell, Assistant to the Manager  
**Re:** Discussion and potential action about Human Services Funding  
**Date:** November 26, 2024

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## Issue

The issue is whether the Selectboard will authorize the creation of a **Human Services Contributions Fund** and place an article on the Town Meeting ballot each year to ask voters if they wish to appropriate this fund, with article wording and the proposed funding amount to be warned with the annual meeting warning. Staff also recommends the Selectboard approve the changes to the current Human Services Funding Distribution Policy to align with this change.

## Discussion

The Town Attorney has offered an opinion regarding the Town's Human Services Funding Contribution Policy of including a single line item appropriating 1% of the general fund budget towards social services in accordance with [24 V.S.A. § 2691](#). The Attorney has concluded that to avoid the risk of litigation and ensure compliance, the Town should consider changing the policy to require an article warning and ballot vote to appropriate applicable funds to social services organizations.

To comply with the statute, the Attorney proposes a framework that includes 4 requirements:

1. Voters must be "duly warned" in a warning.
2. The warning must provide for "appropriation of funds" (assigning of money to a specific use).
3. The warning must state the necessity of the social service.
4. The warning must state that the service will be for the benefit of Town residents.

There are several ways to meet these requirements. An organization may petition to request funds from the Town which could be a separate article; the voters may consider a separate article for each request sent to the Town; or the Selectboard may authorize the creation of a Human Services Contribution Fund and voters are asked if they would like to appropriate to the fund each year for distribution. Since the Town receives more than 20 requests each year and already has a distribution policy in effect, staff recommends the Selectboard consider the last option. The current distribution policy is attached with proposed amendments to align with a change to how the appropriation is approved.

Recommended language for an example article that could be posed to voters that is in line with the four requirements:

**Shall the voters of the Town of Essex vote to appropriate \_\_\_\_\_ (sum of money), equaling 1% of the total General Fund Budget, to the Essex Human Services Contributions Fund to support nonprofit social service organizations, such amount being reasonably necessary and for the support of programs to benefit Town residents?**

The current FY2025 cycle for Human Services Funding applications is open until February 15, 2025,

with awards to be announced in June 2025. The funds for this cycle were approved by voters during the Town Meeting in March 2024. The changes as recommended in this memo would take effect in the next funding cycle.

**Cost**

N/A

**Recommendation**

Staff recommends the Selectboard authorize the creation of a **Human Services Contributions Fund** and that an article be placed on the Town Meeting ballot each year to ask voters if they wish to appropriate this fund, with article wording and the proposed funding amount to be warned with the annual meeting warning. Staff also recommends the Selectboard approve the changes to the current Human Services Funding Distribution Policy to align with this change.

**Attachments:**

1. Essex Human Services Funding Distribution Policy ADOPTED 20191118 -AMENDED 20241212



TOWN MEETING 2025  
**QUESTIONS and ANSWERS**

## Human Services Contributions Funding

Town of Essex  
 February 5, 2025

**1. Why does the Town Meeting ballot have a question asking if voters will approve an allocation to the Essex Human Services Contribution Fund?**

In 1987, Essex voters approved the Town of Essex Human Services Contribution policy that states “The Town of Essex shall allocate one percent of its total General Fund Budget to fund human service organizations.” Each year since then, 1% of the general fund budget has been designated to support local social, health, and human services non-profits who serve Essex residents. This year, the Town’s attorney has advised that the question should be voted on as a separate item on the ballot, which is why it is presented to voters differently than in prior years.

**2. How much money is proposed to fund Human Services in FY26?**

With a proposed FY26 operating budget of \$16,365,963, the amount that will be shown on the ballot for authorization by voters is 1% of that amount: \$163,660. If both the operating budget and HHS funding are approved by voters, the total Town FY26 operating budget would be \$16,529,623 as depicted below.

	FY2025	FY2026 Proposed	\$ Change	% Change
<b>Total Budget</b>	\$ 16,106,421	\$ 16,529,623	\$ 423,202	2.63%
<b>Tax Levy</b>	\$ 11,382,473	\$ 12,012,846	\$ 630,373	5.54%
<b>Grand List</b>	\$ 16,121,097	\$ 16,242,005	\$ 120,908	0.75%
<b>Tax Rate</b>	0.7061	0.7396	0.0335	4.74%
<b>\$280k Home</b>	\$ 1,977.08	\$ 2,070.88	\$ 93.80	4.74%

If the HHS funding question is not approved by voters but the Town’s operating budget is, the table below provides information about the resulting tax rate and budget.

	FY2025	FY2026 Proposed	\$ Change	% Change
<b>Total Budget</b>	\$ 16,106,421	\$ 16,365,963	\$ 259,542	1.61%
<b>Tax Levy</b>	\$ 11,382,473	\$ 11,849,186	\$ 466,713	4.10%
<b>Grand List</b>	\$ 16,121,097	\$ 16,242,005	\$ 120,908	0.75%
<b>Tax Rate</b>	0.7061	0.7295	0.0234	3.31%
<b>\$280k Home</b>	\$ 1,977.08	\$ 2,042.60	\$ 65.52	3.31%

**3. What organizations are eligible for funding?**

The Town has adopted a Human Services Funding Distribution Policy, which requires that each year the Selectboard approve up to 7 focus areas for funding distribution. Organizations must be non-profits recognized by the Internal Revenue Service and must clearly demonstrate the benefit to Town of Essex residents in their application. A committee of

Town staff and elected officials participate in reviewing applications and determining funding awards. In 2025, the areas approved by the board for funding include programs that support:

- Eliminating Barriers to Accessing Community-Based Resources
- Affordable Housing or Housing Assistance
- Child or Family Support for Healthy Relationships
- Diversity, Equity, and Inclusion
- Emergency Food & Disaster Relief
- Increasing Workforce Development

#### 4. Who has received this funding in the past?

Below is a list of funding recipients from FY24, and the amount of funding provided. Additional information about prior awards can be found here:

[www.essexvt.org/humanservices](http://www.essexvt.org/humanservices).

Organization	Amount
Aunt Dot's	\$20,000.00
Voices for Inclusion in Essex and Westford (VIEW)	\$4,902.87
Essex C.H.I.P.S.	\$12,624.40
Spectrum Youth and Family Services	\$12,186.17
Chittenden Community Action	\$2,185.33
Howard Center	\$0.00
Partners In Adventure	\$6,814.49
Jericho Underhill Ecumenical Ministry - Essex Food Shelf	\$5,623.13
Lund	\$4,557.41
Vermont Adult Learning	\$2,650.69
Vermont Works for Women	\$5,219.21
Champlain Housing Trust - Susan's Pantry	\$1,560.12
HomeShare Vermont	\$4,590.63
Committee on Temporary Shelter COTS	\$8,583.92
Prevent Child Abuse - Nurturing Parenting Programs	\$968.74
Vermont Foundation for Recovery	\$13,003.29
Age Well	\$12,304.60
Child Care Resource	\$0.00
ReSOURCE - Workforce Development	\$1,789.78
Joint Urban Ministry Project (JUMP)	\$1,974.74
Steps to End Domestic Violence	\$11,683.55
Rotary Club Charities of Essex Vermont	\$1,694.10
Lake Champlain Community Sailing Center - Floating Classrooms	\$6,074.21
UVM Health Network Home Health & Hospice - Adult Home Health	\$13,020.62
Funding Total:	\$154,012.00

**5. When and where do voters vote on Human Services funding?**

Voting on ballot items occurs at the polls, which will be open on Tuesday, March 4 from 7 a.m. to 7 p.m. at Essex Middle School, 60 Founders Road, Essex.

Voters can also request an early ballot (see below for more info; the Town is not sending ballots to all voters).

