

# ANNUAL REPORT



TOWN OF ESSEX  
2020





**FISCAL YEAR  
JULY 1, 2019 TO JUNE 30, 2020**

**INFORMATIONAL HEARING - online only**

Due to the Covid-19 pandemic, this hearing will be held remotely on Monday, March 1, 2021 at 7:30 PM .

- When: Monday, March 1, 2021
- Time: 7:30 PM
- Where: Online
- Voting: Voting by Australian ballot is on Tuesday, March 2, 2021  
**Essex High School**, 2 Educational Dr. for all Essex residents residing within the **Village of Essex Junction**  
**Essex Middle School**, 60 Founders Rd. for all Essex residents residing outside the Village of Essex Junction  
**from 7:00 AM until 7:00 PM.**

**PUBLIC MEETINGS**

Meetings of the Selectboard, like all programs and activities of the Town of Essex, are accessible to people with disabilities. For information on accessibility, please call the Unified Manager's office at 878-1341.

- Selectboard..... 1st and 3rd Monday (and as required) - 6:30 PM  
***CCTV records all Selectboard meetings, which can be viewed online  
or on Comcast channel 1087***
- Planning Commission..... 2nd and 4th Thursday - 6:30 PM
- Zoning Board of Adjustment..... 1st Thursday - 6:00 PM
- Conservation and Trails Committee..... 2nd Tuesday - 7:00 PM
- Economic Development Commission..... 2nd and 4th Monday - Noon
- Library Board of Trustees..... as required
- Energy Committee..... 2nd Wednesday - 7:00 PM
- Cemetery Commission..... 2nd Thursday - 5:30 PM

INFORMATIONAL HEARING  
WARNING FOR TOWN OF ESSEX, VERMONT

**INFORMATIONAL HEARING: MARCH 1, 2021  
AND ANNUAL MEETING: MARCH 2, 2021**

**INFORMATIONAL HEARING - online only**

**Monday, March 1**

**[7:30 PM]**

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

- **WATCH:** the meeting will be live-streamed on Town Meeting TV.
- **JOIN ONLINE:** Visit [www.essexvt.org](http://www.essexvt.org) for meeting connection information.
- **JOIN CALLING:** Join via conference call (audio only): (802) 377-3784 | Conference ID: 242 211 736#
- **MODERATOR:** All instructions for conduct of the meeting will be guided by the Moderator.
- **If you have difficulty accessing the hearing, please call (802) 878-1341 or email [manager@essex.org](mailto:manager@essex.org).**

On December 28, 2020, the Town Selectboard voted to hold the 2021 Town Annual Meeting entirely by Australian ballot. A public informational hearing on the Articles to be voted on at Town Annual Meeting will be held according to 17 V.S.A. § 2680. No voting will take place during this hearing. If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to the Unified Manager at [manager@essex.org](mailto:manager@essex.org).

**AGENDA will include:**

- Discussion of Article I – Adopting the budget
- Discussion of Article II – Adopting the Plan of Merger and proposed Charter for the merged municipalities
- Announcement of offices up for election in Article III
- Public to be heard (to be moderated)

**ANNUAL MEETING - Australian Ballot**

**Tuesday, March 2**

THE LEGAL VOTERS OF THE TOWN OF ESSEX IN THE COUNTY OF CHITTENDEN ARE HEREBY NOTIFIED AND WARNED TO MEET ON TUESDAY, MARCH 2, 2021 BETWEEN THE HOURS OF 7:00 A.M. AND 7:00 P.M. TO VOTE ON THE FOLLOWING ARTICLES BY AUSTRALIAN BALLOT.

**POLLING PLACES ARE:**

- ESSEX HIGH SCHOOL, 2 Educational Dr. for all Essex residents residing within the Village of Essex Junction.
- ESSEX MIDDLE SCHOOL, 60 Founders Rd. for all Essex residents residing outside the Village of Essex Junction.

**ARTICLE I.** Shall the Town adopt a budget for the fiscal year July 1, 2021 to June 30, 2022 as recommended by the Selectboard in the amount of \$15,926,128?

**ARTICLE II.** Shall the Town of Essex adopt the Plan of Merger of the Town of Essex, Vermont and Village of Essex Junction, Vermont dated January 11, 2021 and the proposed Charter for the merged municipalities? (Copies of the Plan of Merger, including proposed Charter provisions are available at the Clerk's Office at 81 Main St., Essex Junction; by emailing [clerk@essex.org](mailto:clerk@essex.org) or calling 878-1341; the Village Office at 2 Lincoln St, Essex Junction; and at [www.essexvt.org](http://www.essexvt.org), [www.greateressex2020.org](http://www.greateressex2020.org), and [www.essexjunction.org](http://www.essexjunction.org).)

**ARTICLE III.** Election of the following:

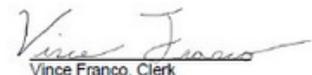
Moderator, 1 vacancy (1-year term)

Selectboard, 2 vacancies (one 3-year term and one 1-year term)

Dated at Essex, Vermont, the 28th day of January 2021 by the Essex Town Selectboard.

  
Elaine Haney, Chair

  
Patrick Murray, Vice-Chair

  
Vince Franco, Clerk

Received for record this 29th day of January, 2021 in the records of the Town of Essex.

  
Susan McNamara-Hill, Town Clerk



## TOWN MISSION STATEMENT

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

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## DEDICATION

As we close out 2020 and enter the new year, the world continues to battle the spread of the coronavirus. Communities across the nation struggle from the separation of families, the impact to businesses, and the hardships of loss. For Essex, the connections continue to hold strong through shared grief and struggles. The demand has been great. The loss has been difficult.

The Town Selectboard and the Village Trustees wish to honor the people of Essex who have stepped up in their roles as frontline workers, heeded the call to sew masks, and donated food and emergency supplies to their neighbors. We recognize those who have set up fundraisers and support systems for those in need. We honor the teachers and childcare providers for taking on initiatives to maintain access to child care and education. We applaud local businesses for thinking outside of the box to keep their staff employed. We empathize with those who have had to change their path and move in a different direction. We recognize the swiftness with which those who work in food and agriculture, the military, delivery, manufacturing, and local, state and national government have revamped policies, and increased their services. We admire each and every person who has taken the time to buy groceries for a neighbor, helped with technology for those who can't leave home, and for those who simply do what they can to lift the spirits of others.

We remember those who have lost the fight against COVID-19. We celebrate with those who have survived.

For all who are feeling the fatigue of staying home and staying distant, we thank you for your patience and your willingness to continue making that sacrifice for others.

Thank you for being kind neighbors, for working extra hard, and for respecting others. This is much more than a dedication. It is a heartfelt note of thanks to the entire Essex community for being who you are and doing what you do.



Thank You

# SELECTBOARD CHAIR

FOR TOWN OF ESSEX, VERMONT

## LETTER FROM ELAINE



2020 was a year unlike any other. The Selectboard cannot possibly thank enough the Town staff, EWSD staff, community volunteers, and every resident who worked so hard to keep us all safe and healthy as we dealt with the massive impact the Covid-19 pandemic has wrought on Essex and Vermont.

### Resiliency in Education

With lockdown in March our community was faced with the challenge of protecting, educating, and feeding our children and the most vulnerable among us. **The Essex Westford School District quickly deployed a remote school lunch program that began giving free lunches to students within days.** The program is still going and has served an astonishing 500,000+ free meals to Essex families.

When what was thought to be a lockdown of short duration became a long-term situation, Essex families were stuck, needing to choose between returning to work and educating their kids at home. **Essex Junction Recreation & Parks and Essex Parks & Recreation teamed up with EWSD to create a system of remote learning hubs** to give parents a safe place for their kids—over 800 of them—to learn while they returned to work, for free. The hubs also offered good wifi, ensuring that all students had access to the new online learning environment. Essex's system was so successful that the Vermont Agency of Human Services adopted it and made it the model for remote learning hubs statewide.

Teachers, classroom aides, and school administrators pivoted as fast as they could to remote learning, juggling curricula, cancelling field trips, and adjusting to no longer seeing their beloved students in person. They worked countless hours to adapt their teaching to remote learning to ensure that their students did not fall behind. **In partnership with families throughout the entire community our teachers continue to work heroically to teach our children with hybrid and remote learning models.**

Our students, from the youngest to the oldest, have both suffered and succeeded during this challenging time. Faced with canceled classes, field trips, sports, and events, **our kids have shown resiliency, strength, and grace.** Whenever possible and within state restrictions, they participated in sports while wearing masks and staying six feet apart, and dealt with the cancellation of entire sports seasons. Virtual proms were held. We celebrated our students' achievements with walk-up and drive-in graduations and senior portrait lawn signs.

We wish to thank the entire Essex community for the incredible efforts everyone made in 2020—and are still making—to ensure the safety and continued education of our children.

### Impact on Town Services

In March, the Town office had limited access and most Town staff switched on the fly to working remotely. Public Works staff continued to work on-site, but on staggered schedules to avoid contact. When restrictions were gradually lifted, access to the Town office was limited to appointment only, which is still in effect. Building cleaning was greatly increased, with disinfecting added to the routine. Staff adapted to working remotely, and the Selectboard and residents transitioned to online public meetings. A silver lining of the pandemic is that we have all become accustomed to meeting online, and public participation has increased as a result. With the help of Town Meeting Television we are expecting that as life returns to normal we will continue offering access to public meetings online as well as in person to maintain easier accessibility to public meetings.

### Efforts to support families and businesses

In the early months of the pandemic the Selectboard took steps to alleviate economic hardships for residents. In April we authorized an additional \$25,000 to be spent on human services grants. We also allocated a total of \$6,000 to be shared equally among the three food shelves that serve Essex and Essex Junction. Heart and Soul of Essex received a \$10,000 appropriation to distribute as emergency grants to families. The Selectboard passed a resolution encouraging mask wearing soon after the Village Trustees passed a similar resolution. The Selectboard, with newly granted, temporary permission from the state, reduced the FY21 tax rate to the level of FY20, effectively reducing residents' tax bills, reduced the penalty for late payments, and instituted a payment grace period. Along with the free childcare provided by the remote learning hubs, these efforts sought to ease the economic burden the pandemic placed on Essex families.

In September the Selectboard partnered with the Village Trustees on the Out & About in Essex program. Together they applied for grants from the state and organized this shop local effort to support both businesses and musicians. Roughly \$12,500 in free gift vouchers were given to residents in one weekend, and those vouchers were used at businesses throughout Essex, generating many thousands of additional dollars in much-needed sales for those businesses. And 16 local bands and musicians received payments for performances that entertained the shoppers all weekend long.

The Selectboard would like to especially thank the Champlain Valley Exposition and the Vermont National Guard for the massive efforts undertaken to build a hospital annex at the Expo—not once, but twice. The Expo has also served as a testing site and a planned vaccination site. We are very grateful for their service to Essex, Chittenden County, and Vermont.

Finally, the Selectboard wishes to thank all of you, Essex residents, who have weathered this challenging time with grace, humor, commitment, and patience. When we started off 2020 with the wonderful Gather at the Table Community Dinner in January, we didn't know how much closer we would grow as a community. To the mask makers, the information sharers, the fundraisers, the paraders, the creators of touchless Halloween candy delivery systems, the Christmas lights displayers, and local businesses who have donated, we thank you. You are what make Essex such a great place to live.

### **Deciding on our future**

Just before Covid-19, our community voted on a governance change, increasing the membership of the Selectboard by one to create an even-numbered board. The new configuration also defined new representation, with three seats reserved for the Town outside the Village and three seats for the Village. This voter-approved charter change was sent to the Legislature but it was tabled by the House Government Operations Committee, and was not revisited due to the pandemic. It has been reintroduced in the House at the start of the current session by Essex Representatives Redmond, Vyhovsky, and Black. We thank them for keeping Essex's charter change on the schedule for the Legislature and await their results.

The Selectboard and Trustees completed work on the proposed merger charter, though on different schedules. Village voters approved the merger charter in November 2020. The charter they approved however included an odd-numbered board. The Selectboard completed its work on the charter in November and held two additional public forums before signing off on it in January. This version contains the even-numbered board Town voters approved in March 2020. We anticipate that, if Town voters approve merger, the Legislature will reconcile the differences between the two charters.

The presidential election in November saw record numbers of Essex residents voting. The addition of mail-in ballots, temporarily authorized by the state due to the pandemic, meant that turnout for the 2020 election was higher than ever before. The state has also authorized mail-in ballots for Town Meeting. We would like to thank the volunteers of the Essex Board of Civil Authority, led by Selectboard member Dawn Hill-Fleury, Essex Junction BCA chair Diane Clemens, and Town Clerk Susan McNamara-Hill, for their tireless efforts to keep our election process safe, secure, and accurate.

In November, Essex voters also overwhelmingly approved changing our budget approval process from a voice vote at Town Meeting to Australian Ballot. This change will make approving the Town budget much more accessible to residents, especially those unable to attend Town meeting due to work or family commitments or military deployment. While this change means the end of amending the budget and voting on it from the floor, there will still be a virtual Informational Town Meeting the night before the polls open. The Selectboard will also continue to hold public hearings on the budget at which residents can have input.

You will have received a booklet in the mail containing a copy of the proposed Town merger charter and much more information to help you in your decision-making process. This booklet is also available online at [www.EssexVT.org/merger](http://www.EssexVT.org/merger), [www.EssexJunction.org](http://www.EssexJunction.org), and [www.GreaterEssex2020.org](http://www.GreaterEssex2020.org). We urge all residents to read through these materials and ask questions of the Selectboard and Village Trustees to help you decide.

### **Diversity, Equity and Inclusion**

In June, over 100 residents, including Selectboard members, Trustees, state representatives, departing and incoming Essex police chiefs, and the Town manager, gathered at Five Corners and took a knee for 8 minutes and 46 seconds to honor George Floyd, who died at the hands of Minneapolis police. This horrible event and the nationwide protests that followed kicked off a series of community conversations with a wide range of



# SELECTBOARD CHAIR

## FOR THE TOWN OF ESSEX, VERMONT



# SELECTBOARD CHAIR

## FOR THE TOWN OF ESSEX, VERMONT

participants including the Essex Community Justice Center, Essex Westford School District, Voices for Education, and the Town to better understand the experiences of people of color in our community. These conversations led to the creation of a Racial Equity Task Force (with the Town represented by Selectboard member Pat Murray and Unified Manager Evan Teich) to examine our policing, practices, policies, and services with an eye towards diversity, equity and inclusion, and to make recommendations for improvement. We are grateful to this group of dedicated citizens for their hard work to make Essex a more welcoming and safe community.

Some steps have already begun. The annual Human Services Grants program was updated to add a new category of eligible grant recipients: programs that work for racial equity and diversity. In 2020, the Town granted \$148,306.00 to 29 nonprofit organizations that serve Essex from this fund. All Town staff, elected officials, and committee chairs received racial equity training. During the winter budgeting process the Selectboard included funds for providing stipends for committee service in the FY2022 budget to improve the accessibility and affordability of public service for all residents. We also included funding for body cameras and video storage for the Essex Police Department.

In June the Selectboard and Trustees appointed the first Essex Housing Commission. The 7 residents on this commission along with Town staff will start by assessing the needs for affordable housing in Essex currently and in the future. The Essex Planning Commission approved the conversion of the Baymont Hotel on Susie Wilson Road by the Champlain Housing Trust into 68 affordable housing units for formerly homeless individuals and families.

### **In addition...**

Throughout the year the Selectboard also tended to smaller but no less important business. We approved dozens of liquor licenses and renewals, including for new business Black Flannel Brewery. We authorized extensive mold remediation at the Town Fire Department and welcomed the arrival of a shiny new fire truck. We approved annual appropriations for several regional entities including the Winooski Valley Park District, which maintains public parks in Essex and surrounding communities, and Essex Rescue, which serves all of Essex with emergency medical transport.

The Selectboard performed another annual performance evaluation of Unified Manager Evan Teich, approved new contracts for the Essex Police Department and Town employee union, and authorized the creation of a new Assistant Manager position. We began conversations on the possibility of a local option tax and considered changes to the Town traffic ordinance while approving a speed limit change on Sand Hill Road. We also conducted an appointment process for a new Selectboard member to fill the vacancy of a departing member.

To continue the efforts of the Town to ensure that services are shared and paid for equitably, the Selectboard made changes to the FY22 budget. This budget, which residents will vote on at Town Meeting, eliminates the Town Highway Tax, which had been paid only by residents of the Town outside the Village. It also moves the Village's Rolling Stock Fund from the Village budget into the Town budget, so that all residents of the Town are paying equally for all of the rolling stock (trucks, heavy equipment, cars, excluding fire trucks and police rolling stock) used throughout the entire community.

### **Thank you and welcome**

In 2020 we said goodbye to two Selectboard members and welcomed two new members, one elected and one appointed. We are deeply grateful for the dedicated service of Max Levy and Annie Cooper, and we welcomed to the team Vince Franco, elected in March, and Dawn Hill-Fleury, appointed in June.

### **Municipal staff accomplishments**

We deeply appreciate the incredible efforts Town staff made this year to do the work of our community under extremely trying circumstances. Their dedication and demonstrated commitment to go the extra mile for us in spite of the many challenges they faced cannot be overstated. To all Town staff, we are deeply grateful for your exceptional service to our community.

**In spite of the burdens imposed by the pandemic, Town staff accomplished a great deal in 2020. These are just a few of the projects completed:**

- Worked with state and federal levels to ensure the full participation of Essex in the US Census
- Joint stormwater project with the Village at Mansfield Avenue and Brickyard Road
- Sidewalk work on Pinecrest Drive
- Sydney Drive stormwater pond conversion
- Cul-de-sac work at Sage Circle and Oakwood Lane as well as Acorn Circle in the Village
- Gravel work on West Sleepy Hollow Road and Hanley Lane
- Scoping study for improving pedestrian facilities and stormwater drainage at Tanglewood Drive
- Pinewood Drive sidewalk
- Paving on Old Stage Road, Woodlawn Drive, Woodlawn Court, Windridge Road, Dalton Drive, and Pinecrest Drive
- Essex Free Library water damage repairs
- New Winter Operations Plan with contingencies for short staffing due to Covid
- Improve the traffic signals at intersection of Susie Wilson and Route 15

**Comings and goings**

In 2020 we said goodbye to several dedicated staff members:

- Nihad Basic, Recreation and Parks Customer Service
- Rick Garey, Chief of Police
- Ann Janda, Merger Project Manager
- Michael McKenzie, Senior Bus Driver
- Kevin Mitchell, Senior Bus Driver
- Ed Piro, Essex Police Department
- Richard Pratt, Senior Bus Driver

**... and volunteers:**

- Jim Bernegger, Economic Development Commission
- Liz Coleman, Conservation and Trails Committee
- Melinda Monroe, Economic Development Commission
- Justin St. James, Conservation and Trails Committee
- Marcus Wilson, Cemetery Commission

**We welcomed new staff:**

- Owiso Makuku, Interim Community Development Director
- Linda Mahns, Administrative Assistant
- Marguerite Ladd, Assistant Manager

**We also welcomed several new volunteers:**

- Jeff Benjamin, Economic Development Committee
- Annie Cooper, Economic Development Committee
- Patty Davis, Conservation and Trails Committee
- Rosy Hill, Conservation and Trails Committee
- Botur Kosumi, Economic Development Commission
- Diana Wood, Conservation and Trails Committee

**Looking ahead**

In 2021 we look forward to continuing our work to benefit the residents of Essex.

- We will focus on pandemic recovery for our residents and businesses.
- We will hold a vote on merger at Town Meeting. Regardless of the outcome of that vote, the Selectboard will continue to work on maintaining the high quality of our services and ensuring they are paid for equitably.



SELECTBOARD CHAIR  
FOR THE TOWN OF ESSEX, VERMONT

# UNIFIED MANAGER FOR THE TOWN OF ESSEX, VERMONT



- The Selectboard will consider the establishment of a local option tax to offset the high cost of capital and infrastructure projects.
- We will continue the conversation about racial equity and work to implement the recommendations of the Racial Equity Task Force.
- As a community we will discuss the possibility of allowing the retail sale of cannabis products in Essex and vote whether to allow it.
- We will work through another round of paving and repairing streets.
- We will discuss the new Town Plan (ETC Next) and begin the work of incorporating it into our Land Development Code.
- We will renew our focus on economic development to build stronger relationships with local businesses.

2020 has been a challenging year. We look forward to working with the entire community to emerge from the difficult beginning of 2021 as a stronger, more resilient, and welcoming Town of Essex. Thank you for your part in making Essex the wonderful community it is.

*Elaine Haney*

## LETTER FROM EVAN

### 2020 What A Year!

We were barely into 2020 and Covid-19 became something for us to address. The Town Emergency Management Team quickly got together and started to plan for our response and institute portions of our emergency plan. We prepared our emergency response center and fortunately to-date, we have not had to activate it. We immediately ordered more laptops so people could work remotely as we planned for the incremental closings of our facilities and reduction of in-person services based on the Governor's state of emergency orders and those state agencies that regulate our activities. We eventually closed our buildings to a majority of in-person activity but Town staff continued to work either in-person or remotely.

While Covid-19 issues do continue to be a part of our weekly work load, we have had to perform all manner of other activities like getting ready for a presidential election, plowing streets and paths, repairing roads and sidewalks, planning and adopting a new budget, and continuing our work on merging the Village and the Town. On a more positive note, we also applied for and received hundreds of thousands of state and federal funds to help alleviate the cost of Covid on Town operations.

One bright spot in all of this was the "standing up" of a supportive learning spaces, namely a school day program whereby kids from grades K-6 could go during the school day if the school was not in-person. This program was a collaborative effort of EJRP and EPR to secure spaces, hire temporary people, and work with EWSD to provide meals at no cost to our residents. This allowed parents to not worry about their kids if they had to go to work and not have to pay extra when money was likely going to be tight.

