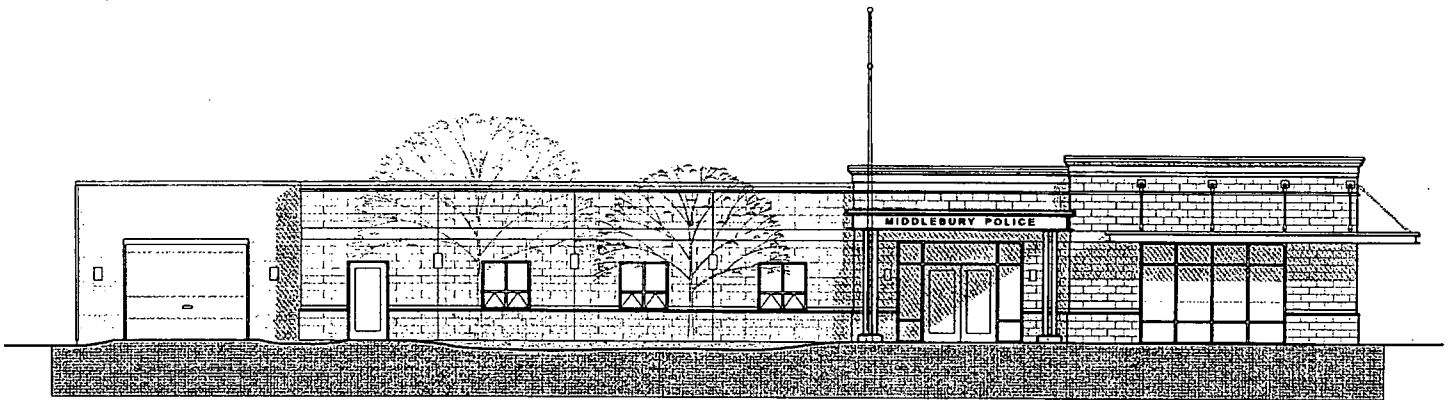


2003 ANNUAL TOWN REPORT



Middlebury Police Station - Cover Design, Courtesy of the Bread Loaf Corporation

Middlebury  Vermont

For the Fiscal Year Ending June 30, 2003



This year's Town Report is dedicated to Richard C. Hubbard.

Born too late to be one of Middlebury's founders, Dick has served the Town as a generous and "sustaining" father – the person folks turned to when the hospital was about to close its doors, when a Chamber of Commerce was needed, when a local bank required a steady hand, when the Congregational Church finances needed tending or when his great-uncle's museum (The Sheldon Museum) was in trouble.

Dick was born at 6 Court Street on Christmas Day in 1914 and has lived in Middlebury his entire life. A 1936 geology major graduate of Middlebury College, he built a solid and successful professional career in the insurance business and gave generously of his time, energy and intelligence. The hospital, the National Bank of Middlebury, the first Zoning Board, The Addison County Grammar School Association, the Middlebury Inn Board, the Congregational Church, the Middlebury Chapter of Ducks Unlimited and many other causes "too numerous to mention," all benefited from Dick's efforts.

Perhaps it is as the Town's unofficial Town historian that Dick excels. He has written a book on the industries that once bordered Otter Creek and it is impossible to come away from a conversation with Dick without some new bit of information about Middlebury. Would you like to know something about the Addison County Fair? Just ask; as a young boy and official messenger carrier, Dick was immersed in the excitement of the annual fair. How about the early days of skiing and the ski jump on Chipman Hill? – Dick was Middlebury College's first official ski coach. Or perhaps the flood of 1927? The facts and dates are precise and the stories fascinating.

Thank you, Dick Hubbard for your deep love of Middlebury and your abiding interest in everything that goes on in your hometown.

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**ELECTED OFFICIALS ~
AS OF DECEMBER 2003**

Town Clerk/Treasurer
Ann Webster 3/02-3/05

Moderator James Douglas 3/03-3/04

SELECTMEN

John Tenny, Chairman 3/03-3/06
Margaret Martin, Vice-Chair 3/03-3/06
William Perkins 3/01-3/04
Rendol Barlow 3/01-3/04
Max Eaton 3/01-3/04
Kevin Parizo 3/02-3/05
Dean George 3/02-3/05

AUDITORS

Gary Baker 3/01-3/04

BOARD OF CIVIL AUTHORITY

Brian Bauer	Walter Keeler
Jack Burkholder	Walter Calhoun
Julie Coons	Michael Olinick
David Dorman	David Rosenberg
Sally Foley	Gail Smith
Benjamin Foster	Joan Stephens
Alice George	Ren Barlow
Bill Perkins	John Tenny
Dean George	Kevin Parizo
Peg Martin	Max Eaton
Christine Mobley Ketcham	

PRUDENTIAL COMMITTEE (ID#4)

Susan Ritter	2002 - 2005
Dawn Saunders	2001 - 2004
Mark Perrin	2002 - 2005
Ted Shambo	2003 - 2006
Jim Wright	2001 - 2004
Lucy Schumer	2003 - 2006
Lorraine Gonzalez Morse	2002 - 2005

UD #3 SCHOOL BOARD (Middlebury Reps.)

Tom Beyer	3/02-3/05
Jean Rosenberg	3/03-3/06
Richard Thodal	3/03-3/06
Susan Eaton	3/01-3/04
Rebecca Day-Saward	3/03-3/06

LIBRARY TRUSTEES

Jim Gish, President	3/00-3/05
Nancy Ewen	3/03-3/08
Peter DeGraaf	3/03-3/08
Barbara Hooker	3/02-3/07
Robert Hicks	-3/04
David Clark	

LISTERS

Ken Nourse	3/01-3/04
Raymond Cassin	3/02-3/05
A. Thomas Lewis	3/03-3/06

**APPOINTED OFFICIALS ~
AS OF DECEMBER 2003**

PLANNING COMMISSION

John Barstow, Chair	4/02-4/06
Helen Haerle, Vice-Chair	4/01-4/05
Howard "Skip" Brush	4/02-4/06
Bill Kenerson	4/00-4/04
Natalie Peters	4/00-4/04
Gary Baker	4/03-4/07
Amy Sheldon	4/03-4/07
Fred Dunnington, Clerk, Town Planner	
Margaret Martin, Ex-officio, Board of Selectmen	

