

2019 ANNUAL REPORT



Essex, Vermont

Photography by Josh Otey



SEE INSIDE FOR:

GREATER ESSEX 2020

ANSWERING YOUR QUESTIONS
about the NOVEMBER 2020 MERGER VOTE

2019 ANNUAL REPORT of the Town of Essex, Vermont

Fiscal Year July 1, 2018 to June 30, 2019

ANNUAL MEETING

The Town Meeting is on Monday, March 2, 2020 at 7:30 PM in the Essex High School auditorium at 2 Educational Drive, Essex Junction, Vermont. The free community dinner is at 6:30 PM in the cafeteria prior to Town Meeting. Free childcare is available during Town Meeting.

When: Monday, March 2, 2020

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

Where: Essex High School

Voting: Voting by Australian ballot is on Tuesday, March 3, 2020 at the Essex High School, 2 Educational Dr. and the Essex Middle School, 58 Founders Road, 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 or this agenda, call the Town Manager's office at 878-1341.

Selectboard1st and 3rd Monday (and as required) – 7:00 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 Commission2nd and 4th Monday - Noon

Library Board of Trustees as required

Energy Committee.....2nd Wednesday – 7:00 PM

Cemetery Commission 2nd Thursday – 5:30 PM

TOWN OF ESSEX
Annual Town Meeting
March 2, 2020

THE LEGAL VOTERS OF THE TOWN OF ESSEX IN THE COUNTY OF CHITTENDEN ARE HEREBY NOTIFIED AND WARNED TO MEET AT ESSEX HIGH SCHOOL IN ESSEX JUNCTION, VERMONT ON MONDAY, MARCH 2, 2020 AT 7:30 P.M. TO TRANSACT THE FOLLOWING BUSINESS AND TO ACT ON THE FOLLOWING ARTICLES.

- ARTICLE I. Shall the reports of the Officers be accepted?
- ARTICLE II. Shall the Town adopt a budget for the fiscal year July 1, 2020 to June 30, 2021 as recommended by the Selectboard in the amount of \$15,332,134?
- ARTICLE III. Public to be Heard.

WHEREUPON, AFTER DISPOSITION OF SAID BUSINESS, SAID MEETING SHALL BE ADJOURNED TO THE FOLLOWING DAY, MARCH 3, 2020, FOR THE CONSIDERATION OF THE FOLLOWING ARTICLES TO BE VOTED ON BY AUSTRALIAN BALLOT. THE POLLS FOR SAID BALLOT SHALL BE AT ESSEX HIGH SCHOOL, ESSEX JUNCTION AND THE ESSEX MIDDLE SCHOOL, 58 FOUNDERS ROAD, ESSEX AND SHALL BE OPEN FROM 7:00 AM UNTIL 7:00 PM AT WHICH TIME THEY SHALL BE CLOSED.

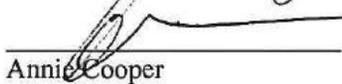
- ARTICLE IV. Election of the following:
Moderator, 1 vacancy (1-year term)
Selectboard, 2 vacancies (3-year terms)
- ARTICLE V. Shall the Town of Essex amend the town charter to expand the Selectboard from 5 at-large members to 6 members – 3 of whom would be elected from inside-the-Village and 3 of 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.

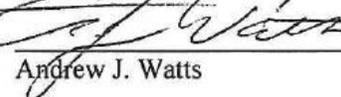
Dated at Essex, Vermont, this 23rd day of January 2020 by the Essex Town Selectboard.


Elaine Haney, Chair


Max/G. Levy, Vice Chair


Patrick Murray, Clerk


Annie Cooper


Andrew J. Watts

ESSEX COMMUNITY DINNER

Residents are invited to a free dinner prepared and served by EWSD's Child Nutrition Program. Dinner begins at 6:30 PM on Monday, March 2, 2020 in the cafeteria of Essex High School. Town Meeting will follow at 7:30 PM.



Menu

Grilled Herb-Marinaded Chicken
Cabot Macaroni & Cheese
Peppered Corn
Cole Slaw
Garlic Bread
Gluten Free Multigrain Bread
Garden Salad, Fruits, Drinks and Dessert

ESSEX SENIOR VAN

Phone: 878-6940

The Senior Vans will be available for transportation to and from Town Meeting. Please contact the scheduling line at **878-6940 no later than noon on Friday, February 28, 2020** to reserve transportation for the Town Meeting and Community Dinner.

CHILDCARE AT TOWN MEETING

Phone: 878-1376

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

Pre-registration is not required, but great appreciated. To register, please call Parks and Recreation at 878-1376.

*Children must be potty-trained.

Mission and Goals

Mission Statement

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

Vision Statement

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

Town Selectboard Goals

- We will continue working with the Village of Essex Junction on a potential merger vote for November 3, 2020.
- We will work with the Town's Economic Development Commission on business recruitment and retention.
- We will appoint highly qualified residents and experts to the newly formed Essex Housing Commission that will explore the many housing issues in our Town.
- We will complete the ETC Next plan, affirming our residents' vision for the future of Essex Town Center.
- We will begin implementing the Saxon Hill Management Plan.
- We will complete the Town-wide Building Needs Analysis and begin planning our facilities needs for the future.
- We will launch a new Town website.
- We will continue to provide high quality services with efficiency and expediency.
- We will work with our municipal and service provider partners on local and regional issues.

TABLE OF CONTENTS

Dedication	1
Selectboard—Message from Chair	2-6
Greater Essex 2020 Answering Your Questions	7-8
Message from Unified Manager	9-10
Elected Town Officials.....	11
Appointed Town Officials.....	12-14
Your Community Needs You	15
Town Information	16
State Information.....	17
Voting District Descriptions	18
Town Clerk/Treasurer	19
Public Works Department.....	20-21
Assessing Department	22
Community Development Department.....	23-24
Essex Free Library	25-27
Parks and Recreation Department	28-29
Essex Senior Van	30
Health Officers	31-32
Essex Fire Department.....	33
Essex Police Department	34-35
Community Justice Center	36-37
Conservation and Trails Committee	38
Economic Development Commission	39-41
Essex Energy Committee.....	42-44
Community Partners	45
Essex Human Services Funding	46
Town of Essex and Village of Essex Junction Shared Services Summary.....	47-52
Proposed Town Budget FY21.....	53-65
Town of Essex Annual Meeting Minutes March 4, 2019.....	66-70
Telephone Directory	

Dedication

In Memory of Ann Myers



The Selectboard dedicates the 2019 Essex Town Annual Report to Ann Myers, in memory of over a decade of providing excellent and unwavering municipal service to the Town of Essex.

Born in Burlington, Ann was raised and educated in Winooski. Her first involvement in public service was as the spouse of an active duty Airman whose duties took Ann and their children to Europe, Southwest Asia as well as duty stations throughout America. Returning to Winooski, Ann worked for the City of Winooski for approximately 25 years in various administrative positions ultimately rising to her job as City Manager. Ann was active in the Vermont League of Cities and Towns as well as the State Municipal Managers' Association.

After a brief stint in the private sector, Ann was appointed to an administrative position that would ultimately be entitled "Personnel and Benefits Assistant" for the Town of Essex where she excelled in every aspect of her employment until her retirement December 31, 2016.

During her tenure in Essex, marriage to Jim Myers in 2007 proved to be a joyous occasion for Ann. Together with her vast assortment of management and interpersonal skills, she brought her personal sentiments of happiness to the office each day. Ann was trusted by the other employees. Her protection and maintenance of confidential conversations, explanations of personnel regulations, health issues and attention to the family impacts of various aspects of benefit administration were exceptional in their clarity and sensitivity as written and spoken comments of appreciation have testified. Ann needed little supervision; she did a superlative job all day every day irrespective of the task.

In the aggregate, Ann devoted 35 years of her life to various sectors of public service. Ann was an honest, thorough, friendly, serious, team-oriented and sympathetic person. In retrospect, her traits would serve as a perfect template for all who aspire to serve the public. It is most fitting that Ann Marie Myers have the 2019 Annual Report dedicated to her. One of Ann's annual jobs was to organize, edit and be responsible for the timely production of the Essex Annual Report.

Ann passed away April 28, 2019.



Elaine Haney

SELECTBOARD CHAIR

Your elected officials have been very busy in 2019, working with municipal staff and our many volunteer committees to accomplish goals and continue making the Town of Essex a great place to live, work, and play. We also worked closer than ever before with the Village of Essex Junction Trustees; it has been a year full of collaboration and partnership, and we look forward to continuing our work together in 2020.

Considering merger

The Selectboard and Village Trustees have been working tirelessly to explore the potential of a merger. We anticipate a community-wide vote on November 3, 2020 on whether or not the Town of Essex and Village of Essex Junction should merge into a single municipality. Both boards approved the following statement regarding this process:

The Village Board of Trustees and Town Selectboard believe we will be stronger together as one united community. We can work as one to plan for the future, attract and retain a vibrant business community, protect our natural resources, restore and enhance our infrastructure, improve our services, overcome challenges we face, and establish ourselves as Vermont's premier livable community.

For those reasons, we are exploring a merger of the Town of Essex and Village of Essex Junction. We're relying on residents' feedback to help us develop the best models for representation and for taxing everyone equitably for our municipal services. We ask all our residents and businesses to give us feedback on what they seek in a merged community, so that we can develop a governance plan for a vote in November 2020.

The boards appointed a Governance Subcommittee which met regularly throughout the year, exploring merger-related topics of representation, taxation, identity, and charter changes. The boards also hired KSV, a market research firm from Burlington, to collect feedback from the community about multiple aspects of a potential merger. The Governance Subcommittee acted as a steering committee for the public outreach performed by KSV. Through a combination of surveys and focus groups, KSV obtained opinions and responses from almost 800 hundred residents. We thank every resident who participated in a focus group, answered a survey, wrote a letter to the editor, or posted on Front Porch Forum, and personally spoke to board members and staff. Your input is crucial. There will be many more opportunities to provide your feedback in the coming months.

The Selectboard, Village Trustees, and municipal staff came together in June for a "Strategic Advance" (as opposed to a "retreat"—we are always moving forward!) to strategize how the two boards can best work together, provide direction to staff, and prepare for the possibility of merger. In 2019 the Selectboard and Trustees also met jointly 1-2 times each month to discuss budgeting, merger, governance, and other issues affecting the parts of our governments that have already consolidated. We are working extremely hard to do the necessary research to understand the impacts of a potential

merger, and to answer all the questions residents have. Please visit GreaterEssex2020.org for updates and information, see the infographic following this letter, visit the new Facebook page, and be sure to read the boards' weekly column, "Working towards a Greater Essex," in The Essex Reporter and on Front Porch Forum. As always, please reach out to any of your elected officials with your questions and concerns.



Housing in Essex is becoming a bigger focus

Along with the Village Trustees the Selectboard adopted a Housing Needs Assessment and Action Plan, which analyzes the different kinds of housing in our community and will help us identify housing needs town-wide. This assessment will inform a Housing Commission that both boards jointly created in January 2020. The Selectboard also worked with Champlain Housing Trust and Vermont Foundation of Recovery to apply for a grant to create recovery housing at Fort Ethan Allen.

Support for human services grows

Back in 1985 the voters of Essex directed the Selectboard to award 1% of the general fund to human services organizations that serve the town. In 2019 we awarded human services grants in the amount of \$137,086 to several organizations including Aunt Dot's Place, Essex CHIPS, Green Mountain Habitat for Humanity, and Steps to End Domestic Violence. Over the years, the generosity of Essex voters has amounted to well over \$2 million in contributions to local nonprofits that provide crucial support to our residents. The Selectboard recently approved a new application and review system for the award process and identified four focus areas for distribution of funds later this year:

- Access to health and behavioral health
- Emergency food and disaster relief
- Child or family support for healthy relationships
- Affordable housing or housing assistance

Firearms discharge ordinance amendments

After a lengthy public participation process, the Selectboard amended the Town's firearms discharge ordinance. We thank all of the passionate residents who shared their opinions during the process. The amended ordinance limits firearms discharge at Indian Brook Park and the 90-acre school parcel at Saxon Hill to October 15 – December 15 each year, and only for the purposes of hunting.

Energy projects and planning

Along with the Village Trustees the Selectboard adopted the Essex Community Enhanced Energy Plan. This plan is a vision for the Essex Community to advance the State of Vermont's Comprehensive Energy Plan and to align energy planning with local land use policies. At the request of the Essex Energy Committee, the Selectboard approved the Town's application to participate in an electric bus pilot project. Also in 2019 a 500kw solar array supported by the Selectboard and the Energy Committee came on line, and is now generating power that the town purchases at a reduced rate through a net metering contract. In August, Green Lantern completed construction on Green Mountain Power's 4.45 MW solar array and 2 MW battery storage facility, also located on River Road.

Stewarding our natural resources

The Town of Essex enjoys hundreds of acres of conservation lands and parks, and in 2019 we were the grateful beneficiaries of a new addition. The Unsworth family donated 164 acres that abut Indian Brook Park, permanently protecting natural resources including wetlands, streams, and wildlife habitat. In addition, the Selectboard adopted the Saxon Hill Vision Framework. More than 400 participants shared their thoughts on the ideal future for the Saxon Hill Forest and their recommendations were clear:

steward natural resources, keep the forested setting, and maintain trails for recreation. The findings and recommendations of the Framework will inform a new Saxon Hill management plan.

Support for regional services continues

The Selectboard 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 also worked with concerned residents to advocate for maintaining an essential bus route in danger of being cut by Green Mountain Transit. GMT reported that they had never had such vocal advocacy from a community, and they reestablished Route 4, a crucial route for many of our residents. Well done, Essex!

In addition...

Throughout the year the Selectboard also tended to smaller but no less important business. We instituted a new liquor license approval process, making it more efficient for business owners to renew their licenses, and we approved dozens of renewals and new licenses. We approved the lease of a new Town fire engine, and the purchase of new firefighting apparatus and a new dump truck. We wrapped up the second year of Unified Manager Evan Teich's ongoing tenure with us by completing a thorough performance evaluation.

Thank you and welcome

In 2019 we said goodbye to two long-serving board members and welcomed two new elected officials. We are deeply grateful for the dedicated service of Mike Plageman and Irene Wrenner, and welcomed Annie Cooper and Patrick Murray to the team.

Municipal staff accomplishments

We cannot overstate how lucky we are in Essex to have such talented, dedicated, and hardworking staff working in our municipal government. From the administrative staff at 81 Main Street to the public works crew who plow our roads to the summer staff who watch our children, the dedication of our employees and the pride they take in their work are things Essex residents appreciate. We are deeply grateful for your fine service to our community.

Here are just a few highlights of the enormous amount of work our Town employees accomplished in 2019:

- The Cemetery Commission and Clerk's Office oversaw completion of a much-needed gravestone restoration project at the Essex Common Burial Ground. The restoration was performed by Essex business Bianchi Stone Crafters thanks to a \$25,000 grant obtained by the Commission from The Preservation Trust of Vermont.
- In partnership with Essex Westford School District, administrative and public works staff collaborated on the very complicated rollout of busing in the Town and Village, making frequent adjustments to sidewalk and road plowing to accommodate the changes to the best of our ability.
- IT staff created a new Town of Essex website, expected to go live in early 2020, which will be more user friendly and will offer better notification features for residents.
- Essex Parks & Recreation staff completed a move to 75 Maple Street to work more closely with Essex Junction Recreation & Parks and provide our residents with more efficient services.
- Public Works installed a new replacement water line on Dalton Drive that will improve flow and pressure in the Susie Wilson Road corridor and Fort Ethan Allen.

- Community Development staff worked with the U.S. Census to create an Essex Complete Count Committee in advance of the 2020 Census. The committee has been meeting and working to reach the highest count possible in Essex, a crucial way to ensure Essex and Vermont receive an appropriate amount of federal funds.
- A buildings manager – a position new to Essex – began part-time work in 2019 and has already proven himself indispensable, making repairs in buildings across Essex and analyzing and scheduling needed maintenance.
- Many thanks to Public Works for their responsiveness during a more challenging than normal winter of ice and snow, as well as the Halloween 2019 storm that washed out many roads.
- Repairs and improvements were made to the Town Highway garage to fix a damaged structure and to the Essex Free Library to fix flood damage.
- The Essex Police Department has invested in a beneficial partnership with the Howard Center, adding four social workers to serve as first response for mental health related incidents in Essex and our neighboring communities. This collaboration has greatly assisted in deescalating potentially dangerous situations and provided much needed assistance to officers in the field. The program recently added a fifth social worker.
- The Police Department also welcomed several new police officers and expanded hours for the Animal Control Officer.
- Town and Village Public Works worked together on a new storm water gravel wetland at the corner of Fairview Drive and Main Street for improving storm water flow and stream water quality.
- The Finance Department transitioned to paperless accounts payable processing, which eliminates manual filing and duplicative data entry, and streamlines the approval process.
- Several new businesses and new buildings came to Town with the help of staff:
 - A new Starbucks and three additional retail businesses will open soon at the corner of VT Route 15 and Susie Wilson Road.
 - UVM Medical Center’s primary care center expansion at the corner of VT Route 15 and Essex Way will open in the summer.
 - Blodgett’s parent company, Middleby, located a new division in Essex.
 - Vermont Systems on Market Place expanded and hired several new workers.

Town staff members earn awards

Congratulations to the following Essex employees who received awards in their fields in 2019:

- Life Saving Medals for police officers Ben Chiaravalle, Kris Remillard, and Bryon Wehman
- Young Professional Recreation Award from Vermont Recreation & Parks for Adriane Martin
- Chelsea Mandigo of the Wastewater Treatment Plant, which is located in the Village of Essex Junction and serves the Town of Essex, received a Stormwater Award from Green Mountain Environmental Association.
- Jim Jutras and his team at the Wastewater Treatment Plant received grant funding from the Governor’s Phosphorus Innovation Challenge.

Comings & goings

In 2019 we said goodbye to many long-serving staff:

- Loren Ward, Highway Superintendent, nearly 32 years (retired)
- Lt. Kenneth Beaulieu, Police, nearly 30 years (retired)
- Brian Roy, Highway, 20 years (retired)
- Det. Sgt. Robert Estes, Police, 19 years

- Officer Matthew Nesto, Police, 18 years
- Dana Hanley, Community Development Director, 13.5 years
- Terri Sabens, Assistant to Assessor, 11 years
- Robert Ransom, Senior Van Driver, 8.5 years
- Thomas Kabusk, Highway Maintenance, 5 years

... and volunteers:

- Karin Hammer-Williamson, Memorial Hall Committee
- Barbara Higgins, Economic Development Commission
- Eric McCarthy, Conservation & Trails Committee
- Julie Miller-Johnson, Economic Development Commission
- Jonathan Peach-Kenworthy, Energy Committee
- Mike Plageman, Selectboard
- Dan Stein, Conservation & Trails Committee
- Abigail Tykocki, Energy Committee
- Irene Wrenner, Selectboard

We also welcomed several new volunteers:

- Dave Auert, Energy Committee
- Alan Botula, Conservation & Trails Committee
- Elisabeth Coleman, Conservation & Trails Committee
- Phil March, Energy Committee
- Mike Plageman, Zoning Board of Adjustment
- Brian Shelden, Economic Development Commission

Looking ahead

We're looking forward to 2020 and the many initiatives we will continue pursuing to benefit Essex and its residents.