Voters are encouraged to attend an Informational Hearing at 7:30 p.m. on Monday, March 3 at the Essex Middle School, 60 Founders Rd., Essex. The Informational Hearing will include an informational presentation about all ballot items, including the FY26 operating budget, the capital tax rate increase, HHS funding, and proposed charter amendments.

**6. Will I receive my ballot early and how do I return it?**

Voters will only receive a ballot early if one is requested. The Town is not mailing ballots to all voters. Early voting will start mid-February.

Voters may visit the Town Offices at 81 Main St., Essex Junction to vote in the office, pick up a ballot to take home, or to request that a ballot be mailed.

Ballots can also be requested to be mailed by emailing [clerk@essex.org](mailto:clerk@essex.org); calling 802-879-0413, option 6; or requesting online at [www.mvp.vermont.gov](http://www.mvp.vermont.gov).

In order to be counted, ballots must be returned before the polls close on Town Meeting Day on March 4 (7 p.m.). Voters returning ballots on Town Meeting Day must deliver the ballot directly to the polling place (Essex Middle School).

A secure ballot box will be available at the Town Offices for returning ballots after hours or on weekends up until the morning of March 4.

## Greg Duggan

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**From:** Greg Duggan  
**Sent:** Thursday, December 11, 2025 4:17 PM  
**To:** Town of Essex Selectboard  
**Cc:** Daniel Roy; Madison Duffy  
**Subject:** Electricity costs

Hi everyone,

Please do not reply all.

Following up on some questions/comments on budget day about electricity costs, please see below for more information on when the electricity costs in the FY26 budget were revised downward and ultimately approved by the Selectboard. The supporting information is included in the Selectboard packets for the dates listed.

- The Manager’s proposed budget was provided to the Selectboard in late October, and appeared in the packet for the November 14, 2024 all-day budget workshop.
  - Electricity was proposed at \$74,822, an average of 9.2% over the FY25 budget, as shown in the Buildings Summary.
- The December 2, 2024 Selectboard meeting included a budget work session. Materials in the packet relevant to electricity included the following:
  - Cover memo that noted, “Significant changes to the budget since November 18 include ... adjustments to Natural Gas / Heating & Electricity lines for buildings. An attached sheet from Finance Director Dan Roy is attached and provides more details on those adjustments.”
  - A more detailed list of “December 2<sup>nd</sup> adjustments” that noted, “The Town has revised estimates for Natural Gas / Heating & Electricity line items within its various Buildings. This has reduced the combined budget line items from \$104,412 to \$78,656, a reduction of \$25,756.”
  - A list of Selectboard member questions and staff responses, titled “FY26 Budget: Selectboard comments and questions, and staff responses”. This document noted that Andy commented on November 21, 2024, “Shawn was going to look at the electricity and gas costs for each building since they all increased by about 9.2% with no explanation. I don’t know how much this will be, if anything.” Staff responded by referring the list of December 2 adjustments that included the \$25,756 reduction to Natural Gas and Electricity.
- The December 16, 2024 Selectboard meeting included a budget workshop and summary pages of where each department stood at that time. The Buildings Summary showed electricity being proposed at a total of \$57,280, an \$11,200 reduction from the FY25 budget and \$17,542 less than had originally been proposed for FY26.
- The January 27, 2025 Selectboard included the public hearing on the FY26 proposed budget. Materials for the public hearing included the general fund summary, which showed total Electricity at \$57,280. The Selectboard approved the FY26 budget with a 3-2 vote on January 27, 2025, sending it to voters for Town Meeting.

The costs we ended up using in the budget last year were based on actual kilowatt hour usage, with the electricity rates and a 3.42% rate increase being applied to generate a budgeted cost. The budgeted amounts ended up being lower than actual spending, so it's possible we did not factor in additional fees and surcharges on the bills. I'm comfortable basing the FY27 budget on historical spending, which is what is currently proposed. Staff will continue to monitor usage.

Please let me know if you have any additional questions.

Thanks,  
Greg

Greg Duggan, Town Manager  
Town of Essex, 81 Main St.  
Essex Junction, VT 05452  
802-878-1341  
[gduggan@essex.org](mailto:gduggan@essex.org)

**From:** [Daniel Roy](#)  
**To:** [Karen Adams](#); [Greg Duggan](#); [Madison Duffy](#)  
**Subject:** GMP & Sand Hill Solar (formerly known as Green Lantern)  
**Date:** Tuesday, December 9, 2025 4:28:14 PM  
**Attachments:** [image001.png](#); [image002.png](#)

Step 1 in acknowledging how the GMP / Solar relationship works for us. Can follow up more with specific invoices / locations as well....

**From:** Daniel Roy  
**Sent:** Thursday, October 23, 2025 11:16 AM  
**To:** 'Patrice Alexander' <[palexander@essexjunction.org](mailto:palexander@essexjunction.org)>  
**Cc:** Madison Duffy <[mduffy@ESSEX.ORG](mailto:mduffy@ESSEX.ORG)>  
**Subject:** RE: Sand Hill Solar

Hi Patrice,

Sorry to make you wait an extra day on the answer for this. I figured that I could take you through an example that we have for 81 Main Street to show how I think it works....

Below is a portion of a copy of our GMP bill through 9/5/25 for our 81 Main Street address:

New Charges	
Customer Charge: 30 Days @ \$4.721	\$141.63
Total Energy Efficiency Charge	\$72.61
Electric Assistance Program Fee	\$3.00
Current Energy/Major Storm Adjustor	\$72.59
Extreme Storm Restoration Fund	\$11.52
Total 3842 KWH Consumed ON Peak	
Total 3010 KWH Consumed OFF Peak	
Total 10948 KWH Excess Credit	
Group Excess Shared 102,800 KWH	
3,842 On Peak KWH Net @ \$0.13106	\$503.53
3,010 Off Peak KWH Net @ \$0.0996	\$299.80
23 On Peak KW @ \$18.574 08/12/2025 17:15	\$427.20
16 Off Peak KW @ \$5.348 08/13/2025 05:00	\$85.57
10,948 Total KWH Excess Credit @ \$-0.18398	-\$2,014.21
Total Gross 107800 KWH Generated	

The key item to focus on here is the Excess credit just above for \$2,014.21 based on 10,948 kWh usage. This is a reduction on our GMP bill that we pay. The Sand Hill Solar group, then uses the same time frame for their invoice to us. Their excerpt is below:

81 Main St			
423301037	10,948 kWh	Actual net monthly output X\$0.18398/kWh X 88%	\$1,772.51
423301037	10,948 kWh	Actual gross monthly output X\$0.02/kWh X 88%	\$192.68

So, they are using the same usage to drive their calculation of what we owe them. Essentially, the Town is receiving 100% of the credit through the GMP invoice, then we turn around and pay the Sand Hill Solar group the 88% of the bill that we owe them, so we get a 12% discount in the end.

I hope this helps to clarify the relationship for you. I would suggest looking back to the GMP bills to try to connect the invoices together.

Let me know if you have any other questions.

Thanks,  
Dan

**From:** Patrice Alexander <[palexander@essexjunction.org](mailto:palexander@essexjunction.org)>  
**Sent:** Tuesday, October 21, 2025 1:11 PM  
**To:** Daniel Roy <[DRoy@essex.org](mailto:DRoy@essex.org)>  
**Subject:** Sand Hill Solar

**CAUTION:** This email originated from **OUTSIDE** our organization. **STOP & CONSIDER** before responding, clicking on links, or opening attachments.