ZONING BOARD

John Scott, Chair	4/01-4/04
Scott Foster, Vice-Chair	4/01-4/04
Helen Reiff	5/03-5/06
Ted Shambo	5/03-5/06
John DeBouter	4/02-4/05
Alternate: Bruce Burgess	4/02-4/05
Max Eaton, Ex-officio, Board of Selectmen	
Fred Dunnington, Clerk/Secretary, Admin. Officer	

**ADDISON COUNTY REGIONAL PLANNING
& DEVELOPMENT COMM.**

DELEGATES

Fred Dunnington	4/02-4/03
Karl Neuse	4/02-4/03
Brian Bauer	4/03-4/04
William Finger - Alternate	4/03-4/04

DESIGN ADVISORY COMMITTEE

Natalie Peters, Chair	4/01-4/04
Glenn Andres	4/01-4/04
George Murdoch	5/03-5/06
Jim Pulver	4/02-4/05
Chris Zeoli	4/03-4/06
Pieter Broucke, Alternate	4/02-4/05
Fred Dunnington, Town Planner, Clerk/Secretary	

RECREATION ADVISORY BOARD

Jono Chapin, Chair	4/03-4/06
Gail Jette	4/01-4/04
Hudson Tilford	4/01-4/04
Dennis Stiles	4/02-4/05
Tom Scanlon	4/02-4/05
Mike Quinn	4/03-4/06
Max Eaton, Ex-officio, Board of Selectmen	
Tom Anderson, Dir. of Parks and Recreation	

**ADDISON COUNTY SOLID WASTE DISTRICT
REPRESENTATIVE**

William Finger (Delegate)	4/03-4/04
John Tenny (Alternate)	

DELINQUENT TAX COLLECTOR

William Finger	4/03-4/04
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FENCE VIEWERS

Bill Holdman	4/03-4/04
Donald Groll	4/03-4/04
Tom Lewis	4/03-4/04

FIRE CHIEF

Richard Cole	4/01-4/04
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HEALTH OFFICER

Dr. Robert LaFiandra	4/02-4/04
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FIRST CONSTABLE

Tom Hanley	4/03-4/04
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SECOND CONSTABLE

Wayne Reeves	4/03-4/04
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TOWN AGENT

Walter Calhoun	4/03-4/04
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TOWN GRAND JUROR

Karl Neuse	4/03-4/04
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TOWN SERVICE OFFICER

William Finger	4/03-4/04
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TREE WARDEN

Margaret Martin	4/03-4/04
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ZONING ADMINISTRATIVE OFFICER

Fred Dunnington	4/03-4/04
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SPORTS COMMISSION

Ren Barlow	4/03-4/04
Bill Perkins	4/03-4/04
Robert LaFiandra	4/03-4/04

NOTES:

Board of Selectmen

John Tenny, Chairman

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With this year's Town Report, we celebrate our new Police Department headquarters now nearly finished on Lucius Shaw Lane. Hard work by many and strong support from residents have made this project possible. We have been well-served by our local design / build team at Breadloaf Corp., and look forward to an efficient, reliable facility which will serve the Town's Police Department needs for a generation or more. Construction is moving quickly in spite of a harsh winter, and Chief Hanley expects to move his department to the new quarters in mid-April. In the new session, the Board will again focus on administrative office needs and look for a more acceptable and affordable solution to recommend to voters.

A new long-term gift agreement with Middlebury College will be formally announced at Town Meeting, renewing the College's pledge of continuing financial support of the Town. The new pact is the result of months of talks between Town and College and will provide a significant increase in funds annually for property tax relief and Town improvements. Support continues to grow for the on-going Community Share program, as well, as more non-profits step forward each year to contribute to Town support.

The proposed municipal budget for fiscal year 2004 / 2005 focuses renewed commitment on improvements to our deteriorating paved road network. Many years of budget constraints have left our paved road program under-funded, with obvious results. Increased emphasis on our gravel roads program during the past year has already produced good results and will continue, while the renewed paved road effort will require significant investments each year just to maintain current conditions overall. Other areas of the budget are as lean as possible and some difficult personnel reductions are planned to streamline operations where possible. Efforts by the Board to control budget overruns in the Recreation Department have produced strong reactions from supporters who fear that children's programs will suffer. Selectmen are committed to a strong, year-round recreation program, and will work closely with the Department and the Recreation Advisory Board in the coming year to solve problems of declining enrollment and budgets.

Two new Selectmen will take seats in March as Ren Barlow and Max Eaton step down from the Board. Our thanks for their service to the Town, and our hope that more good residents will step forward to "take a turn" on a Town board or committee. Your service is essential to a strong, well-managed community, and your attendance at Town Meeting on March 1<sup>st</sup> provides a key opportunity to directly participate in governing your Town.

# Public Safety

## Middlebury Fire Department

Richard Cole, Fire Chief

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The fire department is becoming an incident department. Fire is a small part of our job. We are called to help when the carbon monoxide detector sounds, or the smoke alarm sounds for no reason. We are here to reassure you that there was a malfunction, or "yes there is a reason for the alarm" and to take care of it. Hazardous conditions are becoming more numerous, oil and gasoline spills, vehicle accidents with fluid spills. The department is there to clean up the hazardous material or to get the right people there to handle it. Many people say, "I'm sorry I called, but I didn't know what to do". If in doubt call. We are more than glad to get there and find a small problem or no problem at all. If you delay calling, a small problem can become a large one or worse yet, someone gets hurt.

Middlebury has a well-equipped, modern fire department. A new equipment truck able to carry the needed equipment for most incidents was put into service recently. Members have secured a grant to help make sure each member is well equipped with the proper clothing and equipment and to improve radio communications and training.

Middlebury can be proud of its fire department! Throughout the years, the firefighters put in many, many hours training and responding to calls. The calls increase every year and now average about 3 per week. There may be weeks without any calls, but there are weeks with six, seven or even eight calls within two or three days. This has to be a hardship on both families, and employers, but the members do their job without complaints.

We can always use new members, male or female who are willing and able to work and help their community. Thank you for your support over the past year.

On March 9, 2003 while responding to an alarm, firefighter Bruce Young passed away. Bruce's first love was the fire department and Ladder 1. As a certified operator, he checked and washed the ladder truck on a regular basis. The night he left us he was sitting behind the wheel of Ladder 1 ready to respond to the call. He wouldn't have wanted it any other way. Bruce had given 30 years of service to the Middlebury Fire Department. Over the years he served on many committees and was treasurer and ladder operator. In addition to his Middlebury Fire Department duties, he was active in the Addison County Firefighters Association as well, and served on many committees. All members join me in saying thank you to Bruce's family for letting him be a part of our family.