- We will hold a vote to consider merger on November 3, 2020. The Selectboard and Trustees will continue working diligently in the coming months to finalize a merger plan and reach out to residents about what the changes could mean for our community.
- We will complete another round of paving and repairing streets.
- Our entire community will participate in the US Census.
- We will kick off a new Housing Commission to explore the many housing issues in our Town.
- We will complete the ETC Next plan, affirming our residents' vision for the future of Essex Town Center.
- We will begin implementing the Saxon Hill Management Plan.
- We will complete the Town-wide Building Needs Analysis and begin planning our facilities needs for the future.
- We will launch a new Town website.

Thank you for your part in making the Town of Essex a great place to live. We look forward to serving you in 2020.





GREATER ESSEX 2020

ANSWERING YOUR QUESTIONS
about the NOVEMBER 2020 MERGER VOTE

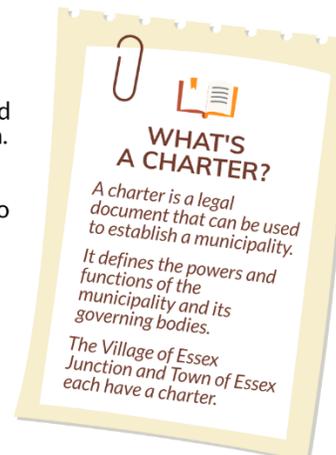
FIRST THING'S FIRST: WHAT ARE WE VOTING ON?

The Town of Essex and the Village of Essex Junction are currently **two municipalities** with **two separate charters**, sharing some municipal services under contract. Town and Village residents are all residents of the Town -- Village residents are residents of both.



The **Town of Essex Selectboard** and the **Village of Essex Junction Board of Trustees** are exploring a potential merger of the governance of the two municipalities under a single charter to form a single government entity.

Following extensive research, collaboration, and a robust public engagement process, the community will vote on **November 3, 2020** on whether to proceed.



WHY EXPLORE A MERGER?

The Village Board of Trustees and Town Selectboard believe we will be stronger together as one united community. We can work as one to:



Plan for the future



Restore and enhance our infrastructure



Attract and retain a vibrant business community



Improve our services



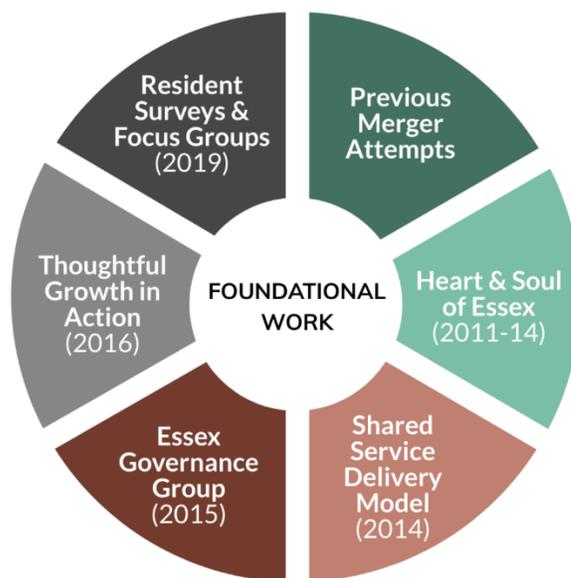
Protect our natural resources



Overcome challenges we face



Establish ourselves as Vermont's premier livable community



KEY CHALLENGES:

There are still a number of issues to resolve leading up to a community decision, including:



Taxation



Governing board structure & elections



Community identity

CURRENTLY:

The Town and Village function **TOGETHER** in many ways:



Manager's Office (One Unified Manager)
Police Department
Clerk's Office
Finance Department
Essex Area Senior Center
Public Works Department



These departments and services are paid for by all members of the Essex community.



Consolidations have saved more than \$2.8 million combined from fiscal years 2014-2020.

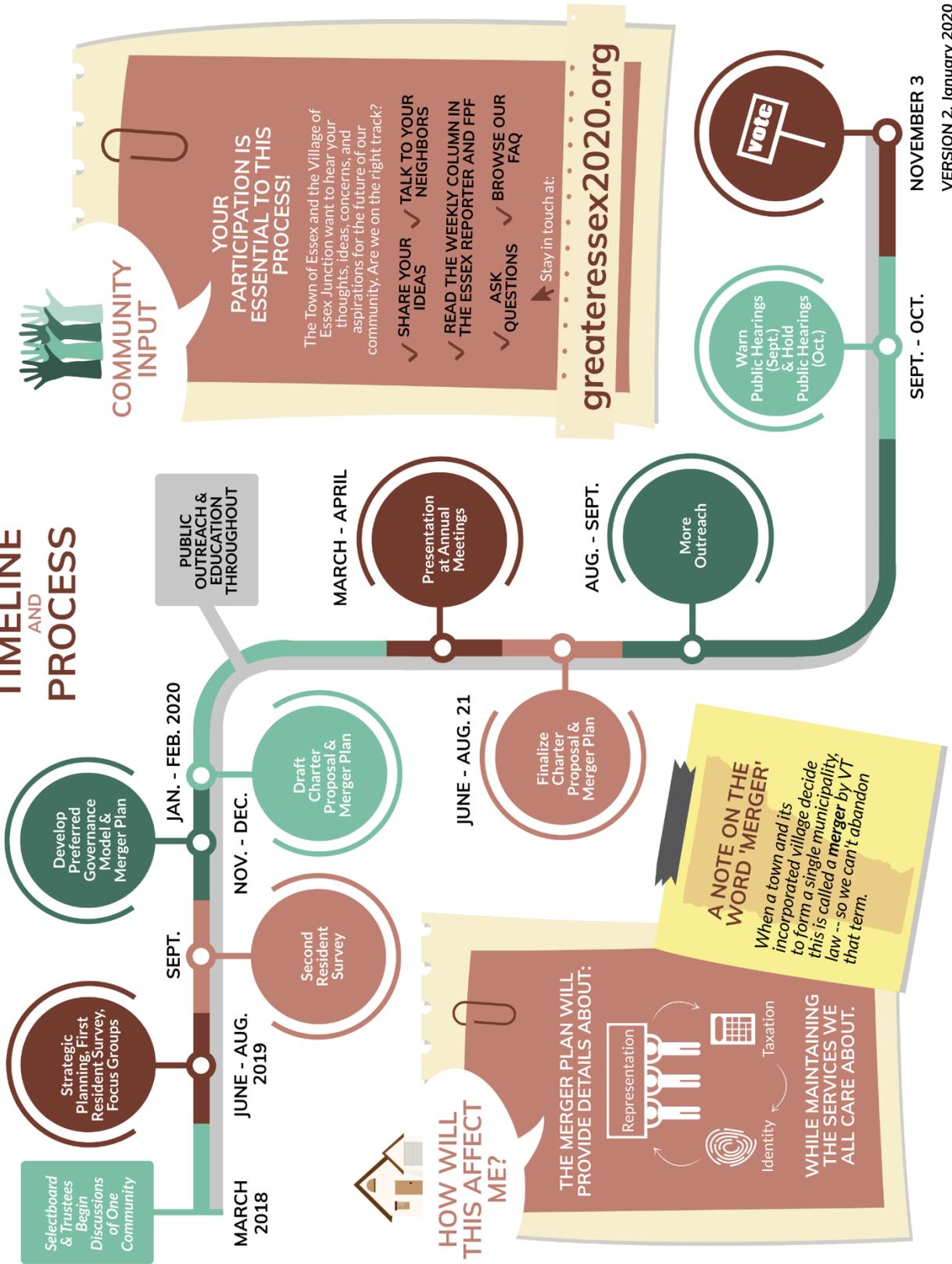
The Town and Village still budget **SEPARATELY** for these services:



Fire Department
Libraries
Community Development
Parks and Recreation
Capital Planning
Elected & Appointed Boards

WHAT'S NEXT? →

TIMELINE AND PROCESS





Evan Teich

UNIFIED MANAGER

The year has certainly been one of change here at the Town as we have had our fair share of retirements and new hires. We have also continued our work on consolidating and sharing services between the Town and the Village while working towards a goal of being ready to merge the two governments into one depending on the November 2020 vote outcome. To date, the Town and Village share the following departments: Unified Manager's office, one Finance department including water and sewer billing, Information Technology, the Clerk's Office, One Town Assessor, Senior Center activities and for the past 40 years, one police department. In addition to the above, this year the Town's Recreation staff co-located at 75 Maple with the Village's staff and they have started to share some personnel to reduce duplications and the need to hire more full-time employees and co-produce their brochures.

Why should we merge?

I am frequently asked, if we are doing all of that and it is working and saving money, why should we merge? Well the simple answer is that, the two elected bodies; Village Board and Town Selectboard, as well as the staffs of the two communities, are working and cooperating to make these arrangements work, but without merger and taking the next steps these arrangements may be unsustainable. The current elected board members have been willing to compromise and diligently working towards merger. They see merger as a good thing and a way for the communities to cost effectively provide the level of services and quality of life desired. But, there is no guarantee that future elected officials will see things the way these do and they could simply vote to undo what has been done. And, if undone, what of the savings?

What is unknown is the following: without merger, do the communities go back to each having their own Village/Town/Manager, finance directors, two independent recreation departments, two human resources departments or two IT departments? Without merger, can you speak with one voice, move in one direction, or share in the vision of building Vermont's most livable community?

Over the past five years, there has been substantial sharing of the overall municipal property tax burden. The Village property owners pay property taxes into the Town and receive services from the Town like police and fire protection, senior van transportation, Town Clerk services, management and finance services as well as IT and HR. The Village's public works budget is now contained within the Town's budget and we all share the services provided to the Senior Center (at 2 Lincoln Street).

The Town also covers regional costs for all its residents, including the Village: Green Mountain Transit and senior transportation (\$280,000), Essex Rescue (\$75,000), Regional Planning dues.

Merger is not all that we are working on. The Community Development department has been working on an update to the Essex Town Center Plan-called ETC Next, adopted a new gun discharge ordinance, purchased a new fire engine, paved roads and paths, hired our first buildings superintendent (part-time), re-focused our Economic Development Commission, started the process to establish a Housing Commission, performed renovations at the Essex Free Library, added new police officers, working on ecological issues such as stormwater runoff and reductions in phosphorus levels, and committed new funds for additional cyber security to protect vital Town and personal records and a new website to better connect with our citizens.

It is our mission to provide high quality services to our residents and businesses. We take great pride in what we do and try to do our business in the most transparent way possible. If you have a question or concern I am available at eteich@essex.org.



ELECTED TOWN OFFICIALS

MODERATOR

Steve Eustis Expires 2020

SELECTBOARD

(3-Year Terms)

Elaine Haney, Chair Expires 2021

Max G. Levy, Vice Chair Expires 2020

Patrick Murray, Clerk Expires 2022

Andrew J. Watts Expires 2020

Annie Cooper Expires 2022

CHAMPLAIN WATER DISTRICT COMMISSIONER

(3-Year Term)

Aaron Martin Expires 2022

Evan Teich (Alternate) Expires 2022

JUSTICES OF THE PEACE

(As of Jan. 1, 2020)

(2-Year Term)

Bernard Couture, 9 Redwood Terrace, Essex Junction, VT 05452	802-879-7332
Betsy Dunn*, 2 Cindy Lane, Essex Junction, VT 05452	802-878-6628
David Alofsin*, 7 Tanglewood Drive, Essex Junction, VT 05452	802-598-5818
Dawn Hill-Fleury*, 9 Saybrook Road, Essex Junction, VT 05452	802-878-7622
Diane Clemens*, 15 Williams Street, Essex Junction, VT 05452	802-878-3536
Dylan Giambatista*, 12 Arlington Street, Essex Junction, VT 05452	802-734-8841
Kelly McCutcheon Adams*, 7 Kings Court, Essex Junction, VT 05452	802-878-3588
Linda Costello, 5 Williams Street, Essex Junction, VT 05452	802-878-5481
Linda Myers*, 51 Forest Road, Essex Junction, VT 05452	802-878-3514
Liz Subin*, 1601 Old Pump Road, Essex Junction, VT 05452	802-310-0194
Lori Houghton, 40 School Street, Essex Junction, VT 05452	802-373-0599
Marybeth Redmond*, PO Box 8075, Essex, VT 05451	802-488-0531
Patrick Murray*, 15 Briar Lane, Essex Junction, VT 05452	802-598-9859
Ryan McLaren*, 38 Drury Drive, Essex Junction, VT 05452	860-235-9095
Tim Jerman, 5 Sycamore Lane, Essex Junction, VT 05452	802-878-2972

*Performs marriages

APPOINTED TOWN OFFICIALS

CEMETERY COMMISSION (3-Year Terms)

Frances Kinghorn, Chair	Expires 2020
Joan Janzen	Expires 2021
Susan Brown	Expires 2022
Elaine Strunk	Expires 2022
Marcus Wilson	Expires 2020
Charles Cole, Sexton	Expires 2020

CONSERVATION AND TRAILS COMMITTEE (3-Year Terms)

Cristine Hammer, Chair	Expires 2021
Andrew Mills, Vice Chair	Expires 2022
Hilary Jones, Clerk	Expires 2022
Alan Botula	Expires 2020
Justin St James	Expires 2020
Dan Stein	Expires 2021
Elizabeth Coleman	Expires 2022

ECONOMIC DEVELOPMENT COMMISSION (3-Year Terms)

Greg Morgan, Chair	Expires 2021
James Bernegger	Expires 2022
Brian Shelden	Expires 2022
Julie Miller-Johnson	Expires 2020
Melinda Monroe	Expires 2020

ENERGY COMMITTEE (3-Year Terms)

Will Dodge, Chair	Expires 2022
Natalee Braun	Expires 2020
Phil March	Expires 2022
Bradley Prior	Expires 2020
David Skopin	Expires 2020
Michael Gifford	Expires 2020
Irene Wrenner, Ex Officio	

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

Bonnie Doble, Chair	Expires 2022
Iris Banks	Expires 2022
Marie Froeschl	Expires 2021
Joan Janzen	Expires 2020
Lorna Swerhone	Expires 2020
Janet Watts	Expires 2022
Michael Yandow.....	Expires 2020

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

William McKone	Expires 2020
Vacancy	Expires 2019
Ione Minot	Expires 2019
Irene Wrenner.....	Expires 2020
Vacancy	Expires 2019
Vacancy	Expires 2020
Vacancy	Expires 2020

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

Dustin Bruso, Chair	Expires 2020
David Raphael, Vice Chair	Expires 2020
Joshua Knox, Clerk	Expires 2022
Ned Daly.....	Expires 2022
Tom Furland.....	Expires 2023
John Mangan.....	Expires 2021
Jonathan Schumacher.....	Expires 2022

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

Jerry Firkey, Health Officer	Expires 2020
Sharon Kelley, Deputy Health Officer	Expires 2020

**TOWN SERVICE OFFICER
(Annual Appointment)**

Jerry Firkey.....	Expires 2020
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**ZONING BOARD OF ADJUSTMENT
(3-Year Terms)**

Justin St. James, Chair	Expires 2021
Hubert Norton.....	Expires 2020
Nick Martin, Clerk	Expires 2020
Michael Plageman.....	Expires 2022
Tracey Delphia	Expires 2022

OTHER APPOINTED OFFICIALS

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

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.** For more information, please visit the Town website at www.essex.org.

UNITED STATES CENSUS 2020:



Every town is an important part of the American story.

Make sure your town's story is told by responding to the 2020 Census—the count of everyone living in the United States. When you do, you'll also help your town get the most out of the American dream.

Responding Is Important for Your Community

Census responses provide data that can attract new businesses and the jobs that come with them. The data also informs where over \$675 billion in federal funding is spent each year in states and communities. That includes money for things like:

- > Medicare Part B
- > Special education
- > Supplemental Nutrition Assistance Program
- > Cooperative Extension Service
- > Substance Abuse Prevention and Treatment Block Grant
- > Water and waste disposal systems for rural communities

Responding Is Safe

Your personal information is kept confidential by law.

Responding Is Easy

To complete the census, answer a handful of questions online, by phone, or by mail. Choose the option that works best for you.

Every Person Counts

Whether it's funding in communities across your state or helping determine the number of seats your state will have in the U.S. House of Representatives—every count makes an equal impact.