Then there has been the continued effort to merge the Town with the Village including: conducting surveys; public meetings and hearings; public outreach; and a collaborative effort by the Selectboard and Board of Trustees to author a thoughtful Plan of Merger. In November, the Village residents voted to merge and now in March the entire Town, including the Village, will vote. This is required by state law as part of their merger statutes. Information on this is located on page 4 of this report. If the Town Merger vote is approved this March, then the Plan of Merger/New Charter for the new Community will go to the state legislature for their review and approval.

As I conclude this note, I would like to thank the entire staff of the Village and the Town, for whom I am proud to manage, for their dedication and efforts during this very trying year. They have had to think on the fly as to how to work in this "new" environment, stay safe, and keep others safe: our Police and Fire departments still go on calls; our Public Works departments including waste water and storm water are still plugging away; our Clerk's office has dealt with hundreds of properties refinancing and a Presidential and local elections; our senior center staff has kept in contact with our seniors; our libraries created curb-side pick-up services; as well as our other departments who kept all the balls in the air.

And, I also thank our elected officials and volunteers who adapted to virtual meetings, supported staff, and were open to finding ways to help our citizens and businesses through this very difficult year.

*E. Teal*

# ELECTED TOWN OFFICIALS

## MODERATOR

Steve Eustis..... Expires 2021

## SELECTBOARD - (3-Year Terms)

Elaine Haney, Chair..... Expires 2021

Patrick Murray, Vice Chair..... Expires 2023

Vince Franco, Clerk..... Expires 2022

Andrew J. Watts..... Expires 2023

Dawn Hill-Fleury..... Expires 2021

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

Aaron Martin..... Expires 2022

Evan Teich (Alternate)..... Expires 2022

## JUSTICES OF THE PEACE (As of Jan. 1, 2021) - (2-Year Term)

Anthony Barr\*, 36 West Street, Essex Junction, VT 05452 518-441-9013

Alyssa Black, PO Box 9141, Essex Junction, VT 05451 802-598-1026

Rajan Chawla, 21 Warner Ave, Essex Junction, VT 05452 802-578-7466

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

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

Tracey Delphia\*, 291 Old Stage Road, Essex Junction, VT 05452 802-598-3168

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

Vincent "Vince" Franco, 2 Greenfield Road Ext. H4, Essex Junction 802-343-3933

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

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

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

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

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

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

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

Brian Shelden\*, PO Box 8225, Essex Junction, VT 05451 917-922-1468

\*Performs marriages



*Shades of Blue at The Yard at The Essex Experience.*

### APPOINTED TOWN OFFICIALS

Unified Manager.....	Evan Teich
Deputy Manager.....	Gregory Duggan
Assistant Manager/Finance Director.....	Sarah Macy
Assistant to the Manager .....	Tammy Getchell
Clerk/Treasurer/Tax Collector.....	Susan McNamara-Hill
Assessor.....	Karen Lemnah
Information Technology Director .....	Robert Paluba
Human Resources Director .....	Travis Sabataseo
Police Chief .....	Ron Hoague
Parks and Recreation Director .....	Ally Vile
Community Development Director .....	Owiso Makuku
Engineer/Public Works Director.....	Dennis Lutz
Fire Chief.....	Charles Cole
Library Director.....	Caitlin Corless
Attorney.....	William Ellis

### APPOINTED TOWN BOARDS & COMMITTEES

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

Frances Kinghorn, Chair.....	Expires 2023
Joan Janzen.....	Expires 2021
Susan Brown.....	Expires 2022
Elaine Strunk.....	Expires 2022
Vacant.....	Expires 2023
Bob Covey Sexton .....	Expires 2020

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

Alan Botula.....	Expires 2023
Cristine Hammer, Chair.....	Expires 2021
Hilary Jones, Clerk.....	Expires 2022
Casey Clark.....	Expires 2021
Grace Vinson.....	Expires 2023
Vacant .....	Expire 2023

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

Greg Morgan (sabbatical).....	Expires 2021
Annie Cooper, Chair.....	Expires 2022
Vacant.....	Expires 2022
Brian Shelden.....	Expires 2022
Jeff Benjamin.....	Expires 2023
Botur Kosimi.....	Expires 2023

# APPOINTED TOWN BOARDS & COMMITTEES

## ENERGY COMMITTEE - (3-Year Terms)

Will Dodge, Chair.....	Expires 2022
Natalee Braun.....	Expires 2023
Vacant.....	Expires 2023
David Skopin.....	Expires 2023
Vacant.....	Expires 2021
Irene Wrenner.....	Expires 2021
Phil March.....	Expires 2022

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

Bonnie Doble, Chair.....	Expires 2022
Iris Banks.....	Expires 2022
Marie Froeschl.....	Expires 2021
Joan Janzen.....	Expires 2023
Lorna Swerhone.....	Expires 2023
Janet Watts.....	Expires 2022
Michael Yandow.....	Expires 2023

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

William McKone.....	Expires 2020
Ione Minot.....	Expires 2022
Irene Wrenner.....	Expires 2020
Vacant.....	Expires 2022
Vacant.....	Expires 2020
Vacant.....	Expires 2020
Vacant.....	Expires 2020

## PLANNING COMMISSION - (4-Year Terms)

Dustin Bruso, Chair.....	Expires 2023
David Raphael.....	Expires 2023
Joshua Knox, Vice Chair.....	Expires 2022
Ned Daly.....	Expires 2022
Tom Furland.....	Expires 2023
John Mangan, Clerk.....	Expires 2021
Jonathan Schumacher.....	Expires 2022

# 2020 ANNUAL REPORT

## APPOINTED TOWN OFFICIALS

## APPOINTED TOWN BOARDS & COMMITTEES

### TOWN HEALTH OFFICER

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

### TOWN SERVICE OFFICER - (Annual Appointment)

Jerry Firkey.....

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

Justin St. James..... Expires 2021  
 Hubert Norton..... Expires 2023  
 Nick Martin, Chair..... Expires 2023  
 Tracey Delphia, Clerk..... Expires 2022  
 Michael Plageman, Vice Chair..... Expires 2022

### OTHER APPOINTED OFFICIALS

Channel 17/Town Meeting Television Representative..... RaMona Sheppard  
 Channel 17/Town Meeting Television Alternate Representative..... Vacant  
 Chittenden County Regional Planning Commission..... Jeffrey Carr  
 CCRPC Alternate..... Elaine Haney  
 CCRPC Technical Advisory Committee..... Dennis Lutz  
 CCRPC Technical Advisory Committee Alternate..... Vacant  
 CCRPC Planning Advisory Committee..... Owiso Makuku  
 CCRPC Planning Advisory Committee Alternate..... Darren Schibler  
 Chittenden Solid Waste District Representative..... Alan Nye  
 Chittenden Solid Waste District Alternate..... Patrick Murray  
 Fire Warden..... Charles Cole  
 Grand Juror..... Jerry Firkey  
 Green Mountain Transit Representative..... Paul Bohne  
 Green Mountain Transit Alternate..... Vacant  
 Town Tree Warden & Forester..... Charles Vile  
 Winooski Valley Park District..... Jeff Theis

## YOUR COMMUNITY NEEDS YOU!

**BOARDS AND COMMITTEES:** The Town of Essex has a variety of opportunities for people who wish to volunteer their time to help enhance the quality of life in Essex. Join one of the Town’s boards, commissions or committees composed of volunteers appointed by the Selectboard and provide valuable insight to the operations of the Town and the Selectboard’s decision-making process!

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

## 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. The Town and Village have shared a manager since 2013, with the current Unified Manager in place since 2018. The Manager was appointed by the Selectboard and the Village Board of Trustees. All residents, whether they live inside or outside the Village of Essex Junction, are residents of the Town and have the right to participate in Town activities, including the election of Town officials.

### DATES TO REMEMBER

March 1, 2021..... Informational Meeting - 7:30 PM  
 March 3, 2021 - Town Meeting by Australian Ballot..... Polls open - 7:00 AM to 7:00 PM  
 March 15, 2021..... 2nd half of property taxes due  
 April 1, 2021..... Dog licenses due  
 September 15, 2021..... 1st half of property taxes due  
 March 15, 2022..... 2nd half of property taxes due

### GENERAL INFORMATION

Population (2018 American Community Survey Estimate)..... 21,225  
 Registered Voters..... 16,380  
 Total Area..... 36 square miles  
 Date of Charter..... June 7, 1763  
 2019 Grand List..... \$ 26,832,397

### TOWN OFFICE LOCATION AND HOURS

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

	Town Residential	Town Non-Residential	Village Residential	Village Non-Residential
General Tax Rate	0.5067	0.5067	0.5067	0.5067
Education Rate	1.6179	1.7723	1.6179	1.7723
Town Capital	0.0200	0.0200	0.0200	0.0200
Town Highway	0.0110	0.0110		
Local Agreement Rate	0.0022	0.0022	0.0022	0.0022
Essex Junction Recreation				
Essex Junction Village			0.3302	0.3302
EJ Economic Development			0.0100	0.0100
<b>TOTAL MUNICIPAL RATE</b>	<b>2.1578</b>	<b>2.3122</b>	<b>2.4870</b>	<b>2.6414</b>



**STATE INFORMATION**  
**U.S. CONGRESSIONAL DELEGATION**

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

Washington Office: 437 Russell Senate Building, Washington, DC 20510- 502..... (202) 224-4242  
 Burlington Office: Court House Plaza, 199 Main Street, Burlington, VT 05401..... (802) 863-2525

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

Washington Office: 332 Dirksen Senate Building, Washington, DC 20510..... (202) 224-5141  
 Vermont Address: 1 Church St, 3rd Fl., Burlington, VT 05401..... (802) 862-0697

**Congressman Peter Welch (D)**

Washington Office: 2187 Rayburn House Office Building, Washington, DC 20515..... (202) 225-4115  
 Burlington Office: 128 Lakeside Ave, #235, Burlington, VT 05401..... (888) 605-7270  
 (802)652-2450

**VERMONT STATE GOVERNMENT**

**Governor Phil Scott (R)**

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

**Lieutenant Governor David Zuckerman (P)**

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

**Secretary of State Jim Condos**

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

**SENATORS**

Thomas Chittenden(D), 115 State St., Montpelier, VT 05644-5401..... (802) 828-2228  
 Philip Baruth (D), 120 Nottingham Lane, Burlington, VT 05401..... (802) 503-5266  
 Virginia Lyons (D), 241 White Birch Lane, Williston, VT 05495..... (802) 863-6129  
 Keshia Ram (D), 115 State St., Montpelier, VT 05644-5401..... (802) 881-4433  
 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**

Alyssa Black (D) (District 8-3), 115 State St., Montpelier, VT 05644-5401.....(802)-828-2228  
 Lori Houghton (D) (District 8-2), 40 School Street, Essex Junction, VT 05452..... (802) 373-0599  
 Karen Dolan (D) (District 8-2),115 State St., Montpelier, VT 05644-5401..... (802)-828-2228  
 Tanya Vyhovsky (P/D) (District 8-1), 115 State St., Montpelier, VT 05644-5401..... (802) 828-2228  
 Marybeth Redmond (D) (District 8-1), PO Box 8075, Essex Junction, VT 05451..... (802) 488-0531

# VOTING DISTRICT DESCRIPTIONS

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

## **DISTRICT 8-1**

### **Tanya Vyhovsky and Marybeth Redmond – Representatives**

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

## **DISTRICT 8-2**

### **Lori Houghton and Karen Dolan – Representatives**

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

## **DISTRICT 8-3**

### **Alyssa Black – Representative**

All roads north of the following boundaries:

- Jericho Road – North Side (256-258)
- Weed Road – North Side (Even numbers)
- Brown's River Road/Route 128 – North side (Even numbers, 2-130, then all numbers)
- Towers Road – North side (Odd numbers)
- Towers Road Extension – (All numbers)
- Old Stage Road – West side (Even numbers 22-140 and then all numbers)
- Lost Nation Road – North side (odd numbers, plus even numbers 284-320)

## **POLL LOCATIONS**

### **For Statewide elections:**

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

### **For Local elections:**

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



# 2020 ANNUAL REPORT

## VOTING DISTRICT DESCRIPTIONS

## TOWN CLERK/TREASURER

The year July 2019 through June 2020 started out very similar to other years. The routine tasks of the clerk and treasurer's office were being carried out as usual.

On July 8th we went live with our new digital land record system. All land records were recorded into the system which enables title searchers to lookup documents on the public computers in the clerk's office and print directly from the work station without having to open the land record books. We also started back scanning recordings to increase the database.

The Presidential primary, held every four years, coincided with the town meeting election on March 3, 2020. Early in-office voting was very busy in the days before the election. Total early/absentee voters (including mail-in) was 1,455, with a total vote count for the election of 6,969. Town officers elected at the election were:

Moderator: (1 One-Year Term)

Steven M. Eustis

Selectboard: (2 Three-Year Terms)

Vince Franco & Andy Watts

The town voters also approved the following question which was placed on the ballot by citizen petition:

Shall the Town of Essex amend the town charter to expand the Selectboard from 5 at-large members to 6 members - 3 of whom would be elected from inside-the-Village and 3 of whom would be elected from outside-the-Village?

If approved, the Charter language would change as follows:

CHAPTER 2. OFFICERS Section 202. Selectmen - Number, Terms of Office, Election

(a) there shall be a board of selectmen consisting of ~~five~~ six members.

...

(d) All selectmen shall be elected ~~at large~~ as follows: three from inside the Village of Essex Junction; three from outside the Village.

On March 13th, Governor Phil Scott declared a state of emergency due to the COVID-19 Pandemic and on March 24th issued a "Stay home, Stay Safe" order and directed the closure of all in-person operations for all non-essential businesses. As a result, the town office was closed to the public.

Due to the closure, the clerk and treasurer's office adapted the way services were provided to the public:

- Bill collection (Water/sewer bills, Property taxes and etc.) were collected through the mail, in the drop box, and online.
- Green Mountain Passports, Requests for certified copies of vital records and dog licenses were processed through mail or drop box.
- Marriage licenses were processed through the door.
- We stopped providing Notary services, DMV renewals and any other in-person service.
- Title Searchers were allowed in the vault by appointment only, one at time.

**The town clerk's office is staffed and available by phone Monday through Friday from 7:30-4:30 (except Holidays) and can be reached at 802-879-0413 option 6 or [clerk@essex.org](mailto:clerk@essex.org).**

Susan McNamara-Hill, Town Clerk and Treasurer

Jenny Willingham, Assistant Town Clerk

Jenn Booker, Assistant Town Clerk



# 2020 ANNUAL REPORT

## TOWN CLERK/TREASURER

# PUBLIC WORKS DEPARTMENT

Dennis E. Lutz, P.E.  
Public Works Director



The past year has been a unique and extraordinary experience for the Public Works Department as a consequence of the COVID-19 pandemic that impacted all aspects of the operation. From the interruptions to late winter operations in March through summer, fall and into the current winter season, many adjustments were made to maintain essential services to the public while protecting employees and staff. Operational changes occurred almost daily as the pandemic increased its impact on the State and the community. The key phrase throughout was to “remain flexible” and adjust procedures and manning to continue the activities of the Department in a safe manner.

Very early in the onset of the pandemic, a significant effort was made to obtain needed personal protective equipment and institute building and vehicle recurrent cleanings. Crews were split into separate groups to lessen the impact on the workforce if an employee contracted the virus. Interior separation barriers were constructed for Town buildings so that essential employees could remain at work. Congregate eating areas in the Highway garage were closed and employees reported to work in separate shifts. Safety procedures gradually evolved and improved going into the summer that enabled most normal work activities to be undertaken. The pace of work was slowed but still progressed. As this winter approached with no immediate respite from the pandemic, stronger employee isolation procedures were instituted to help avoid complete loss of the workforce if one employee became sick. It is expected that all the safety protocols will remain in effect well into the summer of 2021.

As an update to last year’s report, the October 2019 storm event that washed out many roads and culverts was declared a disaster by FEMA. With more stringent FEMA requirements than in the past, the Town’s request for reimbursement has taken exceptionally long to process. It is expected that expended funds will be returned to the Town during the spring of 2021.

Paving was completed during the summer using funds from both FY20 and FY21 accounts to include Morse Drive, Dalton Drive, Susie Wilson Bypass, Windridge Road and a portion of Old Stage Road. A Class 2 Paving Grant was requested to support added paving work on Old Stage Road, but the State withdrew all Class 2 paving grant funding due to the anticipated shortfall in their transportation funding due to COVID. The Town intends to refile for this grant in the spring. One-time funding was added by the State to the Town Highway mileage account which will provide an additional \$38,000. Three Town roads planned for paving were postponed to the spring of 2021, including Woodlawn Drive, Woodlawn Court and a section of Pinecrest Drive.

The receipt of grants and use of in-house staff inspection services continues to help reduce local costs. During the past year, grants were used in transportation to construct two long awaited pedestrian walkways – a new sidewalk on Towers Road from the intersection of VT15/VT128 to Clover Drive and an important link on Pinecrest Drive from Suffolk Lane to VT2A. Both projects involved extensive drainage improvements that were needed to construct the walkways. The Towers Road sidewalk total cost was \$330,500 but staff was able to obtain two grants reducing the actual community cost to \$44,500. In the case of the Pinecrest Project, which will be completed in the spring of 2021, the total project cost of \$531,100 was reduced to approximately \$70,000 in local funds due to grants.

Significant progress was made in the area of stormwater. Three of the four State permit required Flow Restoration projects have now been completed, again through the work of staff to seek out all available grant opportunities. Although final requests for reimbursement have not yet been submitted, the Sydney Drive Stormwater Project at a cost of \$436,187 finished with a local share of approximately \$100,000; The Mansfield Brickyard project in the Village with grants will cost the community \$110,000. In addition

# 2020 ANNUAL REPORT

PUBLIC WORKS DEPARTMENT



# 2020 ANNUAL REPORT

## PUBLIC WORKS DEPARTMENT

to these projects, other stormwater grants have been obtained including: 1) Grants in Aid for West Sleepy Hollow Drainage 2) Gravel Roads Phosphorous Management Planning 3) Cul-de sac Retrofit for 3 locations (Town and Village), 4) LDS/ Essex Way Flow Restoration Project 5) Phosphorous Control Plan (for the Town and Village), 6) Better Roads Grant for Osgood, Catella and Hanley Road Drainage 7) TV inspection and analysis of corrugated metal storm drains in the Town and Village 8) Tanglewood Drive Road and Stormwater Study, 9) Grants in Aid for FY2110) Corduroy Vale Outlet Better Roads Study. These projects to a significant degree utilize consultants to design the projects and contractors to construct them but managing the work and accountability for the outcome is entirely a staff responsibility.

Public Works continues to plan for the future with several needed infrastructure projects in various stages of planning, design or preparation for construction. Notable among these projects are the following: 1) A request to the CCRPC for funding a corridor assessment of VT15 in the area of the Town Center in an effort to reduce speed and improve pedestrian access; 2) design of a waterline extension along the north side of VT15 from Essex Way to Billie Butler Drive to increase water flow and loop the water system for better reliability (using developer impact funds); 3) safety improvements at the intersection of Allen Martin Drive and VT15 (using developer impact funds); 4) State installation of a reconfigured intersection with a traffic signal at Sand Hill Road and VT15 (spring 2022); 5) Study of an alternative wastewater flow pattern through existing pump stations to meet changing sewer system needs and increase system capability and reliability; 6) continuing submittal of storm water grants for added inspection of 50+ year old existing metal storm lines; 7) upgrading controls at the Town's 16 wastewater pump stations; 8) pursuit of grants to initiate design of pedestrian access along VT15 from Athens Drive in the Village to the Circumferential Highway intersection.

During the past year, the Buildings Manager position was upgraded from part-time to full-time to meet the building demands of both the Town and the Village. There are 23 major buildings owned and operated by the Town and Village. The addition of this position has enabled the department to identify building deficiencies and start the process of proactively addressing needed repairs and maintenance. Work was completed on repairs to both the Essex Free Library and the Town Fire Station.

Progress continues towards further Town-Village Public Works alignment and sharing of municipal services whenever possible. As reported in previous year's annual report, there are many areas of ongoing activities and mutual support.

Public Works has a responsibility to perform its ongoing functions concurrently with continuation and expansion of alignment efforts between the Village and the Town. The most critical issues facing the Department continue to be those reported in last year's report:

- Identification of and funding for storm-water projects relating to the phosphorous removal requirements set in permits issued to both communities by the State;
- Providing sufficient infrastructure funding for road and utility infrastructure maintenance.

***“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.”***

# ASSESSING DEPARTMENT

Karen K. Lemnah, Assessor  
Jo-Ann Roberts,  
Assistant to Assessor



## HOMESTEAD DECLARATION REMINDER

You are required to file a Homestead Declaration every year for the property you own and reside in as your primary residence. Use - Form HS-122 found on the State of Vermont website: <https://myvtax.vermont.gov> as well as form HI-144 which is required 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.

The mission of the Assessing Department is to provide a legal, fair, and equitable basis for the taxation of real property as required by the Essex Charter and Vermont Statutes. Due to the nature and ramifications of property assessment, public relations are of high importance to this office. Open communication with the public is essential to provide an awareness and understanding of our duties and responsibilities. The office administers Farm and Open Land tax stabilization contracts, State Land Use Program, statistical reports to other departments and governmental units, as well as assists the State Tax Department in performing the annual equalization study. Also, we receive from the State Tax Department year-round, weekly download information for the administration of the Homestead Declarations.

We remind you that if you have any questions or would like to review your property record card, you are welcome to visit our website at [www.essexvt.org](http://www.essexvt.org), or email the Assessing Office at [assessor@essex.org](mailto:assessor@essex.org), or call (802) 878-1345.

The 2020 State Equalization reports have been received. These reports, based on sales ratios for the prior three (3) years (assessed value divided by sale price), indicates an overall Common Level of Appraisal (CLA) ratio for property in the Essex Unified School District of **89.05%**. The State Equalization reports indicates an overall Coefficient of Dispersion (COD) ratio for property in Essex Town and Village of Essex Junction of **7.77%**.