Call break down for 7/2002-6/2003

Structure fires	5	Brush fires	3
Furnace malfunctions	8	Electrical fires	14
Carbon monoxide	4	Kitchen fires	3
Auto accidents	7	Chimney fires	2
False alarms	46	Miscellaneous	19
Hazardous conditions	19	Fire prevention	4
Car fires	3	Mutual aid given	6

Middlebury Police Department
802-388-3191

Tom Hanley, Chief of Police

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Middlebury remains a safe community with a high quality of life. As a resident, taxpayer, and department head, I can say this proudly, assuredly and without hesitation. This is due in no small way to the contribution and efforts of the Town's municipal departments and individual employees. In this respect, the police department plays an important role.

The efforts of the police department were successful in the year 2003. Once again, we recognized highway safety as a priority. Highway crashes typically injure and kill more people and damage and destroy more property than most other violent crimes combined, not to mention inflating insurance rates. Speeding traffic also undermines neighborhood tranquility.

Since adding a highway safety officer in 1998, Middlebury has seen a 40% reduction in crashes and a 50% reduction in injuries. 2003 was no different. This year we experienced the lowest number of accidents (238) and accidents with injuries (18) than we have recorded in over 20 years - all this in spite of the multiple thousands of vehicles that are on our roads everyday. There were no fatalities.

Impaired driving is likewise reduced. Police are seeing far more designated drivers, and, in spite of increased enforcement supported by highway safety grants, our DUI arrests dropped from 80 in 2002 to 57 this year. Fewer impaired drivers mean safer highways and fewer needless tragedies.

In 2003, the community recognized the need to get the police out of the cramped, dilapidated basement of the 100-year-old municipal building and voted to build a new police station on Lucius Shaw Lane. We are scheduled to move into the building in April of 2004.



Reflecting the current tax environment, the building is simple, built on a vacant piece of town-owned land, yet rugged, functional, community friendly, and should serve Middlebury for many years to come.

In 2003 the police department continued many of its prevention programs, including the RAD (rape aggression defense) program intended to reduce vulnerability to violent crime; the car seat safety program; child identification program; and a new firearm safety program sponsored by the National Shooting Sports Foundation. These are all free of charge. We provide free gun locks to residents on request.

Our officers continue to offer other prevention programs such as internet safety for children; fraud prevention; reducing violence in the workplace; and residential and business security. A call to the police department can put you in touch with one of the officers to answer questions or arrange a presentation.

The School Resource Officer (SRO) program continues to grow and increase in demand. This year it caught the interest of a non-government organization working with former Soviet countries and was used as a model for Armenian educators and police officials. The visiting group spent time with the SRO in both the Hannaford Center and MUHS.

The Police Department continues to recruit and develop professional officers. In 2004, two more officers will earn their bachelor's degrees in criminal justice at Champlain College; Officer Jason Covey received a certification as a Crime Scene Technician and in 2004 will advance to Crime Scene Analyst. Our officers' expanding knowledge of electronic media has reduced the cost of maintaining and upgrading our computer systems by allowing us to do in-house diagnostics and programming repair and upgrade.

We face several challenges in the coming year:

- International tensions and homeland security needs have added a new dimension. Working with state and federal authorities, staff time and energy must sometime be diverted to tasks including the protection of "critical infrastructure" and investigating reports of potential threats to that infrastructure.
- An increase in disturbances. As the population with social needs grows in Middlebury, activity not preventable by police presence and intervention increases. This includes activity that occurs "behind closed doors", such as domestic and other forms of abuse; substance abuse; mental health issues; alcohol intoxication; assaults; fights; and resultant larceny and other crimes.
- An increase in demands for service and a reduction in staff. Responding to the need to control property taxes, the selectboard is considering a delay in filling a vacant patrol officer position. This will spread the demand for service over fewer officers.

# Town Offices

## Lister/Assessor's Office

802-388-8108

William Benton, Assessor

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The 2002-2003 tax year was typical in terms of overall historical growth trends. The grand list increased from \$4,068,304 to \$4,131,055 or 1.5% percent compared to a disappointing 2/10 of 1% increase the prior year.

The real estate portion of the grand list increased from \$3,727,410 to \$3,755,756 or 8/10 of one percent. New residential growth continued to be sluggish due to a lack of available lands for residential development. Increases in the commercial sector were limited in scope and included the partially completed Marriott Courtyard on Route 7 south. This increase was offset by decreases in the values in VELCO and CVPS as reported to the Division of Property Valuation and Review. The Counseling Service of Addison County purchased a new office building in the Catamount Park off Exchange Street. The property was deemed tax exempt after a review of statutory exemptions and case law. There were no substantive increases in industrial sector valuations.

Real estate grievances were limited in number and resulted in a minimal amount of reductions. There are currently no appeals pending before the State Appraiser Board or Addison County Superior Court.

Reversing a 3.2% decline in 2002, the business personal property sector of the Grand List increased 10% from \$340,623 to \$375,297. This increase was primarily a result of large capital expenditures by Standard Register Company.

Act 60 Education Funding Bill was amended by Act 68 in the spring of 2003. This revision will result in a two tiered tax system that should benefit most Middlebury taxpayers. Unfortunately, these changes do not go into effect until the spring of 2004. Income sensitivity provisions that benefit Vermont residents will still be in effect. Please contact your tax advisor to learn the specifics of these programs.

The common level of appraisal as determined by the Division of Property Valuation and Review, certified on December 10, 2003 is 77.37% with a coefficient of dispersion of 16.20%. These numbers compare with a common level of appraisal of 83.18% and a coefficient of dispersion of 16.13% in 2002. The decline of the common level of appraisal represents a continuing increase in property values in Middlebury and triggered the decision to reappraise all properties.

The Town has contracted with APAS, LLC to perform a complete townwide reappraisal. It is our hope that the trend of increasing values will diminish as we conduct the reappraisal so that we may fully utilize the data in the coming years. Property inspections began in the summer of 2003 with completion scheduled for the 2005 grand list. Data collectors from APAS are currently performing interior inspections of each property. The 2005 assessments will reflect current market value. Actual tax liabilities will vary depending upon value changes by class and neighborhood and revenue requirements.

Our Board of Listers is comprised of Ray Cassin, Tom Lewis and Ken Nourse. These citizens deserve credit for their hard work and thoughtful decision making when compiling the grand list and hearing appeals.

The office is open during regular Municipal Building business hours. Leslie Leggett is the Lister's Office assistant. Assessor William Benton is available on Wednesdays for inspections and appointments. Please feel free to contact us if you have any questions or comments. Our phone number is 388-8108.