For more information, visit:
2020CENSUS.GOV

Shape your future
START HERE >

United States®
Census 2020

D:\CP-RU-EN-038

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 2, 2020 Town Meeting – 7:30 PM
 March 3, 2020 – Voting by Australian Ballot Polls open – 7:00 AM to 7:00 PM
 March 16, 2020 2nd half of property taxes due
 April 1, 2020 Dog licenses due
 September 15, 2020 1st half of property taxes due
 March 15, 2021 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 \$ 26,480,995

	Town Residential	Town Non-Residential	Village Residential	Village Non-Residential
General Tax Rate	0.5067	0.5067	0.5067	0.5067
Education Rate	1.5385	1.6930	1.5385	1.6930
Town Capital	0.0200	0.0200	0.0200	0.0200
Town Highway	0.0110	0.0110		
Local Agreement Rate	0.0019	0.0019	0.0019	0.0019
Essex Junction Recreation				
Essex Junction Village			0.3206	0.3206
EJ Economic Development			0.0100	0.0100
TOTAL MUNICIPAL RATE	2.0781	2.2326	2.3977	2.5522

TOWN OFFICE LOCATION AND HOURS

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



STATE INFORMATION



U.S. CONGRESSIONAL DELEGATION

U.S. Senator Patrick Leahy (D)

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

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

U.S. Senator Bernard Sanders (I)

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

Vermont Address: 1 Church St, 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

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

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

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

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

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

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

REPRESENTATIVES

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

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

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

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

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

VOTING DISTRICT DESCRIPTIONS

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

DISTRICT 8-1

Linda Myers and Marybeth Redmond – Representatives

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

DISTRICT 8-2

Lori Houghton and Dylan Giambatista – Representatives

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

DISTRICT 8-3

Robert Bancroft – Representative

All roads north of the following boundaries:

Jericho Road – North Side (256-258)

Weed Road – North Side (Even numbers)

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

Towers Road – North side (Odd numbers)

Towers Road Extension – (All numbers)

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

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

POLL LOCATIONS

For Statewide elections:

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

For Local elections:

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

TOWN CLERK/TREASURER

Susan McNamara-Hill, Town Clerk and Treasurer

The town clerk's office was kept very busy during the year July 2018 through June 2019. Some highlights include:

- 2,986 voters participated in the 2018 August primary, with 556 of those voters participating by early voting.
- 9,954 voters participated in the 2018 mid-term general election in November, with 3,123 of those voters participating by early voting.
- Water/sewer bills for all of the town (including the Village of Essex Junction) are collected at the town clerk's office, resulting in collections of six billings per year.
- All property tax payments are collected in the town clerk's office (2 due dates/year).
- More residents became eligible to purchase Green Mountain Passports. The state program allows Vermont residents 62 years or older –or retired military– to purchase a \$2 pass from their town clerk providing lifetime access to state parks and historic sites.
- Cemetery procedures were reviewed and brought back into the clerk's office for a more centralized process.
- We processed 162 marriage licenses, 1780 dog licenses, and recorded 17,568 pages of land records in 19 volumes.
- We also provide Notary services, DMV renewals (temp. reg.), and Voter Registration (see https://www.essex.org/voter_information for more information)
- The following officers were elected at the annual Town Meeting election on March 5, 2019:

Moderator: (1 One-Year Term)	Steven M. Eustis
Selectboard: (2 Three-Year Terms)	Annie Cooper & Patrick Murray
CWD Commissioner: (1 Three-Year Term)	Aaron Martin
- During the month of June, we prepared for our new digital land recording system which was set to start on July 1st. The program will help to streamline the recording process.
- Proposed changes to state law effective July 1st will increase the revenues collected by our office:
 - A new vital records law requires that all birth and death certificates be printed from the state system; meaning a birth or death certificate can be printed from any registered agent in the state (most town clerks). We anticipate an increase in the number of vital records our office will be asked to produce.
 - The fees for recording documents in the land records will increase from \$10 to \$15 per page and from \$15 to \$25 per mylar (map).

The town clerk's office is open Monday through Friday from 7:30-4:30 (except Holidays) and can be reached at 802-879-0413 or clerk@essex.org.

Susan McNamara-Hill, Town Clerk and Treasurer

Jenny Willingham, Assistant Town Clerk

Jenn Booker, Assistant Town Clerk

PUBLIC WORKS DEPARTMENT

Dennis E. Lutz, P.E.

Town Engineer/Public Works Director

Public Works faced a number of challenges during the past year starting with a difficult and long winter that included many periods of alternating freeze-thaw conditions and ending in a late October flood event that damaged many of the gravel and paved roads just before the onset of early winter storms. Both events taxed the ability of employees to keep roads open, infrastructure functional and costs under control. Whenever there are extended periods of alternating freeze-thaw events, more salt is needed on the paved roads and sand on the gravel roads. Overtime increases. Many sections of gravel roads that had been maintained and were ready for winter, as well as culverts and ditches, were washed out or severely damaged within a 24-hour period by the October flooding. Town and Village employees went from road and culvert restoration to plowing snow within the timeframe of a few days. As of the writing of this report in late December, both communities are awaiting an anticipated FEMA storm event declaration which will hopefully occur and provide needed funds for the permanent repair of infrastructure in the spring.

With the added road funds provided in this year's budget and using a combination of funds from two fiscal years (FYE19 and FYE20) and Capital funds, the Town paved over 11 separate road sections at a total expenditure of almost \$649,000. This is a significant increase over previous years. In deciding which roads to pave, a pavement condition index is one of many tools used by the Department to establish road priorities. Under the PCI scale, a perfect road score is 100 and a failed road scores below 10. Prior to the paving work, the average of all Town and Village PCI numbers was 56.41 – the low end of the fair road category. With the paving work done over the past two years, the new average is up to 64.2, indicating that progress is being made on this issue.

The use of grants by the Department continues to be a way to help reduce the costs to each community. In the area of transportation, the Town will be applying for a Class 2 paving grant for a portion of Old Stage Road and a structural grant to repair a large culvert carrying Indian Brook flow through a deteriorated culvert under the old, northern portion of Susie Wilson Road. The Village will be applying for a grant to resurface West Street. These grants are competitive and there is no guarantee that Essex will be awarded the funds. Work was completed this summer on extending a sidewalk on Towers Road from VT Route 15 to Clover Drive using 90% State funds. Similarly, a VTRANS grant obtained a few years ago will help provide funding for a new sidewalk on Pinecrest Drive between VT Route 2A and Suffolk Lane. This project had been delayed due to right-of-way acquisition but it is now ready for construction this coming summer. Another area where grants have provided needed funds is in the area of storm-water. Both the Town and the Village have taken advantage of this revenue source through grants aimed at the gravel roads in the Town, Village erosion problems and projects required for State permit compliance. Four projects were identified a few years ago that were required by the State to reduce storm water flow into impaired streams. One project was completed in 2019 (Fairview), two will be completed in 2020 (Mansfield in the Village and Sydney Drive in the Town) and the fourth in 2021. Future storm water grants with significant costs are currently on hold pending studies to determine the most cost-effective projects to meet the required phosphorous reductions to Lake Champlain.

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

In the area of personnel, combined training occurs regularly on issues such as safety and winter operations, and joint operations are undertaken such as catch basin cleaning, sewer wet-well cleaning, equipment sharing, event assistance, maintenance, storm line and catch basin inspections. With the addition at the start of the fiscal year of a Buildings Manager in the Town, this valuable resource has been working in both communities, identifying buildings issues that in many cases have been either unknown or dormant for years. Detailed inventories are being developed on every building so that identified problems can be resourced over time and fixed. Some repairs will be costly but once addressed will help prevent future damage costing much more. Two major projects were overseen by the Buildings Manager this past year – repairs to the structural integrity of the Town Highway garage and water damage/foundation repairs to the Essex Free Library. There has been no system in place of centralized building management with the aim of coordinating all repairs, all maintenance and long-term planning for the facility needs of the community. This is now occurring. However, with over 23 major buildings spread throughout the community, it has become evident that the Building Manager’s work hours should be increased from 20 hours per week to 28 hours per week to effectively manage buildings. The proposed budget reflects this increase in hours.

In the area of financial considerations, no change is proposed this year between the Village and the Town in the funding of Capital Projects or Rolling Stock. However, new procedures and programs developed by the Finance and Information Management Departments have had a very positive impact on the daily administration of Public Works. New systems for purchase of products, an improved purchasing policy, simpler budgeting procedures, contract standardization, a new in-progress web site and many other changes have helped to improve the efficiency of providing Public Works services.

Resource management is another important element of sharing services. Collaboration on a wide range of storm water issues occurs routinely on a wide variety of topics from grant applications and processing to new regulations, from system and project inspections to hiring of interns, and from budgets to customer requests for service. In the area of technical assistance, the Town provides engineering, inspection and administrative assistance when requested, such as on paving grants, assistance with FEMA requirements, road evaluation programs/priorities, paving contracts and more.

Public Works has a responsibility to perform its ongoing functions concurrently with continuation and expansion of alignment efforts between the Village and the Town. There are issues that will need to be addressed whatever the form of alignment may take in the future:

- Identification of and funding for storm water projects relating to the phosphorous removal requirements set in permits issued to both communities by the State.
- Addressing the buildings repair and maintenance issues for all community buildings and the specific facility needs for both Public Works entities, both Fire Departments and both Parks and Recreation Departments. In a recently completed study, all these departments are functioning in spaces that meet only one-half their needs and in some cases the facilities are well beyond their useful life in their current condition.
- 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 each and every year for the property you own and reside in, whether or not you qualify for a property tax adjustment. Use - Form HS-122 found on the State of Vermont website: www.vermont.gov, as well as form HI-144 which is required in order to receive a property tax adjustment if you meet the income requirements. There are no date extensions for Homestead Declarations. Filing an extension for income tax does not apply to a Homestead Declaration.

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

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 is of high importance to this office; open communication is essential in order to give the public the 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 process. We also 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 for accuracy, you are welcome to visit our website www.essex.org or our office at 81 Main Street; M-F between 7:30am and 4:30pm.

The 2019 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 **91.86%**.

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.

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 DEPARTMENT

Sharon Kelley, Zoning Administrator; Darren Schibler, Town Planner; Deana Stoneback, Administrative Assistant

Highlights of the Community Development Department's activities in 2019 include:

ETC|NEXT – Staff, the Planning Commission, and consultants from the SE Group and Front Porch Planning continued work on the ETC|NEXT effort to update the 1991 Town Center Master Plan. The new master plan, which will support updated zoning regulations, is under review by the Commission.

Saxon Hill Forest Visioning – With assistance from recreation planning consultants at SE Group, Community Development and Parks and Recreation staff conducted a robust public outreach campaign to define the vision and management goals for the Essex's 245-acre Saxon Hill Forest. The results in a few words: keep it awesome, for all users!

Housing Needs Assessment and Action Plan – The Selectboard approved an inventory of the community's housing stock and household needs, along with recommendations for ensuring that all citizens have access to a comfortable place to live. This was a collaborative project between Town of Essex and Village of Essex Junction Community Development staff and the Vermont Housing Finance Agency (VHFA).

Staffing – The Department welcomed Deana Stoneback as our new Administrative Assistant in October. Deana replaced Jo-Ann Roberts, who moved to the Assessor's Office. In addition, the Department is seeking an Interim Director to replace former Director Dana Hanley.

Customer Service – Staff provided the public with reliable and efficient customer service throughout 2019. The Planning Commission meets on the second and fourth Thursdays of each month, and the Zoning Board of Adjustment meets on the first Thursday of each month. We publicize meeting agendas via e-mail, Front Porch Forum, *The Essex Reporter*, *The Burlington Free Press* and the Town's website, www.essex.org. The Community Development Department has a 300-person email list for community members who want to follow planning and zoning issues. Contact Deana at dstoneback@essex.org if you would like to be on it.

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

- **1 Allen Martin Drive:** 4 new warehouse buildings totaling 38,860 square feet (sf) were approved for a vacant 6.77-acre lot near the intersection of Sand Hill Road.
- **Corporate Drive:** on **Lots 16 and 17** there will be two new warehouse buildings on each lot (6,000 sf & 6,000 sf, and 9,600 sf & 7,200 sf); Fit2Excel will build a new 4,200-sf fitness and sports therapy facility on **Lot 22**.
- **24 and 30 Allen Martin Drive:** REM Development was approved for two new manufacturing buildings (60,000 sf and 180,000 sf in two 90,000-sf phases).
- **16 Thompson Drive:** Autumn Harp was approved for a 54,375-sf expansion to its existing manufacturing plant.
- **Short-Term Rentals:** Please note that in addition to State permits, all existing and new short-term rentals (AirBnB, VRBO, etc.) must obtain Zoning Board of Adjustment approval.

Community Development Services Report

Discretionary Review Activity		Calendar Year					
		2018	2019				
Zoning Board of Adjustment	Conditional Use / Amendment	9	8				
	Variance	0	2				
	Continued Hearings	0	1				
Planning Commission	Subdivision	Sketch / Preliminary Plan	4	5			
		Final Plan / Plan Amendment	6	8			
		Boundary Adjustment	8	8			
		Simple Parceling	5	6			
	Project Review	Conceptual Discussion	2	1			
		Site Plan / Amendment	19	19			
		Work Sessions / Discussion / Misc.	22	11			
		Site Visit	0	0			
Total Discretionary Activity		66	57				
Zoning Permit Applications Received		2014	2015	2016	2017	2018	2019
Commercial/Industrial		33	11	23	24	29	29
Demolition		0	0	0	0	7	1
Home Occupation		3	4	3	1	2	2
Misc. & Use Permits		8	31	15	17	17	39
Residential	Accessory Apartment	4	3	5	3	3	4
	Congregate Housing	1	1	0	1	0	0
	Multifamily	4	10	19	19	16	7
	Single-Family	10	12	10	15	26	26
	Rebuild Dwelling	3	5	1	1	2	1
	Addition/Alteration	71	71	69	65	79	71
	Garage	6	6	3	8	14	10
Storage (Shed /Barn)		18	13	23	10	17	11
Sign Permit		21	20	16	12	11	16
Swimming Pool		2	4	6	1	7	4
Renewal of Permit		1	3	0	0	0	0
Total Permit Activity		185	194	192	172	230	221

ESSEX FREE LIBRARY

Caitlin Corless, Library Director

"It's not merely that libraries connect us to books. It's that they connect us to one another."
-Chris Bohjalian

The Essex Free Library provides enriching, enlightening, and essential services to the community. It continues to evolve with new ideas, programs, and resources. All are welcome.

- The Essex Free Library currently houses 35,542 items in its collection.
- The library welcomed 27,057 visitors in 2019.
- The library hosted a total of 545 programs for various ages.
- 10,167 ebooks and audiobooks were downloaded.
- 209 children participated in the Summer Reading Program.
- The total attendance of programs for 2019 was 5,451.

Library Hours

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

Tuesdays and Thursdays: 9am-8pm

Saturdays: 9am-2pm

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

- The first Friday and Saturday in June for the Friends of the Library's Book, Bake, and Plant Sale.
- The first Saturday in November for the Friends of the Library's Cozy Nook Craft Fair. Proceeds from these two fundraisers generously help fund the Summer Reading Program and allow the library to offer programs and amenities that are not in the operating budget. The library is very thankful to the Friends and volunteers who help make these fundraisers possible.

Staff Changes

- Emily Wilmers joined the library staff as the Full-Time Library Assistant.
- Jasmine Hodgett was hired as the Youth Services Library Assistant.
- Emily Moulton stepped into the role of Interim Library Director during the maternity leave of Library Director, Caitlin Corless.

Web Access

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

- **The Library Catalog (Koha)** can be viewed at www.essexfreelibrary.org. The online catalog link is located in the upper right-hand corner of the site. Essex Free Library is part of VOKAL, a group of Vermont Libraries that accesses Koha, an online open source catalog. Through Koha, patrons are able to renew their own items, place holds, and view the materials in other libraries' collections. Friendly reminders of almost-due materials, hold notices, and overdue notices are generated through the Koha system.
- **Vermont Online Library (VOL)** is a partnership between Vermont public libraries and the Vermont Department of Libraries. This resource provides access to a variety of Gale research databases.

These databases include magazine and newspaper articles on health information, car maintenance, job searching, language classes, and wellness sites.

- **Overdrive** provides access to downloadable audiobooks and ebooks through the Green Mountain Library Consortium. Essex Free patrons checked out over 10,000 audiobook and ebook titles in 2019.
- **Mango** is a language learning resource that gives patrons of all ages 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.
- **RB Digital** offers patron access to high-quality downloadable ebook and audiobook titles as well as other educational digital resources. This program includes titles for adults, children and young adults, and includes a variety of fiction and non-fiction titles, including best-sellers.
- **Learning Express** is an online resource dedicated to resume building, job searching, and test preparation.

Library Services

- The library circulates books, periodicals, audiobooks, Playaways, ebooks, musical CDs, and DVDs for patrons of all ages. The library also circulates some non-traditional items such as ukuleles and puzzles.
- Homecard Privileges - With an Essex Free Library card, Essex residents have access to all Chittenden County libraries (with the exception of the Fletcher Free Library in Burlington) and various other libraries in Vermont.
- Printing, Copying, Faxing, and Scanning - The library's printer/copier is available for public use at a fee of \$0.10 per page for black and white printouts, and \$0.25 per page for color copies. In addition to copying and printing, patrons are able to fax and scan documents.
- Interlibrary Loan - Essex Free offers an interlibrary loan service to patrons. Materials not owned by the Essex Free Library can be requested from other libraries. Libraries throughout the state cooperate by sharing their diverse holdings.
- Tax Forms - The state no longer sends tax forms to public libraries. Patrons, however, can still access these forms online using the library's public computers. Forms can be printed out at a fee.
- Internet Access - Patrons have access to the internet from four public workstations located on the third floor. Printing services are available from each workstation. In addition, wireless access is available for those with laptops and other personal devices.
- Technology Assistance - Patrons may request individual help sessions to learn more about their personal devices, email, downloading ebooks and audiobooks, and more. The library offers a regular tech help time on Wednesdays from 10 to 11am.
- Museum and Attraction Passes - The library has passes to the ECHO Aquarium and Science Center, Vermont State Parks, Vermont Historic Sites, the Birds of Vermont Museum, the Shelburne Museum, the Vermont History Museum, the Lake Champlain Maritime Museum, and Shelburne Farms. Patrons may check out these passes for 48 hours and enjoy local, popular attractions for free or at great savings.
- Homebound Services - If an Essex resident is unable to physically visit the library, the library is pleased to make arrangements for a book delivery.

Adult Programs

- Book Discussion Groups – The library hosts two adult book groups. The Noontime Book Discussion Group meets on the first Thursday of each month. The Evening Book Discussion Group meets the last Thursday of the month. These lively discussions last about one hour, and new faces are always welcome. A limited number of copies of the featured books are available at the front desk.
- The library hosts a weekly writers' group and a drop-in knitting group on Tuesday nights.
- Medicare info sessions are offered semi-regularly.
- The library welcomes a variety of speakers and authors.

Children's Programs

- Storytimes for toddlers and preschoolers are held throughout the year. The library offers musical storytimes and crafts every Friday morning at 10:30 and storytimes on Monday mornings at 10:30. The library also offers storytime every Saturday morning.
- Babytime is held on Wednesday mornings at 10:30.
- The 2019 Summer Reading Program offered an exciting variety of activities for our young community members. In 2019, 209 readers participated in the theme of "A Universe of Stories." The library offered 50 programs with 812 program attendees.
- Notable 2019 children's events and programs included the Vermont Institute of Natural Science's traveling planetarium, a music show with Ukulele Joe, a wildlife program with the Southern Vermont Natural History Museum, and a visit from the picture book characters, Elephant and Piggie.

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



PARKS AND RECREATION DEPARTMENT

Allyson Vile, Parks & Recreation Director

Department Mission

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

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

To carry out our department's mission as we promote connecting the public to a healthier community, we are proud to be one of the largest seasonal employers in Essex. Each year we employ nearly 75 individuals within our pool, parks and recreation programs.