Hi Dan, My name is Patrice, and I do the invoices for Wastewater and Public Works here at The City of Essex Junction and I was wondering if you would be willing to talk to me about Sand Hill Solar so I can understand it better. I feel that is does not save us money but want to know more about it. I just started here last year. Thank you. Patrice

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**From:** [Madison Duffy](#)  
**To:** [Karen Adams](#); [Greg Duggan](#); [Aaron Martin](#)  
**Cc:** [Daniel Roy](#)  
**Subject:** RE: budget questions  
**Date:** Thursday, December 4, 2025 1:11:07 PM  
**Attachments:** [FY25 430.000.pdf](#)  
[FY26 430.000.pdf](#)  
[FY25 430.001.pdf](#)  
[FY26 430.001.pdf](#)  
[FY25 442.000.pdf](#)  
[FY26 442.000.pdf](#)  
[FY25 451.000.pdf](#)  
[FY26 451.000.pdf](#)

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Good afternoon,

At the start of the FY2027 Budgeting process Dan had asked me to review the R&M accounts. Using the information, I was able to find within Tungsten I highlighted those items that were repairs. I found that in FY25 in highways 110-5-40-12-430.000 the total repair expenditures were \$38,734.20 or 58% of our total expenses in this account. So far in FY26 total repair expenditures have been \$29,906.85 or 77% of our total expenses in this account.

I have attached the detailed transactions reports for each of the accounts that Ethan has requested below. The 430.000 reports will include my notes that led me to the information above.

Thank you!  
Madi

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# Public Works - Highways

09/11/25

09:32 am

Town of Essex General Ledger  
 Detail Transactions Report (Previous Year)  
 Period 1 Jul to Period 12 Jun

Page 1 of 2

mduffy

Account:		Last Year						Unexpended	
110-5-40-12-430.000		Unused Budget	Budget	Encumbrance	YTD Posting			Balance	
Description: R&M Vehicles & Equipment		0.00	52,000.00	0.00	66,547.16			(14,547.16)	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit	
04/06/22	AP01 In:R12200075501:ALLEGIANC	Batch 524							351.70
05/23/24	AP01 In:476272:KEY CHEVROLET B	Batch 429					972.52		
07/11/24	AP01 In:R122004351 0:ALLEGIANC	Batch 389					765.48		
07/17/24	AP01 In:R122004375 0:ALLEGIANC	Batch 389					1214.95		
07/30/24	AP01 In:WV38310:BEAUREGARD EQU	Batch 355					3441.31		
08/05/24	AP01 In:R12200440901:ALLEGIANC	Batch 392					5308.65		
08/06/24	AP01 In:480629:KEY CHEVROLET B	Batch 363					907.09		
08/12/24	AP01 In:480898:KEY CHEVROLET B	Batch 367					608.00		
09/09/24	AP01 In:RC86705:R R CHARLEBOIS	Batch 397					1683.65		
09/13/24	AP01 In:R40100983602:ALLEGIANC	Batch 412					1746.54		
09/16/24	AP01 In:R12200455901:ALLEGIANC	Batch 397					194.22		
09/17/24	AP01 In:76507:MARSHALL TIRE GR	Batch 429					408.98		
09/24/24	AP01 In:48506855:LUCKY'S TRAIL	Batch 487					27.00		
09/30/24	AP01 In:76674:MARSHALL TIRE GR	Batch 429					10531.26		
10/01/24	AP01 In:DT100124:JOHN LEO & SO	Batch 487					240.00		
10/08/24	AP01 In:76778:MARSHALL TIRE GR	Batch 429					154.30		
10/18/24	AP01 In:76926:MARSHALL TIRE GR	Batch 445					3081.54		
10/24/24	AP01 In:R122004687:0:ALLEGIANC	Batch 446					4671.44		
11/01/24	AP01 In:77155:MARSHALL TIRE GR	Batch 493					548.94		
11/14/24	AP01 In:R40101017101:ALLEGIANC	Batch 469					174.80		
12/10/24	AP01 In:4538072:VIKING-CIVES U	Batch 493					3934.96		
12/27/24	AP01 In:4538823:VIKING-CIVES U	Batch 501					802.60		
01/23/25	AP01 In:030912:JOHN LEO & SONS	Batch 523					1098.50		
01/24/25	AP01 In:5291 0125:FIRST NATION	Batch 524					295.23		
02/07/25	AP01 In:674293:HERITAGE FORD	Batch 540					4.99		
02/07/25	AP01 In:R1220007550A:ALLEGIANC	Batch 580					351.70		
02/11/25	AP01 In:R12200509901:ALLEGIANC	Batch 551					233.07		
02/12/25	AP01 In:R12200510001:ALLEGIANC	Batch 551					1276.51		
02/24/25	AP01 In:R12200512501:ALLEGIANC	Batch 574					1052.30		
03/04/25	AP01 In:R12200516801:ALLEGIANC	Batch 572					450.00		
03/04/25	AP01 In:R12200517501:ALLEGIANC	Batch 572					552.00		
03/04/25	AP01 In:R1220051680A:ALLEGIANC	Batch 572							450.00
03/11/25	AP01 In:10998511:UNITED CONSTR	Batch 602					900.00		
03/14/25	AP01 In:030247:JOHN LEO & SONS	Batch 583					60.00		
03/20/25	AP01 In:11009557:POWER PLAN	Batch 594					276.37		
03/28/25	AP01 In:030000:JOHN LEO & SONS	Batch 586					2524.10		
04/02/25	AP01 In:491203:KEY CHEVROLET B	Batch 602					1339.06		
04/07/25	AP01 In:R12200531901:ALLEGIANC	Batch 598					394.81		
04/08/25	AP01 In:R12200532501:ALLEGIANC	Batch 598					155.38		
04/10/25	AP01 In:11038333:POWER PLAN	Batch 622					7572.16		
04/22/25	AP01 In:384:JOHN LEO & SONS I	Batch 616					1734.01		
04/30/25	AP01 In:R12200540601:ALLEGIANC	Batch 622					1020.86		
05/14/25	AP01 In:384000074422:VERIZON C	Batch 634					107.00		
05/16/25	AP01 In:4543636:VIKING-CIVES U	Batch 647					734.30		
05/22/25	AP01 In:RI2200548301:ALLEGIANC	Batch 650					349.60		

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 110-5-40-12-430.000								
06/04/25	AP01 In:678151:HERITAGE FORD	Batch 668					740.26	
06/06/25	AP01 In:G30225:YIPES! AUTO AC	Batch 668					192.90	
06/10/25	AP01 In:W8000:GOT THAT RENTAL	Batch 671					372.65	
06/17/25	AP01 PY In:79546:MARSHALL TIRE	Batch 711					44.95	
06/24/25	AP01 PY In:678406:HERITAGE FOR	Batch 692					334.81	
06/24/25	AP01 PY In:79606:MARSHALL TIRE	Batch 698					28.91	
06/24/25	AP01 PY In:79605:MARSHALL TIRE	Batch 698					64.95	
07/25/25	AP01 PY Ck:53798:ALLEGIANCE TR	Batch 714					1669.25	
Transaction Totals			0.00	0.00	0.00	0.00	67348.86	801.70
Account Totals			0.00		0.00		66547.16	

mower repair

Total Repair = \$38,734.2  
58% of total exp.