Accounting Department

802-388-8101

Jackie Sullivan, Accounting Manager

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The accounting office has seen a couple of significant changes this year. After 32 years, Peg Derby retired in March, the water meter change out was, for the most part completed and we are looking at new ways to streamline our day to day tasks. Fiscal year 2002-2003 was the first year we were affected by GASB 34, the new financial reporting standard established by Governmental Accounting Standards Board (GASB) in 1999. The changes, which we have already encountered, and the changes that we continue to encounter, will help us to continually reevaluate how we do our job.

The water meter change out has reduced the need for staffing hours in several significant areas, including the time required by the Water Department to read the meters, and the amount of time required to process a quarterly billing. The billing process, which had taken the better part of a month, can now be done in just a couple of days. The accuracy of the new meters has nearly eliminated the questions and confusion, which had previously been the norm after a utility billing. This reduction in workload has enabled the Town to reduce the number of employees, without any reduction in services to taxpayers.

Using our existing accounting software, we are looking at possible ways to better utilize the system to our advantage. In an effort to become more efficient we have reduced the overall number of checks written, looked into using more of the system generated reports, encouraged direct deposit. Reimbursements are now processed as part of the payroll. Efforts will be made to increase efficiency wherever possible.

A great deal of time and effort has been focused on preparing and updating a current listing of the Fixed Assets for the Town of Middlebury. Fixed Assets recorded in the past will now be more closely tracked, and they will also be depreciated on an annual basis starting in FY04. By depreciating the fixed assets we will have a more accurate cost of our assets on a yearly basis, as well as a guideline for the replacement of these fixed assets in the future. GASB 34 is intended to provide a comprehensive picture of the Town's financial position. Compliance with GASB 34 is beneficial to the Town especially when bonding is sought.

The changes over the past year have been made to meet the needs of the public as efficiently as possible. As we move forward the Accounting Office will continually look for even better ways to do its job and to stay technologically current with the times.

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**Town Clerk's Office**  
**802-388-8102**

Ann F. Webster, Clerk/Treasurer

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In 2003 the Town Clerk/Treasurer's Office has seen many changes. Physically the changes are obvious, freshly painted walls, a new carpet and counter area. We hope to continue making improvements to our workstations over the upcoming year.

Behind the scenes we are making improvements to the systems we use in order to make office procedures more efficient and manageable. Specifically we have come up with numerous procedures throughout the year, which help keep the voter checklist more up-to-date. Registered voters who we believe have changed their residence to another town are now challenged continually throughout the year. Using information from Property Transfer Returns, the DMV, the Secretary of State's Office, the US Postal Service, and personal knowledge of the BCA and office staff. We have also made a connection with Middlebury College and we receive a list of graduating seniors in February and June. Hopefully this more proactive approach will alleviate the problem of having too many challenged voters we are unable to contact and who therefore cannot be removed from the checklist for several years. We currently have 1256 challenged voters who may be

removed in November of 2004 and another 568 challenged voters who may be removed in November 2006.

We have created a system for each staff member in this office to individually balance and reconcile cash drawers on a daily basis. Previously all cash receipts went into one register and were reconciled all together. The new system has cut several hours out of the balancing process, especially during a tax or utility payment deadline.

As promised, we have updated fees for vault use and copies of records. This generates more revenues, reflects the true cost of providing services, and shifts the burden of payment to those who are using the service. We have also updated our procedures for collecting vault fees from regular clients, which allows us to more closely track if accounts are current. Current tax information is now more readily available to those conducting land record searches, which is helpful to both them and us.

At the State level many changes are taking place in order to comply with the Federally mandated "Help America to Vote Act" of 2002. Middlebury will be outfitted with a new voting machine for Town Meeting 2004. The State is also required to come up with a statewide voter checklist and that will impact the way we access and update our own checklist. The legislature is still busy working on bills that, if passed, would certainly impact all town clerk offices and possibly municipalities. Of particular interest at the moment is H31 - Short Form Mortgage. This Bill may alleviate some concerns about vault space for records, but could affect revenues collected for services by the town clerks. In 2003 I began a three-year educational process provided by the New England Municipal Clerks Institute. Each year for one week in August the Institute meets on the campus of Salve Regina in Newport, RI. The very intensive week includes excellent classes in Law, Government, Finance, Personnel, Management, and Communication. This is one way in which town clerks are proactive in educating themselves and working towards Clerk Certification in order to serve their municipalities with the highest standards.

VITAL RECORDS

Below is a five-year comparison chart of the certificates registered in this office:

	1999	2000	2001	2002	2003
Births	389	368	346	294	311
Deaths	149	143	166	156	124
Marriages	67	86	63	63	73
Civil Unions		21	15	15	13

LAND RECORDS

Below is a five-year comparison of the volume of documents recorded in this office:

	1999	2000	2001	2002	2003
# of Pages	4,213	3,648	4,636	7,191	8,248
# of Books	5	4	6	9.5	11.5

Almost all records and documents stored in the Town Clerk's vault are open to the public for examination. All copies are subject to charges and additional vault fees may apply. Normal office hours are 8:30am to 4:30pm Monday through Friday.

DOG REGISTRATION

State statute requires that each dog residing in the town be registered by April 1st each year. Dogs may be registered any time between January 1st and April 1st. A current rabies certificate must be presented or be on file before the animal may be registered for the current year. After April 1st penalties apply. There were 415 dogs licensed in 2003. The fees are \$15.00 for a neutered or spayed dog or \$19.00 for an unaltered dog.

VOTER REGISTRATION

2004 promises to be quite an exciting election year. If you are a Middlebury resident over eighteen years of age and have not registered to vote, you have until noon on the second Monday before any election to do so. Voter registration applications may be picked up at the Town Clerk's Office. We currently have 5446 residents listed on the voter checklist.

As I look towards the year ahead I see an exciting and hectic election schedule, more renovations to our work areas, a major project of preserving and renovating our 1100+ survey maps, and a gearing up for reappraisal appeals. And as we head deeper and deeper into the digital world of technology, who knows what changes in record keeping will be right around the corner.

Lastly, I would like to thank my two Assistant Town Clerk/Treasurers, Annemarie Gebo and Jean Kelty, [for seeing the possibility of order coming from chaos] and continuing to move forward with improvements every day.