The end of FYE19 was truly the kickoff to co-location efforts going into action. Throughout FYE19, both recreation departments met twice a month to pose and answer questions about moving into one working office; to find duplications or differences and explore how to minimize redundancy and refine policies. Everything from refund or cancellation policies, rental and registration forms, and exploring one studio space to accommodate all programming into one on-site location. This was a great success as it has also minimized operating expenses in our Program Fund (a non-taxpayer-based fund), as well as develop a schedule where the building usage is consistent and scheduled for approximately 10 hours each day, five to seven days a week. Both directors also met with Finance, IT, HR and facility staff to look at the office move from all angles so the transition would be as seamless as possible.

We were proud to host two great events to celebrate co-location. The first was hosting a BBQ for Town and Village staff. It was a memorable moment when we could show our colleagues that this can be done and we couldn't have done it without support from all aspects of the municipalities. The second was a community-wide event held at 75 Maple Street one evening. We offered free pizza and ice cream, a community-made piece of art to be displayed in the building, bouncy house and other free activities. We handed out promotional items with our new website and phone number to promote one-stop communication and information for all parks and recreation needs.

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 **FYE21** 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.

The proposed **FYE21** Parks portion of the budget reflects increases consistent with providing a high quality level of service in regards to safe play surfaces, department branding, as well as added signage and playground surfacing at neighborhood parks in line with safety requirements.

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 35 seasonal staff the opportunity to work with the public and teach others water safety skills throughout Essex and neighboring communities. All of these programs and employment opportunities continue to provide personal development, and health and wellness for all ages in a safe and fun environment.

The proposed **FYE21** Pool portion of the budget reflect increases consistent with costs associated with providing the same quality level of service on a 41-year-old facility.

Senior Activities



The needs for our aging community have shown with housing developments over the recent years, 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. The Program Director of Senior Services schedules and trains the phone volunteers. Our drivers have the biggest hearts and love what they do for the riders and the community. Our volunteers take on a huge task each morning with phone reservations and are an amazing asset to this service and our department as a whole.

The Essex Area Senior Center continues to function under both the Town and Village municipalities, supporting our aging community. The full and part-time staff are co-managed by both Recreation Directors, while the facility and capital improvements are sustained by the Village municipality.

The proposed **FYE21** 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 to help assure the membership is supported in their activities.

ESSEX SENIOR VAN

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

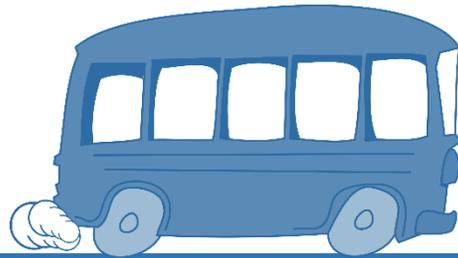
Please contact the phone volunteers during call hours (802) 878-6940 or the Essex Parks and Recreation Department (802) 878-1342 for a ridership application.

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

*Please call the day
before to schedule:*

(802) 878-6940

*Monday through Friday
9:00 AM to Noon*



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

HEALTH OFFICERS

Jerry Firkey, Health Officer
Sharon Kelley, Deputy Health Officer

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

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

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

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

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

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

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

Animal bites must be reported to the Essex Police with ensuing investigation by the Animal Control Officer and Health Officer. If a wild animal is acting strange, stay away from it and call the Police Department. For more information about rabies call the **Rabies Hotline** at (800) 472-2437. **Lyme disease:** Help prevent Lyme disease by wearing clothing that covers your body (even in warm weather

months) and use insect repellent as ticks continue to be in abundance. Veterinarians are asking that you provide tick protection to your animals year-round. Lyme disease is transmitted to humans through the bite of infected blacklegged ticks. See the Vermont Health Department website for more information.

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

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

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

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

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

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

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

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

ESSEX FIRE DEPARTMENT

Fire Chief Charles Cole

The men and women of the Essex Fire Department answered a total of 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
Total Incidents	943

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 multi-family 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 or by leaving a message at the station at 802.878.5308.



ESSEX POLICE DEPARTMENT

Rick P. Garey, Chief of Police

It has again been a busy year for the Essex Police Department. The good news is that you will see from our chart that crimes in Essex/Essex Jct. are down overall this past year. However, we do still have some areas of concerns to include drug crimes, assaults, suicides, missing persons and DUIs which all showed increases this past year.

A major concern is a recent report showing that almost half of all DUIs are now drug based with a significant portion of those cases being DUI marijuana (cannabis). This presents a significant challenge to Vermont law enforcement because currently there is no roadside test approved in VT to screen for DUI drugs. We are hoping and asking for support from our community and legislators, as they consider retail legalization of cannabis. We ask that an approved roadside screening test become a mandatory requirement of any bill passed. We also hope that a significant portion of money from a legalized retail market would be earmarked for education and enforcement to combat this deadly rising trend on our roadways.

We currently have five (5) officer vacancies from our authorized level of thirty-two (32). Most of our anticipated retirements are now complete. We have been making good progress filling vacancies which often includes sending new staff to the Vermont Police Academy (VPA) and a field training program totaling twenty-eight (28) weeks to get a new officer on the road. We have six (6) new officers that attended the VPA in the last year that you will soon see patrolling your streets. I am excited to report that our staff, now more than ever, models the makeup of our community.



This past year we worked hard at communicating better with you through social media such as Facebook (essexvtpolice) our webpage (www.epdvt.org) and Front Porch Forum. We have had a lot of positive feedback and some good success stories. We also recently finished a recruitment video that can be found at www.essex.org/jobs. Please check it out.

We continue to work closely with our Community Justice Center and our Community Outreach team to provide restorative justice and mental health services that are needed in our communities. We are committed to developing a fair and sustainable funding model that will keep and help grow these services into the future. The addition of a dedicated Traffic Enforcement Officer and trial K9 program have filled some of our gaps in service that allow us to respond in a timelier manner and conduct more proactive enforcement.

Lastly, we want to thank our community, the Selectboard, Trustees and management staff for your on-going support of our department and staff on a regular basis. Thank you.

FYE 2019 Statistics

REPORTED CRIME ACTIVITY - PERIOD 07/01/18-06/30/19

	2015	2016	2017	2018	2019
HOMICIDE	0	0	1	0	0
ROBBERIES	6	3	3	4	3
BURGLARIES	97	54	60	51	40
ASSAULTS	65	66	55	66	91
SEX OFFENSES	23	24	18	13	16
DRUG OFFENSES	85	75	120	125	103
LARCENIES	331	304	269	244	214
VANDALISM	83	95	62	96	83
STOLEN VEHICLES	7	8	7	14	11
SUICIDES/ATTEMPTS	8	7	11	10	18
MISSING PERSONS	26	20	35	15	29
BAD CHECKS / FRAUD	92	93	84	64	63
D.U.I	42	57	42	58	74
COURT CASES	293	270	210	258	368
ACCIDENTS	701	582	521	582	524

There were 6507 tickets written for traffic and parking violations, of these, 2097 were Vermont Traffic Citations.



*No Shave November raised \$1,700 for Aunt Dot's Place.
Photo credit: St. Alban's Messenger*

COMMUNITY JUSTICE CENTER

Jill Evans, Director

The Essex Community Justice Center (CJC) has existed since 2003. It provides restorative justice approaches to crime and conflict in the Essex, Colchester, Milton, Jericho, Underhill and Westford communities. Funded by the VT Department of Corrections, the CJC had been contractually provided but came under the town in 2016.

Restorative justice focuses on repairing harm to individuals and to the greater community impacted by a crime. Relationships are rebuilt and the community is stronger when it has a role in addressing crimes that affect the safety and well-being of its residents. The CJC has 4 part time staff who train and support community volunteers to provide the majority of the restorative processes in any given year. The following programs are provided by the CJC:

Restorative Justice Panels

The Restorative Justice Panel is a group of trained community volunteers who work together with affected parties and offenders in a Panel Process. The Panel Process supports those affected by crime to seek reparations from the offender and in turn helps hold the offender accountable for repairing the harm they have caused. The majority of cases, youth and adult, come from Direct Referrals from Law Enforcement. They may also come from the State's Attorney's Office, Rapid Intervention Community Court (RICC) or the Department of Corrections. In these cases, the crime can be addressed through restorative approaches. This alternative saves money that would otherwise be spent on additional law enforcement time, court staff, legal fees and supervision by the Department of Corrections. In both of these cases, if the Responsible Party completes their Panel Agreement successfully they 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 FY19 the CJC received 146 new referrals and processed a total of 191 cases with a successful completion rate of 90%. Combined that adds up to 818 volunteer hours. The panels were possible with the efforts of 37 local community volunteers. Comments from panel participants include:

"I learned that my actions can impact people that weren't present at the time of an incident."

"I was able to regain the trust and bonds with my family members that were impacted."

"I am very thankful for the CJC panel members. They made me feel comfortable and able say what I needed to."

"I'm grateful that a program like this was available to help guide me through this instead of going to jail."

“I learned from what I did and have also been able to look at myself as a different person because of it.”

Comments from victims/affected parties include:

“Great work done by all! Thank you for handling this case and impacting our community.”

“I think it went very well. I greatly appreciate your very well trained and seasoned volunteers.”

“At first I was skeptical that this process would work, and even thought that it might be a waste of time. However, I am pleasantly surprised at the outcome. I truly believe the boys have changes their ways for the better. I am glad this mark will be removed from their record as if it never happened.”

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 FY19 the CJC provided 4 successful CoSAs with the assistance of 18 local community volunteers.

Community Dialogue and Crime Prevention

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

Victim/Affected Party Support

CJC staff provide support to community members affected by crime. Affected parties have the opportunity to meet with those who committed the crime, describe the impact, and request action from the offender designed to repair the harm that occurred.

Restorative Justice in Schools

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

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



CONSERVATION AND TRAILS COMMITTEE

Cristine Hammer, Chair; Andrew Mills, Vice Chair; Hilary Jones, Clerk;
Justin St. James; Dan Stein; Alan Botula, Liz Coleman

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 welcomed two new members, Alan Botula and Liz Coleman, over the last year, but also said goodbye to long-serving members Eric McCarthy and Dan Stein, who resigned due to work and personal obligations – both have been invaluable to the Committee and will be sorely missed.

There is still one open seat on the Committee; if you are interested in joining, contact the Town Manager's office.

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

- Supporting the creation of a Vision Framework for the Saxon Hill Forest
- Creating a plan and budget for proactive removal of ash trees due to the threat of emerald ash borer
- Hosting the 4th Annual Spring Invasive Species Removal Day and 6th Annual Fall Clean-Up Day at Indian Brook Park. Both events had great turnout from volunteers – thanks to all who showed up!
- Overseeing the Trail Caretakers program for residents to help maintain the Town's trail systems
- Scoping out a possible trail project at Meadow's Edge

Looking forward, the Conservation & Trails Committee has the following goals for 2020 and beyond:

- With support from the voters and the Selectboard, continue building the Conservation Reserve Fund balance with a request for \$15,000 in FYE21
- Identify and scope projects to use the Conservation Reserve Fund by reaching out to potential applicants and encouraging donations
- Implement the Street Tree Management Plan, which includes pursuing TreeCity USA designation
- Conduct a rural roadside ash tree survey in order to pursue grant funding for ash tree replacement, in collaboration with the Village Tree Advisory Committee
- Carry the Saxon Hill Vision Framework forward into developing a full management plan
- Provide recommended changes to the Zoning Regulations regarding landscaping requirements
- Partner with the Winooski Natural Resources Conservation District to implement water quality improvement projects and education to landowners
- Continue to host the Spring Invasive Species Removal Day and the Fall Clean-Up Day
- Continue updating maps of the Town's trail systems, and explore creation of a mobile map app

ECONOMIC DEVELOPMENT COMMISSION (EDC)

EDC Volunteer Members (Effective January 2020):

Jim Bernegger, Chair; Melinda Monroe, Vice Chair; Brian Sheldon, Recording Secretary; Jeff Benjamin; Botur Kosimi; Greg Morgan (sabbatical).

EDC Advisors:

Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Robin Pierce, Essex Junction Community Development Director; Darren Schibler, Essex Town Planner; Curt Carter, Senior Vice President, Greater Burlington Industrial Development Corp.

The Essex Business Environment

The EDC is pleased to acknowledge that the positive dynamics seen in 2018 in the diverse business sectors of the Town of Essex continued throughout 2019. This is evident in both the changes and growth of retail/service options throughout the Town of Essex and Village of Essex Junction, as well as the dramatic addition of commercial square footage facilities in the town's enviable business and industrial parks.

Retail/Consumer Services/Entertainment

On the retail front, 2019 witnessed the additions, relocations and facilities upgrades by Planet Fitness, The Firebird Café, Mark BBQ, Railroad & Main, The Edge, and Fit 2 Excel. The past year also saw the emergence of a new category of dedicated sport proficiency sites including Strike Zone for baseball and ELEV802 for hockey, adding to the magnet that MetroRock has represented to climbing enthusiasts for years.

Recognition must also be given to the continued value that the Champlain Valley Exposition and Tree Farm programming represent to the town's retail and service sectors.

The retail landscape saw significant promise as the anticipated redesign and branding of the Essex Shoppes factory outlet site gained additional traction in its planned transition to maintain relevance in the growing trend toward online shopping. Mid-year the site was rebranded The Essex Experience, signifying a commitment to remain a vital destination for tourists and Chittenden County residents. The Essex Experience surrounds a limited number of premium name retail stores with a mix of engaging social and personal experiences. Activities will extend beyond the established Essex Cinemas, the Double E Performance Center's live music series, and Purple Sage salon and spa. Plans and approvals have been secured to begin converting a western wing of the compound to Black Flannel Brewing & Distilling. In the last quarter of 2019 the doors officially opened for Jennifer and John Churchman's ArtHound Gallery in the north building of The Essex Experience.

A Case for Essex Infrastructure

This year again provided evidence of the strategic importance of Essex highway infrastructure and the daily traffic flow it offers many of our retail and service businesses. Access to that flow prompted two significant and distinctive additions to the Essex retail and services profile: the groundbreaking of a University of Vermont Medical Center primary care facility at the corner of Essex Way and VT Route 15, and a Starbucks at the intersection of Susie Wilson Road and VT Route 15. These two signature names will give business prospects reason to consider the compelling Essex story in their future expansions.

Industrial/ Advanced Manufacturing:

The industrial landscape has continued to grow and diversify the portfolio of businesses contributing to the vitality of Essex. That said, this year two valued business, Flex-A-Seal and NuHarbor Security, could not find acceptable “standing” location options in Essex and moved to neighboring municipalities.

But like most dynamic financial portfolios, the impact of these two losses were softened through strong development initiatives in the Essex. This included growth in our Saxon Hill Business Park and growth and expansion and arrival of individual businesses throughout the town, such as the growth of Vermont Systems at 12 Market Place and the welcome arrival of Vermont Tent Company at 331 Sunderland Way.

Saxon Hill Business Park

This also includes significant development in the Saxon Hill Business Park that occurred along each of the three main arteries of the park: Corporate Drive, Thompson Drive and Allen Martin Drive. Employment within the array of businesses operating in this industrial park is estimated to be 1,250 individuals.

Corporate Drive: Thirteen diversified businesses make their home on Corporate Drive, doing everything from making precision Computer Numerical Controlled (CNC) machined aviation parts to developing confident and skilled gymnasts. The current pulse of business activity in Essex is evident by the scale of growth that has occurred on Corporate Drive over the past three years.

Thompson Drive: The additional warehouse and shipping facilities approved and constructed in 2018 for Gordini USA and Autumn Harp, key businesses on Thompson Drive, in addition to Reinhart Foodservice, were fully operational throughout 2019.

Two new multi-thousand square foot facilities are planned for the eastern end of Thompson Drive beyond Reinhart Foodservice. One of these two structures was approved and completed by site owner and developer Allen Brook Development in late 2019 for occupation in early 2020.

Allen Martin Drive: The Blodgett relocation from Burlington to Essex, which was reported in last year’s annual review, has, as anticipated, produced a significant infusion of vital jobs for more than 300 workers into the Saxon Hill facility. Essex learned in 2019 that the productivity levels of this celebrated Blodgett workforce and its Essex location were key factors in motivating Blodgett’s parent company, The Middleby Corp., to relocate another commercial kitchen business to a facility next to Blodgett.

Saxon Hill Recreation: Adjacent to the commercial zone of the Saxon Hill site is a 250-acre forest owned by the Town of Essex. Members of the EDC participated in the public process administered by the Town Community Development Department to create a vision for the forest. The outcome of the process reinforced the desire to maintain uses that have established Saxon Hill as a destination for

hiking, mountain biking, Nordic skiing and snowmobiling. In the judgement of EDC, convenient access to a reputable biking experience could prove to be an added benefit in the recruitment and retention of active, skilled talent for each of the businesses in the Saxon Hill Business Park.

Essex Housing

A significant component of Essex's commercial profile is the construction and maintenance of housing. During 2019 the EDC embraced the housing issue, including the market demand for affordable housing as a strategic factor in the current and future success of Essex's technical and advanced manufacturing businesses. The EDC is encouraged that in 2019 the Town Selectboard and Village Board of Trustees adopted a Housing Needs Assessment and Action Plan, followed in early 2020 with the creation of a Housing Commission. It is in the interest of the EDC to provide ongoing advisory input, as an advocate for the business sector, as Essex formalizes its housing-related policies.

The Greater Essex Community

In its advisory role, the EDC is dedicated to the success and growth of the greater Essex community and its diverse portfolio of businesses. In this role the EDC must continually look *in* at Essex, mindful of the perceptions that the outsider has of the label "Essex."

A guiding principle for a business is to be perceived as one that is "Easy to Do Business With." That perception needs to be true of a municipality, regardless of the encounter one has with the enterprise. Perception is the reality that triggers interest, investigation and ultimately investment, whether a home or factory.

We have significant opportunities to shape and reinforce that perception, to create a distinctive positive story that distinguishes the greater Essex, VT community. But to do so, we need to declaratively come together. To speak, act and project as one. To leverage the shared values and energies of this richly diverse and economically vital community together, under one municipal brand, that the outside looking in will understand, experience and embrace.

Thanks for your Service,

- Barbara Higgins and Julie Miller-Johnson, who retired from the EDC, for their years of valued service;
- Greg Morgan, Chair of the EDC through October 2019, who is currently on a well-deserved sabbatical;
- Sandy Thibault, Executive Director of Chittenden Area Transportation Management Association, for her council in addressing transportation needs and potential solutions in the Saxon Hill Business Park.

ESSEX ENERGY COMMITTEE

Will Dodge, Chair



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 held on the second Wednesday of each month. Current members for 2020: Will Dodge (Chair), Irene Wrenner, Natalee Braun, David Skopin, Brad Prior, Michael Gifford, and Phil March. This Annual Report is submitted pursuant to Section 1(e) of the EEC Charter of 05/19/2008.