Common Level of Appraisal (CLA) - The common level of appraisal is determined by dividing the education grand list by the equalized education grand list (32 V.S.A. § 5401). A number over 100% indicates that property in the municipality is generally assessed for more than its fair market value. A number less than 100% indicates that property in the municipality is assessed for less than its fair market value. A CLA below **85%** or over **115%**, necessitates a municipal wide reappraisal (32 V.S.A. § 5402). The homestead and non-homestead tax rates will be adjusted by the municipalities CLA. A CLA greater than 100% will result in a downward adjustment of tax rates, and a CLA less than 100% will result in an upward adjustment.

# 2020 ANNUAL REPORT

## ASSESSING DEPARTMENT



Coefficient of Dispersion (COD) - The coefficient of dispersion is a measure of equity. It shows how fairly distributed the property tax is within a municipality. A high COD (above 20%) means that many taxpayers are paying more than their fair share, and many are paying less than their fair share. If a municipality's COD is higher than 20%, a town is required to reappraise. The COD is the average of the absolute deviations of each sales ratio from the median ratio, divided by the median ratio.

**For more information regarding the Equalization Study go to:  
[Equalization Study | Department of Taxes \(vermont.gov\)](http://tax.vermont.gov/property-owners/understanding-property-taxes/education-tax-rates/faqs)**

To obtain answers to many common questions regarding tax rates and how the current year property tax rates for the Essex Unified School District were calculated, please see the department's education tax resources at:

<http://tax.vermont.gov/property-owners/understanding-property-taxes/education-tax-rates/faqs>

## COMMUNITY DEVELOPMENT



**OUT & ABOUT EVENT OCTOBER 2020**  
READ MORE ON PAGE 25

# COMMUNITY DEVELOPMENT DEPARTMENT



Sharon Kelley, Zoning Administrator; Owiso Makuku, Interim Director;  
Darren Schibler, Town Planner; Deana Stoneback, Administrative Assistant

2020 was a busy year for the Community Development Department! In addition to Deana Stoneback diving into her Administrative Assistant position in earnest, the department welcomed Owiso Makuku as the Interim Community Development Director. Zoning Administrator Sharon Kelley stayed engaged with a steady flow of permits and Certificates of Occupancy while wearing her second hat as Deputy Health Officer, and Town Planner Darren Schibler managed an emerald ash borer (EAB) grant for the Town and Village. By the numbers, some of the highlights of the Town Community Development Department's activities include:

### **195 = Days working remotely, after 81 Main St closed to the public on March 19**

When in-person operations at 81 Main St were curtailed due to the COVID-19 pandemic in March, the department moved its operations to work remotely and never missed a beat in providing services to the community. Staffing our multiple Boards and Commissions, as well as working in partnership across departments, we have achieved a lot in the past year. Weekly department team meetings kept us apprised of each other's work, as well as provided a venue for input and collaboration. Note: despite working remotely, we attempted to maintain one person in-house to accommodate applicant searches, issuance of permits, certificates of occupancy, etc.

### **29 = Ash trees removed and 17 = ash trees replanted under the EAB grant**

Under the direction of Town Planner Darren Schibler, in collaboration with Public Works (PW) and with the assistance of multiple volunteers, the process of removing trees was undertaken. Moving forward, we are exploring a cost-effective treatment protocol that may result in the removal of fewer trees.

### **7 = New members of the Essex Housing Commission**

Chosen by the Selectboard and Trustees from a diverse set of applicants, the Essex Housing Commission held its first meeting on October 7. They have held 6 bi-weekly meetings introducing them to areas of import to the Town and Village of Essex, for which they are expected to be a valuable resource.

### **43 = small businesses that participated in Out and About in Essex, for which the Town & Village each received \$10k grants from VT Agency of Commerce + Community Development**

Truly a collaborative effort, this event was the result of work by both Town and Village Rec Departments, Administrative Offices, Economic Development Committee (big thanks to outgoing Chair Jim Bernegger), Community Development Depts and volunteer, Annie Cooper.

# 2020 ANNUAL REPORT COMMUNITY DEVELOPMENT DEPARTMENT



# 2020 ANNUAL REPORT

## COMMUNITY DEVELOPMENT DEPARTMENT

A spin-off effort for Small Business Saturday on November 28 was promoted in large part by webmaster apprentices, Darren and Deana, who created forms and a landing page for businesses to sign on and for public information about the event. The CDD website will be used more extensively in the future to communicate department-specific Board and Commission information to residents.

### 84 = final number of pages in the ETC Next Master Plan

After years of public meetings and input, the Essex Town Center Master Plan (“ETC Next”) was presented to the Planning Commission (PC) on November 12 and to the Selectboard on December 21, 2020. A final work session will be scheduled between the Selectboard and the PC in early 2021 with adoption soon thereafter. The ETC Next Master Plan will inform future zoning regulations and serve as an important reference document for the area’s future development.

### 2 = businesses supported for tax stabilization

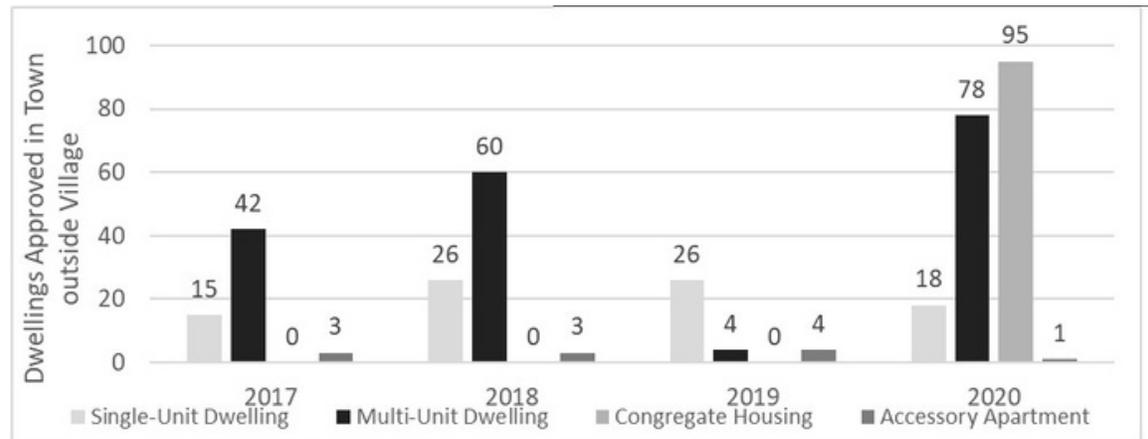
Upon request and meeting the criteria for tax stabilization, the department and Town Manager office are working to finalize tax stabilization for two businesses that will soon call Essex home.

**DEVELOPMENT AND PERMITTING.** Several significant development projects earned approval to begin construction (some are already underway), including:

- 49,000 = square feet for Babaroosa LLC’s new interactive, multi-sensory, immersive art installation at the Essex Experience.
- 68 = new permanently affordable apartments to be converted from the Baymont Hotel (27 Susie Wilson Road) by Champlain Housing Trust.
- 24 = new senior living apartments to be built at 21 Pinecrest Drive, on hold since 2007 due to lack of sewer service until an easement was provided by an adjacent property owner this year.
- 4,000 = new square feet for Jason Leo’s Automotive’s expansion at 124 Colchester Road, doubling the size of the shop and adding a 5,400-square-foot vehicle storage building.

Zoning Permit Applications Approved	2017	2018	2019	2020
Commercial / Industrial	27	29	29	12
Demolition	1	7	1	2
Home Occupation	2	2	2	1
Miscellaneous / Use Permit	18	18	40	37
Accessory Apartment	3	3	4	1
Congregate Housing*	0	0	0	2
Multi-Unit Dwelling*	19	16	4	10
Single-Unit Dwelling	15	26	26	18
Residential Alteration	64	79	74	65
Residential Garage	9	14	10	9
Residential Storage	12	17	11	19
Swimming Pool	1	7	4	16
Chicken Permit	3	1	0	2
Sign Permit	11	11	16	18
<b>Total Permit Activity</b>	<b>185</b>	<b>230</b>	<b>221</b>	<b>212</b>

\*Multiple dwellings may be included under one permit



# ESSEX FREE LIBRARY

Caitlin Corless, Library Director

The Essex Free Library continues to evolve and respond to the needs of the community with new ideas, enriching programs, and excellent resources.

- In FY20, 11,816 ebooks and audiobooks were downloaded by Essex Free Library patrons.
- Despite limited in-person services for part of the year, Essex Free registered 453 new patrons and circulated a total of 45,255 items.
- The library welcomed 19,945 visitors and supported 1,213 computer users.
- Essex Free hosted 383 in-person programs with 3,980 participants. From mid-March to June 30th, the library released 38 videos on YouTube and Facebook, which have received over 15,000 views.

## Library Services

Despite the challenges of COVID, Essex Free continues to serve the community through curbside services, grab 'n' go crafts, appointments, and virtual programs and videos.

- **Library Cards** - All Essex community members are welcome to register for a library card. With an Essex Free Library card, community members gain access to library materials, ebooks and audiobooks, and a wide offering of online resources. Due to limited in-person services, registration can now be done remotely. Essex Free cardholders also have access to many neighboring libraries in Chittenden County and beyond.
- **Item Checkouts** - Essex Free Library currently holds 35,257 physical items in its collection. These items include books, DVDs, books on CD, and magazines. The collection also includes nontraditional library items like ukuleles, snowshoes, and puzzles. The library catalog is available for browsing on the library's website.
- **Curbside Services** - Due to limited in-person services, the library currently offers curbside pickup of library items. Patrons may request items for pickup via email, phone, or through the library catalog.
- **Printing Services** - When the building is open to the public, a printer/copier is available for public use for a small fee. The library currently offers a remote printing service, and patrons are welcome to email their documents to be printed and picked up via curbside.
- **Computers and Internet Access** - When open to the public, three public computer workstations are available for use. In addition, wireless access is available for those with laptops and other personal devices. Wi-Fi extends out into the parking lot for those who wish to access the library's internet when the building is closed.
- **Interlibrary Loan** - Essex Free offers an interlibrary loan service to patrons. Materials not owned by the Essex Free Library can be requested from other libraries.



# 2020 ANNUAL REPORT

ESSEX FREE LIBRARY

# 2020 ANNUAL REPORT

## ESSEX FREE LIBRARY



### Library Programs

From July to mid-March, the library offered a variety of in-person programs including book discussions, story-times, ukulele classes, a writers' group, a film series, a Spanish-English conversation group, and a cookbook club. Due to COVID, the library has hosted programs online since mid-March.

### Online Resources

Essex Free offers a variety of e-resources. Links can be found on the library's website.

- **Overdrive** provides access to thousands of downloadable audiobooks and ebooks.
- **Mango** is a language learning resource that gives patrons the opportunity to learn more than 70 different languages.
- **Universal Class** offers over 500 free, instructor-led online courses. These courses cover a wide range of subjects.
- **Vermont Online Library** offers a wide array of research databases on a variety of topics.
- **Learning Express** is an online resource dedicated to resume building, job searching, and test preparation.

### Staff Changes

- Adult Services Librarian, Emily Moulton served as Interim Library Director from October to January. In February, Emily left the Essex Free Library for an opportunity out of state.
- Jasmine Hodgett was hired as the Youth Services Librarian.
- Noreen Pelchat was hired as a long-term substitute library assistant. She has since become a permanent member of the staff as the Interlibrary Loan Library Assistant.

### Building Update

Due to water damage in the library's basement, major renovations were needed in the children's area. Renovations were completed in October. We are thankful for the Town's hard work and care in keeping our library space beautiful and safe.

**Thank you for continuing to support the Essex Free Library. To learn more about our current offerings and services, please visit our website,**

**[www.essexfreelibrary.org](http://www.essexfreelibrary.org)**

**The library can also be reached at (802) 879-0313 or contacted via email at**

**[essexfreelibrary@essex.org](mailto:essexfreelibrary@essex.org)**

# PARKS AND RECREATION DEPARTMENT

## Budget Narrative

### Department Mission

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



The Essex Parks and Recreation Department continues to serve the **Community** of Essex through **People, Parks and Programs**. In recent years we have strived to increase our **Connections** to reach current and potential users. 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, with a strong retention of staff each year.

The FYE20 year was full of new collaborations, new communications, and a lot of flexibility as our department moved office space to 75 Maple Street to co-locate with Essex Junction Recreation & Parks. The flow of our co-location efforts hit an unexpected speed bump when the COVID-19 pandemic hit, and our way of work was about to change - again. As always, we worked through it and by the end of FYE20, we started to showcase new ways of providing long-standing community events as co-located departments. It was also the start of a lot of new changes in our parks, facilities, and programming due to the COVID-19 pandemic and our part-time and seasonal staff shined brighter than ever through new protocols.

### Recreation

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

Proposed increases to the **FYE22** Recreation portion of the budget reflect expenses that cover three full-time staff and the Memorial Day Parade fund. Programming expenses are handled through the Program Fund; a self-sustaining fund that does not affect increases on taxpayers.

### Parks

The Department continues to provide high quality care in the parks and open spaces. We continue to protect and preserve natural resources and to provide neighborhood parks and facilities that are safe, fun and clean.

2020 ANNUAL REPORT  
PARKS AND RECREATION DEPARTMENT

# 2020 ANNUAL REPORT

## PARKS AND RECREATION DEPARTMENT



The proposed **FYE22** Parks portion of the budget reflects increases consistent with providing a high-quality level of service in regard to safe play surfaces, department branding, updated park and facility signage, and improving trail networks with updated signage, markings and maps.

### ***Pool***

Sand Hill Pool has been a community asset since 1979. Through the years, the reputable Town of Essex Swim Team (TEST) has stayed a strong competitor in the Champlain Valley Swim League association and our swim lessons have grown to provide opportunities for swimmers to learn a life skill while accommodating household work schedules. Sand Hill Pool also gives approximately 30 seasonal staff the opportunity to work with the public and teach others water safety skills throughout Essex and neighboring communities. All these programs and employment opportunities continue to provide personal development, and health and wellness for all ages in a safe and fun environment.

The proposed **FYE22** Pool portion of the budget reflect increases consistent with costs associated with providing the same quality level of service on an aging facility. We will also be providing an updated schedule in our co-location efforts with EJRP, to align programming and usage at both pools, as well as training opportunities to Sand Hill and Maple Street pools.

### ***Senior Activities***

The needs for our aging community have shown with housing developments continuing, resulting in increased ridership for the senior vans, as well as activities and social experiences at the Senior Center. The Senior Van provides a free essential service to the 60+ community of Essex with an approximate ridership of 300 residents utilizing the transportation service. The transportation service allows seniors convenient accessibility for healthcare, wellness, recreation, and social needs. The department hires, trains, and schedules the drivers, and continues to increase staffing of this position. Due to the pandemic this year, our transportation service was on hold for quite some time, as we followed the Governor's orders. The Program Director of Senior Services now schedules all appointments with a revised weekly van service. Our drivers have the biggest hearts and love what they do for the riders and the community. Our volunteers have done so much for this service in the past 20+ years and we are so thankful for the time they gave to our community and programming. This past November, we also acquired a new van through our lease program with GMT, replacing the former "blue" van.

The Essex Area Senior Center continues to function under both the Town and Village municipalities, supporting our aging community. Currently, the Center has been closed since the spring; however, the Program Director has continued to stay connected to the

members and additional residents of the Essex community. Holiday meals were delivered to over 400 seniors in our community in November and December 2020, with help from the Culinary program at CTE-Essex and the Police Department. Most recently, we have worked with colleagues to activate a helpline/hotline to assist seniors through the Department of Health website for COVID-19 vaccine appointment scheduling.

The proposed **FYE22** senior activities portion of the budget reflect increases consistent with providing the same exceptional level of service, while retaining the Program Director of Senior Services position as a full-time paid position, along with a part time employee for when the Center can re-open, to help assure the membership is supported in their activities.



# 2020 ANNUAL REPORT

PARKS AND RECREATION DEPARTMENT

# FALL 2020

**Essex**  
Parks and Recreation

75 MAPLE STREET  
ESSEX JUNCTION, VT 05452  
802-878-1376 | WWW.ESSEXREC.ORG  
10AM-2PM | MONDAY-FRIDAY

**EJRP**  
Essex Junction Recreation & Parks



## HEALTH OFFICERS

FOR THE TOWN & VILLAGE OF ESSEX

[WWW.HEALTH.VERMONT.GOV](http://WWW.HEALTH.VERMONT.GOV)

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

Health Officers respond to complaints concerning rental properties and do not have the authority to enforce issues involving non-rental properties unless the complaint affect the public at large. Common complaints include mold and mildew, lack of sufficient heat, water line and drain leaks, faulty wiring, etc. The State Fire Marshal's office is notified to inspect conditions relating to State Building Codes.

**RESIDENTIAL RENTAL HOUSING:** We encourage all tenants and landlords to familiarize themselves with their responsibilities related to rental housing. One valuable resource is **Vermont Tenants, Inc.** (802) 864-0099. They have handout handbooks that describe the responsibilities related to rental housing including information on radon, ADA accessibility, asbestos, electrical, energy, lead paint, mold, and potable water. Most of this information can also be found on their website at [www.vttenants.org](http://www.vttenants.org). Preventative measures should be taken by the property owner and tenant including routine clean-up, better ventilation and use of dehumidifiers to reduce the potential for mold and mildew.

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

**COVID 19 AND SEASONAL FLU:** Since our last reports, a highly contagious flu variety called "COVID 19" has vastly interrupted our daily lives. Much has been publicized about this strain of virus. We encourage everyone to continue to follow the published guidelines and to avail themselves of the current updates by visiting [www.healthvermont.gov/covid19](http://www.healthvermont.gov/covid19).

**RECYCLE & COMPOST:** Laws are in place that regulate disposal of recyclables (metal, glass, plastics #1 & #2 and paper/cardboard), leaf and yard debris, and clean wood. The disposal of food scraps is now regulated. All Essex residents should familiarize themselves with the new laws by contacting the Chittenden Solid Waste District (CSWD) at (802) 872-8100 or visiting<sup>26</sup> its website at ([www.cswd.net/a-z/](http://www.cswd.net/a-z/)). CSWD has been

offering free composting classes and offers other information such as what to do with tires, paint, leaves, batteries, mattresses, and so much more!

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

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

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

It is very important that you pick up after your animals, including horses, especially at Indian Brook Reservoir (an impaired waterway). These measures will help to keep the Reservoir safe for swimming and the grounds sanitary for hikers. Dogs must be on a leash at all times and are no longer able to roam free.

It should be noted that the Village of Essex Junction has an ordinance in place that requires cleanup of animal feces on all public lands including the sidewalks, all grass areas adjacent to the sidewalks and roadways. Failure to cleanup is subject to a ticket and possible fine issued by the Essex Police Department. **Please contact the Village Office or the Essex Police at (802)878-8331**.

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

**WEST NILE VIRUS (WNV) AND EASTERN EQUINE ENCEPHALITIS (EEE)** inflicted from mosquitoes continue to be active in Vermont. WNV is a viral infection that usually affects birds. The virus spreads when a mosquito bites an infected bird and then bites a human. An infected mother may pass the virus along to her fetus during pregnancy or to her infant during breastfeeding. **Eastern Equine Encephalitis (EEE)** is a rare disease caused by a virus (EEEV) spread by infected mosquitoes. EEEV is one of a group of viruses that mosquitoes can pass to humans and can cause inflammation and swelling of the brain (encephalitis). The state collects batches of mosquitoes from all fourteen



# 2020 ANNUAL REPORT

## HEALTH OFFICERS

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## HEALTH OFFICERS



counties in Vermont and performs weekly tests for WNV and EEE. The results are posted on the State of Vermont Health Department website. FYI, in the past Essex has had several positive results for West Nile Virus.

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

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



Essex Fire & Rescue emblem



Essex Police Department emblem

# ESSEX FIRE DEPARTMENT

Fire Chief Charles Cole



The men and women of the Essex Fire Department answered a total of 943 emergency calls during the past fiscal year (July 1, 2018 through June 30, 2019).

Incident Type	Number of Calls
All Types of Fire	49
Overpressure, Rupture, Explosion, Overheat (no fire)	1
Medical Assist EMS Crew	523
Rescue	0
Hazardous Condition (no fire)	39
Service Calls	39
Good Intent Calls	93
False Alarm & False Call	173
Severe Weather & Natural Disaster	0
Special Incident	26
<b>Total Incidents</b>	<b>943</b>

The Essex Fire Department continues to be a paid-on-call department with no fulltime staff. We do not have employees staffing the firehouse in shifts, and we do not have the ability to sleep at the firehouse to provide an instant response. Instead, our members volunteer their available time (after family, after their regular fulltime job, and after other activities such as coaching, scouting, church, etc.) to respond to calls. This is why you often see personal vehicles driving on the roads with red lights and sirens heading to the stations. This is also the same type of coverage that Essex

Junction Fire Department provides, and together we provide fire protection for the entire Essex community. We pay our members an hourly wage for the calls that they answer which is why you see a salaries line item in our budget.

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

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

This year's budget request is a 2.69% increase over FY2020 budget. This increase is due mostly to an increase in operating costs for status quo services. We have requested an increase in the transfer to Capital Funds to account for previous years of underfunding this line item. Another increase is for preventative maintenance of our SCBA (Self-Contained Breathing Apparatus). We have added personal regulators for each interior certified firefighter as part of their issued SCBA mask.

As we look ahead to FY2020, we are expecting a new fire engine to replace our aging Engine 3. This vehicle is our all-wheel drive engine that will carry 2500 feet of large diameter hose to help us access our most rural/remote areas.