TRUCK 105 - vin #4499 → \$2250.62 / 6%  
 vin #3429 → \$972.62 / 3%  
 vin #0831 → \$5483.45 / 14%  
 TRUCK 112 - vin #8918 → \$4075.35 / 10%  
 TRUCK 108 - vin #8939 → \$5487.51 / 14%

Account:	110-5-40-12-430.000	Last Year				Unexpended Balance
		Unused Budget	Budget	Encumbrance	YTD Posting	
Description:	R&M Vehicles & Equipment	0.00	54,000.00	0.00	38,774.12	15,225.88

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/01/25	AP01 In:R12200561301:ALLEGIANC	Batch 711					2823.42	
07/23/25	AP01 In:R12200563501:ALLEGIANC	Batch 750					867.72	
07/24/25	AP01 In:RC89899:R R CHARLEBOIS	Batch 718					1260.07	
07/25/25	AP01 Ck:53822:JOHN LEO & SONS	Batch 714					140.00	
07/25/25	AP01 Ck:53826:MARSHALL TIRE GR	Batch 714					84.80	
07/25/25	AP01 Ck:53798:ALLEGIANCE TRUCK	Batch 714					3683.09	
07/25/25	AP01 Ck:53817:GOT THAT RENTAL	Batch 714					125.00	
07/30/25	AP01 In:R12200569301:ALLEGIANC	Batch 750					765.57	
08/08/25	AP01 In:11259687:POWER PLAN	Batch 738					1213.40	
08/11/25	AP01 In:R12200575501:ALLEGIANC	Batch 790					1188.33	
08/20/25	AP01 In:7850540:HP FAIRFIELD L	Batch 779					900.00	
08/26/25	AP01 In:R12200577301:ALLEGIANC	Batch 764					388.45	
08/28/25	AP01 In:R12200577303:ALLEGIANC	Batch 764					731.93	
09/08/25	AP01 In:R12200582002:ALLEGIANC	Batch 781					1102.98	
09/29/25	AP01 In:004226:JOHN LEO & SONS	Batch 802					125.00	
10/10/25	AP01 In:499228:KEY CHEVROLET B	Batch 807					5367.70	
10/10/25	AP01 In:R122005881:0:ALLEGIANC	Batch 807					256.27	
10/13/25	AP01 In:R12200588102:ALLEGIANC	Batch 856					135.96	
10/16/25	AP01 In:499721:KEY CHEVROLET B	Batch 815					214.90	
10/20/25	AP01 In:4546134:VIKING-CIVES U	Batch 827					740.16	
10/27/25	AP01 In:682862:HERITAGE FORD	Batch 826					114.54	
10/29/25	AP01 In:RC90748:R R CHARLEBOIS	Batch 850					1804.86	
10/31/25	AP01 In:R12200588201:ALLEGIANC	Batch 856					11127.04	
11/05/25	AP01 In:W21883:BAILEY SPRING &	Batch 845					1072.30	
11/11/25	AP01 In:25 11350:RICK'S TOWING	Batch 850					400.00	
11/14/25	AP01 In:RC90804:R R CHARLEBOIS	Batch 850					2140.63	
Transaction Totals			0.00	0.00	0.00	0.00	38774.12	0.00
Account Totals			0.00		0.00		38774.12	

sweeper → \$6,235.46 | 16%  
 Truck 106 - vin#7763 → \$1,126.67 | 2%  
 Truck 102 - vin#3429 → \$5582.60 | 14%  
 Truck 112 - vin# → \$10,312.04 | 27%

Total Repair = \$29,906.85  
 77% of total exp.

Account:	110-5-40-12-430.001	Last Year				Unexpended Balance
		Unused Budget	Budget	Encumbrance	YTD Posting	
Description:	R&M Vehicles - Supplies	0.00	71,600.00	0.00	97,328.34	(25,728.34)

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
03/23/23	AP01 In:X12201707801:ALLEGIANC	Batch 524					347.58	
04/27/23	AP01 In:X40102539401:ALLEGIANC	Batch 524					849.32	
05/02/23	AP01 In:X12201850101:ALLEGIANC	Batch 524						126.92
06/26/24	AP01 In:R12200429801:ALLEGIANC	Batch 383					496.30	
07/03/24	AP01 In:X20113218201:ALLEGIANC	Batch 347					56.85	
07/03/24	AP01 In:R1220042980A:ALLEGIANC	Batch 453					496.30	
07/04/24	AP01 In:1080221318:UNIFIRST CO	Batch 336					142.77	
07/09/24	AP01 In:4534944:VIKING-CIVES U	Batch 336					216.36	
07/09/24	AP01 In:4534942:VIKING-CIVES U	Batch 336					236.62	
07/10/24	AP01 In:5677470890:BOND O'REIL	Batch 336					5.04	
07/11/24	AP01 In:X12203122301:ALLEGIANC	Batch 336					1019.31	
07/16/24	AP01 In:5677 471825:BOND O'REI	Batch 347					276.25	
07/16/24	AP01 In:X12203120901:ALLEGIANC	Batch 347					27.12	
07/18/24	AP01 In:1080223735:UNIFIRST CO	Batch 347					70.10	
07/19/24	AP01 In:5677 472396:BOND O'REI	Batch 348					63.96	
07/19/24	AP01 In:5677 472413:BOND O'REI	Batch 348					63.96	
07/19/24	AP01 In:5677 472364:BOND O'REI	Batch 348					301.38	
07/19/24	AP01 In:5677 472360:BOND O'REI	Batch 348					44.94	
07/24/24	AP01 In:DT072424:SANEL NAPA	Batch 348					780.41	
07/25/24	AP01 In:X12203162301:ALLEGIANC	Batch 355					18.25	
07/29/24	AP01 In:283716:QUEEN CITY STEE	Batch 355					226.00	
07/30/24	AP01 In:51778:BIBENS ACE HARDW	Batch 355					50.08	
08/01/24	AP01 In:1080226293:UNIFIRST CO	Batch 355					81.95	
08/01/24	AP01 In:X12203180901:ALLEGIANC	Batch 355					20.26	
08/02/24	AP01 In:9152404731:AIRGAS USA	Batch 378					185.34	
08/09/24	AP01 In:79482:CCR SALES AND SE	Batch 375					58.99	
08/13/24	AP01 In:283927:QUEEN CITY STEE	Batch 378					500.00	
08/13/24	AP01 In:283926:QUEEN CITY STEE	Batch 378					2696.61	
08/15/24	AP01 In:1080228596:UNIFIRST CO	Batch 368					92.37	
08/16/24	AP01 In:130539:GOT THAT RENTAL	Batch 378					14.99	
08/19/24	AP01 In:131270:GOT THAT RENTAL	Batch 378					49.99	
08/20/24	AP01 In:284031:QUEEN CITY STEE	Batch 375					348.42	
08/20/24	AP01 In:5677 477224:BOND O'REI	Batch 378					424.03	
08/20/24	AP01 In:43120P:KEY CHEVROLET B	Batch 378					260.37	
08/21/24	AP01 In:79780:CCR SALES AND SE	Batch 375					115.73	
08/21/24	AP01 In:5677 477373:BOND O'REI	Batch 378					3.32	
08/22/24	AP01 In:4535538:VIKING-CIVES U	Batch 378					1696.02	
08/22/24	AP01 In:293 475338:FISHER AUTO	Batch 378					155.05	
08/22/24	AP01 In:5677 477576:BOND O'REI	Batch 378					117.98	
08/22/24	AP01 In:293 475365:FISHER AUTO	Batch 378						60.00
08/22/24	AP01 In:5677 477608:BOND O'REI	Batch 378						117.98
08/24/24	AP01 In:DT082424:SANEL NAPA	Batch 378					223.71	
08/27/24	AP01 In:284114:QUEEN CITY STEE	Batch 389					350.00	
08/28/24	AP01 In:9153201217:AIRGAS USA	Batch 397					354.41	
08/29/24	AP01 In:1080230880:UNIFIRST CO	Batch 383					92.37	