II. 2019 Achievements Based on Powers and Duties in Charter

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

1. **Essex Community Energy Plan Adoption.** Collaborating with town and regional planners, worked to finalize and advocated for adoption of a new energy plan for Essex with specific targets and guidelines for weatherization, renewable energy sources, and transportation changes.
https://www.essexjunction.org/fileadmin/files/Planning_Commission/Staff_Reports_and_Current_Applications/EssexCommunityEnergyPlanFinalDraft_20190329.pdf

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

1. **Meeting with Town Officials.** Meeting with Planners and Department of Public Works (DPW) to begin investigation into potential use of portions of Essex town land for solar, as well as discussion on commencement of process for making efficiency changes.
2. **Police Station Retrocommissioning.** Meeting with officials at the Police Department and with Efficiency Vermont to determine best means of attempting to ensure that new building is reaching energy efficiency potential.
3. **Memorial Hall.** Continued work with Town DPW officials, Efficiency Vermont, VT Gas, and others to inquire into the reasons for high heating / electrical costs at Memorial Hall, and to devise potential ways to weatherize / re-engineer to reduce costs and make the building more comfortable and useable, some of which have been adopted.

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

1. **JouleSmart Meeting.** The EEC met with officials from JouleSmart, a business dedicated to providing up front investment in exchange for making energy savings to large buildings (and potentially a series of buildings) in coordination with Eff. Vermont.

2. **School Bus Electrification Pilot.** The EEC worked with the Selectboard and members of the Essex Westford School District to attempt to secure funds for electric buses and associated charging infrastructure through the State of Vermont VW settlement. While the pilot program awards went to other municipalities, the efforts helped identify avenues for better coordination between the EEC and EWSD.
3. **Revolving Loan Fund.** The EEC continued research on possible means to use some of the savings from various energy efficiency efforts for future projects, including discussions with town planning officials regarding the potential logistical difficulties to overcome. This will continue to be a priority for 2020.
4. **Vermont Electric Coop Meeting.** Meeting with Lisa Morris at VEC to discuss current footprint of the utility within the northern third of Essex and learn more about Community Grants and other offers to take advantage of state incentives.

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

1. **Button Up Regional Event:** Through Efficiency VT, and with support from the Selectboard and Peter Edelmann as well as many others, organized the first-ever regional Button Up event with the Jericho Energy Task Force and the Chittenden County Regional Planning Commission. The event offered a weatherization trailer and provided information on home heating and energy incentives at the Double E at the “solarized” Essex Outlet Mall and was attended by over 400 people. Participating organizations included Champlain Valley Office of Economic Opportunity, Green Mountain Power, Vermont Gas, Vermont Electric Cooperative, Efficiency Vermont, Suncommon, Building Energy, and Vermont Energy Coop. Received news coverage on WCAX, VPR, WPTZ, Burlington Free Press, and other news outlets.
2. **JouleSmart / Efficiency VT Meeting With Essex Spa and Resort:** Arranged and held an event with the JouleSmart and Efficiency Vermont representatives to begin process of re-evaluating and helping Resort save on their energy costs.
3. **Communications and Awareness Raising:** The EEC maintained and expanded its  [Facebook page](#); marched in the Memorial Day Parade with a fleet of EVs; communicated regularly with the local press; and actively promoted several SunCommon events targeted at Essex and/or Chittenden County (incl. Sunfest).
4. **VECAN Conference:** Sent three EEC members to the Vermont Energy Climate Action Network (VECAN) conference in Fairlee to attend workshops on electric vehicles, consumer initiatives to adopt energy-saving technology, weatherization campaigns, and community organizing, as well as to attend a keynote speech from Chloe Maxmin (learn more at <https://vecan.net/conferences/vecan-annual-conference-2019/>).

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

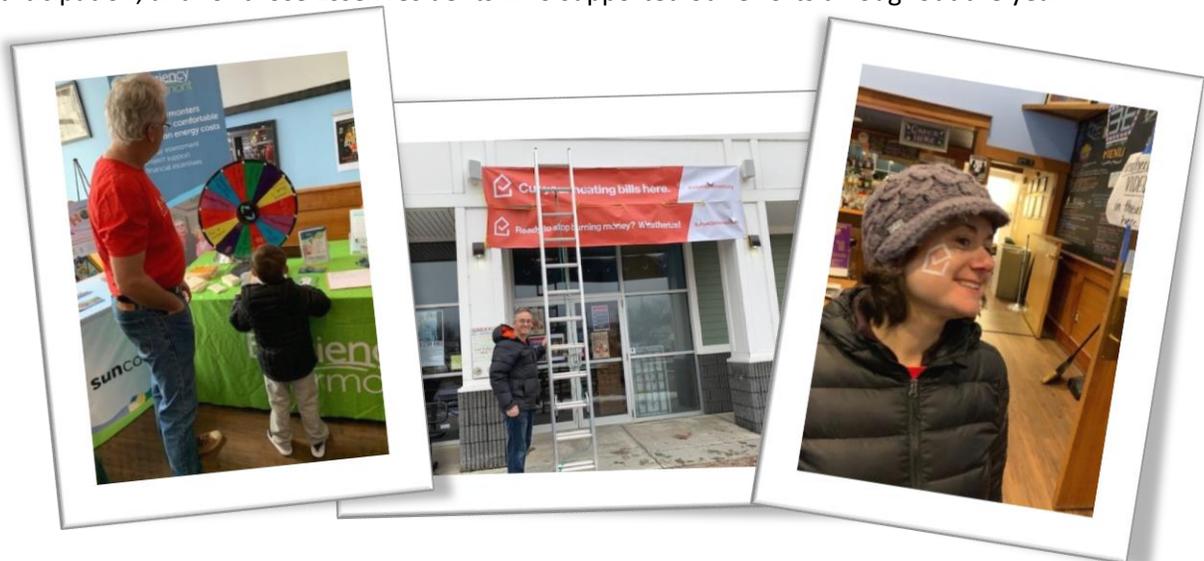
1. **Energy Plan.** The Town / Village Energy Plan adopted in August 2019 enhances the existing portion of the Town Plan and provides new guidance and better documentation as to how to achieve energy efficiency goals for all of Essex.

III. Plans for 2020

Given the imperative of the climate crisis, we must make more progress, and much sooner. We remain committed. Priority goals for 2020 include (but are not limited to) the following:

- A. Sort out the municipal energy data and new account designations with DPW, utilities, and Efficiency Vermont in order to identify new targets, and make real progress with energy conservation for the Town / Village.
- B. Build upon the Button Up successes of the past two years with a concerted effort around the November election to draw upon civic participation.
- C. Continue to provide quality content to the EEC Facebook page and to the existing Essex portal on the VT Community Energy Dashboard.
- D. Continue efforts to weatherize Memorial Hall and look for opportunities for other buildings.
- E. Refocus efforts with Village on transportation items to assist with EV adoption, public transportation options, and other measures to reduce congestion, including the Five Corners Crescent Connector.
- F. 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.
- G. Work with municipal and regional planning officials on implementation of the new Energy Plan, and raise broader awareness on the dangers posed by climate change.

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



COMMUNITY PARTNERS

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

Essex Rescue, Inc.
802-878-4859

www.essexrescue.org



Champlain Water District
802-864-7454

www.champlainwater.org



Chittenden County Regional Planning Commission
802-846-4490

www.ccrpcvt.org



Chittenden Solid Waste District
802-872-8111

www.cswd.net



Essex Community Historical Society

www.essexcommunityhistoricalsociety.org



Greater Burlington Industrial Corp.
802-862-5726

www.gbicvt.org



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

www.ridegmt.com



Winooski Valley Park District
802-863-5744

www.wvdp.org

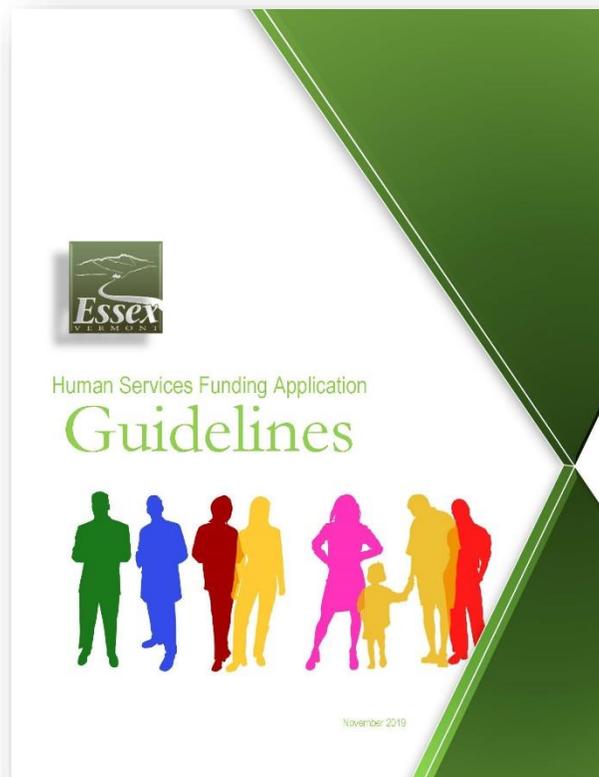


ESSEX HUMAN SERVICES FUNDING

The Town of Essex Selectboard is encouraging local area social, health and human services organizations to apply for support funding. Each year, Essex provides 1% of their annual budget to community agencies that align with prioritized focus areas of need for Essex residents. Priority is given to organizations providing programs that serve to meet human needs and improve the overall quality of life of Essex residents through knowledge, prevention, remediation, direct service, and improved accessibility, accountability, and coordination of services.

Social service programs and facilities include, but are not limited to, those that address, transportation, nutrition, medical, child care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, individuals and families suffering with substance abuse and addiction, and persons requiring employment to eliminate their need for public assistance.

Last fiscal year, Essex provided \$143,454 in funding to qualified organizations. FY20 funds will be awarded by June 2020. For more information on the next round of funding, please visit www.essex.org/humanservices.



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

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 mailservers and migration to the Microsoft Office 365 cloud. The email addresses remain independent (@essex.org and @essexjunction.org)

Finance

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

Public Works

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

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

Storm Water

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

2018 - 19

Administration

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

Finance

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

Fire Department

- Pay structures aligned

Information Technology

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

Public Works

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



Flag ceremony for Co-LoCo Celebration August 2019

Town of Essex Proposed Capital Budget and Program
FY2021 - FY2026

PROJECT NAME	FY 2020		FY 2021							Projected Future Spending			
	TOTAL PROJECT COST	FY20 BALANCE (6/30/20 estimated)	FY21 Additions (CAPITAL TAX, budgeted)	FY21 Additions (Operating or Capital Equip Transfer, budgeted)	FY21 Additions (Grants / Developer Funds, budgeted)	FY21 Additions (Transfer between projects, budgeted)	ESTIMATED SPEND FY21	FY21 BALANCE (6/30/21 estimated)	FY2022	FY2023	FY2024	FY2025	
Highway Garage Area Improvements	\$ 415,615	\$ (4,047)	\$ 10,000				\$ 30,000	\$ 5,953	\$ 18,000				
Library deferred maintenance & expansion	\$ 117,000	\$ 22,014	\$ 5,000					\$ (2,986)					
Memorial Hall	\$ 377,000	\$ 19,852	\$ 1,000					\$ 20,852					
Community Recreation Facility	\$ 30,000	\$ -	\$ -					\$ -					
Energy-saving projects	\$ 32,121	\$ 19,989	\$ -					\$ 19,989					
Historic Water Tower	\$ 229,000	\$ 54,168	\$ 10,000					\$ 64,168					
Slate Roof Repairs	\$ 105,000	\$ 78,914	\$ 21,000				\$ 99,914	\$ -	\$ 105,000				
Tree Farm Improvements	\$ 185,000	\$ 3,526	\$ 20,000				\$ 20,000	\$ 3,526					
PD Radio Base Station	\$ 90,000	\$ -	\$ 10,000	\$ 5,000			\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
PD Radio Repeater	\$ 34,000	\$ -	\$ 15,000				\$ -	\$ 15,000					
Clerk Records Preservation	\$ 233,070	\$ -	\$ -				\$ -	\$ -					
Building Facilities Needs	\$ 40,000	\$ 21,977	\$ -				\$ -	\$ 21,977					
Fire Department Building	\$ -	\$ 8,000	\$ -				\$ -	\$ 8,000	\$ 10,000				
SUBTOTAL BUILDINGS	\$ 1,887,806	\$ 224,394	\$ 92,000	\$ 5,000	\$ 150,000	\$ -	\$ 164,914	\$ 156,480	\$ 43,000	\$ 120,000	\$ 15,000	\$ 15,000	
Road Reconstruction	\$ 1,439,940	\$ 45,876	\$ 155,000				\$ 280,000	\$ 70,876	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	
Gravel Roads Improvements	\$ 237,000	\$ 44,832	\$ 10,000				\$ 15,000	\$ 39,832	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
DESIGNATED FUNDS - VT15/Allen Martin Drive	\$ 1,500,000	\$ 86,270					\$ 60,000	\$ 26,270					
DESIGNATED FUNDS - West Sleepy Hollow Rd - Paving	\$ -	\$ -					\$ -	\$ -					
DESIGNATED FUNDS - West Sleepy Hollow Rd - Gravel	\$ 2,520	\$ 2,520					\$ -	\$ 2,520					
DESIGNATED FUNDS - Susie Willson Corridor	\$ 93	\$ 93					\$ -	\$ 93					
DESIGNATED FUNDS - Town Center Traffic Improvements	\$ 158,944	\$ 158,944					\$ 30,000	\$ 128,944	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	
DESIGNATED FUNDS - Town Center Common	\$ 52,861	\$ 52,861					\$ -	\$ 52,861					
DESIGNATED FUNDS - Woodlands II Stub Road	\$ 9,819	\$ 9,819					\$ 8,500	\$ 1,319					
SUBTOTAL HIGHWAYS	\$ 3,176,940	\$ 401,215	\$ 165,000	\$ -	\$ 150,000	\$ -	\$ 393,500	\$ 322,717	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	
Highway Equipment, Vehicles	\$ 2,796,437	\$ (81,508)	\$ 35,000	\$ 195,000			\$ 170,109	\$ (21,617)	\$ 176,066	\$ 264,753	\$ 332,129	\$ 178,208	
Fire Department, Vehicles	\$ 1,897,586	\$ 577,823		\$ 155,000			\$ 175,844	\$ 556,979	\$ 102,064	\$ 102,064	\$ 102,064	\$ 102,064	
Fire Dept, Equipment	\$ 127,870	\$ 81,758		\$ 25,000			\$ -	\$ 106,758					
Capital Park Equipment, Vehicles	\$ 20,460	\$ 20,460		\$ 28,000			\$ -	\$ 48,460					
Senior Vans	\$ 67,679	\$ 67,679		\$ 4,000			\$ -	\$ 71,679					
Administrative Pool Vehicle Replacement	\$ 22,000	\$ 12,939		\$ 6,000			\$ 3,417	\$ 15,522					
SUBTOTAL HEAVY EQUIPMENT	\$ 4,843,893	\$ 679,151	\$ 35,000	\$ 413,000	\$ -	\$ -	\$ 349,370	\$ 777,781	\$ 278,130	\$ 366,817	\$ 434,193	\$ 280,272	
Park Asset Replacement Plan	\$ 263,729	\$ 251,692					\$ 136,350	\$ 115,342	\$ 199,425	\$ 20,000	\$ 69,000	\$ 90,000	
Milfoil Mitigation at Indian Brook	TBD	\$ 86,803					\$ -	\$ 86,803	\$ 8,000				
Indian Brook Dam Repairs	\$ 205,000	\$ 111,416	\$ 10,000				\$ -	\$ 121,416					
Indian Brook	\$ 40,885	\$ 40,885					\$ -	\$ 40,885					
Firearms Signage	\$ 5,000	\$ 5,000					\$ -	\$ 5,000					
Rec Impact Fees	\$ 179,313	\$ 179,313					\$ -	\$ 179,313					
Cemetery Columbarium	\$ 3,033	\$ 3,033					\$ -	\$ 3,033					
DESIGNATED FUNDS - Woodlands Park/Path	\$ 7,043	\$ 7,043					\$ -	\$ 7,043					
SUBTOTAL PARK FACILITIES	\$ 468,729	\$ 685,185	\$ 10,000	\$ -	\$ -	\$ -	\$ 136,350	\$ 558,835	\$ 207,425	\$ 20,000	\$ 69,000	\$ 90,000	
VT RT 15 from Circ to Mini-Golf Course	\$ 22,800	\$ 3,000					\$ -	\$ 3,000					
Pinecrest Dr Sidewalk from Suffolk Ln to Colchester Rd	\$ 357,770	\$ 69,248		\$ 440,000	\$ 40,752		\$ 550,000	\$ -					
VT15 from Athens Dr to the Circ	\$ 63,125	\$ 492					\$ -	\$ 492					
VT15 from the East Gate of Fort Ethan Allen to West Strel	\$ 36,000	\$ 327					\$ -	\$ 327					