**If you have any questions about the fire department, please contact me at [ccole@essex.org](mailto:ccole@essex.org) or by leaving a message at the station at 802.878.5308.**

# 2020 ANNUAL REPORT

ESSEX FIRE DEPARTMENT

# 2020 ANNUAL REPORT

## ESSEX POLICE DEPARTMENT



## ESSEX POLICE DEPARTMENT

Ron Hoague, Chief of Police

The year 2020 will be a year that is spoken about for generations. Society was forced to cope with unprecedented isolation, fear and uncertainty due to COVID. In addition, civil unrest and calls for police reform surrounding racial justice were also a great part of the narrative for 2020. The Essex Police Department was not exempted from these crises and worked diligently throughout the year to accomplish our mission: public safety for all.

As we are a 24/7, 365 agency we are expected to continue to respond to calls for service in spite of the pandemic. In March, when the COVID crisis began to come into focus, we needed to make changes in our response model with the outcome of keeping our personnel safe while still accomplishing this goal. We were forced to make changes to our response procedures such as using the telephone for certain calls instead of an in person response, cutting back on enforcement of lesser traffic violations, and providing more days off for staff. We took further measures to disinfect buildings and vehicles and limit the use of our facility by the public. All of this was done to protect our staff from contracting the virus and keeping them healthy should we need them for a serious incident. The police department further served as the Town and Village's main resource for the procurement of emergency personal protective equipment, emergency management, and the investigation of complaints related to the governor's executive orders. In this respect, we investigated 56 complaints, most of which did not involve referral to the Attorney General, instead being resolved by education of proper procedures.

With the civil unrest surrounding racial justice in June, the police department responded by stepping up or continuing many measures such as annual training in de-escalation, use of force and implicit bias for staff, updating policies, tracking and reporting of bias policing statistics to the State, and seeking the implementation of body cameras. We also began new initiatives such as a renewal of efforts in community policing and participation in community events, the inclusion of a citizen in a promotion process for the first time, expanding our recruiting efforts to other geographic areas, publishing our policies on our website, and working with EWSD to transition the school resource officer at EHS to the district liaison officer assigned to work with all schools at a strategic level. In 2020, EPD officers used force in only 27 instances out of the more than 10,000 documented citizen contacts (6994 calls for service plus 3057 traffic stops) for a rate of .002%. Finally, the Town and the police department employed the services of consultants with Creative Discourse to assist us in creating and implementing a process with the goals of increasing public safety for all citizens of Essex and building relationships with marginalized communities. We held listening sessions, conducted two surveys and have started a process to form a coalition of citizens and town/village officials to work on lasting measures related to this goal.

As an agency, one of the greatest changes was in leadership at the top when I was selected to become Chief of this agency after having served for over ten years. The past few years change of personnel left the department in flux of supervision and short-handed. Over the last two years, we saw the retirement of four officers with over 30 years' experience each in addition to former Chief Rick Garey in July with 31 years. We currently are authorized for thirty two officers and stand at twenty six (including two who have just graduated the police academy). The authorized number is still well below the average for officers per capita in Chittenden County. Recruiting continues to be a priority to fill these positions so we may concentrate on proactive, community based policing. The department leadership was restructured when I was promoted to

increase the number of Sergeants in patrol to four plus a Sergeant to oversee the detective division. This provides more consistent and effective supervision. As noted, we promoted two Corporals to Sergeant in August and wish to continue to invest in leadership as a key to success as a department.

The Community Justice Center in 2020 served a key part in the criminal justice system by providing needed alternatives to traditional prosecution and a way to resolve crimes by using a process that respects victims and their needs while holding offenders accountable. They continue to be primarily funded by a grant from the Vermont Department of Corrections with smaller amounts from the Police budget and the Town of Colchester. In 2020, their workload became even greater and more crucial as courts were closed due to COVID and criminal cases were diverted by the State’s Attorney to the CJC for resolution. Their work has also included the re-entry of offenders into society and their excellent work led to this role taking on a larger aspect when they were asked to take cases from the City of Winooski. This was, of course, accompanied by a corresponding increase in their grant from the Dept. of Corrections.

We send our gratitude to the citizens who continue to support us as our partners in providing effective public safety for all using contemporary law enforcement principles. The Essex Police Department has always enjoyed tremendous support from the community and this year has been no different. The many cards, emails, phone calls and other communications of support have been greatly appreciated by all.

**FY2020 Statistics**  
**REPORTED CRIME ACTIVITY - PERIOD 7/1/19 - 6/30/20**

	2016	2017	2018	2019	2020
<b>HOMICIDE</b>	0	1	0	0	0
<b>ROBBERIES</b>	3	3	4	3	0
<b>BURGLARIES</b>	54	60	51	40	36
<b>ASSAULTS</b>	66	55	66	91	79
<b>SEX OFFENSES</b>	24	18	13	16	17
<b>DRUG OFFENSES</b>	75	120	125	103	112
<b>LARCENIES</b>	304	269	244	214	300
<b>VANDALISM</b>	95	62	96	83	83
<b>STOLEN VEHICLES</b>	8	7	14	11	5
<b>SUICIDES/ATTEMPTS</b>	7	11	10	18	9
<b>MISSING PERSONS</b>	20	35	15	29	27
<b>BAD CHECKS / FRAUD</b>	93	84	64	63	92
<b>D.U.I</b>	57	42	58	74	56
<b>COURT CASES</b>	270	210	258	368	268
<b>CRASHES</b>	582	521	582	524	462

There were 4,520 tickets written for traffic and parking violations, of these, 1,242 were Vermont Traffic Citations.

In Vermont, officers are required to complete a minimum of 30 hours of training per year. In 2020, EPD officers completed a total of 3424 hours, averaging 107 hours per officer.



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ESSEX POLICE DEPARTMENT



# 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. Most of the funding comes from the VT Department of Corrections (90%) while the Towns of Essex and Colchester have each begun contributing (5% each) to the operational costs of the CJC for the last 2 years. Staff at the CJC became employees of the Town of Essex in 2016.

### Vision:

**The Essex Community Justice Center envisions safe, expansive, and resilient communities in which the response to conflict and crime is restorative and healing, enhances community and reduces further harms.**

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 3 part time and one full 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:

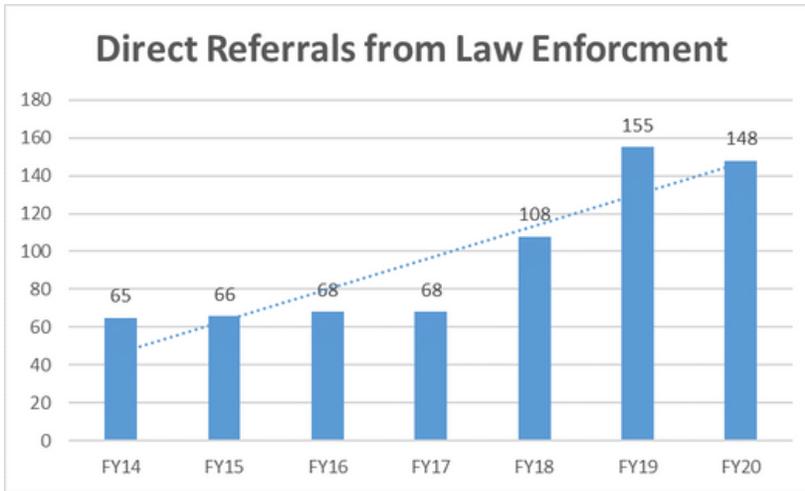
### Victim/Affected Party Outreach and Support

CJC staff provide outreach and support to community members affected by crimes referred for a Restorative Justice Panel. 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. In FY20 the CJC was successful in reaching out to provide support and options to 115 out of 130 people harmed by crime.

### Restorative Justice Panels

The Restorative Justice Panel (RJP) 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 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 won’t 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 FY20 the CJC received 148 new referrals and held Panels for a total of 187 cases. The Panels were held by 40 community volunteers who provided 785 hours of service to their community. The Panels saw a 96% successful completion rate. The Essex Community Justice Center has seen a steady growth in the numbers of referrals for restorative processes over the last 6 years.



### **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 for anyone who wants the support. 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 FY20 the CJC provided CoSAs for 8 different individuals. The CoSA program has 34 trained community volunteers. In FY20 they provided 555 hours of service to their community.

The CJC is informed by a 12-member Community Advisory Board (CAB) that meets quarterly.

### **Mission:**

The Essex Community Justice Center creates opportunities with the communities we serve for restorative approaches to crime and conflict that;

- Promote justice for those affected by crime by focusing on the harm caused.
- Allow those responsible for harm to accept active responsibility for addressing and repairing the harm they caused.
- Educate, build empathy, restore dignity, and enable healing.
- Support the needs of those reintegrating from prison into a more connected community life.
- Strengthen individuals and the communities we serve through education and support to prevent further harms.

# 2020 ANNUAL REPORT

## CONSERVATION AND TRAILS COMMITTEE

### CONSERVATION & TRAILS COMMITTEE

Cristine Hammer, Chair; Alan Botula, Vice Chair; Diana Wood, Clerk;  
Casey Clark; Hilary Jones; Grace Vinson

***The mission of the Committee is 1) to inventory and study the natural, historic, educational, cultural, scientific, architectural, or archaeological resources of the town in which the public has an interest; and 2) to preserve, develop and maintain a multi-use trail, sidewalk, and greenway system in the Town of Essex that will link residential neighborhoods to natural areas, schools, parks, businesses, recreational facilities, community centers, and neighboring towns. The Committee also advises the Selectboard and Planning Commission on matters relating to the public understanding of local natural resources and conservation needs, development applications and acquisition of lands involving the above resources.***

The Committee said farewell to long-time member and new father Justin St. James, as well as to Liz Coleman, who continues in her role as Trail Caretaker. Vacancies on the Committee were quickly filled by three new members – Casey Clark, Diana Wood, and Grace Vinson – all of whom have made valuable contributions so far. There is still one open seat on the Committee; if you are interested in joining, contact the Town Manager’s office.

The COVID-19 pandemic forced the Committee to adapt this year, including transitioning to remote meetings and canceling other in-person activities (such as the Indian Brook Clean-Ups and an Arbor Day Celebration). These beloved community events will be back in 2021!

Despite the pandemic, the Committee strengthened its partnership with the Village Tree Advisory Committee to manage emerald ash borer (EAB) by acquiring a joint grant of \$15,000 through the Vermont Urban & Community Forestry Program and the U.S. Forest Service. The grant allowed the community to remove 38 susceptible ash trees proactively; at least 17 non-ash trees replacement trees will be planted in the spring of 2021. This year’s efforts provide actual costs to inform EAB management strategies going forward, which may involve limited application of insecticide for certain trees. The Committee is especially grateful to Chuck Vile, Tree Warden, who regularly attends monthly meetings and has offered his expertise and guidance in this effort to combat the EAB.

The Committee also began working with the Parks & Recreation Department on a comprehensive update of trail maps and writing a management plan for Saxon Hill Forest.

Based on a presentation from the Winooski Natural Resources Conservation District, the Committee has several ideas to improve water quality in Essex, such as promoting “un-lawning” to reclaim yard space, hosting “Septic Socials” about on-site wastewater, repairing erosion issues on trails, and collecting stream samples for the Rethink Runoff program.

The Conservation Reserve Fund will have accumulated a balance of \$42,738.12 by July 2021. The Committee will continue to explore opportunities for projects.

# ECONOMIC DEVELOPMENT COMMISSION (EDC)

## EDC Volunteer Members:

### 2020:

- Jeff Benjamin,
- Jim Bernegger (Former Chair, resigned December 2020)
- Annie Cooper, (Current Chair, appointed & elected Chair, December 2020)
- Botur Kosimi
- Brian Shelden (Recording Secretary)

## EDC Advisors:

- Greg Duggan, Essex Deputy Town Manager
- Owiso Makuku, Town of Essex Community Development Director
- Sharon Kelley, Zoning Administrator
- Darren Schibler, Planner, Community Development
- Robin Pierce, Essex Junction Village Community Development Director
- Curt Carter & Sam Anderson, Greater Burlington Industrial Development Corp (GBIC)

### **The Essex 2020 Business Environment, "A year like no other "**

The turn of the calendar in January 2020 offered the promise of solid, continued growth in all sectors of the Essex business community. Plans were underway by the Middleby Corp for relocation of their Perfect Fry, Marsal and BKI product production to Essex adjacent to their Blodgett franchise on Alan Martin Drive. Revision Eyewear, acquired by Ascard Partners in late 2019, began review of options to add production capacity to their Corporate Drive site. The visionary concept reshaping the evolution of the Essex Outlets into a destination of diverse and engaging personal and community experiences began to emerge in the. Essex Experience with the build out of Black Flannel Brewery and Distillery, Uncommon Coffee and the expansion of the Art Hound galleries and their VT artists representation. Late in 2019 was approval for 2020 expansion the three-retail additions to the Susie Wilson Road entrance to Essex, to include Starbucks, T Mobile and Supercuts.

In late 2019, the Essex EDC recast its Charter to serve as an economic development advisory resource to the Town's Staff & Select board. This role was perceived appropriate as the Town's Community Development Department embraced economic development and proactive management of housing development as interrelated tenets of smart municipal planning.

Key projects set by the EDC for the 2020 Fiscal year were the drafting of community wide census and contact director of all businesses in the Essex Town and Village. The Commission also assumed development of a Grand Opening recognition program and plans upon the hopeful resolution of Essex consolidation to begin preparation of a marketing program to leverage the collective attributes of the greater Essex community to current and prospective businesses.

**Then...March arrived** and the stark reality that the fate of Vermont and our New England region, was in the in the track of a global pandemic, demanding bold leadership and collective resolve to universally apply best medial practices to all segments of the VT social, education and business sectors.

The magnitude of the imminent threat and the State's commitment was underscored on **March 13th by Governor Scott's State of Emergency Declaration**, Executive Order 01-20.

**From that day forward over the course of the next 10 months, residents' and business guidelines were guided the emerging learning about the virus and by infection and hospitalization rates and capacities.** The<sup>35</sup>Essex Community and its

# 2020 ANNUAL REPORT

## ECONOMIC DEVELOPMENT COMMISSION (EDC)

variety of business sectors learned throughout 2020 to comply, pivot when advisable and adapt.

### **EDC 2020: Reflections and Learning.**

- Essex businesses large and small, manufacturers, professional services, and retail demonstrated resilience, ingenuity, dedication, pride, and tenacity.
- Universal access to reliable broad band internet by every household and commercial building in Essex is an imperative.
- The future will reveal how the use of remote streaming technology will be integrated into the business models and the lasting impact on the assessed value and design of commercial and housing structures.
- Protection of a business's supply chain is critical to resilience.
- The importance of the Arts is undervalued in the role they play in the economic vitality of a municipality.
- The state's ACCD accumulated considerable information about the VT businesses throughout the year which should be shared with the relevant Municipality's Community Development Departments.

### **EDC 2020 Acknowledgements and Thanks**

- To the initiatives of Vermont's federal delegation, Senators Leahy , Sanders and Congressman Welsh and their respective staffs. Their attention, advocacy & support channeled over \$1.5 billion into COVID-19 relief, business support and civic assistance.
- To Governor Scott and Staff for his leadership and management consistency in distinguishing VT values and science-based response model over the past 12 mos.
- To the entire ACCD staff for their unrelenting productivity of these past 12 months to convert the Cares and supplemental Federals grants into focused and equitable assistance to the complex structure of the VT business community.
- To our Essex State representatives for their consistent care and outreach through their personal and valued Front Porch Forum channels create timely awareness of the weekly news from the ACCD.
- To Secretary of State Condos and his staff for the design and implementation of an electoral process that offered options for safety, accountability, and confidence for resident employees throughout Essex.
- To Lake Champlain Regional Chamber of Commerce (LCRCC) for their timely Montpelier updates and periodic advocacy initiatives for the destination, arts and hospitality business sectors.
- To our business sectors' professional associations that advanced the transfer of their members "learning" of innovative options to comply with the States guidelines for production and staff personnel safety.
- To the Essex Town and Village staff personnel for their service and support to the business community throughout these past 12 months, to include extended commitment to support supplemental out of home-schooling options and their design and implementation of the Fall's successful Out and About weekend event...
- To all that countless businesses and their employees serving Essex that earned a newly understood and honored designation ... **Essential**
- To the Members of the Essex Planning Commission for their continued commitment to their important role and contribution to the Town's housing and business vitality throughout 2020.
- Lastly, to the volunteer members and Advisors to the EDC for sharing their limited time and valued council twice each month of 2020. It is noted, former select board member, Annie Cooper was welcomed to the Commission this past December and will serve as its Chairperson during 2021.
- Best wishes to the EDC in its hopeful opportunity to leveraging the diverse asset of a seamless Essex for the future vitality of its diverse residential and business communities.

# ESSEX ENERGY COMMITTEE

## COVID-19 Edition

### I. Overview

The Essex Energy Committee (EEC) advocates for and supports addressing energy costs and climate change in Essex Town and Essex Junction, Vermont. EEC meetings are generally held on the second Wednesday of each month. Current members for 2021: Will Dodge (Chair), Irene Wrenner, Natalee Braun, David Skopin, and Phil March, with two vacant positions to fill, This Annual Report is submitted pursuant to Section 1(e) of the EEC Charter of 05/19/2008.

### II. 2020 Achievements Based on Powers and Duties in Charter

Candidly, the pandemic made it much more difficult to achieve anything like what had been accomplished in 2018-2019, so our report is much less robust than we would have liked.

#### A. *Track Municipal Energy Use and Recommend to Selectboard targets and Actions for Decreasing Energy Use (Charter §1(a))*

- **Municipal Data.** With the Selectboard's permission, the Committee has been gathering information from Green Mountain Power for the Town and Village which it hopes to use constructively in 2021.

#### B. *Research / Recommend to the Selectboard Opportunities to Utilize Renewable Energy Sources and Increase the Efficient Use of Energy within Town Operations. (Charter §1(b))*

- **Tom Yandow.** The most important accomplishment for Essex as a whole was Tom Yandow's deployment to work on multiple projects throughout 2019-2020 to increase the efficiency of Essex's buildings, mostly with unused funds from 2020. Included among his changes were:
  - Adding insulation to the Town Fire Station
  - Retrofitting the lighting in the Village and Town Public Works Garages
  - Dehumidifying the Police Station
  - Retro-commissioning at the Town Offices, 81 Main Street
  - Addressing ongoing efficiency problems at Memorial Hall
  - Investigating the possibility of natural gas heating at the Sand Hill pool
  - Evaluating possibility of solar on rooftop of Sand Hill Park administration building as part of repair.
- **Crescent Connector and Essex Village.** At the beginning of 2020, the Village Planner led a walking tour and met with Committee members to review the plans for the Crescent Connector and the corresponding design changes to the Village in hopes of gauging the degree to which these plans could affect municipal energy use overall, especially for transportation and new buildings.

#### C. *Research and Recommend to the Selectboard Funding Options for Energy Efficiency and Renewable Energy Projects. (Charter §1(c))*

- **Meeting with State Legislators.** EEC members met with Sen. Chris Pearson and (now) Rep.-Elect Tanya Vyhovsky to address ongoing problems with lack of funding for municipalities to address the need for progress on the climate change emergency.
- **Net-Metering Focus.** Further research was done into the possibility of improving access to funding through net-metering; however, more work needs to be done in 2021.

# 2020 ANNUAL REPORT

ESSEX ENERGY COMMITTEE

**D. Develop and Manage Energy Efficiency Educational Programs. (Charter §1(d))**

- **Homegrown Weatherization Efforts:** EEC Member Phil March compiled a comprehensive guide to energy efficiency incentives for Essex homeowners: <https://www.essexvt.org/DocumentCenter/View/5658/-NEW--Guide-to-Weatherization-Opportunities-for-Essex-homeowners-10-26-2020>. The Committee promoted the publication at Essex Out and About, as well as through ads in Seven Days and the Essex Reporter, and with additional publication on Front Porch Forum and through Facebook. The results are being evaluated, but it is believed that this resource can be updated to match new incentives in the future.
- **Communications and Awareness Raising:** The EEC maintained and expanded its [Facebook page](#) and the website, but more is planned for 2021.
- **VECAN Conference:** Sent two EEC members to the virtual portions of the Vermont Energy Climate Action Network (VECAN) conference to attend various workshops. (Learn more at <https://vecan.net/conferences/13th-annual-vecan-conference-2020/>).

**E. Assist other Town Committees and Commissions in Areas of Related Concern, Including the Energy section of the Town Plan. (Charter §1(f))**

- No substantive progress was made on this item during 2020.

**III. Plans for 2021**

COVID-19 disrupted the life of Essex residents unlike anything in recent memory. Climate change - if left unchecked - promises to do the same. The urgency of addressing renewables, transportation, and weatherization for the municipality and its residents is no less than it was a year ago, but the pandemic recovery presents opportunities to strengthen resiliency infrastructure like never before. Priority goals for 2021 include (but are not limited to) the following:

- Continue to evaluate the municipal energy data and new account designations with DPW and utilities in order to identify new targets, and make measurable progress with energy conservation.
- Rethink our homegrown weatherization efforts versus involvement with the Button Up program, particularly in light of more people working from home.
- Develop better methods for achieving a vibrant EEC Facebook page / website, and populate the VT Community Energy Dashboard with new information.
- Promote Tom Yandow's accomplishments with municipal buildings.
- Refocus efforts with the Village on transportation items to assist with EV adoption, increasing public transportation options, and other measures to reduce congestion, including the Five Corners Crescent Connector. [Continuation of 2020]
- Engage with the Essex Westford School District to get more high schoolers and middle schoolers involved with energy awareness efforts and to continue the discussion about school bus electrification. [Continuation of 2020]
- Work with municipal and regional planning officials on implementation of the new Energy Plan, and raise broader awareness of the extreme dangers posed by climate change. [Continuation of 2020]

We thank the Selectboard, Trustees, and Town/Village officials for their continued support.