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual	
			Debit	Credit	Debit	Credit	Debit	Credit	
-----									
Account:	110-5-40-12-430.001								
09/09/24	AP01 In:4535843:VIKING-CIVES U	Batch 394					190.90		
09/10/24	AP01 In:X12203287101:ALLEGIANC	Batch 397					1578.25		
09/12/24	AP01 In:1080233337:UNIFIRST CO	Batch 394					92.92		
09/17/24	AP01 In:293 478376:FISHER AUTO	Batch 397					105.93		
09/17/24	AP01 In:293478293:FISHER AUTO	Batch 405					33.08		
09/19/24	AP01 In:0098558:PERFECTION MOT	Batch 405					5.72		
09/23/24	AP01 In:10797157:POWER PLAN	Batch 405					810.10		
09/25/24	AP01 In:293479459:FISHER AUTO	Batch 412					273.59		
09/25/24	AP01 In:293479377:FISHER AUTO	Batch 412					38.94		
09/25/24	AP01 In:293479467:FISHER AUTO	Batch 412					566.26		
09/26/24	AP01 In:1080235679:UNIFIRST CO	Batch 412					92.37		
09/26/24	AP01 In:293479699:FISHER AUTO	Batch 412						120.00	
09/26/24	AP01 In:10803185:POWER PLAN	Batch 412						543.10	
10/01/24	AP01 In:293480065:FISHER AUTO	Batch 429					263.01		
10/01/24	AP01 In:293480182:FISHER AUTO	Batch 429						18.00	
10/03/24	AP01 In:CC12054:CHAMPLAIN VALL	Batch 429					27.82		
10/04/24	AP01 In:76705:MARSHALL TIRE GR	Batch 429					1576.00		
10/04/24	AP01 In:293480584:FISHER AUTO	Batch 429					237.30		
10/04/24	AP01 In:76733:MARSHALL TIRE GR	Batch 429					1383.24		
10/04/24	AP01 In:76743:MARSHALL TIRE GR	Batch 429					727.20		
10/04/24	AP01 In:5697389211:BOND O'REIL	Batch 429					12.21		
10/07/24	AP01 In:X12203345801:ALLEGIANC	Batch 429					95.25		
10/07/24	AP01 In:8875759:CERTIFIED LABO	Batch 439					459.95		
10/09/24	AP01 In:X12203348101:ALLEGIANC	Batch 429					34.63		
10/09/24	AP01 In:3789858:DENNISON LUBRI	Batch 429					3312.40		
10/10/24	AP01 In:1080237973:UNIFIRST CO	Batch 429					92.92		
10/15/24	AP01 In:293 481797:FISHER AUTO	Batch 439					18.87		
10/17/24	AP01 In:4536545:VIKING-CIVES U	Batch 439					453.49		
10/17/24	AP01 In:293-482063:FISHER AUTO	Batch 439					206.62		
10/17/24	AP01 In:X40103744601:ALLEGIANC	Batch 439					840.69		
10/17/24	AP01 In:120736324:FLEETPRIDE	Batch 439					89.69		
10/17/24	AP01 In:CC11945:CHAMPLAIN VALL	Batch 439					184.44		
10/17/24	AP01 In:293 482067:FISHER AUTO	Batch 445					851.42		
10/18/24	AP01 In:5677 485977:BOND O'REI	Batch 445					7.99		
10/22/24	AP01 In:5677 486497:BOND O'REI	Batch 445					68.11		
10/24/24	AP01 In:DT102424:SANEL NAPA	Batch 445					198.97		
10/24/24	AP01 In:1080240277:UNIFIRST CO	Batch 445					79.17		
10/25/24	AP01 In:1658907:MILTON RENTAL	Batch 446					620.02		
10/25/24	AP01 In:0099039:PERFECTION MOT	Batch 446					564.48		
10/25/24	AP01 In:5291 1024:FIRST NATION	Batch 453					366.58		
11/04/24	AP01 In:170923:IROQUOIS MANUFA	Batch 463					641.41		
11/05/24	AP01 In:170940:IROQUOIS MANUFA	Batch 463					22.96		
11/06/24	AP01 In:52655:BIBENS ACE HARDW	Batch 463					11.99		
11/06/24	AP01 In:293484361:FISHER AUTO	Batch 463					39.74		
11/07/24	AP01 In:1080242638:UNIFIRST CO	Batch 458					92.92		
11/07/24	AP01 In:R40101007203:ALLEGIANC	Batch 463					323.97		
11/12/24	AP01 In:293484922:FISHER AUTO	Batch 463					11.38		
11/18/24	AP01 In:52748:BIBENS ACE HARDW	Batch 463					19.04		
11/21/24	AP01 In:1080245183:UNIFIRST CO	Batch 469					92.37		

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual	
			Debit	Credit	Debit	Credit	Debit	Credit	
-----									
Account:	110-5-40-12-430.001								
12/01/24	AP01 In:5512911976:AIRGAS USA	Batch 487					664.00		
12/02/24	AP01 In:293486844:FISHER AUTO	Batch 487					267.10		
12/03/24	AP01 In:X12203408701:ALLEGIANC	Batch 487					1292.52		
12/03/24	AP01 In:52886:BIBENS ACE HARDW	Batch 487					15.18		
12/05/24	AP01 In:1080247725:UNIFIRST CO	Batch 481					92.92		
12/09/24	AP01 In:4537997:VIKING-CIVES U	Batch 487					465.37		
12/09/24	AP01 In:4538010:VIKING-CIVES U	Batch 487					970.58		
12/09/24	AP01 In:9156342890:AIRGAS USA	Batch 487					120.22		
12/09/24	AP01 In:R12200485901:ALLEGIANC	Batch 493					900.00		
12/11/24	AP01 In:10905948:POWER PLAN	Batch 493					747.74		
12/19/24	AP01 In:1080250078:UNIFIRST CO	Batch 487					92.37		
12/26/24	AP01 In:4538777:VIKING-CIVES U	Batch 497					3326.06		
12/26/24	AP01 In:4538767:VIKING-CIVES U	Batch 501					301.61		
12/27/24	AP01 In:293-489615:FISHER AUTO	Batch 501					19.93		
01/02/25	AP01 In:1080252694:UNIFIRST CO	Batch 501					92.37		
01/02/25	AP01 In:R1220049420A:ALLEGIANC	Batch 583					99.32		
01/09/25	AP01 In:R12200494201:ALLEGIANC	Batch 547					823.93		
01/10/25	AP01 In:4539205:VIKING-CIVES U	Batch 509					257.82		
01/10/25	AP01 In:4539219:VIKING-CIVES U	Batch 509					364.86		
01/13/25	AP01 In:19910:INTERSTATE BATTE	Batch 504					427.80		
01/13/25	AP01 In:19915:INTERSTATE BATTE	Batch 504						22.00	
01/14/25	AP01 In:171986:IROQUOIS MANUFA	Batch 504					1378.00		
01/14/25	AP01 In:R122004976 0:ALLEGIANC	Batch 509					648.51		
01/14/25	AP01 In:12200497601B:ALLEGIANC	Batch 572					58.14		
01/15/25	AP01 In:293 491522:FISHER AUTO	Batch 523					617.55		
01/15/25	AP01 In:293 491494:FISHER AUTO	Batch 523					232.09		
01/16/25	AP01 In:53210:BIBENS ACE HARDW	Batch 509					13.98		
01/16/25	AP01 In:1080255479:UNIFIRST CO	Batch 509					92.37		
01/16/25	AP01 In:R12200498301:ALLEGIANC	Batch 549					1745.53		
01/17/25	AP01 Ck:52074:VIKING-CIVES USA	Batch 503					263.18		
01/20/25	AP01 In:9321944:HP FAIRFIELD L	Batch 509					2061.04		
01/20/25	AP01 In:4539562:VIKING-CIVES U	Batch 517					392.85		
01/21/25	AP01 In:X122035842 0:ALLEGIANC	Batch 509					119.53		
01/21/25	AP01 In:5677 499092:BOND O'REI	Batch 509					438.78		
01/23/25	AP01 In:10947556:POWER PLAN	Batch 517					382.27		
01/23/25	AP01 In:9325605:HP FAIRFIELD L	Batch 523					517.94		
01/23/25	AP01 In:3815181:DENNISON LUBRI	Batch 523					328.59		
01/23/25	AP01 In:9325552:HP FAIRFIELD L	Batch 523					1739.93		
01/24/25	AP01 In:DT012425:SANEL NAPA	Batch 517					345.65		
01/24/25	AP01 In:5291 0125:FIRST NATION	Batch 524					880.59		
01/27/25	AP01 In:X12203591801:ALLEGIANC	Batch 523					166.16		
01/27/25	AP01 In:X12203601601:ALLEGIANC	Batch 523					750.63		
01/27/25	AP01 In:293492700:FISHER AUTO	Batch 535						617.55	
01/29/25	AP01 In:4540019:VIKING-CIVES U	Batch 535					505.06		
01/30/25	AP01 In:1080257993:UNIFIRST CO	Batch 524					92.37		
01/31/25	AP01 In:X12203610201:ALLEGIANC	Batch 524					675.28		
01/31/25	AP01 In:R12200502201:ALLEGIANC	Batch 540					4462.00		
02/06/25	AP01 In:9340262:HP FAIRFIELD L	Batch 551					2061.04		
02/06/25	AP01 In:X12203591802:ALLEGIANC	Batch 551					69.43		