Town of Essex Proposed Capital Budget and Program
FY2021 - FY2026

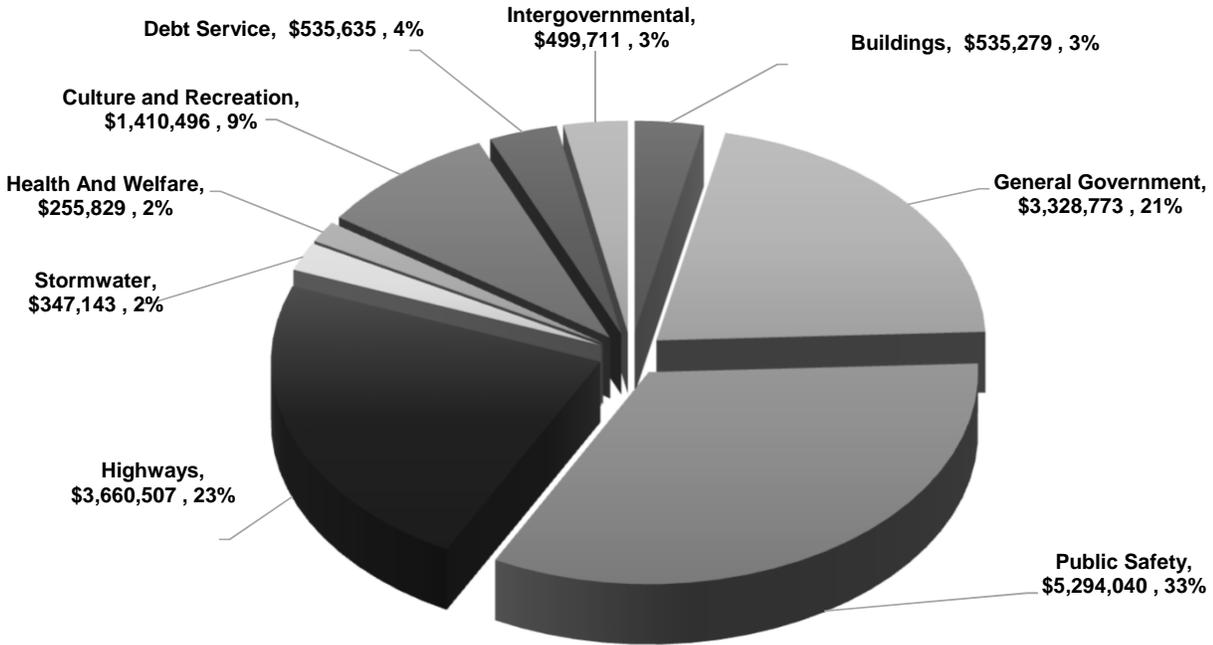
PROJECT NAME	FY 2020				FY 2021				Projected Future Spending			
	TOTAL PROJECT COST	FY20 BALANCE (6/30/20 estimated)	FY21 Additions (CAPITAL TAX, budgeted)	FY21 Additions (Operating or Capital Equip Transfer, budgeted)	FY21 Additions (Grants / Developer Funds, budgeted)	FY21 Additions (Transfer between projects, budgeted)	ESTIMATED SPEND FY21	FY21 BALANCE (6/30/21 estimated)	FY2022	FY2023	FY2024	FY2025
ADA Compliance			\$ 20,000						\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
General Paths, Walks and Trails	TBD	\$ 139,288	\$ 40,000			\$ (30,752)		\$ 148,536				
DESIGNATED FUNDS - Circ Path Essex Way to Forestdale	TBD	\$ 10,000				\$ (10,000)						
DESIGNATED FUNDS - Saxon Hill Master Plan and/or Trail	TBD	\$ 6,000			\$ 3,000			\$ 9,000				
SW Road to Pearl St. Park	TBD											
SUBTOTAL PATHS/WALKS/TRAILS	\$ 695,695	\$ 228,355	\$ 60,000	\$ -	\$ 443,000	\$ -	\$ 570,000	\$ 161,355	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Stormwater construction projects	\$ 561,126	\$ 355,188	\$ 150,000					\$ 455,427				
Sydney Drive Storm Pond Conversion	\$ 7,042	\$ 7,042							\$ 244,945			
Village Gravel Wetland	\$ 35,614	\$ 26,687			\$ 210,866	\$ 45,674	\$ 263,582					
Village Fairview Drive - will finish in FY20	\$ 133,069	\$ 30,064			\$ 203,545	\$ 24,199	\$ 254,431					
LDS Storm Pond Conversion	\$ 1,346,185	\$ 50,467							\$ 100,000	\$ 100,000	\$ 1,021,185	
Town TAP Cul-de-sacs	\$ 338,925	\$ 20,006							\$ 10,000	\$ 10,000	\$ 42,785	
Village Env. Mitigation Grant (phos)	\$ 50,000	\$ 58,201						\$ 58,201				
Town Better Roads 2019 Grant - done in FY20	\$ 1,600	\$ -										
Village Better Roads 2019 Grant - done in FY20	\$ 3,785	\$ -										
Town Grants in Aid 2019	\$ 37,922	\$ -			\$ 31,175	\$ 7,794	\$ 38,969					
CCRPC UPWP Planning Grant	\$ 36,086	\$ -										
2020 UPWP Storm Line Inspection	\$ 120,000	\$ -										
2020 UPWP Storm Line Inspection Village	\$ 24,000	\$ -										
Town Better Roads 2020 Grant	\$ 22,160	\$ -			\$ 20,000	\$ 2,158	\$ 22,158					
SUBTOTAL STORMWATER	\$ 2,750,000	\$ 547,657	\$ 150,000	\$ -	\$ 465,585	\$ -	\$ 579,140	\$ 584,102	\$ 354,945	\$ 110,000	\$ 1,063,970	\$ -
Equipment Replacement, Digital Records Management	\$ 125,000	\$ 39,664		\$ 4,000				\$ 43,664				
Finance/HR Software Upgrades	\$ 15,000	\$ -	\$ 15,000					\$ 15,000				
SUBTOTAL INFORMATION MANAGEMENT	\$ 125,000	\$ 39,664	\$ 15,000	\$ 4,000	\$ -	\$ -	\$ 15,000	\$ 43,664	\$ -	\$ -	\$ -	\$ -
Natural Resources Management	\$ 100,000	\$ 31,014	\$ 10,000					\$ 41,014				
SUBTOTAL NATURAL RESOURCES MANAGEMENT	\$ 100,000	\$ 31,014	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 41,014	\$ -	\$ -	\$ -	\$ -
Undesignated	\$ -	\$ 55,676						\$ 55,676				
SUBTOTAL UNDESIGNATED	\$ 14,048,063	\$ 2,892,311	\$ 537,000	\$ 422,000	\$ 1,058,585	\$ -	\$ 2,208,274	\$ 2,701,623	\$ 1,218,500	\$ 951,817	\$ 1,917,163	\$ 720,272
Water/Sewer Capital Reserve Fund	\$ 190,000	\$ 493,216				\$ (223,000)		\$ 270,216				
Pinecrest Drive to Village Route 2A	\$ 190,000	\$ -										
VT15/Sandhill Rd Intersection Water Line Replacement	\$ 250,000	\$ -										
Douglas to Willowby	\$ 242,000	\$ -										
Sand Hill Road waterline size increase	\$ 258,000	\$ -				\$ 25,000			\$ 250,000			
Dalton Drive Waterline project - Finished FY20	\$ 710,000	\$ 291,988						\$ 291,988				
Birchwood/Oakwood Waterline Loop	\$ 350,000	\$ -										
VT15 CWD Waterline Project (FKA Town Center Waterlin	\$ 1,900,000	\$ -				\$ 60,000		\$ 60,000	\$ 700,000			
SUBTOTAL WATER	\$ 4,090,000	\$ 785,204	\$ -	\$ -	\$ -	\$ (130,000)	\$ 93,000	\$ 562,204	\$ 950,000	\$ -	\$ -	\$ -
Painesville area	\$ 1,422,000	\$ -										
Cemetery Road	\$ 84,500	\$ -										
Village Town Pump Stations NEW	\$ 70,000	\$ 52,000						\$ 22,000				
Sewer Pump Station Upgrades (SCADA)	\$ 70,000	\$ -				\$ 80,000		\$ 80,000				
Sewer Pump Station Upgrades (relocate controls)	\$ 400,000	\$ 15,500				\$ 50,000		\$ 15,500	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
SUBTOTAL SEWER	\$ 2,046,500	\$ 67,500	\$ -	\$ -	\$ -	\$ 130,000	\$ 160,000	\$ 37,500	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL WATER AND SEWER	\$ 6,136,500	\$ 852,704	\$ -	\$ 422,000	\$ 1,058,585	\$ -	\$ 2,53,000	\$ 599,704	\$ 1,000,000	\$ 50,000	\$ 50,000	\$ 50,000
GRAND TOTAL	\$ 20,184,563	\$ 3,745,015	\$ 537,000	\$ 422,000	\$ 1,058,585	\$ -	\$ 2,461,274	\$ 3,301,326	\$ 2,218,500	\$ 1,001,817	\$ 1,967,163	\$ 770,272

GENERAL FUND BUDGET SUMMARY FOR FISCAL YEAR 2021

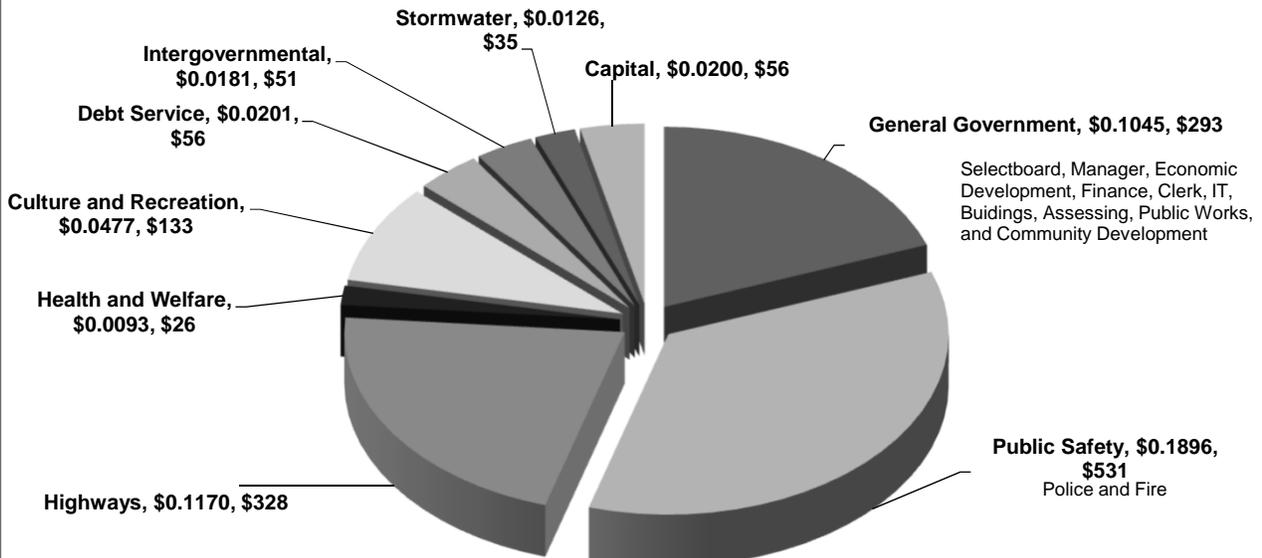
Account Name		FY19 Budget	FY19 Actual	FY20 Budget	FY21 Budget Proposal
Revenues - Summary					
1	Property Taxes	13,058,658	13,248,010	13,550,175	14,010,855
2	Licenses And Permits	66,300	97,119	66,300	74,150
3	Intergovernmental	388,800	441,465	392,000	396,200
4	Charges For Services	461,173	523,807	463,173	533,928
5	Fines	155,000	172,392	175,000	170,000
6	Miscellaneous	80,001	110,215	84,001	47,001
7	Total	14,209,932	14,593,008	14,730,649	15,232,134
8	Fund Balance Use (Increase)	150,000	150,000	100,000	100,000
9	Total Revenue	14,359,932	14,743,008	14,830,649	15,332,134
10					
Expenditures - Summary					
General Government					
13	Assessing	215,614	212,396	204,689	169,109
14	Buildings	433,424	445,068	501,233	535,279
15	Clerk and Elections	247,645	178,078	267,976	273,707
16	Community Development	432,661	375,354	384,757	390,589
17	Economic Development	9,815	9,191	9,815	9,815
18	Finance and Tax Collection	729,842	759,921	712,375	737,065
19	Information Management	376,397	355,847	381,203	414,372
20	Manager and Legal	464,590	490,003	482,175	546,269
21	Public Works (incl. Sanitation)	144,884	150,490	145,581	149,586
22	Selectboard	88,664	96,681	96,688	102,982
23	Total General Government	3,143,536	3,073,030	3,186,492	3,328,773
Public Safety					
25	Fire	509,312	561,768	575,392	590,877
26	Police	4,481,563	4,024,737	4,514,877	4,703,163
27	Total Public Safety	4,990,875	4,586,505	5,090,269	5,294,040
28	Town Highways And Streets	2,224,065	2,348,051	2,412,776	2,468,547
29	Village Highways And Streets	1,080,759	1,080,759	1,149,130	1,191,960
30	Total Highways And Streets	3,304,824	3,428,810	3,561,906	3,660,507
31	Town Stormwater	272,113	218,790	272,453	275,292
32	Village Stormwater	64,367	64,367	69,047	71,851
33	Total Stormwater	336,480	283,157	341,500	347,143
34	Health And Welfare	244,464	244,230	248,864	255,829
Culture And Recreation					
36	Libraries	391,906	361,680	395,722	391,959
37	Parks	310,629	242,913	329,044	345,352
38	Pools	148,352	119,303	140,136	141,336
39	Recreation Administration	321,525	317,522	355,138	340,351
40	Senior Activities	159,489	130,122	164,764	191,499
41	Total Culture And Recreation	1,331,901	1,171,540	1,384,804	1,410,496
42	Debt Service	548,292	551,162	539,973	535,635
43	Intergovernmental	459,560	456,198	476,842	499,711
44	Total Expenditures	14,359,932	13,794,632	14,830,649	15,332,134

It's estimated that the budget as proposed, coupled with grand list growth of 1% would increase taxes by \$33.88 on a property valued at \$280,000

FY2021 Proposed Expenditure Budget



FY2021 Estimated Town Tax Rates and Taxes on \$280,000 Assessed Value Home



Total Estimated Taxes = \$1,509
Total Estimated Tax Rate = \$0.5388

NOTE: Town Taxpayer (Outside the Village) pays an additional \$31 for rolling stock. Village Taxpayer pays additional tax to Village for rolling stock.

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2021

Account Name	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Budget Proposal
REVENUES - DETAIL					
Property Taxes					
1 General Tax Revenue	12,893,658	13,082,592	13,384,758	13,384,760	13,841,083
2 Highway Tax Revenue	165,000	165,418	165,417	165,420	169,773
3 Total Property Taxes	13,058,658	13,248,010	13,550,175	13,550,180	14,010,855
4					
Licenses And Permits					
5					
6 Alcoholic Beverages	4,500	4,990	4,500	4,500	4,750
7 Building Structures	50,000	82,520	50,000	75,000	60,000
8 Hunting And Fishing	300	88	300	150	150
9 Marriage Licenses	1,500	1,500	1,500	1,500	1,500
10 Animal Licenses	9,000	7,232	9,000	7,000	7,000
11 Green Mtn Passport	250	291	250	250	250
12 Dmv Registrations	750	498	750	500	500
13 Total Licenses And Permits	66,300	97,119	66,300	88,900	74,150
14					
Intergovernmental					
15					
16 State Aid To Highways	260,000	256,920	260,000	260,000	260,000
17 Railroad Tax	4,000	4,672	4,200	4,500	4,400
18 Pilot Revenue	20,000	27,649	20,000	28,950	25,000
19 Current Use / Hold Harmless	23,000	25,125	23,000	22,430	22,000
20 Interlibrary Loan Grant	1,000	293	1,000	1,000	1,000
21 FEMA Grant Revenue	-	36,300	-	13,325	-
22 Ballistic Vest Grant	-	2,426	-	325	-
23 Act 60 Revenue	7,800	7,892	7,800	7,800	7,800
24 Act 68 Revenue	73,000	80,188	76,000	78,000	76,000
25 Total Intergovernmental	388,800	441,465	392,000	416,330	396,200
26					
Charges For Services					
27					
28 Pilot - Tax Agreements	12,000	10,859	12,000	11,000	11,000
29 Management Services	90,360	92,609	90,360	90,360	94,645
30 Shared Services	25,763	21,593	25,763	25,763	24,633
31 Use Of Vault	2,800	2,596	2,800	5,000	2,800
32 Recording Of Legal Docs	130,000	114,446	130,000	210,000	200,000
33 Zoning Hearing Fees	1,000	2,650	1,000	1,590	1,200
34 Subdivision Filing Fees	11,000	6,226	11,000	9,000	9,500
35 Zoning Ordinance Pamphs	100	43	100	100	100
36 C.O. Inspections	9,500	11,075	9,500	9,500	11,000
37 Printing / Duplication Svces	12,000	13,942	12,000	12,000	13,000
38 Sale Public Works Specs	1,000	1,705	1,000	1,000	1,400
39 Sale Of Maps	300	239	300	300	300
40 Sale Of Certified Copy	5,500	5,704	5,500	12,000	10,000
41 Sale Of Checklists	-	20	-	20	-
42 Stormwater Management Fee	100	135	100	100	100
43 Special Police Services	60,000	138,991	60,000	60,000	60,000
44 VIN Verifications		450	-	400	-
45 Animal Control/Shelter	750	25	750	100	750
46 Swimming Pool Fees	61,000	42,904	61,000	45,000	50,000
47 Facility Rental / Use Fees	6,000	10,251	7,000	8,000	8,000
48 Indian Brook Fees	32,000	46,574	33,000	35,000	35,000
49 Senior Center Payments	-	772	-	250	500
50 Total Charges For Services	461,173	523,807	463,173	536,483	533,928

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2021

Account Name	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Budget Proposal
51					
52 Fines					
53 Penalties On Taxes	95,000	93,130	105,000	95,000	90,000
54 Interest On Taxes	60,000	79,262	70,000	70,000	80,000
55 Total Fines	155,000	172,392	175,000	165,000	170,000
56					
57 Miscellaneous					
58 Interest On Deposits	20,000	33,864	24,000	26,000	26,000
59 Rents And Royalties	1,001	1,001	1,001	1,001	1,001
60 Records Preservation	39,000	48,925	39,000	39,000	-
61 Not Classified	20,000	26,426	20,000	20,000	20,000
62 Total Miscellaneous	80,001	110,215	84,001	86,001	47,001
63 Total	14,209,932	14,593,008	14,730,649	14,842,894	15,232,134
64 Fund Balance Use (Increase)	150,000	150,000	100,000	100,000	100,000
65 Total Revenues	14,359,932	14,743,008	14,830,649	14,942,894	15,332,134
66					
67 EXPENDITURES - DETAIL					
68					
69 Assessing					
70 Salaries	135,563	134,796	127,587	102,068	113,403
71 Benefits	74,511	69,920	67,952	41,448	43,806
72 Professional Services	1,000	971	3,300	330	3,300
73 Repair/Maintenance Services	1,000	168	1,000	1,000	1,000
74 Advertising	150	-	150	150	150
75 Dues/Subscriptions/Meetings	760	1,302	1,450	1,450	3,200
76 Travel	100	1,055	100	100	100
77 General Supplies	30	198	150	150	150
78 Vehicles & Equipment Transfer	2,500	2,500	3,000	3,000	3,000
79 Furniture/Fixtures	-	1,486	-	200	1,000
80 Total Assessing	215,614	212,396	204,689	149,896	169,109
81					
82 Buildings					
83 Salaries			34,505	34,500	47,466
84 Benefits			2,940	2,839	8,678
85 Training, Conferences & Dues			1,500	1,500	1,500
86					
87 Water/Sewer - 81 Main Street	663	840	700	800	840
88 Water/Sewer - Essex Free Library			300	460	500
89 Water/Sewer - Town Fire Station	800	873	1,200	800	1,000
90 Water/Sewer - Police Station	600	503	600	600	590
91 Water/Sewer - Town PW Admin	350		340	350	360
92 Water/Sewer - Town PW Garage	3,500	1,603	4,525	3,500	3,600
93 Water/Sewer - Parks Garage	280	398	300	300	320
94 Water/Sewer - Memorial Hall	1,092	1,184	1,200	1,100	600
95 Water/Sewer - Powell Museum	195	220	200	350	400
96 Water/Sewer Subtotal	7,480	5,621	9,365	8,260	8,210