Planning and Zoning

802-388-8105

Fred S. Dunnington, Town Planner

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Inquiries and permit activity during 2003 was at about the same levels as 2002. In 2003 the Planning Commission met 13 times, including 12 public hearings, and the Zoning Board held just 4 hearings. The Design Advisory Committee, serving both the PC and ZB, held meetings / site visits, and combined a few of its reviews with Planning Commission hearings. Of the 170 applications filed in 2003 in the Planning & Zoning Office, 158 projects were permitted and the remainder either withdrawn or denied, or are pending as of the year's end. Of those permitted, there were 8 commercial developments, 15 new dwellings, and 3 subdivisions. As usual, the majority of applications were for a variety of minor additions, changes of use, renovations, signs, and new or repaired septic systems.

Major applications of 2003 included the Zoning Board's approvals of the "Subway" sandwich shop in the Village Court complex and the Norris application at 93 Court St. for renovation of a duplex into offices and construction of a new apartment building in the rear.

Major applications reviewed by the Planning Commission in 2003 included:

Exchange St. commercial development (Catamount Business Park 4th office building, Neri warehouse and bulk fuel storage and a new Carrara office building) Elderly Services - new facility between Exchange St and North Pleasant St. Oakville Properties - a 20-unit residential planned unit development being designed off Rt 7, between the car wash and Shea Motors.

The new Marriott Courtyard Hotel was completed in December 2003. Work commenced on the new Hannaford Supermarket and plans were reviewed in the early stages for other improvements and new tenancies in the Centre plaza. Discussions were also held with Middlebury College on master planning for the Maple Manor property, which we hope will result in a neighborhood mixed use proposal in the year ahead.

Tom Scanlon continues his excellent work in our part-time position where he assists in Certificate of Compliance reviews, zoning enforcement and rental housing and health code matters. In 2003, 156 Certificates of Compliance / Occupancy were issued for property sales and refinancing. This involves a review of permit and lister files and resolving those cases where zoning or illegal sump pump discharges to Town sewers are discovered. Notice of every permit or board approval, certificate of compliance, violation or other Zoning action was prepared and recorded in the land records.

A major professional initiative for me in 2003 was work in the Legislature on permit reform. I had been appointed by the Governor to a group that worked on a complete revision of Vermont's Planning and Zoning enabling laws, and in 2003, I took this proposed legislation through various legislative committees and was the coordinator for our group and Vermont's planners. With much effort and consensus-building, the legislation passed both the House and Senate but was then attached to the State Act 250 and ANR permit reform bills which are yet to be resolved in conference committee. For the work on the local permit reform portion, which we expect will become law in 2004, I was honored to receive an award for Outstanding Service from the VT. Planner's Association presented by Governor Douglas in November.

Work on the amendments to the Zoning and Subdivision regulations was put on hold pending the legislation on state and local 'permit reform'. My work on this legislation was not only a professional contribution but also positions us well to integrate the changes in Middlebury regulations. This project will be completed in 2004 and formal hearings will be held on the proposed Ordinance amendments and an update re-adoption of the Town Plan by July 2005.

I obtained a \$9,000 planning grant, which will be used for infrastructure mapping (Town water and sewer, drainage, sidewalks and road improvements) in 2004. GIS (geographic information system) software for producing computer maps and planning was acquired and installed to help begin this needed project.

During 2002 transportation planning continued at a glacial pace towards more efficient and synchronized traffic signals and safer pedestrian crossings on Rt.7 / Court St. I obtained easements from several property owners to enable this project to proceed - and we hope it will finally happen in the summer of 2004. Unfortunately, there is still no clear timetable or progress being made on the long-recognized needs for the Cross Street Bridge or a bypass. Although there is some interest in the Three Mile Bridge replacement, which I support, this will not replace the ultimate need for a second in-town bridge.

Also in transportation planning, secured funds have been through the Regional Planning Commission to plan improvements to the Exchange St - Rt 7 intersection.

An application was filed with the VT Public Service Board for VELCO's new set of 345 kV transmission lines through Middlebury. This would parallel an existing, much smaller transmission line. I coordinated local response and participation in the PSB proceedings including work with the Regional Planning Commission. Our effort is to advocate minimal-impact solutions and more adequate aesthetic mitigation of VELCO transmission lines, if in fact the PSB finds these are needed.



During 2003 I continued to support our Downtown Improvement Program and worked on grant applications with Gail Freidin of the Middlebury Business Association, and our own plans for improved decorative lighting (with better light levels, but less glare in the next phase).

I would like to thank the residents of Middlebury for their continued support. I would also like to thank my secretary, Beth Dow, the chairs of the Planning Commission and Zoning Board, and all the board members and many citizen volunteers who have contributed their time and energy again this year.

If you have questions regarding Town planning issues or inquiries about developments or Town regulations, or about Certificates of Compliance or Occupancy, please do not hesitate to call our office at 388-8105, or contact me directly at 388-8106 or by email at [fdunnington@town.middlebury.vt.us](mailto:fdunnington@town.middlebury.vt.us). Copies of the Town Plan, Zoning Regulations and general information are on the Town's web site [middlebury@govoffice.com](mailto:middlebury@govoffice.com).

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## **Parks and Recreation Department**

**802-388-8103**

Tom Anderson, Recreation Director

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The Parks and Recreation Department had a successful year. The majority of traditional programs continued to be offered and there were several innovative programs and activities added in 2003. These new activities added life to the department and were well received by the community.

A noticeable improvement was the continued development of the parks and green areas beautification program. Many residents and visitors complimented the bright flowers and attractive shrubs in places such as Triangle Park, Cannon Park and the College Street island. There were well- received activities and events in all seasons. New opportunities included Introductory Lacrosse and Football and Music in Motion and Ballet for the younger age group. Monthly Friday Nights Out, Pass, Punt and Kick and Middle Ground Theater were added for older youths.

The summer Camp Kookamunga was redesigned and included trips to the Bromley Mountain Thrill Zone, a cruise on Lake Champlain, and visits from a theater group from UNH and a magician. Independence Day was recognized during Celebrate America Week. The Middlebury Area Swim Association had a successful summer, hosted four swim meets and the swimmers have shown noticeable improvement in recent years.

The soccer program grew tremendously in 2003. The number of kids playing has created a scheduling challenge to find adequate field time for practices and games. In future years, to meet the demand, Planning and registration for fall soccer will begin in the spring. Family activities such as the Mid Summer's Night Trio Runs, the Turkey Trot and New Year's Eve Fireworks were successful and well attended.

The Recreation Department will make some adjustments in the coming year but will continue to offer a well-balanced program for the community.