# CEMETERY COMMISSION

## Town of Essex Cemeteries - History

In 1794, a Town Meeting was warned and held in Essex “to establish an area of common ground to bury the dead.” Following the selection of the burial ground on the Town Common, a group was formed to clear the ground. As years passed, nearly all families in Essex had purchased lots in this cemetery.

In 1868, a second cemetery ground was purchased to be used when all lots had been purchased in the first cemetery. Later, this additional cemetery ground was named Mountain View Cemetery. Today, in 2021, Mountain View Cemetery is still in use.

In 2008, a columbarium was built in the Mountain View Cemetery as a means of providing a cost-effective burial alternative and creating a perpetual care fund.

+++++

### Essex Common Ground

In 2019 the Town received a \$23,000 grant from the Preservation Trust of Vermont to restore and repair this historic cemetery. Final steps of the restoration will be completed this spring and the Green Mountain Chapter of the National Society of DAR (Daughters of the American Revolution) will be presenting the Essex Cemetery Commission with a Historic Preservation recognition award. Stop by and see how great the old stones look!

### Mountain View Cemetery

The Commission welcomed a new sexton to oversee lot purchases and burials in the cemetery. During the 2020 season some much needed and long deferred ground maintenance was done. This will continue during the 2021 season.

**For information on purchasing a cemetery lot or columbarium niche, or the burial process, see <https://vt-essex.civicplus.com/440/Town-Cemeteries>**

**There is a vacancy on the Cemetery Commission. If you are interested in serving your community in this capacity, let us know! Go to:**

**<https://essexvt.bamboohr.com/jobs/view.php?id=32&source=other>**

# 2020 ANNUAL REPORT

## TOWN PLANNING COMMISSION

### TOWN PLANNING COMMISSION

**Dustin Bruso, Chair; Ned Daly; Tom Furland; Joshua Knox; John Mangan;  
David Raphael; John Schumacher; Alternate: John Alden**

The Planning Commission (PC) performed admirably in 2020. Meeting bi-monthly for the first few months and then briefly sidelined due to the Town Offices being shut down in March, the Planning Commission ultimately found a new home on Microsoft Teams and held its first remote meeting on April 30. In all, the PC held 17 meetings in 2020, reviewing a variety of projects that resulted in approvals for millions of dollars of development investment for the Town. The proposals that were reviewed will bring thousands of square feet of new commercial development and include a new building for Burger King in the Price Chopper Plaza, a bakery, a wine bar element at Arthound and an arts venue at the Essex Experience (EE) and a multitude of expanded building footprints. Reviews from previous years resulted in the 2020 openings of Uncommon Coffee and Black Flannel, a micro-brewery and micro-distillery at the EE. Additionally, under PC review, scores of new residential units were approved with high-quality site plans and designs.

One of the biggest achievements of the body in 2020 was working with Community Development staff to bring to completion the 3+ year process of creating a master plan for the Essex Town Center. On November 12, the PC approved the draft ETC Next Master Plan (ETC Next) and passed it on to the Selectboard for adoption. The Selectboard has since reviewed it and has requested a final work session with the PC for one last thorough review, which should take place in early 2021. Because of the effort made with ETC Next, this important mixed-use section of town will be better connected and more cohesive - the foundational vision for the Master Plan. This process lays the foundation for multiple zoning changes and updates for the Town Center and its completion allows more time to spend on long-delayed reviews and amendments to the Essex zoning code.

Additionally, 2020 saw the welcome return of Tom Furland to PC ranks, as well as interest and action towards greater outreach to the Village of Essex Junction Planning Commission, with the goal of more collaborative efforts and reviews in 2021. To that end, the PC would like to give its thanks and acknowledgment to John Alden, from the Village PC, who has served valiantly as an alternate and as a member furthering the efforts at collaboration between the Town and Village PCs. Final kudos must be given to Everett Knox for his apprenticeship and future commissioner preparations.

Planning Commissioners play a vital role in the functions of the Community Development Department, which would not be able to perform its zoning functions without this quasi-judicial board. Indeed, the PC is also a valued partner in the planning functions of Community Development, whose staff looks forward to collaborating with them on a broad scope of much-needed planning work in the coming year.

# ZONING BOARD OF ADJUSTMENT

Tracey Delphia (Clerk), Nick Martin (Chair), Hubert Norton,  
Michael Plageman (Vice-Chair), Justin St. James (former Chair)

The Zoning Board of Adjustment (ZBA) plays an important role within the regulatory ecosystem by reviewing projects that either require their review by statute or do not meet straightforward standards of review, thus requiring some relief or reconsideration under existing regulations. Meeting once a month, the ZBA's efforts to maintain operations during COVID resulted in twelve (12) applications being heard in nine (9) meetings, with reviews resuming online on June 4 after meeting in-person at the beginning of the year.

In case you missed it, the ZBA reviewed and approved a range of development proposals including: a small pottery kiln and a CBD (non THC) bakery, Magic Mann, both of which will be located at the Essex Experience, a seasonal food truck owned and operated by Sparky's BBQ at 217 Sand Hill Road and 68 units of multi-family housing at 27 Susie Wilson (former Baymont Suites), developed by Champlain Housing Trust. They also approved a few in-home businesses, a kennel, an AirBnB and an expansion of a daycare from 59-79 children at 27 Center Road - a valuable contribution to essential workers during COVID. The ZBA also takes up the (sometimes) difficult task of appeals of decisions of the Zoning Administrator and can find itself caught in disputes between neighbors.

The Board has a couple of long-standing members - 40+ years for member Hubie Norton and almost 30 years for Mike Plageman! -- who contribute decades of institutional knowledge and experience with a multitude of projects to the already careful consideration and deliberate thoughtfulness of the ZBA's process.



MILTON BUSKER & THE GRIM WORK AT AN O41 & ABOUT EVENT

# 2020 ANNUAL REPORT

ZONING BOARD OF ADJUSTMENT

## COMMUNITY PARTNERS

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

### Essex Rescue, Inc.

802-878-4859

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



### Champlain Water District

802-864-7454

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



### Chittenden County Regional Planning Commission

802-846-4490

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



### Chittenden Solid Waste District

802-872-8111

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



### Essex Community Historical Society

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



### Greater Burlington Industrial Corp.

802-862-5726

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



### Green Mountain Transit (formerly Chittenden County Transportation Authority)

802-864-2282

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



### Winooski Valley Park District

802-863-5744

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



# 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  
September 2014.*

## Administration

- New Town Director of Administrative Services

## Finance

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

2015-2016

## Finance

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

## Public Works

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

# 2020 ANNUAL REPORT

## SHARED SERVICES SUMMARY

### **Storm Water**

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

### **2016-17**

### **Administration**

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

### **Finance**

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

### **Clerk**

- Shared Clerk/Treasurer duties started

### **Public Works**

- Continuation of shared services as outlined in 2015-2016
- Joint See-Click-Fix software implemented for request-for-service and complaints
- Successful grant application by Town staff resulted in additional paving for Village
- Pre-winter inspection of Village trucks using Town hoist to inspect under vehicles with assistance from the Town mechanic (under way)
- Preliminary development of plans for partial utility services (water and sanitation) consolidation (under way)
- Development of a single road management plan for maintenance of roads in the Town and Village with Town staff, Hamlin Consulting Engineers (the Village's contract engineer) and CCRPC participating in the work (field work approximately 75% complete)
- Preparation of a periodic report to each Board on the status of key projects in each community and collective projects affecting both communities
- Overview by Public Works Director of Village and Town Highway Budgets
- Periodic meetings of Public Works Director, Town Engineering staff, Hamlin Consulting Engineers, Village Public Works and Storm Water staff to share information and provide updated project status

### **Storm Water**

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

- Applied for and secured Village and Town VTRANS Flow Restoration Grants via Public Works

### **Community Development**

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

## **2017-18**

### **Administration**

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

### **Information Technology**

- Converted Village Recreation and Parks (EJRP) from Chittenden Central Supervisory Union (CCSU) network to the Town network. This included servers, users, workstations, antivirus and firewalls (approximately 90% complete)
  - Allows EJRP and Town staff to share files with each other.
  - Allows EJRP staff to use NEMRC (the system used by the Town) for Payroll and Accounts Payable
- Converted Village Public Works network to Town network. This included users, workstations, antivirus and firewall (approximately 90% complete)
  - Allows Village Highway staff to access and share files with the Town Public Works staff
  - Allows Village Highway staff to store files that had been stored locally or in the cloud to a Town server that is backed up and replicated offsite hour
- Converted Village Offices from Essex Junction network to Town network. This included servers, users, workstations, antivirus and firewalls (approximately 90% complete).
  - Allows Village and Town staff to share files and applications including NEMRC.
  - Allowed for the consolidation of mail servers and migration to the Microsoft Office 365 cloud. The email addresses remain independent ([@essex.org](mailto:@essex.org) and [@essexjunction.org](mailto:@essexjunction.org))

### **Finance**

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

### **Public Works**

- Continuation of shared services as outlined in previous years.
- Both Village and Town Public Works staff have worked closely to coordinate with the joint Village and Town Public Works consolidation committee to review achievement of existing goals, and look for future opportunities for consolidation.
- The joint use of the See-Click-Fix software continues to be used for request of service/complaints continues with the Village and the Town.
- Successful grant application by Town staff on behalf of the Village resulted in a State grant award to rehabilitate the pedestrian portion of the Main Street Bridge over Indian Brook next to the Municipal offices at 81 Main Street. The design is being coordinated jointly between the Town and the Village.
- The Village and Town Highway Departments participate in safety and winter operations training on an annual basis.
- Town and Village staff have worked with the CCRPC to develop a municipal road management plan to be used to budget and maintain existing paved infrastructure

# 2020 ANNUAL REPORT

## SHARED SERVICES SUMMARY

# 2020 ANNUAL REPORT

## SHARED SERVICES SUMMARY

throughout the community. This project is 90% complete and should be ready for use this coming summer.

- The Town and Village will continue to bid, construct, and inspect municipal paving projects jointly. The total of 15 road segments were paved in last year's contract. The total contract amount for paving in FYE17 was \$457,844.19.
- Periodic reports continue to be provided to each Board on the status of key projects in each community and collective projects affecting both.
- The Public Works Director continues to review and provide direct overview on both Village and Town Highway Budgets.
- Public Works crews have provided mutual support on specific projects using equipment and manpower not available within only one municipality.

### **Storm Water**

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

**2018 - 19**

### **Administration**

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

### **Finance**

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

## **Fire Department**

- Pay structures aligned

## **Information Technology**

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

## **Public Works**

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

### **2019 - 20**

## **Finance**

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

## **Information Technology**

- Work begins on shared website for Town and Village

## **Parks and Recreation/Recreation and Parks**

- Colocation at 75 Maple Street
- Shared brochures
- Part-time Communications position for both departments
- Job title changes for employees so that staff with similar functions in each department have the same title
- Shared oversight of Program Director—Senior Activities Coordinator by directors of each department

### **2020**

## **Administration**

- Shared positions: Administrative Assistant, Assistant Manager (new)

## **Finance**

- Eliminates the Town Highway tax and incorporates the Village's Rolling Stock budget into the Town Budget

## **Parks and Recreation/Recreation and Parks**

- Extends after school child care services to the Town outside the Village (instead of the YMCA of Burlington)

## **Initiatives**

- Racial Equity and Inclusion - Town wide

# 2020 ANNUAL REPORT

## SHARED SERVICES SUMMARY

# TOWN CAPITAL BUDGET

Town of Essex Proposed Capital Budget FY22										
PROJECT NAME	FY 21					FY 22				
	TOTAL PROJECT COST	FY21 BALANCE (6/30/21 estimated)	FY22 ADDITIONS (CAPITAL TAX, budgeted)	FY22 ADDITIONS (Operating or Capital Equip Transfer, budgeted)	FY22 ADDITIONS (Grants / Developer Funds, budgeted)	FY22 ADDITIONS (Transfer between projects, budgeted)	ESTIMATED SPEND FY22	FY22 BALANCE (6/30/22 estimated)		
Highway Garage Area Improvements	\$ 415,615	\$ 22,753	\$ 8,000				\$ 10,000	\$ 20,753		
Library deferred maintenance & expansion	\$ 117,000	\$ 1,623	\$ 12,000				\$ 8,000	\$ 5,623		
Memorial Hall	\$ 377,000	\$ 12,781						\$ 12,781		
Community Recreation Facility	\$ 30,000									
Energy-saving projects	\$ 32,121	\$ 13,876	\$ 4,000			\$ (7,000)		\$ 10,876		
Historic Water Tower	\$ 229,000	\$ 64,168	\$ 10,000					\$ 74,168		
Slate Roof Repairs	\$ 105,000									
Tree Farm Improvements	\$ 185,000	\$ 3,526	\$ 20,000				\$ 11,000	\$ 12,526		
Clerk Records Preservation	\$ 233,070									
Building Facilities Needs	\$ 40,000	\$ 16,068						\$ 16,068		
Fire Department Building	\$ -	\$ (0)	\$ 15,000			\$ 7,000	\$ 15,000	\$ 7,000		
<b>SUBTOTAL BUILDINGS</b>	<b>\$ 1,763,806</b>	<b>\$ 134,795</b>	<b>\$ 69,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 44,000</b>	<b>\$ 159,795</b>		
Road Reconstruction	\$ 1,439,940	\$ 70,876	\$ 150,000				\$ 1,349	\$ 280,000		
Gravel Roads Improvements	\$ 237,000	\$ 46,351	\$ 10,000					\$ 36,351		
DESIGNATED FUNDS - VT15/Allen Martin Drive	\$ 1,500,000	\$ 31,176						\$ 31,176		
DESIGNATED FUNDS - West Sleepy Hollow Rd - Paving		\$ 67,087						\$ 67,087		
DESIGNATED FUNDS - West Sleepy Hollow Rd - Gravel		\$ 12,585						\$ 9,585		
DESIGNATED FUNDS - Susie Willson Corridor		\$ (41,850)					\$ 41,850	\$ 0		
DESIGNATED FUNDS - Town Center Traffic Improvements		\$ 128,944						\$ 53,944		
DESIGNATED FUNDS - Town Center Common		\$ 52,861						\$ 52,861		
DESIGNATED FUNDS - Woodlands II Stub Road		\$ 1,349					\$ (1,349)	\$ 0		
<b>SUBTOTAL HIGHWAYS</b>	<b>\$ 3,176,940</b>	<b>\$ 369,380</b>	<b>\$ 160,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 41,850</b>	<b>\$ 378,000</b>	<b>\$ 343,230</b>		
Highway Equipment, Vehicles	\$ 2,796,437	\$ (15,779)	\$ 30,000	\$ 190,000			\$ 190,512	\$ 13,709		
Fire Department, Vehicles	\$ 1,897,586	\$ 281,963		\$ 165,000			\$ 210,844	\$ 236,119		
Fire Dept. Equipment		\$ 50,727		\$ 30,000				\$ 80,727		
Police Dept. Equipment		\$ (24,297)	\$ 25,080	\$ 10,000			\$ 15,000	\$ (4,217)		
Capital Park Equipment, Vehicles	\$ 127,870	\$ (1,542)		\$ 28,000				\$ 26,458		
Senior Vans	\$ 22,000	\$ 71,679		\$ 4,000				\$ 75,679		
Administrative Pool Vehicle Replacement	\$ 4,843,893	\$ 376,564		\$ 6,000			\$ 416,356	\$ 19,814		
Park Asset Replacement Plan	\$ 263,729	\$ 115,342	\$ 55,080	\$ 433,000			\$ 36,000	\$ 448,288		
Milfoil Mitigation at Indian Brook	TBD	\$ 86,803	\$ 7,500					\$ 79,342		
Indian Brook Dam Repairs	\$ 205,000	\$ 121,416	\$ 10,000					\$ 94,303		
Indian Brook		\$ 41,099					\$ 10,000	\$ 131,416		
Firearms Signage		\$ 5,000						\$ 31,099		
Rec Impact Fees		\$ 124,019						\$ 5,000		
Cemetery Columbarium		\$ 3,033						\$ 124,019		
DESIGNATED FUNDS - Woodlands Park/Path		\$ 7,043						\$ 3,033		
<b>SUBTOTAL PARK FACILITIES</b>	<b>\$ 468,729</b>	<b>\$ 503,756</b>	<b>\$ 17,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,000</b>	<b>\$ 475,256</b>		
VT RT 15 from Circ to Mini-Golf Course (also called Route 15/McDonaldis)	\$ 22,800	\$ 3,000						\$ 3,000		
Towers Rd Path/Walk from VT128	\$ 216,000	\$ 23,888						\$ 23,888		
Pinecrest Dr Sidewalk from Suffolk Ln to Colchester Rd (VT Rte 2A)	\$ 357,770	\$ (17,156)						\$ (17,156)		
VT15 from Athens Dr to the Circ	\$ 63,125	\$ 492					\$ 15,000	\$ 492		
VT15 from the East Gate of Fort Ethan Allen to West Street	\$ 36,000	\$ 327						\$ 327		

Town of Essex Proposed Capital Budget FY22

FY 21

FY 22

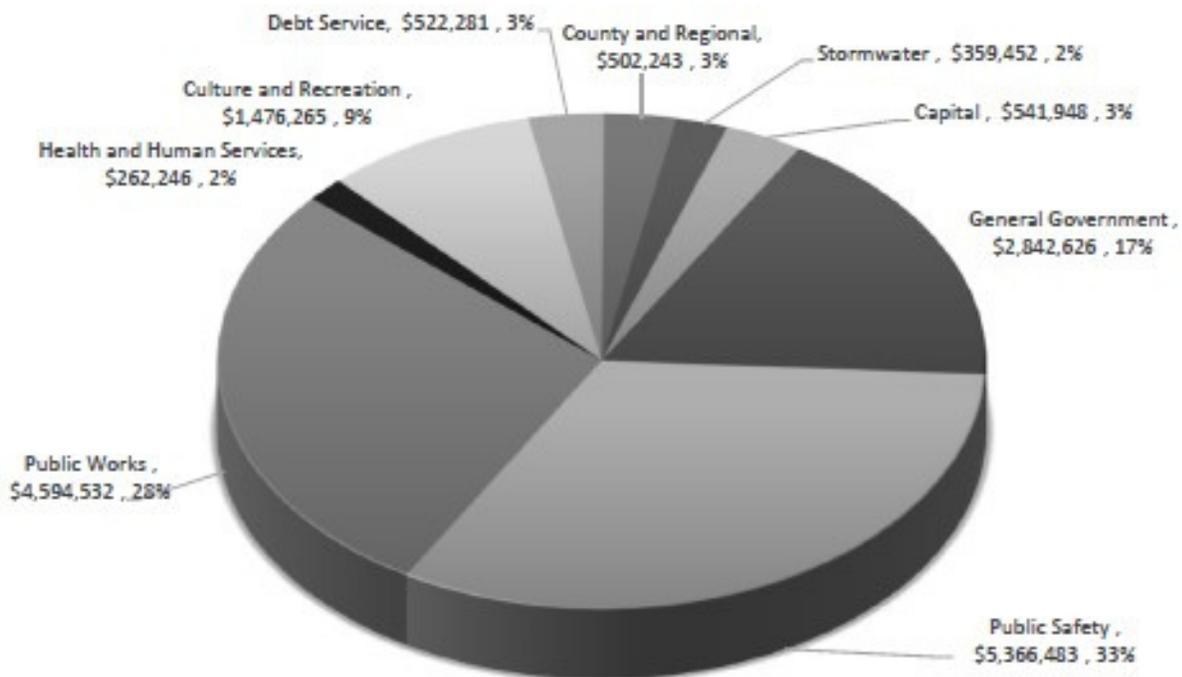
PROJECT NAME	TOTAL PROJECT COST	FY21 BALANCE (6/30/21 estimated)	FY22 ADDITIONS (CAPITAL TAX, budgeted)	FY22 ADDITIONS (Operating or Capital Equip Transfer, budgeted)	FY22 ADDITIONS (Grants / Developer Funds, budgeted)	FY22 ADDITIONS (Transfer between projects, budgeted)	ESTIMATED SPEND FY22	FY22 BALANCE (6/30/22 estimated)
ADA Compliance		\$ -	\$ 20,000					\$ 20,000
General Paths, Walks and Trails	TBD	\$ 168,536	\$ 40,000			\$ (15,000)		\$ 193,536
DESIGNATED FUNDS - Saxon Hill Master Plan and/or Trails	TBD	\$ 12,000	\$ -					\$ 12,000
SW Road to Pearl St. Park	TBD	\$ -	\$ -					\$ -
<b>SUBTOTAL PATHS/WALKS/TRAILS</b>	<b>\$ 695,695</b>	<b>\$ 191,088</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (23,250)</b>	<b>\$ 15,000</b>	<b>\$ 236,088</b>
Stormwater construction projects	\$ 600,654	\$ 454,611	\$ 150,000					\$ 581,361
Sydney Drive Storm Pond Conversion	\$ 35,614	\$ 35,547	\$ -					\$ 60,989
Village Gravel Wetland	\$ 133,069	\$ (679)	\$ -					\$ 35,547
Village Fairview Drive - will finish in FY20	\$ 1,346,185	\$ 10,606	\$ -					\$ (679)
LDS Storm Pond Conversion	\$ 338,925	\$ 834	\$ -	\$ 48,000	\$ 12,000	\$ 60,000	\$ 60,000	\$ 10,606
Town TAP Cul-de-sacs	\$ 50,000	\$ 17,520	\$ -	\$ 20,000	\$ 5,000	\$ 25,000	\$ 25,000	\$ 834
Village Env. Mitigation Grant (phos)	\$ 1,600	\$ 1,920	\$ -					\$ 17,520
Town Better Roads 2019 Grant - done in FY20	\$ 3,785	\$ 3,785	\$ -					\$ 1,920
Village Better Roads 2019 Grant - done in FY20	\$ 37,922	\$ 1,541	\$ -					\$ 3,785
Town Grants in Aid 2019	\$ -	\$ -	\$ -					\$ 1,541
Town Grants in Aid 2021	\$ -	\$ -	\$ -	\$ 31,250	\$ 6,250	\$ 37,500	\$ 37,500	\$ -
CCRPC UPWP Planning Grant	\$ 36,086	\$ 5,117	\$ -					\$ 5,117
2020 UPWP Storm Line Inspection	\$ 120,000	\$ 12,000	\$ -					\$ 12,000
2020 UPWP Storm Line Inspection Village	\$ 24,000	\$ 12,000	\$ -					\$ 12,000
Town Better Roads 2020 Grant	\$ 22,160	\$ -	\$ -					\$ -
<b>SUBTOTAL STORMWATER</b>	<b>\$ 2,750,000</b>	<b>\$ 615,793</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 99,250</b>	<b>\$ -</b>	<b>\$ 122,500</b>	<b>\$ 742,543</b>
Equipment Replacement, Digital Records Management	\$ 125,000	\$ 7,170	\$ 15,000	\$ 4,000				\$ (13,830)
Finance/HR Software Upgrades	\$ 15,000	\$ -	\$ -					\$ -
<b>SUBTOTAL INFORMATION MANAGEMENT</b>	<b>\$ 125,000</b>	<b>\$ 7,170</b>	<b>\$ 15,000</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ (13,830)</b>
Natural Resources Management	\$ 100,000	\$ 36,187	\$ 12,000					\$ 18,000
<b>SUBTOTAL NATURAL RESOURCES MANAGEMENT</b>	<b>\$ 100,000</b>	<b>\$ 36,187</b>	<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,000</b>	<b>\$ 30,187</b>
Undesignated	\$ -	\$ 248,116	\$ -			\$ (41,850)		\$ 206,266
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>	<b>\$ 13,924,063</b>	<b>\$ 2,482,847</b>	<b>\$ 538,580</b>	<b>\$ 437,000</b>	<b>\$ 249,250</b>	<b>\$ (41,850)</b>	<b>\$ 1,079,856</b>	<b>\$ 2,627,821</b>
Water/Sewer Capital Reserve Fund	\$ 190,000	\$ 819,557				\$ (404,108)		\$ 415,449
Pinecrest Drive to Village Route 2A	\$ 190,000	\$ -						\$ -
VT15/Sandhill Rd Intersection Water Line Replacement	\$ 250,000	\$ -			\$ 235,000	\$ 235,000	\$ 235,000	\$ -
Douglas to Willoughby	\$ 242,000	\$ -						\$ -
Sand Hill Road waterline size increase	\$ 258,000	\$ (3,500)						\$ (3,500)
Birchwood/Oakwood Waterline Loop	\$ 350,000	\$ -						\$ -
VT15 CWD Waterline Project (FKA Town Center Waterline)	\$ 1,900,000	\$ (4,108)						\$ -
<b>SUBTOTAL WATER</b>	<b>\$ 3,380,000</b>	<b>\$ 811,949</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,108</b>	<b>\$ 40,000</b>	<b>\$ (0)</b>
West Side Sewers (Pinecrest/SW/Painesville)	\$ 1,422,000	\$ -						\$ 411,949
Cemetery Road	\$ 84,500	\$ -						\$ -
Lang Farm Pump Station Site	\$ 1,000,000	\$ -			\$ 75,000	\$ 75,000	\$ 75,000	\$ -
Village Town Pump Stations NEW	\$ 70,000	\$ 22,000						\$ 22,000
Sewer Pump Station Upgrades (SCADA)	\$ 70,000	\$ -						\$ -
Sewer Pump Station Upgrades (relocate controls)	\$ 400,000	\$ 5,582						\$ -
<b>SUBTOTAL SEWER</b>	<b>\$ 3,046,500</b>	<b>\$ 27,582</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 5,582</b>
<b>TOTAL WATER AND SEWER</b>	<b>\$ 6,426,500</b>	<b>\$ 839,531</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 27,582</b>
<b>GRAND TOTAL</b>	<b>\$ 20,350,563</b>	<b>\$ 3,322,378</b>	<b>\$ 538,580</b>	<b>\$ 437,000</b>	<b>\$ 249,250</b>	<b>\$ -</b>	<b>\$ 1,479,856</b>	<b>\$ 3,067,352</b>