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2021

Account Name	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Budget Proposal	
97						
98	R & M Buildings - 81 Main Street	32,800	30,680	18,800	8,500	9,500
99	R & M Buildings - Essex Free Library			4,000	5,000	7,000
100	R & M Buildings - Town Fire Station	5,000	3,795	5,000	5,000	5,000
101	R & M Buildings - Police Station	37,000	45,547	10,000	15,000	15,000
102	R & M Buildings - Town PW Admin	400		1,400	1,300	8,000
103	R & M Buildings - Town PW Garage	11,900	33,641	11,900	13,500	18,000
104	R & M Buildings - Parks Garage			-	1,500	2,000
105	R & M Buildings - Memorial Hall	1,000	336	2,000	2,000	4,000
106	R & M Buildings - Powell Museum		-	2,500	2,500	5,000
107	Repair & Maintenance (R&M) Subtotal	88,100	113,999	55,600	54,300	73,500
108						
109	Contractual Services - 81 Main Street	19,840	16,219	18,400	18,400	19,000
110	Contractual Services - Essex Free Library	19,324	16,325	19,324	16,000	16,500
111	Contractual Services - Town Fire Station	1,500	710	1,500	1,500	1,500
112	Contractual Services - Police Station		135	29,000	29,000	24,000
113	Contractual Services - Town PW Admin	7,590	8,628	6,500	5,000	5,500
114	Contractual Services Subtotal	48,254	42,017	74,724	69,900	66,500
115						
116	Gasoline - Town PW Garage	117,325	132,976	136,000	136,000	136,950
117	Gasoline Subtotal	117,325	132,976	136,000	136,000	136,950
118						
119	Telephone - 81 Main Street	22,625	19,432	23,000	20,600	22,000
120	Telephone - Essex Free Library			-	500	500
121	Telephone - Town Fire Station	3,000	3,740	3,000	3,000	3,200
122	Telephone - Police Station			8,150	9,300	9,500
123	Telephone - Town PW Admin			-	500	700
124	Telephone - Town PW Garage			1,400	1,600	1,650
125	Telephone - Parks Garage			120	700	750
126	Telephone - Memorial Hall			-	400	400
127	Telephone - Powell Museum			-	200	200
128	Telephone Subtotal	25,625	23,172	35,670	36,800	38,900
129						
130	General Supplies - 81 Main Street	37,700	27,599	41,800	41,800	41,800
131	General Supplies - Essex Free Library			-	300	500
132	General Supplies - Town Fire Station	1,500	245	1,500	900	1,500
133	General Supplies - Town PW Admin	300	683	400	700	700
134	General Supplies - Town PW Garage	7,950	7,861	8,200	9,000	9,200
135	General Supplies - Memorial Hall			-	250	250
136	General Supplies - Powell Museum			-	250	250
137	General Supplies Subtotal	47,450	36,388	51,900	53,200	54,200
138						
139	Electricity - 81 Main Street	18,900	18,578	14,400	14,400	14,800
140	Electricity - Essex Free Library	4,745	4,593	5,000	4,700	5,000
141	Electricity - Town Fire Station	4,000	4,365	4,700	4,700	4,820
142	Electricity - Police Station	24,600	20,618	24,600	22,000	22,400
143	Electricity - Town PW Admin	1,400	790	1,400	1,600	1,650
144	Electricity - Town PW Garage	11,665	12,321	12,430	12,500	13,000
145	Electricity - Parks Garage	2,760	3,924	3,100	2,000	2,200
146	Electricity - Memorial Hall			2,500	2,100	2,300
147	Electricity - Powell Museum			900	1,200	1,250
148	Electricity - Tree Farm			600	1,700	1,800
149	Electricity Subtotal	68,070	65,189	69,630	66,900	69,220

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2021

Account Name	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Budget Proposal
150					
151 Natural Gas - 81 Main Street	11,000	9,414	5,000	5,200	5,300
152 Natural Gas - Essex Free Library	2,300	2,497	2,400	2,600	2,680
153 Natural Gas - Town Fire Station	3,200	3,492	3,200	3,200	3,400
154 Natural Gas - Police Station	4,800	4,023	4,800	4,000	3,750
155 Natural Gas - Town PW Admin	760		800	850	875
156 Natural Gas - Town PW Garage	6,100	4,603	6,500	5,000	5,200
157 Natural Gas - Parks Garage	960	1,365	1,100	1,000	1,100
158 Natural Gas - Memorial Hall			3,200	2,900	3,200
159 Natural Gas - Powell Museum			1,400	1,300	1,400
160 Natural Gas Subtotal	29,120	25,395	28,400	26,050	26,905
161					
162 Capital Outlay - 81 Main Street					600
163 Capital Outlay - Essex Free Library			-		500
164 Capital Outlay - Town Fire Station	1,000	-	1,000	1,000	750
165 Capital Outlay - Town PW Admin	1,000	312	-	500	500
166 Capital Outlay - Town PW Garage			-		500
167 Capital Outlay - Parks Garage			-		200
168 Capital Outlay - Powell Museum			-		200
169 Capital Outlay Subtotal	2,000	312	1,000	1,500	3,250
170 Total Buildings	433,424	445,068	501,233	491,749	535,279
171					
172 Clerk and Elections					
173 Salaries	134,983	93,711	121,663	105,418	125,710
174 Benefits	79,312	57,417	71,893	71,000	74,677
175 Repair/Maintenance Services	100	114	120	120	120
176 Dues/Subscriptions/Meetings	1,000	1,031	2,200	2,200	2,200
177 Other Purchased Services	15,600	2,343	15,600	15,600	15,000
178 Travel	150	318	500	500	500
179 General Supplies	1,500	4,354	2,000	2,000	1,500
180 Records Preservation	-	6,007	-	-	-
181 Village Clerk Expense			50,000	50,000	50,000
182 Elections/Town Meetings	15,000	12,783	4,000	4,000	4,000
183 Total Clerk and Elections	247,645	178,078	267,976	250,838	273,707
184					
185 Community Development					
186 Salaries	261,913	246,548	254,698	211,102	248,386
187 Benefits	136,848	99,540	99,059	92,570	113,703
188 Professional Services	15,000	19,629	12,500	12,500	12,500
189 Repair/Maintenance Services	1,000	333	1,000	1,000	1,000
190 Advertising	6,000	2,961	6,000	4,500	4,500
191 Printing and Binding	500	285	500	500	500
192 Dues/Subscriptions/Meetings	5,000	2,053	4,000	4,000	3,500
193 Travel	3,000	772	3,000	1,000	2,500
194 General Supplies	900	735	1,000	1,500	1,000
195 Vehicles & Equipment Transfer	2,500	2,500	3,000	3,000	3,000
196 Total Community Development	432,661	375,354	384,757	331,672	390,589
197					
198 Economic Development					
199 Other Purchased Services	1,775	1,151	1,775	1,775	1,775
200 GBIC	7,000	7,000	7,000	7,000	7,000
201 Chamber of Commerce	1,040	1,040	1,040	1,040	1,040
202 Total Economic Development	9,815	9,191	9,815	9,815	9,815

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2021

Account Name	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Budget Proposal
203					
204 Finance and Tax Collection					
205 Salaries	193,315	238,577	189,240	194,556	202,352
206 Benefits	80,497	88,368	81,018	81,425	86,995
207 Audit	18,000	18,000	18,750	18,750	16,155
208 Rental of Equipment			-	1,721	2,000
209 Property & Liability Insurance	423,653	399,352	407,817	390,000	405,000
210 Dues/Subscriptions/Meetings	2,325	1,812	3,500	3,500	1,500
211 Other Purchased Services	3,702	5,074	3,700	6,553	13,513
212 Travel	500	427	500	500	500
213 General Supplies	750	2,512	750	500	750
214 Tax Collection - Printing and Binding	4,000	2,820	4,000	5,209	5,200
215 Tax Collection - Postage	3,100	2,980	3,100	3,022	3,100
216 Total Finance and Tax Collection	729,842	759,921	712,375	705,735	737,065
217					
218 Information Management					
219 Salaries	196,567	186,290	192,765	180,000	199,173
220 Benefits	104,705	95,665	101,195	94,628	104,941
221 Professional Services			7,500	7,500	7,500
222 Repair/Maintenance Services	33,000	19,301	25,578	25,578	22,450
223 Dues/Subscriptions/Meetings	3,900	1,150	5,500	5,500	9,400
224 Travel	1,250	630	1,000	500	500
225 Hardware/Software/Service	34,125	49,961	43,815	43,815	66,408
226 Transfer to Capital	2,850	2,850	3,850	3,850	4,000
227 Total Information Management	376,397	355,847	381,203	361,371	414,372
228					
229 Manager and Legal					
230 Salaries	291,359	286,017	293,810	305,600	338,364
231 Benefits	100,545	100,143	112,015	95,472	121,979
232 Professional Services	1,000	-	2,500	2,500	2,500
233 Vehicle Repair/Maintenance Services	-	3,335	1,500	1,000	1,000
234 Advertising	5,000	6,360	5,000	5,000	5,000
235 Printing and Binding	376	45	200	200	200
236 Dues/Subscriptions/Meetings	7,200	9,940	7,200	7,200	7,276
237 Other Purchased Services	650	359	650	-	5,300
238 Travel	3,810	6,546	3,150	3,150	4,000
239 General Supplies	150	424	150	150	150
240 Furniture and Fixtures	4,500	290	1,000	1,000	500
241 LEGAL - Professional Services	50,000	76,544	55,000	73,950	60,000
242 Total Manger and Legal	464,590	490,003	482,175	495,222	546,269
243					
244 Public Works					
245 Salaries - Regular	89,835	102,451	92,479	97,000	97,484
246 Salaries - Overtime	2,682	-	2,776	600	2,873
247 Group Insurance	19,776	15,675	15,016	17,000	15,303
248 Social Security	7,078	8,285	7,308	7,800	7,677
249 Retirement	8,558	9,209	7,780	9,400	8,219
250 Other Employee Benefits	330	270	522	350	330
251 Professional Services	450	713	450	450	450
252 Training, Conferences, Dues	2,675	1,620	3,250	3,250	3,250
253 SANITATION - Landfill Monitoring	13,500	12,268	16,000	16,000	14,000
254 Total Public Works	144,884	150,490	145,581	151,850	149,586

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2021

Account Name	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Budget Proposal
255					
256 Selectboard					
257 Social Security	-	574	574	574	574
258 Selectboard Salaries	8,105	7,500	7,500	7,500	7,500
259 Professional Services	25,000	25,302	32,500	32,500	34,880
260 Secretary	8,600	7,845	7,950	8,500	8,228
261 Printing/Binding Ordns	8,000	11,242	8,000	10,500	10,500
262 Dues/Subscriptions/Meetings/VLCT	23,959	29,218	25,164	25,500	26,300
263 Transfer to Conservation Fund	15,000	15,000	15,000	15,000	15,000
264 Total Selectboard	88,664	96,681	96,688	100,074	102,982
265					
266 Fire Department					
267 Salaries	170,548	210,183	225,000	213,850	225,000
268 Benefits	13,047	16,079	17,213	16,360	17,213
269 Worker's Compensation Ins	28,993	24,081	38,250	35,000	34,565
270 Dues/Subscriptions/Meetings	2,400	3,983	2,400	3,850	4,000
271 General Supplies	5,174	2,927	5,329	5,000	3,500
272 Small Tools and Equipment	12,100	19,631	12,100	12,000	14,000
273 Uniforms	24,000	23,831	28,000	28,000	28,000
274 SCBA Machinery	6,200	1,870	5,500	15,000	6,500
275 Vehicles - Transfer to Capital	150,000	150,000	150,000	150,000	155,000
276 Equipment - Transfer to Capital	20,000	20,000	25,000	25,000	25,000
277 Fire Prevention	3,000	2,988	3,000	3,000	3,500
278 Medical	3,000	-	3,000	3,000	4,000
279 Fire Training	4,600	4,722	4,600	4,600	4,600
280 Communications	30,000	34,460	30,000	30,000	35,000
281 Vehicles: R&M Services	35,250	46,393	25,000	25,000	30,000
282 Vehicles: R&M Supplies	1,000	619	1,000	1,000	1,000
283 Total Fire Department	509,312	561,768	575,392	570,660	590,877
284					
285 Police					
286 Salaries	2,830,201	2,594,661	2,830,094	2,740,969	2,955,735
287 Benefits	1,261,926	1,058,853	1,256,464	1,117,611	1,310,612
288 Crime Prevention	5,000	5,037	5,000	5,000	5,000
289 Information Technology	10,500	10,177	20,000	20,000	20,000
290 IT Care and Maintenance	55,050	55,162	55,050	55,050	55,050
291 Professional Services	5,000	4,743	5,000	5,000	5,000
292 Rental of Equipment	-	-	-	5,000	5,000
293 Advertising	500	4,334	600	600	600
294 Printing and Binding	2,000	2,286	2,500	2,500	2,500
295 Dues/Subscriptions/Meetings	4,500	5,441	4,680	5,000	5,000
296 Travel	7,500	5,703	7,800	7,800	5,500
297 Taxes/Licenses/Registrations	140	120	100	100	175
298 General Supplies	16,000	14,359	21,748	21,748	13,200
299 Small Tools & Equipment	16,000	15,168	10,252	10,200	10,252
300 Uniforms	35,000	35,734	36,400	36,400	36,400

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2021

Account Name		FY19 Budget	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Budget Proposal
301	K9 Supplies	-	1,153	-	1,500	1,500
302	Police Training	18,000	13,391	18,720	18,720	18,720
303	Police Communications	17,000	16,702	24,000	24,000	24,000
304	Repair & Maintenance Services	24,000	22,666	24,000	24,000	24,000
305	R&M Supplies	16,500	10,879	16,500	16,500	18,000
306	Vehicles	76,000	73,336	84,000	84,000	84,000
307	Community Outreach	24,600	24,600	26,000	26,000	35,440
308	Telephone	23,000	15,556	14,850	14,850	14,850
309	Contribution to CJC	-	-	15,800	16,200	16,200
310	Dog Control	30,646	30,647	31,719	23,790	32,829
311	Animal Control/Shelter	2,500	4,030	3,600	2,700	3,600
312	Total Police	4,481,563	4,024,737	4,514,877	4,285,238	4,703,163
313						
314	Highway					
315	Salaries	731,044	806,033	762,659	767,659	773,580
316	Benefits	337,826	341,513	363,487	363,642	377,347
317	Professional Services	9,500	3,753	12,000	11,000	11,000
318	R&M Services - Vehicles	38,000	29,759	37,000	37,000	37,000
319	R&M Supplies - Vehicles	60,975	68,393	60,800	60,800	60,800
320	Equipment Rentals	15,090	12,347	15,100	14,600	14,600
321	Training, Conferences, Dues	2,300	2,455	8,000	8,000	8,000
322	Communications	17,700	14,040	14,240	17,000	11,500
323	Other purchased services	13,420	18,665	4,400	4,400	4,400
324	Advertising and Interview Costs	2,100	731	2,100	2,100	2,100
325	Travel	2,900	3,160	1,500	3,000	3,000
326	General Supplies	3,500	2,873	8,900	8,900	8,900
327	Uniforms	8,800	10,848	11,000	11,000	11,500
328	Vehicles Transfer	168,000	168,000	180,000	180,000	190,000
329	Capital Outlay	5,800	43	6,000	6,000	6,000
330	Electricity - Street/Traffic Lights	91,500	93,619	98,000	95,000	96,000
331	Streetscape Maintenance	13,950	25,199	17,450	18,000	18,200
332	Summer Const - Purchased Services (paving)	231,360	292,418	310,940	310,940	310,940
333	Summer Const - Supplies	60,000	35,265	64,000	64,500	65,780
334	Traffic Control	35,800	39,166	35,900	36,000	37,500
335	Sidewalk and Curb Maintenance	22,000	2,160	28,000	28,000	28,000
336	Winter Maint - Purchased Services	22,000	27,776	24,000	28,000	29,000
337	Winter Maint - Supplies	199,500	284,014	214,800	230,000	228,400
338	Bridges - Other Purchased Services	500	28	500	500	500
339	Storm Sewer Maintenance	130,500	65,790	132,000	133,000	134,500
340	Total Town Highway	2,224,065	2,348,051	2,412,776	2,439,041	2,468,547
341	Village Highway Expense	1,080,759	1,080,759	1,149,130	1,149,130	1,191,960
342	Total Combined Highway	3,304,824	3,428,810	3,561,906	3,588,171	3,660,507
343						
344	Stormwater					
345	Salaries	121,152	120,588	124,543	124,543	128,994
346	Benefits	43,781	38,191	42,960	42,960	44,748
347	Professional Services	25,000	10,204	25,000	20,000	20,000
348	Construction - Facilities	15,000	-	15,000	6,000	15,000
349	Advertising	34,000	11,235	13,000	12,000	13,000
350	Other Purchased Services	10,000	2,899	12,500	12,000	12,000
351	Travel	3,180	2,475	5,450	5,450	5,550
352	Taxes/Licenses/Registrations	20,000	33,198	34,000	35,000	36,000
353	Total Town Stormwater	272,113	218,790	272,453	257,953	275,292
354	Village Stormwater Expense	64,367	64,367	69,047	69,047	71,851
355	Total Combined Stormwater	336,480	283,157	341,500	327,000	347,143