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual	
			Debit	Credit	Debit	Credit	Debit	Credit	
-----									
Account:	110-5-40-12-430.001								
02/07/25	AP01 In:4540467:VIKING-CIVES U	Batch 551					18.42		
02/07/25	AP01 In:4540450:VIKING-CIVES U	Batch 551					751.68		
02/07/25	AP01 In:X20114988601:ALLEGIANC	Batch 583					51.34		
02/13/25	AP01 In:1080260824:UNIFIRST CO	Batch 551					83.08		
02/13/25	AP01 In:X40104021501:ALLEGIANC	Batch 551					263.74		
02/14/25	AP01 In:X12203647401:ALLEGIANC	Batch 551					459.62		
02/17/25	AP01 In:4540990:VIKING-CIVES U	Batch 565					17603.08		
02/17/25	AP01 In:4540976:VIKING-CIVES U	Batch 579					793.45		
02/19/25	AP01 In:5677 103001:BOND O'REI	Batch 551					74.42		
02/19/25	AP01 In:X12203661201:ALLEGIANC	Batch 565					57.19		
02/21/25	AP01 In:9355103:HP FAIRFIELD L	Batch 565					848.13		
02/24/25	AP01 In:DT122425:SANEL NAPA	Batch 565					1273.66		
02/25/25	AP01 In:X12203684701:ALLEGIANC	Batch 565					2.42		
02/27/25	AP01 In:293 495816:FISHER AUTO	Batch 565					22.46		
02/27/25	AP01 In:1080263257:UNIFIRST CO	Batch 565					96.94		
02/28/25	AP01 In:4541640:VIKING-CIVES U	Batch 572					38.64		
03/04/25	AP01 In:10991369:POWER PLAN	Batch 565					95.58		
03/10/25	AP01 In:X12203724601:ALLEGIANC	Batch 579					150.45		
03/11/25	AP01 In:R12200520301:ALLEGIANC	Batch 578					1949.74		
03/11/25	AP01 In:X12203661202:ALLEGIANC	Batch 579					71.31		
03/12/25	AP01 In:10999197:POWER PLAN	Batch 579					43.64		
03/13/25	AP01 In:5677 105937:BOND O'REI	Batch 579					20.39		
03/13/25	AP01 In:1080265672:UNIFIRST CO	Batch 579					96.94		
03/17/25	AP01 In:5677106520:BOND O'REIL	Batch 579					20.39		
03/17/25	AP01 In:4542169:VIKING-CIVES U	Batch 583					930.27		
03/27/25	AP01 In:1080268075:UNIFIRST CO	Batch 586					96.94		
03/31/25	AP01 In:5677-108385:BOND O'REI	Batch 586					43.75		
04/01/25	AP01 In:675888:HERITAGE FORD	Batch 586					353.59		
04/02/25	AP01 In:X122037843:0:ALLEGIANC	Batch 586					57.19		
04/02/25	AP01 In:11026493:POWER PLAN	Batch 586					40.43		
04/03/25	AP01 In:11028523:POWER PLAN	Batch 594					1468.84		
04/03/25	AP01 In:11028524:POWER PLAN	Batch 594					259.36		
04/08/25	AP01 In:4543003:VIKING-CIVES U	Batch 602					39.58		
04/10/25	AP01 In:1080270474:UNIFIRST CO	Batch 602					96.94		
04/16/25	AP01 In:5677 110623:BOND O'REI	Batch 609					27.54		
04/18/25	AP01 In:530812:TRACTOR SUPPLY	Batch 609					229.38		
04/18/25	AP01 In:2160041:BIBENS ACE HAR	Batch 609					16.11		
04/18/25	AP01 In:2160041:CAPITAL ONE TR	Batch 619					17.08		
04/21/25	AP01 In:11053358:POWER PLAN	Batch 612					2606.80		
04/22/25	AP01 In:INV3550726:SOUTHWORTH-	Batch 612					170.11		
04/22/25	AP01 In:11055762:POWER PLAN	Batch 612						224.13	
04/23/25	AP01 In:139754:GOT THAT RENTAL	Batch 612					53.31		
04/23/25	AP01 In:1020291:INTERSTATE BAT	Batch 612					63.15		
04/23/25	AP01 In:139773:GOT THAT RENTAL	Batch 612					36.68		
04/24/25	AP01 In:1080272951:UNIFIRST CO	Batch 616					96.94		
04/24/25	AP01 In:X12203840501:ALLEGIANC	Batch 616					165.49		
04/24/25	AP01 In:DT042425:SANEL NAPA	Batch 619					1230.60		
05/07/25	AP01 In:140423:GOT THAT RENTAL	Batch 634					68.97		
05/08/25	AP01 In:1080275149:UNIFIRST CO	Batch 634					96.94		

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual	
			Debit	Credit	Debit	Credit	Debit	Credit	
-----									
Account:	110-5-40-12-430.001								
05/12/25	AP01 In:9150604:CERTIFIED LABO	Batch 647					459.95		
05/15/25	AP01 In:DT051525:SANEL NAPA	Batch 647					25.11		
05/22/25	AP01 In:1080277602:UNIFIRST CO	Batch 647					96.94		
05/23/25	AP01 In:X40104279401:ALLEGIANC	Batch 650					69.12		
05/23/25	AP01 In:5291 0525:FIRST NATION	Batch 655					149.99		
05/28/25	AP01 In:IT89213:CHARLEBOIS TRU	Batch 655					204.81		
05/28/25	AP01 In:X40104279402:ALLEGIANC	Batch 655					37.48		
06/05/25	AP01 In:1080280155:UNIFIRST CO	Batch 668					96.94		
06/10/25	AP01 In:X40104279403:ALLEGIANC	Batch 676					32.98		
06/13/25	AP01 In:X12203949001:ALLEGIANC	Batch 676					727.44		
06/13/25	AP01 In:4544121:VIKING-CIVES U	Batch 681					96.66		
06/19/25	AP01 In:1080282451:UNIFIRST CO	Batch 681					96.94		
06/24/25	AP01 PY In:DT062425:SANEL NAPA	Batch 698					1.00		
06/26/25	AP01 PY In:CC15357:CHAMPLAIN V	Batch 698					102.65		
Transaction Totals			0.00	0.00	0.00	0.00	99178.02	1849.68	
Account Totals			0.00		0.00		97328.34		
=====									

Account:	110-5-40-12-430.001	Last Year				Unexpended Balance
		Unused Budget	Budget	Encumbrance	YTD Posting	
Description: R&M Vehicles - Supplies		0.00	76,750.00	0.00	20,248.36	56,501.64