Ilsley Public Library **802-388-4095**

David Clark, Librarian

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Ways in which Ilsley Public Library served Middlebury residents in 2003:

\*Opportunities to meet authors through our series, **Authors on Main** held in co-operation with the Vermont Book Shop. Among the authors in 2003 were novelist Jeffery Lent, mystery author Sarah Strohmeyer, Howard Frank Mosher, Sabin Willet, food author Ellen Ecker Ogden, and poets Ruth Stone and Karin Gottshall.

\***Children's' services** ranging from pre-school story times, the annual summer reading program, and memberships for all MUHS 9<sup>th</sup> graders. Ilsley hosted the Dorothy Canfield Fisher Reading Challenge with the Addison Central Supervisory Union.

\*Improved services at the **Sarah Partridge Community Library** located in the Community House in East Middlebury. The East Middlebury Fire District #1 and the library's Board of Trustees agreed to have Ilsley staff manage the library, which will be led by Mona Rogers.

\*Expanded information to help users find sources of funding through our new **foundation research collection** that opened in 2003. Librarian Rich Shrake worked with the United Way of Addison County and the Vermont Community Foundation to provide this print and CD collection, Vermont's second such collection.

\*The Porter Hospital Auxiliary initiated an annual contribution to support the library's **Collier Health Information Collection**, a source of medical information for all residents of the county.

\*More audiobooks on cassette and CD's through a \$26,596 grant of the Vermont Public Library/Freeman Foundation.

\*Improved facilities including the expansion of the side entrance, the renovation of the lobby, and the installation of air conditioning throughout the library. Governor Douglas spoke at an open house in September marking the completion of these projects funded by the Freeman Foundation, Town of Middlebury, and Friends of Isley Public Library.

\*New key chain library cards

\*Participative staff - Director David Clark concluded a three-year term representing Vermont on the governing council of the American Library Association.

| Public usage/Library usage | Program attendance      | Electronic use      |
|----------------------------|-------------------------|---------------------|
| Checkouts 176,601          | Programs 355            | Public computers 25 |
| Info. requests 3,244       | Attendance 5,964        | In-house use 16,895 |
| On-site visits 180,000     | Summer Reading Club 329 |                     |

## Town Operations

### Water Department 802-388-4045

Dan Werner, Director of Operations

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The Water Department had a very busy first few months of 2003. There were 20 main breaks or leaks through March 31 and 47 for the entire year. Most of the breaks were due to the age of the distribution system.

A water main replacement project in Seymour Street was a major accomplishment this year. New main was installed from the railroad underpass north to Pulp Mill Bridge, then up the Extension a few hundred feet to connect to an existing main installed a few years earlier. New service lines, curb valves and fire hydrants were part of this project and the water main to the new Police Building was also replaced. The Seymour Street road surface was recycled and a 2-inch surface course was laid.

Seymour Street from Main Street to Elm Street also received water system upgrades due to several breaks in the area, which caused loss of service to businesses. An historic hodge podge of three different size mains were discovered. The 4-inch and 6-inch mains

were abandoned by connecting service lines to the 8-inch, which is a newer pipe. Fire hydrants were also upgraded. The engineering firm was Otter Creek Engineering, and Champlain Construction was the contractor.

The Department pumped 429,771,000 gallons of water in 2003, which is down 9% from 2002. A wetter summer than 2002 is part of the cause.

The staff has put considerable time and effort into inventorying fire hydrants, curb valves and valves. Fire hydrants were the first priority. Maintenance needs were assessed and many have been repainted. This project involves inspecting each hydrant, curb valve, main valve and documenting deficiencies using GPS/GIS technology to collect the data.

Jason Shepard and Victor Laberge both received their Water Operator licenses in 2003.

Future projects include water main replacement in Franklin Street, and Seminary Street. VTrans tentatively intends to resurface College and Main Streets in 2005 so water infrastructure needs will be updated in those areas prior to the paving project.

HIGHWAY DEPARTMENT

Improvements to asphalt roads this year included recycling Halpin Road and Bakery Lane. Recycling involves grinding up several inches of the road surface and base with a machine that looks like a big roto-tiller. Calcium chloride is then injected to bind up moisture and improve compaction. This minimizes cracking due to frost action. After a curing process, the base is overlaid with 4-inches of new asphalt and shoulder stone is applied. Approximately 6-tenths mile of Halpin was recycled and guardrails were replaced. D&F Paving was the contractor.

The gravel portion of Halpin to the covered bridge was also improved. Ditches were cleaned and reconstructed and culverts were replaced. Ploof Excavating and Department staff performed this work. Some gravel was added with more to come, along with additional grading in the spring.

Bakery Lane was also improved. A water main break had destroyed a portion of this street, and after repairs it made sense to recycle and overlay the section from Main Street to Mr. Ups Restaurant. Pike Industries was the contractor.

The Town maintains 17 miles of unpaved roads and most other unpaved roads received additional gravel this year. Our goal is to have sufficient gravel for grading and an application of dust control and stabilizing products to protect the driving surface on all unpaved roads. Major improvements such as brush trimming, ditching and graveling will have to be done in small sections as funding allows.

Guardrails were replaced on Middle Munger Street and East Munger received brush trimming and gravel.

Projects for the upcoming season include the recycling Munger Street from Painter Road north to Cobble Road, the Town line. We have been awarded a State grant for \$66,500 towards this improvement. Other small areas will be paved in conjunction with other infrastructure improvements.

CAPITAL IMPROVEMENTS

Battell Bridge

This year a contract was awarded to Tom Vanacore Co. for rehabilitation work on Battell Bridge. The east arch and upstream and downstream walls were washed and joints cleaned and re-pointed. Weeps and drains were installed in the arch to help remove water trapped in the structure. The center arch will receive the same treatment in the next construction season.

Sidewalks

This important replacement program continued with a walk along Seminary Street and a small section at Court Square and South Pleasant. The work was done by Case Street Concrete in September. Another contract was awarded to Case St. Concrete for spring sidewalk replacement. There are several areas in this contract, but most of the work will be on Seminary, Weybridge, Court Street, and East Main Street in East Middlebury.

Wastewater Department

802-388-6514

Robert Wells, Wastewater Superintendent

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The 3 main factors to consider when discussing the loading of a wastewater treatment process are flow (gallons per day), BOD (Biological Oxygen Demand) and TSS (Total Suspended Solids).

From November 2002 to October 2003 the Wastewater Treatment Plant has treated approximately 347,235,000 gallons of wastewater and 1,736,350 gallons of septage from the surrounding non-sewer serviced areas.