# OPERATING BUDGET

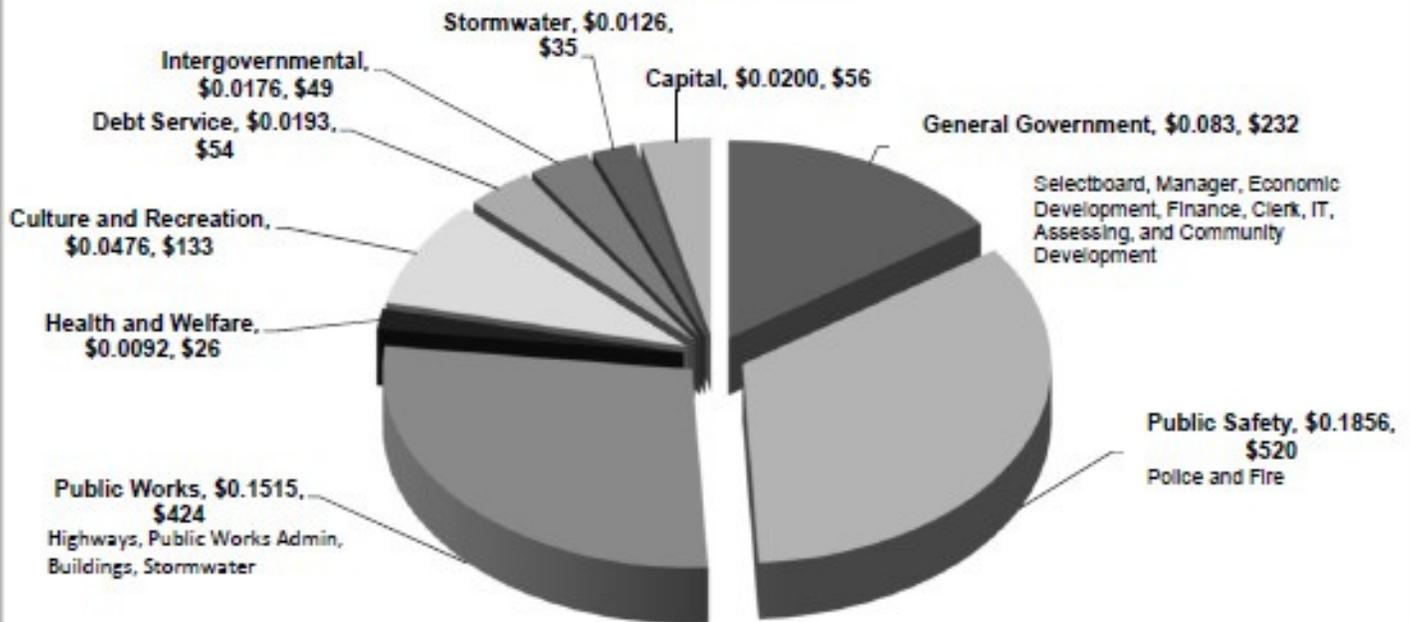
## Town of Essex - General Fund Budget Summary

Department Name:	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	FY22 Budget Proposal
<b>Revenues</b>						
Property Taxes	13,058,658	13,248,010	13,550,175	13,500,305	14,010,856	14,265,056
General Revenue	485,801	540,068	463,001	502,451	463,201	749,701
Administration	116,123	114,202	116,123	118,870	119,278	120,166
Selectboard	-	-	-	-	-	5,000
Clerk	205,900	200,471	205,900	373,029	240,250	249,205
Information Technology	-	-	-	-	-	14,000
ComDev	71,600	102,514	71,600	86,910	81,800	81,800
Police	60,000	44,883	60,000	36,228	60,000	62,200
Animal Control	750	25	750	25	750	-
Pool	61,000	42,904	61,000	27,408	50,000	55,000
Parks	38,000	56,825	40,000	49,675	43,000	59,000
Seniors	-	772	-	137	500	-
Library	1,000	293	1,000	390	1,000	1,000
Public Works Admin	-	-	-	-	-	2,500
Highways	261,000	294,925	261,000	280,216	261,400	261,400
Stormwater	100	135	100	61	100	100
<b>Total General Fund</b>	<b>14,359,932</b>	<b>14,646,027</b>	<b>14,830,649</b>	<b>14,975,704</b>	<b>15,332,135</b>	<b>15,926,128</b>
<b>Expenditures</b>						
<b>General Government</b>						
Administration	464,590	490,003	482,175	618,010	546,269	667,520
Selectboard	73,664	81,681	81,688	118,434	87,982	121,608
Clerk	247,645	178,078	267,976	238,805	273,707	274,215
Finance	729,842	759,921	712,375	679,525	737,065	729,658
Information Technology	376,397	355,847	381,203	352,035	414,372	434,870
Assessing	215,614	212,396	204,689	153,149	169,109	174,672
Community Development	447,661	390,354	399,757	347,230	405,589	413,063
Economic Development	9,815	9,191	9,815	8,540	9,815	27,020
Health & Human Services	244,464	244,230	248,864	272,122	255,829	262,246
County Regional	459,560	456,198	476,842	472,134	499,711	502,243
<b>Public Safety</b>						
Police	4,448,417	3,990,060	4,479,558	3,840,479	4,666,734	4,722,866
Animal Control	33,146	34,677	35,319	125	36,429	39,917
Fire	509,312	561,768	575,392	557,692	590,878	603,700
<b>Culture &amp; Recreation</b>						
Rec Admin	321,525	317,522	355,138	310,014	340,351	357,058
Pool	148,352	119,303	140,136	123,596	141,336	141,066
Parks	310,629	242,913	329,044	286,734	345,351	353,078
Seniors	159,489	130,122	164,764	155,793	191,499	191,183
Library	391,906	361,680	395,722	370,454	391,959	433,880
<b>Public Works</b>						
Public Works Admin	144,884	150,490	184,526	190,873	207,230	276,740
Highways	3,304,824	3,428,810	3,561,906	3,572,592	3,660,507	3,862,142
Stormwater	336,480	283,157	341,500	308,416	347,143	359,452
Buildings	433,424	445,067	462,289	421,578	477,635	455,650
<b>Debt</b>						
Debt	548,292	551,162	539,973	545,717	535,635	522,281
<b>Total General Fund</b>	<b>14,359,932</b>	<b>13,794,631</b>	<b>14,830,651</b>	<b>13,944,047</b>	<b>15,332,135</b>	<b>15,926,128</b>

### FY2022 Proposed Expenditure Budget



### FY2022 Estimated Town Tax Rates and Taxes on \$280,000 Assessed Value Home



Total Estimated Taxes = \$1,530  
 Total Estimated Tax Rate = \$0.5464 (includes \$0.02 capital tax)

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2022

**110-00-00 - General Revenue - Town**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
010.000-Property Taxes	13,384,758	13,332,224	13,841,083	13,500,000	14,265,056
010.001-Highway Tax	165,417	168,081	169,773	169,773	-
020.001-PILOT - Tax Agreements	12,000	10,828	11,000	11,000	11,000
020.017-Electric Car Charging Revenues	-	197	-	-	-
020.022-Rents and Royalties	1,001	1,001	1,001	1,001	1,001
041.000-Intergov: State and Other Grant	-	11,041	-	-	-
042.001-PILOT Revenue	20,000	26,140	25,000	2,500	25,000
042.002-Railroad Taxes	4,200	4,672	4,400	4,400	4,400
042.003-Current Use	23,000	21,597	22,000	22,000	22,000
042.004-State Act 60 Revenue	7,800	7,949	7,800	7,800	7,800
042.005-State Act 68 Revenue	76,000	82,340	76,000	80,000	82,500
060.000-Interest Income	24,000	54,135	26,000	26,000	26,000
070.000-Proceeds from Sale of Assets	-	10,793	-	-	-
085.000-Penalties	105,000	115,805	90,000	40,000	100,000
086.000-Interest	70,000	42,525	80,000	50,000	50,000
098.000-Miscellaneous Revenue	20,000	13,428	20,000	20,000	20,000
099.000-Use of Fund Balance/Reserves	100,000	100,000	100,000	100,000	400,000
<b>Total Revenues</b>	<b>14,013,176</b>	<b>14,002,755</b>	<b>14,474,057</b>	<b>14,034,474</b>	<b>15,014,757</b>

**110-10-10 - Administration, Town**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.002-Shared Employee Revenue	116,123	118,870	119,278	119,278	120,166
<b>Total Revenues</b>	<b>116,123</b>	<b>118,870</b>	<b>119,278</b>	<b>119,278</b>	<b>120,166</b>
<b>Expenditure</b>					
110.000-Regular Salaries	293,810	337,353	338,364	288,364	388,176
210.000-Group Insurance	62,522	56,010	63,263	63,263	96,592
220.000-Social Security	22,477	25,286	25,885	18,744	30,106
230.000-Retirement	26,116	30,415	31,946	27,395	39,347
290.000-Other Employee Benefits	900	1,324	885	885	1,180
320.000-Legal Services	55,000	80,858	60,000	70,000	65,000
330.000-Professional Services	2,500	10	2,500	2,500	10,000
430.000-R&M Vehicles and Equipment	1,500	667	1,000	1,000	500
442.000-Rental of Vehicles or Equipment	-	2,800	-	2,800	2,800
500.000-Training, Conferences, Dues	7,200	5,474	7,276	2,500	9,200
505.000-Technology Subscription, Licenses	-	-	-	-	12,285
540.000-Advertising	5,000	4,444	5,000	5,000	6,500
550.000-Printing and Binding	200	-	200	200	200
570.000-Other Purchased Services	650	93	5,300	5,300	650
580.000-Travel	3,150	4,938	4,000	4,000	4,334
610.000-General Supplies	150	77	150	150	150
755.000-Furniture and Fixtures	1,000	-	500	500	500
890.000-Federal Grant Expense	-	68,261	-	-	-
<b>Total Expenditure</b>	<b>482,175</b>	<b>618,010</b>	<b>546,269</b>	<b>492,600</b>	<b>667,520</b>

**110-11-10 - Legislative, Town**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
099.000-Use of Fund Balance	-	-	-	-	5,000
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
<b>Expenditure</b>					
190.000-Board member payments	7,500	7,250	7,500	7,500	20,273
220.000-Social Security	574	555	574	574	1,551
330.000-Professional Services	40,450	71,910	43,108	34,880	62,300
500.000-Training, Conferences, Dues	25,164	27,538	26,300	26,300	26,284

550.000-Printing and Binding	8,000	11,181	10,500	12,000	11,200
<b>Total Expenditure</b>	<b>81,688</b>	<b>118,434</b>	<b>87,982</b>	<b>81,254</b>	<b>121,608</b>

**110-12-10 - Clerk**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.003-Use of Vault	2,800	4,967	2,800	2,800	3,000
020.004-Recording Fees	130,000	239,122	200,000	205,000	200,000
020.010-Printing and Duplication Services	12,000	13,361	13,000	13,000	13,000
020.012-Sale of Maps	300	343	300	300	300
020.013-Sales of Certified Copy	5,500	15,067	10,000	10,000	15,000
020.014-Sale of Checklists	-	5	-	-	-
020.023-Records Preservation	39,000	86,864	-	-	1,300
030.001-Liquor Licenses	4,500	5,450	4,750	5,500	5,990
030.002-Hunting and Fishing	300	56	150	150	50
030.003-Marriage Licenses	1,500	1,250	1,500	1,500	1,300
030.004-Animal Licenses	9,000	5,961	7,000	7,000	8,665
030.005-Green Mountain Passport	250	244	250	250	250
030.006-DMV Registrations	750	339	500	500	350
<b>Total Revenues</b>	<b>205,900</b>	<b>373,029</b>	<b>240,250</b>	<b>246,000</b>	<b>249,205</b>
<b>Expenditure</b>					
110.000-Regular Salaries	115,274	95,496	119,105	119,105	94,360
120.000-Part Time Salaries	-	-	-	-	28,202
130.000-Overtime	6,389	4,387	6,605	6,605	6,847
210.000-Group Insurance	52,937	42,175	54,615	54,615	44,298
220.000-Social Security	9,307	7,079	9,616	9,616	10,120
230.000-Retirement	9,049	9,138	9,846	9,846	10,408
290.000-Other Employee Benefits	600	600	600	600	600
430.000-R&M Vehicles and Equipment	120	-	120	120	120
442.000-Rental of Vehicles or Equipment	-	2,105	-	2,000	-
500.000-Training, Conferences, Dues	2,200	1,558	2,200	1,500	2,500
570.000-Other Purchased Services	15,600	14,460	15,000	15,000	14,460
570.023-Records Preservation	-	1,933	-	-	1,300
580.000-Travel	500	-	500	-	1,000
610.000-General Supplies	2,000	2,099	1,500	2,000	2,000
820.000-Election Expenses	4,000	7,775	4,000	17,000	8,000
900.000-Transfer between Town/Village	50,000	50,000	50,000	50,000	50,000
<b>Total Expenditure</b>	<b>267,976</b>	<b>238,805</b>	<b>273,707</b>	<b>288,007</b>	<b>274,215</b>

**110-13-10 - Finance, Town**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Expenditure</b>					
110.000-Regular Salaries	186,056	189,348	199,065	199,065	195,860
120.000-Part Time Salaries	-	-	-	-	7,763
130.000-Overtime	3,184	268	3,287	1,000	1,008
210.000-Group Insurance	47,798	44,159	51,266	51,266	50,760
220.000-Social Security	14,477	14,398	15,479	15,300	15,902
230.000-Retirement	17,978	18,522	19,485	19,485	20,010
290.000-Other Employee Benefits	765	940	765	765	765
335.000-Audit	18,750	18,750	16,155	16,155	18,435
442.000-Rental of Vehicles or Equipment	-	1,699	2,000	2,000	2,000
500.000-Training, Conferences, Dues	3,500	1,595	1,500	2,000	2,000
505.000-Technology Subscription, Licenses	-	-	-	-	16,991
520.000-Insurance	407,817	371,284	405,000	390,000	390,000
530.000-Communications	-	-	-	-	564
550.000-Printing and Binding	4,000	5,209	5,200	3,400	3,400
560.000-Postage	3,100	3,022	3,100	3,100	3,100
570.000-Other Purchased Services	3,700	8,920	13,513	16,570	-
580.000-Travel	500	293	500	200	100
610.000-General Supplies	750	968	750	600	1,000
755.000-Furniture and Fixtures	-	150	-	-	-

<b>Total Expenditure</b>	<b>712,375</b>	<b>679,525</b>	<b>737,065</b>	<b>720,906</b>	<b>729,658</b>
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**110-14-10 - Information Technology**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
Contribution from Village WWTF					14,000
<b>Total Revenues</b>	-	-	-	-	14,000
<b>Expenditure</b>					
110.000-Regular Salaries	192,765	181,861	199,173	199,173	205,799
120.000-Part Time Salaries	-	-	-	-	-
210.000-Group Insurance	68,241	52,229	70,269	70,269	70,580
220.000-Social Security	14,746	13,569	15,237	15,237	15,985
230.000-Retirement	17,308	17,075	18,535	18,535	19,406
290.000-Other Employee Benefits	900	-	900	900	900
330.000-Professional Services	7,500	4,495	7,500	7,500	8,500
432.000-R&M Technology	25,578	10,946	22,450	10,000	8,000
500.000-Training, Conferences, Dues	5,500	469	9,400	9,400	12,700
505.000-Technology Subscription, Licenses	-	-	-	-	51,000
580.000-Travel	1,000	111	500	500	500
735.000-Technology: Hardware, Software, Equipment	43,815	67,430	66,408	75,000	37,500
920.000-Transfer between funds (capital)	3,850	3,850	4,000	4,000	4,000
<b>Total Expenditure</b>	<b>381,203</b>	<b>352,035</b>	<b>414,372</b>	<b>410,514</b>	<b>434,870</b>

**110-15-10 - Assessing**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Expenditure</b>					
110.000-Regular Salaries	127,587	104,130	113,403	113,403	80,507
120.000-Part Time Salaries	-	-	-	-	35,353
130.000-Overtime	-	-	-	-	-
210.000-Group Insurance	45,470	21,737	23,491	23,491	22,900
220.000-Social Security	9,761	7,867	8,675	8,675	8,973
230.000-Retirement	12,121	9,992	11,340	11,340	11,729
290.000-Other Employee Benefits	600	-	300	300	300
330.000-Professional Services	3,300	2,678	3,300	3,300	-
430.000-R&M Vehicles and Equipment	1,000	433	1,000	500	500
500.000-Training, Conferences, Dues	1,450	1,443	3,200	1,500	1,010
505.000-Technology Subscription, Licenses	-	-	-	-	10,000
540.000-Advertising	150	-	150	150	150
580.000-Travel	100	58	100	100	100
610.000-General Supplies	150	1,609	150	150	150
755.000-Furniture and Fixtures	-	201	1,000	-	-
920.000-Transfer between funds (capital)	3,000	3,000	3,000	3,000	3,000
<b>Total Expenditure</b>	<b>204,689</b>	<b>153,149</b>	<b>169,109</b>	<b>165,909</b>	<b>174,672</b>

**110-16-10 - Community Development, Town**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.005-Zoning Hearing Fees	1,000	1,890	1,200	1,200	1,200
020.006-Subdivision Filing Fees	11,000	5,090	9,500	9,500	9,500
020.007-Zoning Ordinance Pamphlets	100	-	100	100	100
020.008-CO Inspections and Re-Inspections	9,500	13,195	11,000	11,000	11,000
020.009-CO Compliance Certification	-	-	-	-	-
030.007-Building Structures	50,000	66,735	60,000	60,000	60,000
<b>Total Revenues</b>	<b>71,600</b>	<b>86,910</b>	<b>81,800</b>	<b>81,800</b>	<b>81,800</b>
<b>Expenditure</b>					
110.000-Regular Salaries	254,698	213,246	248,386	248,386	228,147
120.000-Part Time Salaries	-	-	-	-	27,668
130.000-Overtime	-	-	-	-	-
210.000-Group Insurance	57,626	52,869	70,401	70,401	57,636
220.000-Social Security	62,485	15,954	19,002	19,002	19,855