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/03/25	AP01 In:1080284765:UNIFIRST CO	Batch 702					96.94	
07/08/25	AP01 In:CC15357A:CHAMPLAIN VAL	Batch 707					200.92	
07/14/25	AP01 In:143226:GOT THAT RENTAL	Batch 711					105.77	
07/25/25	AP01 Ck:53808:CCR SALES AND SE	Batch 714					23.99	
07/25/25	AP01 Ck:53842:UNIFIRST CORPORA	Batch 714					96.94	
07/30/25	AP01 In:1668498:MILTON RENTAL	Batch 730					74.00	
07/31/25	AP01 In:1080289385:UNIFIRST CO	Batch 730					96.94	
08/05/25	AP01 In:5677 128491:BOND O'REI	Batch 730					43.57	
08/07/25	AP01 In:INV3650799:SOUTHWORTH-	Batch 738					3725.00	
08/13/25	AP01 In:4545004:VIKING-CIVES U	Batch 747					1174.98	
08/14/25	AP01 In:1080291709:UNIFIRST CO	Batch 743					105.75	
08/18/25	AP01 In:4545061:VIKING-CIVES U	Batch 743					1471.00	
08/21/25	AP01 In:R20400088301:ALLEGIANC	Batch 747					342.74	
08/21/25	AP01 In:R20400088501:ALLEGIANC	Batch 747					342.74	
08/21/25	AP01 In:R20400088701:MINUTEMAN	Batch 747					342.74	
08/21/25	AP01 In:R20400088301:MINUTEMAN	Batch 752					342.74	
08/21/25	AP01 In:R20400088501:MINUTEMAN	Batch 752					342.74	
08/27/25	AP01 In:28555*R20400088501	Batch 752						342.74
08/27/25	AP01 In:28555*R20400088301	Batch 752						342.74
08/27/25	AP01 In:38340*R20400088701	Batch 755						342.74
08/27/25	AP01 In:38340*R20400088701	Batch 756					342.74	
08/27/25	AP01 In:38340*R20400088701	Batch 756						342.74
08/28/25	AP01 In:1080293932:UNIFIRST CO	Batch 760					105.75	
08/29/25	AP01 In:38340*R20400088301	Batch 755						342.74
08/29/25	AP01 In:38340*R20400088501	Batch 755						342.74
08/29/25	AP01 In:38340*R20400088301	Batch 756					342.74	
08/29/25	AP01 In:38340*R20400088501	Batch 756					342.74	
08/29/25	AP01 In:38340*R20400081901	Batch 756					1068.21	
08/29/25	AP01 In:38340*R20400081901	Batch 756						1068.21
08/29/25	AP01 In:38340*R20400088301	Batch 756						342.74
08/29/25	AP01 In:38340*R20400088501	Batch 756						342.74
08/29/25	AP01 In:80389:MARSHALL TIRE GR	Batch 764					2090.56	
09/05/25	AP01 In:CC16234:CHAMPLAIN VALL	Batch 777					14.24	
09/05/25	AP01 In:CC16426:CHAMPLAIN VALL	Batch 836					78.09	
09/09/25	AP01 In:5677 133833:BOND O'REI	Batch 777					19.99	
09/09/25	AP01 In:79317:INTERSTATE BATTE	Batch 781					163.95	
09/09/25	AP01 In:80499:MARSHALL TIRE GR	Batch 781					1619.90	
09/11/25	AP01 In:1080296325:UNIFIRST CO	Batch 781					105.75	
09/15/25	AP01 In:9645086:HP FAIRFIELD I	Batch 781					184.11	
09/16/25	AP01 In:80599:MARSHALL TIRE GR	Batch 787					78.66	
09/18/25	AP01 In:9653226:HP FAIRFIELD I	Batch 787					184.11	
09/19/25	AP01 In:98193:LOWES BUSINESS A	Batch 814					103.43	
09/25/25	AP01 In:1080298666:UNIFIRST CO	Batch 798					105.75	
10/06/25	AP01 In:146002:GOT THAT RENTAL	Batch 807					96.99	
10/08/25	AP01 In:1671141:MILTON RENTAL	Batch 807					8.99	

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
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Account:	110-5-40-12-430.001							
10/09/25	AP01 In:1080301057:UNIFIRST CO	Batch 807					105.75	
10/09/25	AP01 In:5677 138490:BOND O'REI	Batch 815					116.82	
10/10/25	AP01 In:9347819:CERTIFIED LABO	Batch 827					125.95	
10/20/25	AP01 In:147856:GOT THAT RENTAL	Batch 815					30.96	
10/21/25	AP01 In:11356371:POWER PLAN	Batch 815					72.96	
10/21/25	AP01 In:5677 140199:BOND O'REI	Batch 827					141.94	
10/21/25	AP01 In:129659337:FLEETPRIDE	Batch 827					399.95	
10/21/25	AP01 In:147938:GOT THAT RENTAL	Batch 827					43.98	
10/22/25	AP01 In:129704899:FLEETPRIDE	Batch 827					27.22	
10/23/25	AP01 In:1080303398:UNIFIRST CO	Batch 826					105.75	
10/24/25	AP01 In:DT102425:SANEL NAPA	Batch 845					2628.58	
10/27/25	AP01 In:5677 141048:BOND O'REI	Batch 826					37.47	
10/30/25	AP01 In:5677 141576:BOND O'REI	Batch 836					14.16	
11/05/25	AP01 In:5677 142430:BOND O'REI	Batch 845					54.92	
11/06/25	AP01 In:1080305762:UNIFIRST CO	Batch 845					105.75	
11/06/25	AP01 In:CC15258:CHAMPLAIN VALL	Batch 847					13.00	
11/06/25	AP01 In:9312965761:LAWSON PROD	Batch 856					375.61	
11/07/25	PR01 Cumulative Payroll	Batch 093					8.99	
11/12/25	AP01 In:293525747:FISHER AUTO	Batch 850					26.62	
11/12/25	AP01 In:5677 143539:BOND O'REI	Batch 850					13.98	
11/13/25	AP01 In:11388277:POWER PLAN	Batch 850					568.00	
11/13/25	AP01 In:5677 143674:BOND O'REI	Batch 850					160.81	
11/14/25	AP01 In:4546988:VIKING-CIVES U	Batch 850					2367.66	
11/14/25	AP01 In:4547003:VIKING-CIVES U	Batch 850					334.83	
11/14/25	AP01 In:4547022:VIKING-CIVES U	Batch 850					48.22	
11/17/25	AP01 In:5677 144283:BOND O'REI	Batch 850					18.68	
11/20/25	AP01 In:1080308256:UNIFIRST CO	Batch 854					105.75	
11/21/25	PR01 Cumulative Payroll	Batch 095					17.98	
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	Transaction Totals		0.00	0.00	0.00	0.00	24058.49	3810.13
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	Account Totals		0.00		0.00		20248.36	
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Account:	110-5-40-12-442.000	Last Year				Unexpended Balance
		Unused Budget	Budget	Encumbrance	YTD Posting	
Description:	Rental Vehicles/Equip	0.00	16,995.00	0.00	18,374.45	(1,379.45)