The Wastewater Plants design flow is for 2.72 Million gallons per day and we are now averaging 951,133 gallons per day or 34.97% of design capacity for flow.

In the past year we have subsequently produced 2,618 wet tons of Class A biosolids and 1,841.78 wet tons of non-Class A biosolids that we send to Canada for composting.

Making Class A biosolids represents approximately 58.7% (up from 41.6% last year) and non-Class A biosolids represents the balance or 41.3% (down from 58.4% last year) of all the biosolids that are handled at the facility. The cost of producing Class A biosolids is between \$32 - \$34 per ton while the non-Class A material costs \$67.8 per ton to dispose of.

| Month            | "Q"<br>Flow | Septage<br>Gallons | Sludge<br>Gallons | Tons<br>Class A<br>Produced | Tons<br>Non<br>Class A<br>Produced | Inf<br>BOD<br>mg/l | Inf<br>TSS<br>mg/l |
|------------------|-------------|--------------------|-------------------|-----------------------------|------------------------------------|--------------------|--------------------|
| November<br>2002 | 29.044      | 146,950            | 1,667,090         | 0                           | 102.72                             | 342                | 331                |
| December         | 25.120      | 76,925             | 1,852,989         | 0                           | 361.99                             | 401                | 312                |
| January          | 23.714      | 48,600             | 1,824,652         | 322                         | 102.63                             | 450                | 344                |
| February         | 31.342      | 61,850             | 1,901,167         | 0                           | 350.96                             | 414                | 260                |
| March            | 35.545      | 97,225             | 2,217,696         | 378                         | 192.74                             | 363                | 235                |
| April            | 36.238      | 165,450            | 2,091,706         | 462                         | 226.01                             | 367                | 285                |
| May              | 35.719      | 205,500            | 2,199,463         | 42                          | 159.81                             | 335                | 262                |
| June             | 26.949      | 169,950            | 1,947,718         | 406                         | 0                                  | 346                | 289                |
| July             | 25.097      | 198,250            | 1,731,697         | 196                         | 37.78                              | 396                | 350                |
| August           | 24.224      | 198,700            | 1,684,735         | 364                         | 0                                  | 367                | 318                |
| Sept.            | 23.229      | 155,700            | 1,433,244         | 224                         | 0                                  | 408                | 320                |
| October<br>2003  | 31.014      | 211,250            | 1,656,008         | 224                         | 307.14                             | 433                | 388                |
| Total            | 347.235     | 1,736,350          | 22,208,165        | 2618                        | 1841.78                            | 4622               | 3694               |
| Average          | 28.936      | 144,695            | 1,850,680         | 218                         | 153                                | 385                | 307                |

The design organic load (referred to as BOD) is 8,801 pounds per day and we are now at 3,054 pounds per day average or 34.7% of design capacity for BOD.

The Total Suspended Solids design load for the plant is 5,853 pounds per day and we are now at 2,435 pounds per day or 41.6% of design capacity for TSS.

We have 17 surrounding pumping stations that are maintained by the wastewater staff that are checked 3 times per week and monitored on a 24 hour basis.

The majority of the testing is done at the facility with only the metals and pathogen density testing of the biosolids sent to outside labs.

Our renewed discharge permit took effect March 2003 and will be in force for a 5-year period. Ammonia testing which was at a "monitor only" level on the previous permit, has been removed from the Town's effluent permit due to the low amounts of ammonia being released from the facility.

Our biosolids certification has also been renewed for a 5-year period. We are now allowed to take a sample of Class A Biosolids each day that we produce Class A Biosolids, composite all samples for that particular month and have the metals and pathogen density run on the composite. We are also allowed to remove the Class A material as it is generated. What this will do is allow us to generate Class A biosolids on a more continual basis. We have spoken to the recipient of the Class A biosolids and he is more than willing to accept the increased Class A biosolids generated.

Our plan for next year's budget is to produce Class A Biosolids for 8 months of the year and Non-Class A Biosolids for 4 months of the year. The reason for not producing Class A Biosolids year-round is due to the drop in cake solids from the presses in the winter time. More lime is needed to produce the Class A Biosolids, and it is very difficult to operate in the cold months.

Although the wastewater comes in 24 hours a day, the facility is staffed from 7 AM to 3:30 PM. Tours are available upon request if you are interested in seeing the facility. Please call 802-388-6514.

As a final note, I would like to thank my co-workers Bill Malloy, Jerry Skira, Paul Lengyel and Rick Chaput for their dedication that they have given me in the operation of the Town's treatment plant.

# Social Services/Regional Organizations

## Community Health Services of Addison County (CHSAC) (802-388-0137)

Ruth Hardy, Executive Director

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Community Health Services of Addison County (CHSAC) provides free health care to area low-income, uninsured residents through its **Open Door Clinic**, as well as prescription assistance, and patient and public health education. CHSAC is dedicated to the goal of health insurance and quality medical care for all and to making this a healthier community for everyone.

Clinics are operated in local medical practices on Tuesday evenings in Middlebury and Thursday evenings in Bristol. Clinic staff can be reached by phone for appointments and eligibility screening five days per week. The Clinic provides preventative, acute and chronic care, including physical therapy; women's health care; mental health counseling; dietary health counseling; anonymous HIV testing and counseling; and referrals for specialized care, massage therapy, acupuncture and diagnostic ancillary services. Care at the Clinic is provided by a volunteer staff of health care providers and others from our community who generously donate their time.

In addition, CHSAC provides assistance with public health program applications and operates a prescription medication program for obtaining long-term prescription medications through pharmaceutical company programs or short-term prescriptions through vouchers and samples. CHSAC, with Porter Medical Center (PMC) and area physicians, operates a referral system whereby patients who are seen in the evening clinics, as well as patients who are eligible for the Clinic but are able to continue to see their own primary care provider, are provided vouchers for ancillary services such as lab work and x-rays.

In 2003 CHSAC significantly expanded several programs. We began a partnership with the Addison County Tobacco Roundtable to administer a significant state grant for tobacco education and prevention. CHSAC is the fiscal agent for the project and ensures funding is available for work with area schools, daycare centers, businesses, PMC, Middlebury College and local youth groups for tobacco education and cessation projects.

CHSAC has also partnered with the Ladies First program to provide more comprehensive health services to women over 40, including cardiovascular and women's health screenings and follow-up. In addition, we received a state grant to enable us to overhaul our patient chart system to better track medical histories and chronic health problems, and to expand tobacco cessation services to include acupuncture and direct patient education.