230.000-Retirement	21,048	19,239	23,400	23,400	24,457
290.000-Other Employee Benefits	900	302	900	900	900
330.000-Professional Services	12,500	16,075	12,500	7,500	15,200
430.000-R&M Vehicles and Equipment	1,000	313	1,000	500	500
500.000-Training, Conferences, Dues	4,000	3,227	3,500	3,500	5,000
540.000-Advertising	6,000	3,794	4,500	4,500	6,000
550.000-Printing and Binding	500	-	500	500	500
580.000-Travel	3,000	-	2,500	2,500	3,000
610.000-General Supplies	1,000	4,211	1,000	1,000	1,200
831.000-Special or New Programs	-	-	-	-	5,000
910.000-Transfer between funds (non-capital)	15,000	15,000	15,000	15,000	15,000
920.000-Transfer between funds (capital)	3,000	3,000	3,000	3,000	3,000
<b>Total Expenditure</b>	<b>399,757</b>	<b>347,230</b>	<b>405,589</b>	<b>400,089</b>	<b>413,063</b>

#### 110-17-10 - Economic Development, Town

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Expenditure</b>					
120.000-Part Time Salaries	-	-	-	-	14,352
220.000-Social Security	-	-	-	-	1,098
540.000-Advertising	-	-	-	-	500
800.104-Chamber of Commerce	1,040	1,040	1,040	1,040	1,070
800.105-Greater Burlington Industrial Corporation	7,000	7,000	7,000	7,000	7,000
800.110-Economic Development Committee	1,775	500	1,775	1,775	3,000
<b>Total Expenditure</b>	<b>9,815</b>	<b>8,540</b>	<b>9,815</b>	<b>9,815</b>	<b>27,020</b>

#### 110-18-10 - Health and Human Services

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Expenditure</b>					
330.000-Professional Services	16,258	16,016	16,827	16,827	17,205
500.000-Training, Conferences, Dues	-	-	100	100	100
530.000-Communications	-	-	780	780	780
800.100-Human Service Grants	148,306	171,806	153,322	153,322	159,261
800.106-Essex Rescue	76,300	76,300	76,300	76,300	76,300
800.107-Essex Jct. Cemetery Association	5,000	5,000	5,000	5,000	5,000
800.108-E.C. Historical Museum	3,000	3,000	3,500	3,500	3,600
<b>Total Expenditure</b>	<b>248,864</b>	<b>272,122</b>	<b>255,829</b>	<b>255,829</b>	<b>262,246</b>

#### 110-19-10 - County and Regional Functions

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Expenditure</b>					
800.101-CCRPC	24,624	24,624	25,072	25,072	24,486
800.102-Green Mountain Transit	267,726	267,726	283,484	283,484	290,392
800.103-County Tax	126,749	122,041	131,692	131,692	125,835
800.109-Winooski Valley Park District	57,743	57,743	59,463	59,463	61,530
<b>Total Expenditure</b>	<b>476,842</b>	<b>472,134</b>	<b>499,711</b>	<b>499,711</b>	<b>502,243</b>

#### 110-20-10 - Police, Operating

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.018-Special Police Services	60,000	34,325	60,000	60,000	60,000
020.019-VIN Verifications	-	280	-	250	200
040.800-OJP - Ballistic Vest Grant	-	1,623	-	1,600	-
099.000-Use of Fund Balance	-	-	-	-	2,000
<b>Total Revenues</b>	<b>60,000</b>	<b>36,228</b>	<b>60,000</b>	<b>61,850</b>	<b>62,200</b>
<b>Expenditure</b>					
SUMMARY-Regular Salaries	2,553,719	2,248,356	2,678,295	2,544,380	2,558,575
SUMMARY-Part Time Salaries	-	-	-	-	134,586
SUMMARY-Overtime	276,375	214,527	277,440	263,568	290,679
SUMMARY-Group Insurance	776,684	543,365	808,050	767,648	763,355

SUMMARY-Social Security	216,503	187,678	227,948	216,551	237,339
SUMMARY-Retirement	253,477	221,467	263,514	250,338	285,925
SUMMARY-Other Employee Benefits	9,800	8,316	11,100	10,545	11,400
330.000-Professional Services	31,000	51,674	40,440	40,440	55,000
430.000-R&M Vehicles and Equipment	40,500	56,086	42,000	42,000	43,000
432.000-R&M Technology	55,050	38,550	55,050	55,050	25,050
442.000-Rental of Vehicles or Equipment	-	4,474	5,000	5,000	5,000
500.000-Training, Conferences, Dues	23,400	23,446	23,720	23,720	25,500
505.000-Technology Subscription, Licenses	-	-	-	-	46,680
510.000-Permits, Licenses, Registrations	100	-	175	175	175
530.000-Communications	38,850	37,478	38,850	38,850	31,850
540.000-Advertising	600	295	600	600	600
550.000-Printing and Binding	2,500	2,777	2,500	2,500	2,500
580.000-Travel	7,800	5,849	5,500	5,500	6,500
610.000-General Supplies	21,748	13,980	13,200	13,200	13,200
611.000-Small Tools and Equipment	10,252	5,487	10,252	10,252	10,252
612.000-Uniforms	36,400	37,921	36,400	36,400	37,500
613.000-Program Supplies	-	1,961	1,500	1,500	2,000
735.000-Technology: Hardware, Software, Equipment	20,000	31,495	20,000	20,000	20,000
751.000-Vehicle Purchases	84,000	86,649	84,000	104,000	85,000
830.000-Regular Programs	5,000	1,968	5,000	5,000	5,000
910.000-Transfer between funds (non-capital)	15,800	16,680	16,200	16,200	16,200
920.000-Transfer between funds (capital)	-	-	-	-	10,000
<b>Total Expenditure</b>	<b>4,479,558</b>	<b>3,840,479</b>	<b>4,666,734</b>	<b>4,473,417</b>	<b>4,722,866</b>

#### 110-20-15 - Police, Animal Control

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.021-Animal Control Revenues	750	25	750	25	-
<b>Total Revenues</b>	<b>750</b>	<b>25</b>	<b>750</b>	<b>25</b>	<b>-</b>
<b>Expenditure</b>					
120.000-Part Time Salaries	-	-	-	-	33,806
130.000-Overtime	-	-	-	-	488
220.000-Social Security	-	-	-	-	2,623
330.000-Professional Services	31,719	-	32,829	160	-
570.000-Other Purchased Services	3,600	125	3,600	2,400	3,000
<b>Total Expenditure</b>	<b>35,319</b>	<b>125</b>	<b>36,429</b>	<b>2,560</b>	<b>39,917</b>

#### 110-25-10 - Fire, Town

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
098.000-Miscellaneous Revenue	-	11,112	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>11,112</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>					
120.000-Part Time Salaries	225,000	199,895	225,000	225,000	230,841
210.000-Group Insurance	-	-	-	-	-
220.000-Social Security	17,213	15,291	17,213	17,213	17,659
260.000-Workers Comp Insurance	38,250	30,846	34,565	34,565	30,000
330.000-Professional Services	3,000	370	4,000	4,000	3,000
430.000-R&M Vehicles and Equipment	26,000	28,217	31,000	31,000	31,000
442.000-Rental of Vehicles or Equipment	-	1,135	-	1,200	1,200
500.000-Training, Conferences, Dues	7,000	5,194	8,600	8,600	9,500
530.000-Communications	30,000	33,857	35,000	35,000	30,000
610.000-General Supplies	5,329	1,230	3,500	3,500	3,500
611.000-Small Tools and Equipment	12,100	12,707	14,000	14,000	14,000
612.000-Uniforms	28,000	36,269	28,000	30,000	28,000
613.000-Program Supplies	3,000	3,491	3,500	3,500	3,500
750.000-Machinery and Equipment	5,500	14,190	6,500	6,500	6,500
920.000-Transfer between funds (capital)	175,000	175,000	180,000	180,000	195,000
<b>Total Expenditure</b>	<b>579,392</b>	<b>557,692</b>	<b>590,878</b>	<b>594,078</b>	<b>603,700</b>

**110-30-10 - EPR, Administration**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.002-Shared Employee Revenue	-	1,065	-	-	-
<b>Total Revenues</b>	-	1,065	-	-	-
<b>Expenditure</b>					
110.000-Regular Salaries	200,091	183,237	186,409	186,409	189,185
120.000-Part Time Salaries	-	-	-	-	-
130.000-Overtime	3,101	608	2,708	2,708	2,000
210.000-Group Insurance	91,410	65,411	75,103	75,103	82,622
220.000-Social Security	15,429	13,584	14,467	14,467	14,802
230.000-Retirement	17,907	17,158	18,912	18,912	19,349
290.000-Other Employee Benefits	900	600	900	900	900
330.000-Professional Services	7,800	16,539	20,802	20,802	26,000
500.000-Training, Conferences, Dues	2,400	1,474	3,200	3,200	4,000
505.000-Technology Subscription, Licenses	3,400	7,162	7,600	7,600	7,600
530.000-Communications	750	324	750	750	800
540.000-Advertising	450	-	-	-	-
550.000-Printing and Binding	-	109	-	-	-
561.000-Credit Card Processing Fees	-	1,171	-	-	-
580.000-Travel	2,000	1,266	2,000	1,000	2,000
610.000-General Supplies	2,000	1,371	-	-	300
850.000-Community Events and Celebrations	7,500	-	7,500	7,500	7,500
<b>Total Expenditure</b>	<b>355,138</b>	<b>310,014</b>	<b>340,351</b>	<b>339,351</b>	<b>357,058</b>

**110-30-11 - EPR, Pool**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.303-Pool Fees	61,000	24,541	50,000	25,000	50,000
020.307-Concession Sales	-	2,845	-	-	-
098.000-Miscellaneous Revenue	-	22	-	-	5,000
<b>Total Revenues</b>	<b>61,000</b>	<b>27,408</b>	<b>50,000</b>	<b>25,000</b>	<b>55,000</b>
<b>Expenditure</b>					
120.000-Part Time Salaries	85,589	70,685	85,589	77,030	80,564
130.000-Overtime	-	148	-	-	-
220.000-Social Security	6,547	5,419	6,547	5,892	6,102
431.000-R&M Buildings and Grounds	18,000	19,016	16,000	19,000	21,000
442.000-Rental of Vehicles or Equipment	-	350	-	-	-
500.000-Training, Conferences, Dues	2,500	-	2,800	2,800	2,500
530.000-Communications	2,000	3,656	1,500	1,500	3,000
540.000-Advertising	-	-	-	-	-
570.000-Other Purchased Services	2,000	471	2,300	2,300	2,300
580.000-Travel	-	1,085	-	-	-
610.000-General Supplies	5,000	7,909	8,000	8,000	8,000
611.000-Small Tools and Equipment	5,000	-	5,000	5,000	3,000
612.000-Uniforms	1,500	1,343	1,600	1,600	1,600
622.000-Electricity	12,000	13,514	12,000	12,000	13,000
<b>Total Expenditure</b>	<b>140,136</b>	<b>123,596</b>	<b>141,336</b>	<b>135,122</b>	<b>141,066</b>

**110-30-12 - EPR, Parks and Facilities**

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.308-Facility & Field Rental	7,000	6,100	8,000	6,000	9,000
020.309-Indian Brook Fees	33,000	43,575	35,000	45,000	50,000
<b>Total Revenues</b>	<b>40,000</b>	<b>49,675</b>	<b>43,000</b>	<b>51,000</b>	<b>59,000</b>
<b>Expenditure</b>					
110.000-Regular Salaries	179,666	158,862	185,238	185,238	102,077
120.000-Part Time Salaries	-	-	-	-	90,237
130.000-Overtime	2,355	454	2,431	2,431	2,481
210.000-Group Insurance	42,042	33,849	43,487	43,487	44,170

220.000-Social Security	13,924	12,528	14,356	14,356	15,077
230.000-Retirement	9,377	9,892	10,189	10,189	10,686
290.000-Other Employee Benefits	600	-	600	600	600
330.000-Professional Services	-	-	-	-	-
430.000-R&M Vehicles and Equipment	10,000	8,199	11,000	10,000	11,000
431.000-R&M Buildings and Grounds	22,500	15,224	25,000	25,000	25,000
442.000-Rental of Vehicles or Equipment	500	815	1,500	1,500	350
500.000-Training, Conferences, Dues	550	360	700	700	550
530.000-Communications	2,080	2,010	2,200	2,200	2,200
540.000-Advertising	-	-	-	-	-
570.000-Other Purchased Services	11,000	10,870	11,000	11,000	11,000
610.000-General Supplies	7,000	5,994	7,000	7,000	7,000
611.000-Small Tools and Equipment	950	350	950	950	950
612.000-Uniforms	1,500	2,327	1,700	1,700	1,700
920.000-Transfer between funds (capital)	25,000	25,000	28,000	28,000	28,000
<b>Total Expenditure</b>	<b>329,044</b>	<b>286,734</b>	<b>345,351</b>	<b>344,351</b>	<b>353,078</b>

#### 110-30-13 - EPR, Senior Activities

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.310-Senior Center Payments	-	137	500	-	-
<b>Total Revenues</b>	<b>-</b>	<b>137</b>	<b>500</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>					
110.000-Regular Salaries	120,232	104,980	125,330	125,330	47,086
120.000-Part Time Salaries	-	-	-	-	79,213
130.000-Overtime	-	-	-	-	-
210.000-Group Insurance	11,520	24,583	31,184	31,184	29,835
220.000-Social Security	9,198	7,901	9,588	9,588	9,629
230.000-Retirement	4,014	4,293	4,747	4,747	7,520
290.000-Other Employee Benefits	300	300	300	300	300
430.000-R&M Vehicles and Equipment	12,000	5,883	12,500	5,000	10,000
530.000-Communications	1,500	1,239	1,500	1,500	1,500
540.000-Advertising	-	-	-	-	-
560.000-Postage	300	-	350	350	700
570.000-Other Purchased Services	1,500	611	1,600	1,000	1,000
610.000-General Supplies	200	2,003	400	400	400
920.000-Transfer between funds (capital)	4,000	4,000	4,000	4,000	4,000
<b>Total Expenditure</b>	<b>164,764</b>	<b>155,793</b>	<b>191,499</b>	<b>183,399</b>	<b>191,183</b>

#### 110-35-10 - Essex Free Library

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
040.802-Inter-Library Loan Grant	1,000	390	1,000	400	1,000
<b>Total Revenues</b>	<b>1,000</b>	<b>390</b>	<b>1,000</b>	<b>400</b>	<b>1,000</b>
<b>Expenditure</b>					
110.000-Regular Salaries	238,507	213,496	230,818	230,818	189,891
120.000-Part Time Salaries	-	-	-	-	46,633
130.000-Overtime	-	154	-	-	-
210.000-Group Insurance	68,762	73,599	70,676	70,676	100,270
220.000-Social Security	18,247	16,151	17,659	17,659	18,316
230.000-Retirement	18,206	17,640	18,406	18,406	19,280
290.000-Other Employee Benefits	1,200	900	1,200	1,200	1,200
442.000-Rental of Vehicles or Equipment	-	516	1,500	1,500	1,500
500.000-Training, Conferences, Dues	1,200	-	1,500	1,500	1,500
505.000-Technology Subscription, Licenses	6,200	3,586	8,300	8,300	10,150
570.000-Other Purchased Services	1,500	779	780	780	1,040
580.000-Travel	-	248	-	-	-
610.000-General Supplies	4,100	5,185	3,320	3,320	4,300
640.201-Adult Collection	15,200	14,667	15,200	15,200	15,200
640.202-Juvenile Collection	7,000	6,376	7,000	7,000	7,000
651.000-Technology Supplies	58	-	-	-	2,000

740.000-Improvements other than Building	-	1,630	-	-	-
830.000-Regular Programs	600	527	600	600	600
900.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	15,000
<b>Total Expenditure</b>	<b>395,722</b>	<b>370,454</b>	<b>391,959</b>	<b>391,959</b>	<b>433,880</b>

#### 110-40-10 - PW, Administration

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
099.000-Use of Fund Balance					2,500
<b>Total Revenues</b>	-	-	-	-	2,500
<b>Expenditure</b>					
110.000-Regular Salaries	126,984	137,304	144,950	144,950	171,581
130.000-Overtime	2,776	-	2,873	2,873	2,938
210.000-Group Insurance	15,016	20,659	15,303	15,303	47,055
220.000-Social Security	9,948	10,933	11,308	11,308	14,545
230.000-Retirement	7,780	10,140	12,966	12,966	16,791
290.000-Other Employee Benefits	822	455	630	630	630
330.000-Professional Services	450	400	450	450	450
331.000-Landfill Monitoring	16,000	7,999	14,000	14,000	19,000
442.000-Rental of Vehicles or Equipment	-	2,428	-	-	-
500.000-Training, Conferences, Dues	4,750	555	4,750	4,750	3,750
580.000-Travel	-	-	-	-	-
<b>Total Expenditure</b>	<b>184,526</b>	<b>190,873</b>	<b>207,230</b>	<b>207,230</b>	<b>276,740</b>

#### 110-40-12 - PW, Highways Town

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.011-Sale of Public Works Specs	1,000	1,555	1,400	1,400	1,400
020.015-Public Works Services	-	1,340	-	-	-
040.801-FEMA Grants	-	13,325	-	-	-
042.006-State Aid to Highways	260,000	263,996	260,000	260,000	260,000
<b>Total Revenues</b>	<b>261,000</b>	<b>280,216</b>	<b>261,400</b>	<b>261,400</b>	<b>261,400</b>
<b>Expenditure</b>					
110.000-Regular Salaries	672,659	649,039	678,580	650,000	637,360
120.000-Part Time Salaries	-	-	-	-	15,963
130.000-Overtime	90,000	38,625	95,000	90,000	103,877
210.000-Group Insurance	234,436	183,228	241,689	235,000	209,605
220.000-Social Security	58,344	52,617	59,851	56,610	50,189
230.000-Retirement	67,362	61,568	72,462	70,300	64,016
290.000-Other Employee Benefits	3,345	1,610	3,345	3,000	3,045
330.000-Professional Services	12,000	5,640	11,000	8,000	9,000
422.000-Snow Removal	24,000	28,296	29,000	29,000	31,500
430.000-R&M Vehicles and Equipment	97,800	117,262	97,800	100,000	100,000
442.000-Rental of Vehicles or Equipment	15,100	14,348	14,600	14,600	15,500
451.000-Summer Construction Services	310,940	443,306	310,940	310,940	349,800
500.000-Training, Conferences, Dues	8,000	2,737	8,000	8,000	5,000
521.000-Insurance Deductibles	-	7,009	-	-	-
530.000-Communications	14,240	16,603	11,500	11,500	18,840
540.000-Advertising	2,100	2,008	2,100	2,100	1,800
570.000-Other Purchased Services	4,400	10,893	4,400	4,400	6,225
571.000-Streetscape Maintenance	17,450	13,516	18,200	18,200	17,950
572.000-Traffic Control	35,900	40,397	37,500	37,500	44,250
573.000-Sidewalk and Curb Maintenance	28,000	12,279	28,000	28,000	27,000
574.000-Bridges	500	-	500	500	500
575.000-Storm Sewer Maintenance	132,000	130,823	134,500	134,500	136,500
580.000-Travel	1,500	1,706	3,000	3,000	3,000
600.000-Salt, Sand and Gravel	214,800	205,100	228,400	228,400	227,000
605.000-Summer Construction Supplies	64,000	61,604	65,780	65,780	73,280
610.000-General Supplies	8,900	5,254	8,900	8,900	8,900
612.000-Uniforms	11,000	10,507	11,500	11,500	12,415
622.200-Streetlight Electricity	69,000	102,964	96,000	96,000	98,000

750.000-Machinery and Equipment	6,000	5,170	6,000	6,000	9,000
900.000-Transfer between Town/Village	1,149,130	1,149,130	1,191,960	1,191,960	1,392,627
920.000-Transfer between funds (capital)	180,000	199,353	190,000	190,000	190,000
<b>Total Expenditure</b>	<b>3,561,906</b>	<b>3,572,592</b>	<b>3,660,507</b>	<b>3,613,690</b>	<b>3,862,142</b>

#### 110-40-13 - PW, Stormwater Town

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Revenues</b>					
020.016-Stormwater Management Fee	100	61	100	100	100
<b>Total Revenues</b>	<b>100</b>	<b>61</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Expenditure</b>					
110.000-Regular Salaries	123,443	121,964	127,845	127,845	117,633
120.000-Part Time Salaries	-	-	-	-	14,904
130.000-Overtime	1,100	-	1,149	1,149	1,175
210.000-Group Insurance	23,021	19,619	23,682	23,682	27,112
220.000-Social Security	9,528	9,423	9,868	9,868	10,744
230.000-Retirement	9,946	10,073	10,733	10,733	11,666
290.000-Other Employee Benefits	465	300	465	465	465
330.000-Professional Services	25,000	24,816	20,000	20,000	20,000
451.000-Summer Construction Services	15,000	-	15,000	15,000	16,000
510.000-Permits, Licenses, Registrations	34,000	29,761	36,000	36,000	32,500
540.000-Advertising	13,000	12,663	13,000	13,000	13,000
570.000-Other Purchased Services	12,500	8,905	12,000	12,000	12,000
580.000-Travel	5,450	1,845	5,550	5,550	5,700
900.000-Transfer between Town/Village	69,047	69,047	71,851	71,851	76,553
<b>Total Expenditure</b>	<b>341,500</b>	<b>308,416</b>	<b>347,143</b>	<b>347,143</b>	<b>359,452</b>