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
07/12/24	AP01 In:533576591:KONICA MINOL	Batch 348					50.60	
08/12/24	AP01 In:535792212:KONICA MINOL	Batch 374					50.60	
08/12/24	AP01 In:128618:GOT THAT RENTAL	Batch 375					3456.00	
08/15/24	AP01 In:130908:GOT THAT RENTAL	Batch 375					1300.00	
09/11/24	AP01 In:537959165:KONICA MINOL	Batch 397					50.60	
10/12/24	AP01 In:540208832:KONICA MINOL	Batch 439					50.60	
10/18/24	AP01 In:1018242D:JOHN LEO & SO	Batch 453					3400.00	
10/23/24	AP01 In:134529:GOT THAT RENTAL	Batch 445					41.25	
11/11/24	AP01 In:542296421:KONICA MINOL	Batch 465					50.60	
11/19/24	AP01 In:135570:GOT THAT RENTAL	Batch 463					255.00	
12/06/24	AP01 In:206422:JOHN LEO & SONS	Batch 523					1575.00	
12/12/24	AP01 In:544541592:KONICA MINOL	Batch 492					50.60	
12/27/24	AP01 In:133551:GOT THAT RENTAL	Batch 540					2370.00	
01/12/25	AP01 In:546812033:KONICA MINOL	Batch 508					50.60	
01/22/25	AP01 In:133551A:GOT THAT RENTA	Batch 517					2370.00	
02/09/25	AP01 In:548939966:KONICA MINOL	Batch 543					50.60	
03/12/25	AP01 In:551131865:KONICA MINOL	Batch 568					50.60	
03/20/25	AP01 In:146810:BARRETT TRUCKIN	Batch 586					360.00	
03/24/25	AP01 In:146844:BARRETT TRUCKIN	Batch 586					960.00	
04/09/25	AP01 In:11036056:UNITED AG & T	Batch 602					1680.00	
04/11/25	AP01 In:553327537:KONICA MINOL	Batch 597					50.60	
05/12/25	AP01 In:555467901:KONICA MINOL	Batch 629					50.60	
06/11/25	AP01 In:557696929:KONICA MINOL	Batch 676					50.60	
Transaction Totals			0.00	0.00	0.00	0.00	18374.45	0.00
Account Totals			0.00		0.00		18374.45	

			Last Year				Unexpended	
Account: 110-5-40-12-442.000			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: Rental Vehicles/Equip			0.00	15,607.00	0.00	3,666.99	11,940.01	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/12/25	AP01 In:559922346:KONICA MINOL	Batch 707					50.60	
07/25/25	AP01 In:143874:GOT THAT RENTAL	Batch 718					1633.99	
08/12/25	AP01 In:562067579:KONICA MINOL	Batch 738					50.60	
08/29/25	AP01 In:145600:GOT THAT RENTAL	Batch 760					650.00	
09/09/25	AP01 In:207523:JOHN LEO & SONS	Batch 781					1000.00	
09/11/25	AP01 In:564266658:KONICA MINOL	Batch 777					50.60	
10/12/25	AP01 In:566457982:KONICA MINOL	Batch 813					50.60	
11/04/25	AP01 In:148418:GOT THAT RENTAL	Batch 836					130.00	
11/11/25	AP01 In:568721195:KONICA MINOL	Batch 845					50.60	
Transaction Totals			0.00	0.00	0.00	0.00	3666.99	0.00
Account Totals			0.00		0.00		3666.99	

			Last Year				Unexpended	
Account: 110-5-40-12-451.000			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: Summer Construction Servi			0.00	347,225.00	0.00	321,506.02	25,718.98	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/02/24	AP01 In:1116962:ALL STATES CON	Batch 336					4720.00	
07/15/24	AP01 In:205541:JOHN LEO & SONS	Batch 348					2840.00	
07/31/24	AP01 In:24120 1:F W WHITCOMB	Batch 361					116308.37	
08/07/24	AP01 In:1117385:ALL STATES CON	Batch 378					4720.00	
09/09/24	AP01 In:1117735:ALL STATES CON	Batch 401					4720.00	
09/17/24	AP01 In:319793:ROBERGE & SONS	Batch 400					6885.00	
11/11/24	AP01 In:319797:ROBERGE & SONS	Batch 463					5100.00	
05/14/25	AP01 In:1119342:ALL STATES CON	Batch 651					4800.00	
05/15/25	AP01 In:873301:ROBERGE & SONS	Batch 643					3410.00	
05/30/25	AP01 In:1215:CUTTING EDGE LAND	Batch 661					13702.00	
06/04/25	AP01 In:220:JOHN LEO & SONS I	Batch 671					4450.00	
06/05/25	AP01 In:1119560:ALL STATES CON	Batch 683					4800.00	
06/26/25	AP01 PY In:20250360:INDUS	Batch 707					22294.70	
06/30/25	AP01 PY In:241204:F W WHITCOMB	Batch 706					103536.71	
06/30/25	AP01 PY In:951337:ROBERGE & SO	Batch 711					8990.00	
06/30/25	GL01 Inventory adjustments - F	GJ# 20260046					10229.24	
Transaction Totals			0.00	0.00	0.00	0.00	321506.02	0.00
Account Totals			0.00		0.00		321506.02	

			Last Year				Unexpended	
Account: 110-5-40-12-451.000			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: Summer Construction Servi			0.00	347,225.00	0.00	84,307.93	262,917.07	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/10/25	AP01 In:1119972:ALL STATES CON	Batch 726					9840.00	
07/25/25	AP01 In:251091:F W WHITCOMB	Batch 730					30794.93	
07/31/25	AP01 In:1120173:ALL STATES CON	Batch 743					4800.00	
08/01/25	AP01 In:207973:JOHN LEO & SONS	Batch 738					1830.00	
08/01/25	AP01 In:207972:JOHN LEO & SONS	Batch 738					15420.00	
08/14/25	AP01 In:251241:F W WHITCOMB	Batch 743					5747.50	
08/15/25	AP01 In:207974:JOHN LEO & SONS	Batch 747					3105.00	
08/22/25	AP01 In:1120435:ALL STATES CON	Batch 777					4758.00	
09/12/25	AP01 In:873308:ROBERGE & SONS	Batch 781					8012.50	
Transaction Totals			0.00	0.00	0.00	0.00	84307.93	0.00
Account Totals			0.00		0.00		84307.93	

**Memorandum**

**To:** Selectboard

**From:** Greg Duggan, Town Manager

**Re:** Extension of lease agreements with Chittenden Solid Waste District

**Date:** February 21, 2025

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**Issue**

The issue is whether the Selectboard will approve extensions of lease agreements with Chittenden Solid Waste District for the drop-off center and storage building.

**Discussion**

Per lease agreements signed in 2015, the Town of Essex leases 3.7 acres and a storage building to Chittenden Solid Waste District for CSWD's drop-off center. The facilities are located at the Town's former landfill.

The lease agreements, which are attached, contain options for three five-year extensions. The first extension was granted in 2021, and runs through December of 2025. CSWD requested another 5-year extension on January 30, 2025. The Town has 30 days from that date to respond, or the lease agreements are automatically extended.

Staff does not have any concerns with extending the lease agreements, and recommends CSWD's request be granted.

**Cost**

CSWD pays the Town \$1 per year for the drop-off center lease and \$1,000 per year for storage building.

**Recommendation**

Staff recommends the Selectboard approve extensions of lease agreements with Chittenden Solid Waste District for the drop-off center and storage building.



**ADMINISTRATIVE OFFICE**

19 Gregory Drive, Suite 204  
South Burlington, VT 05403

**EMAIL** info@cswd.net

**TEL** (802) 872-8100

**www.cswd.net**

January 30, 2025

Greg Duggan, Town Manager  
Town of Essex  
81 Main Street  
Essex, VT 05452

Dear Greg,

Our records indicate that the current "Lease Agreement" for the Chittenden Solid Waste District Drop-Off Center located in Essex is set to expire on December 31, 2025. CSWD would like to exercise its option to extend the agreement for a third five-year period, as allowed under "Item 4. Extension of Terms", of the current Lease Agreement dated December 16th, 2015.

Your signature on the bottom of this letter acknowledges acceptance of the five-year extension under the same conditions as the above-mentioned lease. The term of this extension will be from January 1, 2026 to December 31, 2030.

Please sign and return this letter to me at sreeves@cswd.net. If you have any questions, I can be reached at 872-8100 x209.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Sarah Reeves', written in black ink.

Sarah Reeves  
Executive Director

Town of Essex

By:   
\_\_\_\_\_  
Town Manager and Duly Authorized Agent