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2021

Account Name	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Budget Proposal
356					
357 Health & Human Services					
358 Public Health Officer	15,710	15,708	16,258	16,258	16,827
359 Dues/Subscriptions/Meetings	-	-	-	-	880
360 Human Service Grants/Contributions	143,454	143,454	148,306	148,306	153,322
361 Donation Essex Rescue	76,300	76,300	76,300	76,300	76,300
362 Contribution - Essex Jct. Cemetery Assoc.	7,500	7,268	5,000	5,000	5,000
363 E.C. Historical Museum	1,500	1,500	3,000	3,000	3,500
364 Total Health & Human Services	244,464	244,230	248,864	248,864	255,829
365					
366 Library					
367 Salaries	231,083	230,372	238,507	230,110	230,818
368 Benefits	109,288	81,663	106,415	118,294	107,941
369 Rental of Equipment				500	1,500
370 Technical Access			6,200	6,200	8,300
371 Dues/Subscriptions/Meetings	700	628	1,200	1,200	1,500
372 Other Purchased Services	2,835	1,939	1,500	1,500	780
373 Travel	100	260	-	-	-
374 General Supplies	4,100	3,579	4,100	4,100	3,320
375 Adult Collection	27,500	26,959	15,200	15,200	15,200
376 Juvenile Collection			7,000	7,000	7,000
377 Improvements other than Building	700	698	-	-	-
378 Special Programs	600	582	600	600	600
379 Contribution to Brownell Library	15,000	15,000	15,000	15,000	15,000
380 Total Library	391,906	361,680	395,722	399,704	391,959
381					
382 Parks					
383 Salaries	176,707	148,723	182,021	162,460	187,669
384 Benefits	81,047	52,432	65,943	61,560	68,633
385 Other Professional Services	-	975	-	1,000	-
386 Repair/Maintenance Services	10,000	10,532	10,000	10,000	11,000
387 Repair/Maintenance Supplies	20,000	11,673	20,000	20,000	20,000
388 Cemetery Maintenance	-	29	2,500	5,000	5,000
389 Rental of Equipment	-	1,670	500	1,000	1,500
390 Communications	1,350	2,106	2,080	2,100	2,200
391 Advertising	325	-	-	-	-
392 Dues/Subscriptions/Meetings	550	660	550	700	700
393 Other Purchased Services	12,000	5,766	11,000	11,000	11,000
394 General Supplies	6,200	5,894	7,000	7,000	7,000
395 Small Tools & Equipment	950	760	950	950	950
396 Uniforms	1,500	1,694	1,500	1,500	1,700
397 Transfer to Capital	-	-	25,000	25,000	28,000
398 Total Parks	310,629	242,913	329,044	309,270	345,352
399					
400 Pool					
401 Salaries	88,321	76,879	85,589	86,089	85,589
402 Benefits	6,756	5,881	6,547	6,586	6,547
403 Repair/Maintenance Services	14,000	5,759	14,000	12,000	12,000
404 Repair/Maintenance Supplies	1,250	2,758	4,000	6,700	4,000
405 Communications	2,500	1,262	2,000	1,500	1,500
406 Advertising	175	-	-	200	-
407 Dues/Subscriptions/Meetings	1,850	2,630	2,500	2,500	2,800

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2021

Account Name	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Budget Proposal
408 Other Purchased Services	2,200	2,064	2,000	2,000	2,300
409 General Supplies	12,000	9,414	5,000	8,000	8,000
410 Small Tools & Equipment	5,000	-	5,000	5,000	5,000
411 Uniforms	1,600	1,573	1,500	1,500	1,600
412 Electricity / Water	12,700	11,083	12,000	12,000	12,000
413 Pool Subtotal	148,352	119,303	140,136	144,075	141,336
414					
415 Recreation Administration					
416 Salaries	179,209	181,422	203,192	185,000	189,117
417 Benefits	118,816	108,771	125,646	95,884	109,382
418 Other Professional Services	7,800	7,150	7,800	18,635	20,802
419 Communications	700	507	750	750	750
420 Advertising	-	-	450	-	-
421 Dues/Subscriptions/Meetings	2,300	3,409	2,400	2,400	3,200
422 Other Purchased Services	3,200	7,066	3,400	3,400	7,600
423 Travel	2,000	1,428	2,000	1,800	2,000
424 General Supplies	-	269	2,000	1,500	-
425 Memorial Day Celebration	7,500	7,500	7,500	7,500	7,500
426 Total Recreation Administration	321,525	317,522	355,138	316,869	340,351
427					
428 Senior Activities					
429 Salaries	114,017	95,612	120,232	111,460	125,330
430 Benefits	23,447	16,560	25,032	41,762	45,819
431 Repair/Maintenance Services	15,000	12,189	12,000	12,000	12,500
432 Communications	1,000	708	1,500	1,500	1,500
433 Postage	-	-	300	350	350
434 Advertising	325	-	-	200	-
435 Other Purchased Services	1,700	405	1,500	1,500	1,600
436 General Supplies	-	648	200	200	400
437 Transfer to Capital - Vehicles	4,000	4,000	4,000	4,000	4,000
438 Total Senior Activities	159,489	130,122	164,764	172,972	191,499
439					
440 Debt Service					
441 Police Vehicle Lease Principal	-	2,454	-	4,982	5,343
442 Police Facility Bond Principal	345,000	345,000	345,000	345,000	345,000
443 Short Term Debt Interest	-	418	-	762	402
444 Police Facility Bond Interest	203,292	203,290	194,973	194,973	184,890
445 Total Debt Service	548,292	551,162	539,973	545,717	535,635
446					
447 Intergovernmental					
448 County Tax	125,267	121,905	126,749	126,749	131,692
449 Green Mountain Transit	255,848	255,848	267,726	267,726	283,484
450 Winooski Valley Park District	54,673	54,673	57,743	57,743	59,463
451 CCRPC	23,772	23,772	24,624	24,624	25,072
452 Total Intergovernmental	459,560	456,198	476,842	476,842	499,711
453					
454 Total Expenditures	14,359,932	13,794,632	14,830,649	14,433,604	15,332,134

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, 2019. Copies of the audit report, for which they gave an unqualified opinion, are on file at the Town office and can be obtained on the Town website at www.essex.org.

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.

1 **TOWN OF ESSEX**
2 **ANNUAL TOWN MEETING**

3 *SELECTBOARD MINUTES*

4 **Tuesday March 4, 2019**

5 **SELECTBOARD:** Max Levy, Chair; Michael Plageman; Elaine Haney; Andrew Watts; Irene
6 Wrenner.

7 **STAFF PRESENT:** Evan Teich, Unified Manager; Greg Duggan, Deputy Town Manager; Sarah
8 Macy, Finance Director; Susan McNamara- Hill, Town Clerk; Travis Sabataso, HR Director;
9 Tammy Getchell, Assist. to Manager/ Communications; Dennis Lutz, Public Works Director; Rick
10 Garey, Police Chief; Charlie Cole, Fire Chief; Dana Hanley, Community Development Director;
11 Ally Vile, Parks and Recreation Director; Caitlin Corless, Essex Free Library Director; Karen
12 Lemnah, Assessor; Bill Ellis, Town Attorney.

13 **PUBLIC COMMENTORS:** Will Dodge; Paula Duke; Jerry Fox; Henry Gabert; Steven Gragg;
14 Tim Jerman; David Keanan; Linda Myers; Hubie Norton; John Rodenburg; Keeley Schell; Mona
15 Sheppard; Gabrielle Smith; Mitch Stern; Linda Suntup; John Wermer.

16 **MODERATOR:** Steve Eustis
17

18 Mr. Eustis introduced himself as Town Moderator at 7:30 p.m. He invited Local Venture Crew
19 6689 Essex Junction, a 14-21 year-old co-ed arm of Scouting, to lead the flag ceremony. They then
20 led the assembly in reciting the Pledge of Allegiance. Mr. Eustis asked the public to join him in a
21 moment of silence for veterans, first responders and in memory of Essex Free Library Director Ann
22 Paietta, and former board member Dave Clough. After, Mr. Eustis introduced the Essex High
23 School Chamber Choir, who performed the United States National Anthem and Vermont state song,
24 "These Green Mountains".

25 Elaine Haney read "An Invitation to Civility" from the book All Those in Favor by Susan Clark and
26 Frank Bryan:

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

36 Mr. Eustis invited Mr. Levy forward. Mr. Levy recognized the efforts involved with hosting the
37 Town Meeting: community dinner; childcare; the senior bus; Selectboard member outreach at
38 athletic games and local events; and three Q&A sheets about the Fiscal Year 2020 (FY20) budget,

39 shared governance between the Town and Village of Essex Junction, and the firearms ordinance.

40 Mr. Levy invited those assembled to complete and return a survey about the meeting.

41 Mr. Levy introduced the Selectboard members and Town staff, sitting at the head table, and called
42 attention to distinguished guests: Essex Junction Village Trustees George Tyler, Dan Kerin,
43 Andrew Brown and Lori Houghton, who is also a State Representative; State Representatives
44 Marybeth Redmond and Linda Myers; and new K9 police dog, Wes.

45 Mr. Eustis explained the Roberts Rules of Order for the meeting and requested that individuals with
46 comments use the microphones and state their names for the record. The public had no questions
47 regarding the general rules of this meeting.

48

49 At 7:59 pm Mr. Eustis called the meeting to order and read Article I:

50 ***ARTICLE I: Shall the reports of the Officers be accepted?***

51 **Paula Duke made a motion, and Andrew Brown seconded, to approve Article I.**

52 Mr. Eustis opened discussion on Article I:

- 53 • Mr. Levy suggested, on page 5, line 8, to replace the word “implement” with “consider.”
- 54 • Mr. Duggan suggested, on page 8, to add Patrick Murray in the Justices of the Peace list, with
55 contact information (15 Briar Lane, 802-598-9859).

56 Hearing no other comments, Mr. Eustis called a voice vote to accept Article I.

57 **The motion passed unanimously**

58 Mr. Eustis read Article II:

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

61 **Steven Gragg made a motion, and Tim Jerman seconded, to approve Article II.**

62 Mr. Eustis invited Mr. Levy forward. Mr. Levy shared a budget overview and spoke about:

- 63 • Consolidated services and alignments between the Village of Essex Junction and Town of
64 Essex: Mr. Levy talked about this year’s alignment and co-location of the recreation
65 departments. He said this should streamline recreation services and improve community access
66 to activities. He detailed total savings found from FYE2014-FYE2019, through overall
67 consolidation efforts, in the amount of \$2.15 million, and total savings through consolidation in
68 the FYE2020 budget of \$0.69 million.
- 69 • FYE 2020 Budget Objectives: Mr. Levy explained that the budget was crafted to ensure
70 continued delivery of quality services; reflect service delivery efficiencies; include savings for
71 future capital expenses; and have minimal impact on the tax rate.

- 72 • Operations costs: Mr. Levy talked about the FYE20 budget increase of \$371,000, which
73 equates to a 2.58% increase, explaining that salaries make up about half of the increases due to
74 raises and step increases. He noted that the proposed staff increase is 2.35 FTE with cost
75 savings of \$40,500. He highlighted staffing changes in the Police Department, the addition of a
76 half-time Buildings Manager, additional communications staff in Recreation, and efficiencies
77 in IT and Community Development personnel.
- 78 • Taxes: Mr. Levy pointed out that the estimated tax rate with the FYE2020 budget equates to an
79 increase of \$28 per year per household. He discussed where property tax dollars are used,
80 pointing out that public safety and highways make up more than half of the overall costs.

81 Mr. Eustis opened public comment on Article II:

- 82 • David Keanan wanted to know, on page 53, line 100 of the budget, what is included in the
83 insurance cost of \$407,817, under Finance and Tax Collection. Ms. Macy explained that this
84 number includes property, casualty, and elected official liability as well as unemployment
85 insurance and workers compensation for the municipality, with the exception of the Fire
86 Department. She pointed out that employee benefits, such as health, vision or dental insurance,
87 are found in benefits, under each salary line in the departmental budgets. Mr. Keanan also
88 requested clarification as to why, on page 57 in line 289, the Highway Department's benefits
89 are so high, compared to the salary line and, similarly, why, on page 58, the recreation benefits
90 line is so high compared to salaries. He noted that benefits in other departments are about 38%
91 of the salary line but the highway department is at 47% and the Recreation Department is over
92 62%. Ms. Macy explained that salary lines in the budget are made up of full time, part time,
93 temp, and overtime staff, so some employees do not qualify for benefits and others do. She said
94 that there is unpredictability related to whom, of those who qualify for benefits the different
95 departments, will opt for a single plan versus a family plan. Mr. Teich pointed out that the rate
96 of seasonal employees in the Recreation department is higher than other departments.
- 97 • Henry Gabert presented a proposal to increase the budget by \$100,000 to resurface and fix
98 roads. He noted that only 133 out of the 230 roads in Essex are considered satisfactory and
99 28% are poor to failing. He said this winter's 17 events of snow, rain, melt or ice took a serious
100 toll and he would like to see more than only 7 roads fixed. He calculated that \$100,000 more
101 toward this effort would be a 0.68% increase to the budget costing taxpayers less than an
102 additional \$28. **Henry Gabert made a motion on Article II, and Gabrielle Smith seconded,**
103 **to increase the budget by \$100,000 to \$14,830,649.**

104 Mr. Eustis opened public comment or debate on the amendment:

- 105 • Mona Sheppard requested clarification of if road paving is found only in the capital budget.
106 Mr. Gabert pointed out that funds are also found on page 57, line 308, \$185,000 of which is to
107 be used for road repair. Mr. Lutz, Public Works Director, explained that an additional \$224,000
108 is in the Capital Budget, on page 49, to be used for major road work.
- 109 • John Wermer requested information about how many miles of roads vs. how many roads are
110 considered failing and Linda Sutup wanted to know more about what impact the additional

111 money would make on needed road work. Mr. Lutz explained that the road management plan is
112 updated every 3-5 years and a road analysis was conducted last year, which determined there
113 are 15 sections of failed road and 18 sections are serious. Some of these are not the entire
114 roadways, but only parts of roads. He explained that any strategy to fix these issues would need
115 to take into consideration that repaving costs are \$19 per foot, but road reconstruction costs are
116 \$133 per foot. He explained that, with increased funding, more roads or sections of roads could
117 be fixed using preventative or repair strategies.

- 118 • Keeley Schell commended the Selectboard and staff for putting much thought into constructing
119 the budget. She pointed out that \$100,000 could make an impact on many important issues, but
120 an influx of these funds into an already well-thought-out budget seems unnecessary.
- 121 • Mitch Stern wondered if the road work situation is a disaster that needs a greater investment of
122 funds or if it is taken care of within the current budget. Mr. Levy explained that the budget, as
123 written, accounts for the possibility of disasters and was crafted based on what staff and the
124 Selectboard determined was needed. He said that more money could result in more work.
- 125 • John Rodenburg spoke about how his quality of life is affected by the major potholes on West
126 Street, where he lives, and advocated for preventative maintenance on the roads, in order to
127 save money to residents in the long run. He pointed out that, according to his calculations,
128 \$100,000 could completely repair only 751 feet of road, but preventative maintenance could be
129 conducted to about 17 feet short of a mile of road for the same amount of money.

130 Hearing no other comments, Mr. Eustis called a voice vote to accept the amendment to Article II.

131 **The voice vote was inconclusive.**

132 Mr. Eustis called for a division vote, with all in favor to stand and be counted, followed by all those
133 opposed to stand and be counted.

134 **The motion to accept the amendment to Article II passed, by division vote, 138 to 96.**

135 A point of order was called, by Hubie Norton, to clarify confusion with the vote. The chairman of
136 the board of civil authority expressed confidence in the vote, and it was upheld.

137 Mr. Eustis re-read Article II, as amended:

138 ***ARTICLE II: Shall the Town adopt a budget for the fiscal year July 1, 2019 to***
139 ***June 30, 2020 as recommended by the Selectboard, and amended, in the amount of***
140 ***\$14,830,649?***

141 Mr. Eustis re-opened discussion on Article II:

- 142 • Linda Myers requested clarification on how many new police officers would be hired within
143 the FYE20 budget. She asked how far away the Town of Essex is from having full confidence
144 that there are enough police officers. Mr. Teich explained that the budget adds two new police
145 officer positions and one part-time dispatcher for a total of 2.35 FTE. He said that he and the
146 Chief of Police determine staff increases through careful workload analysis of where police are
147 working and what needs to be done.

148

- 149 • Will Dodge noted, as the Energy Committee chair, that the municipality’s budget should be
150 prioritizing and implementing strategies to decrease energy costs from fossil fuels across the
151 board and into the future. He pointed out areas in the FYE20 budget where fossil fuel costs
152 went up. He stressed that the Town of Essex needs to establish renewable energy strategies,
153 engage new innovations, receive support from Efficiency Vermont and the Energy committee
154 and prioritize energy efficiency work with the new, part-time Buildings Manager.

155 Hearing no other comments, Mr. Eustis called a voice vote to accept Article II as amended.

156 The motion to accept Article II, as amended, passed by majority voice vote.

157 Mr. Eustis read Article III, and explained that no binding actions could be taken under this article.
158 He also pointed out that items in Article IV will be voted on in polling locations on March 5, 2018.

159 *ARTICLE III: Public to be Heard*

- 160 • Mr. Plageman, who is retiring from six years on the Selectboard, thanked the community for
161 the honor of his 17 years of public service in Essex on the Planning Commission, the Design
162 Review Board, both Police Building Committees and the Selectboard. He talked about the
163 pride he feels with work he did on siting the police building, renovating 81 Main St., and
164 moving Essex toward consolidation with the Village of Essex Junction. Tim Jerman expressed
165 sincere gratitude to Mr. Plageman for his service and described him as “the very definition of
166 Public Servant”. Mr. Plageman received a standing ovation from those in attendance.
- 167 • Mr. Jerman and Jerry Fox, of the Essex Community Historical Society, thanked those
168 assembled for their continued support and invited them to visit the Historical Society and
169 consider volunteering. He noted their operating hours and pointed out the email address listed
170 on page 41 of the Annual Town Report.

171 Hearing no other comments, Mr. Eustis called for a motion to adjourn.

172 Paula Duke made a motion, and Dan Kerin seconded, to adjourn the Town of Essex 2019
173 Town Meeting.

174 Mr. Eustis called a voice vote to accept the motion.

175 The motion to adjourn passed unanimously at 9:00 p.m.

176 Respectfully Submitted,

177 Cathy Ainsworth

178 Recording Secretary

179

180 Approved this 1 day of April, 2019

181

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

183

184



185 **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	878-1342
Recycling/Drop-off Center	Chittenden Solid Waste District	872-8100
Senior Center Bus	Senior Center	878-6940
Swimming	Parks & Recreation	878-1342
Tax Maps/Assessments	Assessor/Real Estate Appraisal	878-1345
Tax Collections	Finance	878-1359
Town of Essex	Unified Manager	878-1341
Village of Essex Junction	Unified Manager	878-6944
Village Recreation & Parks	Recreation & Parks	878-1375
Voting Registration	Town Clerk	879-0413
Water/Sewer Services	Public Works	878-1344
Email Address	manager@essex.org	
Website	www.essex.org	



Tear this page from book and keep for handy reference.

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