#### 110-41- SUMMARY BUILDINGS

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Expenditure</b>					
400.000-Contracted Services	74,722	49,853	66,500	66,500	57,115
410.000-Water and Sewer Charges	9,365	8,005	8,210	8,210	7,375
431.000-R&M Buildings and Grounds	55,600	105,817	73,500	73,500	108,000
530.000-Communications	35,670	37,345	38,900	38,900	35,260
610.000-General Supplies	51,900	26,492	54,200	54,200	27,300
621.000-Natural Gas/Heating	28,400	22,384	26,905	26,905	21,400
622.000-Electricity	69,630	70,170	69,220	69,220	68,200
626.000-Gasoline	136,000	101,512	136,950	136,950	131,000
730.000-Buildings and Improvements	1,000	-	750	750	-
755.000-Furniture and Fixtures	-	-	2,500	2,500	-
<b>Total Expenditure</b>	<b>462,287</b>	<b>421,578</b>	<b>477,635</b>	<b>477,635</b>	<b>455,650</b>

#### 110-95-00 - Debt, Town

	2020 Budget	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Expenditure</b>					
950.901-Police Facility Debt Principal	345,000	345,000	345,000	345,000	345,000
955.901-Police Facility Debt Interest	194,973	194,973	184,890	184,890	174,408
970.901-Police Lease Principal	-	4,982	5,343	5,343	2,815
975.901-Police Lease Interest	-	762	402	402	58
<b>Total Expenditure</b>	<b>539,973</b>	<b>545,717</b>	<b>535,635</b>	<b>535,635</b>	<b>522,281</b>
<b>Total Revenue</b>	<b>14,830,649</b>	<b>14,987,881</b>	<b>15,332,135</b>	<b>14,881,327</b>	<b>15,926,128</b>
<b>Total Expenditure</b>	<b>14,830,649</b>	<b>13,944,047</b>	<b>15,332,135</b>	<b>14,970,204</b>	<b>15,926,128</b>
<b>Net Operations</b>	<b>-</b>	<b>1,043,834</b>	<b>-</b>	<b>(88,877)</b>	<b>0</b>

The firm of Kittell, Branagan and Sargent was engaged to audit the financial statements of the Town of Essex for the fiscal year ended June 30, 2020. 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.essexvt.org](http://www.essexvt.org)

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

**TOWN OF ESSEX  
ANNUAL TOWN MEETING  
Monday March 2, 2020**

**SELECTBOARD:** Elaine Haney, Chair; Max Levy; Patrick Murray; Andy Watts; Annie Cooper

**STAFF PRESENT:** Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Finance Director/ Assistant Manager; Courtney Bushey, Assistant Finance Director; Tammy Getchell, Assistant to the Manager; Travis Sabatano, HR Director; Owiso Makuku, Community Development Director; Darren Schibler, Town Planner; Charles Cole, Fire Chief; Rick Garey, Police Chief; Captain Ron Hoague, Police; Rob Paluba, IT Director; Ally Vile, Parks and Recreation Director; Caitlin Corless, Essex Free Library Director; Bill Ellis, Town Attorney; Cindy Delibac; Heather Packard; Jenny Willingham, Assistant Clerk; Susan McNamara-Hill, Clerk; Jill Evans, Community Justice Center Director; Karen Dolan; Aaron Martin, Town Engineer/Utilities Director; Harlan Smith; Dennis Lutz, Public Works Director.

**PUBLIC SPEAKERS:** Walter Adams; Lisa Allen; Doug Babcock; Jeff Benjamin; Andrew Brown; Dustin Bruso; Raj Chawla; Kent Koptiuch; Karen Dolan; Paula Duke; Betsy Dunn; Jerry Fox; Scott Friedman; Dave Keenan; Dan Kerin; Brendan Kinney; Brittany Laberge; Lisa Laberge; Lisa Laberge; Ethan Lawrence; Bob Leuang; Linda Myers; Michael Munson; Zane Reynolds; Mark Roberts; John Rodenburg; Brian Shelden; Ken Signorello; Gabrielle Smith; Harlan Smith; Margaret Smith; Richard Smith; Mitch Stern; Daryl Stultz; Saramichelle Stultz; Mike Sullivan; John Wermer; Claire Wolcox; Carl Wermer; Irene Wrenner.

**MODERATOR:** Steve Eustis

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Mr. Eustis introduced himself as Town Moderator at 7:42 PM. He invited Boy Scouts Troop 635 to lead the flag ceremony. They led the assembly in reciting the Pledge of Allegiance and Gary Moreau sang the National Anthem.

Patrick Murray read "An Invitation to Civility" from the book All Those in Favor by Susan Clark and Frank Bryan: *"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, and 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."*

Mr. Eustis held a moment of silence for Dave Rogerson and Bill Adams, who passed this year, as well as first responders and U.S. Military around the world. He then introduced Selectboard Chair Elaine Haney. Ms. Haney recognized the efforts of the school's food service staff, the senior bus, Parks and Recreation childcare and Channel 17 for their roles in helping make Town Meeting a success. She introduced the Selectboard members, administration, Village Trustees present, state representatives and senators present, and thanked all present who volunteer in the Town of Essex.

Mr. Eustis explained Roberts Rules of Order for the meeting.

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At 7:55 Mr. Eustis called the meeting to order and read Article I:

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

55  
56 **PAULA DUKE made a motion, seconded by LINDA MYERS, to approve Article I.**

57  
58 Hearing no comments, Mr. Eustis called a voice vote to accept Article I.

59  
60 **The motion passed unanimously.**

61  
62 Mr. Eustis read Article II:

63  
64 *ARTICLE II. Shall the Town adopt a budget for the fiscal year July 1, 2020 to June 30, 2021*  
65 *as recommended by the Selectboard in the amount of \$15,332,134?*

66  
67 **DUSTIN BRUSO made a motion, seconded by BRITTANY LABERGE, to approve Article II.**

68  
69 Ms. Haney provided an overview which included an explanation of savings resulting from  
70 consolidated services between Essex Town and Village of Essex Junction; FYE2021 budget  
71 objectives and amounts; where budget increases came from; estimated tax impact; and how Essex  
72 taxpayer dollars break out into a pie chart of expenses for the Town.

73  
74 Mr. Eustis opened public discussion on Article I:

- 75 • Daryl Stultz said he would not be voting for the budget and proposed it be cut by 42% by  
76 eliminating funds to various services shared with the Village of Essex Junction, including Library,  
77 Fire, and Parks and Recreation.

78  
79 **DARYL STULTZ made a motion, seconded by SARAMICHELE STULTZ to reduce the**  
80 **budget to \$14,572,001.**

81  
82 Mr. Eustis opened public discussion on the Amendment to Article I:

- 83 • Ethan Lawrence talked about his understanding of how the budget's cost sharing is calculated,  
84 based on the grand list, pointing out what he sees as high expenses in salaries and some  
85 departments.
- 86 • Carl Wermer said he would not vote for the amendment because he sees the services funded  
87 by the budget as important, but felt the points being made are important.

88  
89 Hearing no other comments, Mr. Eustis called a voice vote to accept the Amendment to Article II.

90  
91 **The motion failed by voice vote.**

92  
93 Mr. Eustis reopened public discussion on Article II:

- 94 • Zane Reynolds said that the FYE07 budget was the last time the Town of Essex did not  
95 increase the tax rate. He shared his concerns about budget growth and local government costs.

96  
97 **ZANE REYNOLDS made a motion, seconded by a gentleman (name unclear), to amend**  
98 **Article I and approve a flat budget in the amount of \$14,830,649.**

99  
100 Mr. Eustis opened public discussion on the Amendment to Article II.

- 101  
102 • Walter Adams agreed that the budget should be level. He talked about a doubling of household  
103 tax rates in 10 years and his concerns with the surpluses at the end of each fiscal year.

104  
105 Ms. Haney showed a slide to explain fund balance, saying that Town policy states the Town must  
106 retain a fund balance up to 15% of the General Fund for emergencies; the budgets are developed  
107 to avoid deficits; and that any excess fund balance is used in various ways, including to offset tax  
108 increases in the following year.

- 109
- 110 • Jan Abbot opposed the amendment, saying she supported the building manager's increased
- 111 hours and because the budget increase includes health insurance increases out of the Town's
- 112 control.
- 113 • Brian Sheldon stated approval of the FY21 budget because he believes it pays for quality staff
- 114 and healthcare. Ms. Haney said that the Town changed healthcare providers to minimize the
- 115 increase in insurance costs in FY21.
- 116 • Andrew Brown said he would vote against the amendment because he thinks it would
- 117 undermine the ability of the Town to recruit and retain staff.
- 118 • Ethan Lawrence talked about his concerns with what he sees as excessive amounts of money
- 119 going toward only certain parts of Town.
- 120 • Kent Koptiuch said he would vote against the amendment. He discussed the importance of
- 121 maintaining 24-7 fire protection, including paying a small stipend per call to volunteers, versus
- 122 hiring firefighters.
- 123 • Mike Sullivan stated he would vote against the amendment.
- 124 • Michael Munson said that he would vote against the amendment, concerned that there may be
- 125 a delay in catching up with capital expenses if there is a budget cut.
- 126 • John Rodenburg said he was undecided on the amendment but expressed concern that the
- 127 budget increases may be outpacing inflation.
- 128 • A gentleman said that he does not see the level budget proposal as a cut but a reduction of
- 129 what is planned, in order to balance the budget with inflation.
- 130 • Walter Adams said he supports the amendment and restated his position that the fund balance
- 131 at the end of recent years suggests that the Town is collecting more tax money than is needed.
- 132 • Mark Roberts said he would vote for the amendment because he sees it as a good compromise.
- 133 He expressed concern about money going toward legal counsel on a merger. Ms. Haney
- 134 explained the reasoning behind the legal counsel consulted on the merger process.
- 135 • Harlan Smith said the cost to taxpayers to enjoy a \$1.5 million dollar recreation program for
- 136 \$820,000 is worth the tax per household.
- 137 • John Wermer wondered if any of the increases in the budget are related to merging and Ms.
- 138 Haney clarified that no new consolidation strategies were considered for the FY21 budget.
- 139 • Jerry Fox said he sees the budget increases over the past years as important to keep up with
- 140 dramatically changed service needs due to the increased urbanization of the Town.
- 141 • Betsy Dunn asserted that she thinks any surpluses in the budget should go back to the voters to
- 142 decide how it is reinvested.
- 143 • Karen Dolan said she trusts the staff and the officials elected to represent the Town to craft a
- 144 responsible budget and would vote on it as it was originally proposed.
- 145 • Margaret Smith commented that she attends almost all of the Town Selectboard meetings and is
- 146 confident that the Finance Director and the Selectboard worked hard to draft the budget, in its
- 147 original amount. She also reminded the voters of the previous year's approved which included
- 148 an additional \$100,000 as an amendment from the floor on Town Meeting Day.
- 149 • Ken Signorello talked about how the \$874,939 excess fund balance was reallocated. Mr. Teich
- 150 explained that the FY20 fund balance was, in part, due to not being able to recruit and fill a
- 151 position they expected and need to fill.
- 152

153 **KEN SIGNORELLO made a motion, seconded by ZANE REYNOLDS, to add \$200,000 to the**

154 **amendment.**

155

156 **CLAIRE WOLCOX made a motion, seconded by DAVE KEENAN, to call the question.**

157 **The motion passed unanimously by voice vote.**

158

159 Mr. Eustis asked whether the voters would amend the amendment by adding \$200,000.

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The motion Failed by voice vote.

Doug Babcock encouraged the Selectboard to consider new strategies in the next years to address the issues voters raised about the budget, as they are crafting them.

DOUG BABCOCK made a motion, seconded by DAN KERIN to call the question.

The motion passed by voice vote.

Mr. Eustis asked whether the voters would accept the amendment of Article II, changing the FY21 budget amount to \$14,830,649. The result of the voice vote was unclear and Mr. Eustis called for the Board of Civil Authority to conduct a division of the house.

The motion failed, with 72 in favor and 212 opposed.

DUSTIN BRUSO made a motion, seconded by DAN KERIN, to call the question.

The motion passed by voice vote

Mr. Eustis asked whether the voters would accept Article II.

The motion passed by voice vote

### *ARTICLE III. Public to be Heard*

Ms. Haney spoke in honor of Selectboard member Max Levy, who is stepping down after 12 years of service on the board. She discussed highlights of his time as a board member and commended his generosity. She described his respect of staff and his values of open dialogue and efficient management. Rep. Ms. Linda Myers shared that when she served with Mr. Levy on the Selectboard, he was always willing to help. Mr. George Tyler, Vice President of the Essex Junction Board of Trustees, described his friendship with Mr. Levy and pointed out that, during his time on the Selectboard, Mr. Levy was involved with foundational changes and made a positive impact. Mr. Levy said that it has been an honor to have served on the Selectboard as a member, Chair and Vice Chair. He said he has always tried to represent the best interests of the community.

Mr. Eustis invited public comments, first requesting any general comments.

- Jerry Fox asked community members to consider volunteering with the Historical Society.
- Mitch Stern shared a concern that, in the proposed merger plan, taxes in the Town outside the Village will go up and the taxes in the Village will go down.
- Scott Friedman asked for an update on the 1% local option tax. Ms. Haney described what a Local Option Tax is and said the discussion will continue at a future point.
- Ethan Lawrence pointed out that, according to his calculations, the average salary for a full time employee in the Town of Essex is \$77,000, which he feels is high, compared to how many hours and how hard he works to make his lower salary.
- Kent Koptiuch said that Essex should vote for the annual budgets by Australian Ballot, to encourage greater participation.
- Jerry Fox expressed his gratitude that Town Meeting can stimulate such important discussions.
- Lisa Laberge expressed concern with her experience of not being able to find documents on the website and by request. She hopes the planned new website will help with this.

Mr. Eustis invited discussion of Article V:

- Mike Sullivan stated that he thinks changing the charter, under Article 5, will not solve the issues people think will be addressed.

- 214 • Daryl Stultz said that he does not see a Selectboard bias. He noted that this is the first time
- 215 there are more Selectboard members from inside the Village than from outside of the Village.
- 216 • John Wermer received clarification from Ms. Haney that, according to Roberts Rules of Order, if
- 217 a tie takes place on an even Selectboard, the motion fails.
- 218 • Zane Reynolds requested that the Selectboard members state whether they live in the Village or
- 219 the Town outside the Village.
- 220 • Gabrielle Smith said she sees all the Selectboard members representing everyone and sees
- 221 Article 5 as contributing to community division.
- 222 • Jeff Benjamin expressed concern that his personal email was used to contact him about Article
- 223 V.
- 224 • Brian Shelden said he is against Article V because he thinks it will discourage businesses
- 225 interested in coming to the community.
- 226 • Mitch Stern stated his perception that when the Selectboard works alongside the Village
- 227 Trustees, there is an 8-2 representation imbalance. He talked about how he sees this imbalance
- 228 playing out when Village taxes are considered for decrease and Town outside the Village taxes
- 229 for increases. He said he thinks the merger plan is creating division so Article V is a good option.
- 230 • Jerry Fox suggested that the Village not need to pay for half of all of the Town's services when
- 231 they are already paying for their own services.
- 232 • Harlan Smith clarified that, in the merger plan, if the Village tax rates decrease and the Town tax
- 233 rates increase, the Village tax rate will still be significantly higher until rates are equalized.
- 234 • Ken Signorello explained that, as one of the authors of the article, his intention was to ensure
- 235 equal representation while resolving tax burdens. Ms. Haney explained how the Village of Essex
- 236 Junction became an incorporated Village.
- 237 • Irene Wrenner said if representation on the Selectboard had been equal the current tax burden
- 238 would be less. She recapped her efforts in previous merger plans and said the Article V 3-3
- 239 structure is modeled after the Essex Westford School District (EWSD)board.
- 240 • Raj Chawla said that with Article 5 being framed as similar to the School Board structure, he
- 241 wanted to point out that the representatives on the School Board are all representing all
- 242 children, just as the Selectboard represents all residents.
- 243 • Dan Kerin said that it is not fair to say that a person from a different part of town cannot
- 244 understand the needs of all residents of Essex.
- 245 • John Wermer said a 3-3 Selectboard would create division.
- 246 • Brendan Kinney said that, on the EWSD school board, there is a 10-member representation
- 247 structure but two members each get half of a vote, so there are 9 votes.
- 248 • Lisa Allen said she likes the idea of being able to vote for the best Selectboard candidates from
- 249 the entire community, rather than being limited by where people are from.
- 250 • Richard Smith said the last two out of three merger votes in Essex passed by the voters. He
- 251 said the first one was rejected by the State of Vermont Legislature and the second one failed
- 252 after a petition for a revote.
- 253 • Mike Munson said he does not think Article V solves a problem because he sees consistent
- 254 representation, with a full Selectboard, and when there is a concern with representation new
- 255 people emerge to run for positions. He feels fairly represented by the people he votes for.
- 256 • Bob Leuang said that if the merger vote passes it will not matter if Article V passed.
- 257 • Mark Roberts said he is uncomfortable with the 3-3 representation structure of Article V and
- 258 does not support the Village merger because of the perception that there have not been enough
- 259 Selectboard members representing the Town outside the Village in the process.
- 260

261 Mr. Tyler provided an overview of the consolidation process and Essex merger proposal, saying  
262 that the Selectboard and Village Board of Trustees' Governance Subcommittee that worked on this  
263 plan was made up of two representatives from the Village and two from the Town outside the

264 Village. Mr. Tyler discussed major efforts during the past 7 years related to consolidation. He  
265 talked about the subcommittee's formation in 2018 to research, review and determine possible  
266 governance models. He talked about key challenges with crafting a unified charter and discussed  
267 the recommendations from the subcommittee. Mr. Tyler described the proposed 5-year transitional  
268 phase for the new governance model and a 12-year phase-in of tax reconciliation. He explained  
269 rationale for a 7-member transitional governance structure of two elected from the Village, two  
270 elected from the Town outside the Village and 3 elected at-large (2-2-3). He talked about why the  
271 committee moved away from a 3-3-1 model, which would have one elected person at-large. Mr.  
272 Tyler talked about the phased-in tax reconciliation rationale and the mechanisms for facilitating this  
273 merger. He discussed other subcommittee recommendations including voting for budgets by  
274 Australian ballot, the Annual Meeting dynamics, the name of the new community (Essex) and how  
275 water and sewer would be handled.

276  
277 Mr. Eustis invited discussion of the proposed merger:

- 278 • Mitch Stern shared his thoughts with Mr. Tyler about what he sees as unacceptable tax  
279 increases, how efficiencies may be calculated, how realistic the recommendations are and  
280 pointed out that a portion of Local Options Taxes go to the State of Vermont. Ms. Haney gave  
281 some examples of how efficiencies could be calculated.
- 282 • Harlan Smith asked whether an \$800,000 payment would be due at the end of the 12-year tax  
283 reconciliation plan. Mr. Tyler clarified that the question is related to tax district strategies and  
284 gave examples of how this could be avoided. Mr. Smith pointed out that there would be many  
285 new assets that the Town of Essex would acquire within the merger plan.
- 286 • Lisa Laberge shared some of the research she has done on mergers. She said she is hoping for  
287 more information from the Selectboard that would assure her this merger would work.
- 288 • John Wermer asked how the consolidation process would take place between merged  
289 departments resulting in positive work cultures. Mr. Teich talked about how the process would  
290 navigate work cultures and said each department would provide plans for how they would look.
- 291 • Irene Wrenner expressed disagreement with a hypothetical firetruck example in the information  
292 about efficiencies provided by Ms. Haney.

293  
294 Hearing no other comments, Mr. Eustis called a motion to adjourn.

295  
296 **DAN KERIN made a motion, seconded by MARK ROBERTS, to adjourn the meeting.**

297  
298 Mr. Eustis called a voice vote to accept the motion.

299  
300 **The motion passed unanimously at 10:51 PM.**

301  
302 Respectfully Submitted,  
303 Cathy Ainsworth  
304 Recording Secretary

305  
306 Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020

307  
308 (See minutes of this day for corrections, if any)

309  
310  
311 \_\_\_\_\_  
312 Patrick Murray, Clerk, Selectboard

# EMERGENCY NUMBERS



## ADMINISTRATIVE

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

## TELEPHONE DIRECTORY OF TOWN SERVICES

FOR INFORMATION REGARDING	CALL	NUMBER
Birth & Death Certificates	Town Clerk	879-0413
Building & Zoning Permits	Zoning Administrator	878-1343
Burning Permits	Police Department	878-1333
Detectives	Police Department	879-4923
Dog Complaints	Police Department	879-1333
Dog Licenses	Town Clerk	879-0413
Elections (Town & General)	Town Clerk	879-0413
Essex Westford School District	Superintendent	878-8168
Health Complaints	Community Development	878-1343
Library	Essex Free Library	879-0313
Licenses (Hunting, Fishing, Marriage)	Town Clerk	879-0413
Motor Vehicle Registration (renewals only)	Town Clerk	879-0413
Planning & Subdivisions	Community Development	878-1343
Public Works/Streets	Public Works	878-1344
Town Parks & Recreation	Parks & Recreation	878-1376
Recycling/Drop-off Center	Chittenden Solid Waste District	872-8100
Senior Center Bus	Senior Center	878-6940
Swimming	Parks & Recreation	878-2973
Tax Maps/Assessments	Assessor/Real Estate Appraisal	878-1345
Tax Collections	Finance	878-1359
Town of Essex	Unified Manager	878-1341
Village of Essex Junction	Unified Manager	878-6944
Village Recreation & Parks	Recreation & Parks	878-1376
Voting Registration	Town Clerk	879-0413
Water/Sewer Services	Public Works	878-1344
Email Address	<a href="mailto:manager@essex.org">manager@essex.org</a>	
Website	<a href="http://www.essexvt.org">www.essexvt.org</a>	



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

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