CHSAC also expanded its case management hours to better serve the growing patient base, especially patients with chronic health problems such as diabetes, cardiovascular disease and mental health concerns. Finally, we have formalized our internship program with local college and nursing students to help ensure complete service to our patient population.

CHSAC receives support from Porter Medical Center, the Vermont Department of Health, United Way of Addison County, the Vermont Community Foundation, several other foundations, numerous individuals and local towns.

Counseling Service of Addison County (CSAC)

(802-388-6751)

Robert Thorn, Executive Director

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Mental Health and Substance Abuse Services  
89 Main Street, Middlebury

Developmental Services  
61 Court Street, Middlebury  
388-4021

Youth and Family Services, Employee Assistance Program, Administrative Offices  
67 Catamount Park, Middlebury  
388-6751

### **OUR MISSION**

The Counseling Service of Addison County is committed to promoting stable and safe communities by helping people live emotionally healthy and satisfying lives. We strive to provide the best mental health, substance abuse, and developmental services to improve the quality of life for all community members. We work collaboratively with community organizations to help individuals and families achieve maximum wellness.

### **OUR HISTORY**

For the past 45 years, the Counseling Service has served as the only nonprofit community mental health and developmental services agency in Addison County. We have grown from a small staff operating out of rented space in Middlebury to a comprehensive service provider with locations throughout the county and a staff of over 200.

## THE PEOPLE WE SERVE

The Counseling Service provides direct services to approximately 2000 county residents each year, including:

- Children, adolescents, adults, and families facing challenges and crises in their lives.
- Individuals living with developmental disabilities, and also their families.
- People with severe and persistent mental illness.
- People dealing with substance abuse problems.
- Elderly people suffering from depression, anxiety and other mental health issues.
- The entire community, through educational programs and special events.

A total of 232,990 service hours were provided to residents of Middlebury during the fiscal year ending in June, 2003.

## OUR FUNDING SOURCES

The Counseling Service receives payment from private insurance and Medicaid for many of its services. We also depend on private contributions, United Way funds, and town appropriations to pay for unfunded and underfunded services, including our Emergency Services, which are available to anyone in the county 24 hours a day, 7 days a week. We are committed to making our services available to people regardless of their ability to pay, and we offer a sliding fee scale based on income.

24 Hour Emergency Number  
(802) 388-7641

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**John W. Graham Emergency Shelter Services, Inc**  
**(802-877-2677)**

Jean Montross, Executive Director

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The John W. Graham Emergency Shelter, located on Main Street in Vergennes, provides temporary shelter to people who find themselves without housing. The Shelter has a seventeen-bed capacity, with separate bunkrooms for men and women, a family room, and a handicap accessible room with bath.

The reasons for homelessness are many. The largest increase in homelessness over the past few years has been among working families with children. Many families live paycheck-to-paycheck. An unexpected medical or other expense can cause a family to be unable to pay the rent, resulting in late fees, which further strain their budget. In addition, housing costs often exceed what can be afforded by the large number of people working for low pay. Many families struggle and parents work multiple jobs, barely able to

make ends meet. In this common situation, something as simple as a car problem or an illness leading to even temporary loss of wages can spiral into homelessness.

People residing at the Shelter must meet with staff to discuss the causes of their homelessness and to form a work plan to end their homelessness. As people work on their plans, they are assisted with referrals, transportation, and other services. Once an initial three week stay is ended, those who have been working diligently on their plans and who show that they will be able to achieve positive results, may have their case reviewed by the Extension Committee to determine if their stay can be extended. Others may have their stay extended under certain circumstances, depending on whether there are others on the waiting list for the Shelter.

The Shelter's Homeless Prevention Fund has prevented many families from becoming homeless. These funds may be applied for both at the Shelter, and at the ACCAG office in Middlebury, and will cover up to \$250 per family.

This year, the Shelter provided 616 bednights of shelter to 24 Middlebury residents.

Addison County Community Action Group, Inc. (ACCAG)
(802-388-3608)

Jean Montross, Executive Director

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The mission of the Addison County Community Action Group is "to end poverty in Addison County and enable all persons to fully participate in a just society." We strive to provide Addison County residents with emergency services, and we work to provide people with the tools and resources they can use to become economically independent.

ACCAG services include, but are not limited to:

- \* Emergency Food Shelf
- \* Rent, utility and fuel assistance
- \* Emergency firewood
- \* Emergency Medical and Dental assistance
- \* Wheels for Jobs (low-cost autos, money for fuel and car repairs for persons who need a vehicle to get to work)
- \* Transitional Supported Housing Program for chronically homeless persons with serious mental illness
- \* School needs - clothing, books, school supplies, lice shampoo, other
- \* Low-cost and free clothing, essential household goods, computers, and appliances
- \* Job training programs

- \* Assistance with Income Tax forms
- \* Development and management of affordable housing
- \* Assistance with applications for government services
- \* Garden space and free seeds and vegetable plants
- \* Financial assistance with emergency home repairs
- \* Transportation to medical appointments
- \* Other services as needed

During the twelve-month period ending September 30, 2003, ACCAG provided the following services to Middlebury residents:

- ◆ A total of 214 were served with affordable rental housing
- ◆ A total of 713 residents, including 56 senior citizens and 266 children, were served with emergency services which included:
  - ◆ Emergency food (1079 bags of food were distributed to 376 Middlebury residents)
  - ◆ Project Real Job car repairs (22 households, \$1,296)
  - ◆ Rental assistance to prevent eviction (22 households, \$6,182)
  - ◆ Emergency utility payments (19 households, \$3,452)
  - ◆ Emergency medical and dental assistance (9 households, \$1,015)
  - ◆ Holiday food baskets (145 households)
  - ◆ Holiday gifts of clothing, toys (97 households)
  - ◆ Clothing, furniture, essential household goods (122 households, \$7,102)

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## Addison County Retired Senior Volunteer Program (RSVP) (802-388-7044)

Helen Freismuth, Program Coordinator, Addison County

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RSVP is an An Invitation to Serve program for people of all ages who want to meet community needs through meaningful use of their skills, talents, interests and knowledge in volunteer service to non-profit organizations. Needs are met in critical areas such as human service, health, state and local government, education, literacy, and the arts, just to name a few. RSVP involves individuals in service that matches their personal interests and makes use of their varied life and professional experiences. Through such efforts, RSVP is meeting the needs that strained local budgets cannot afford. RSVP enables people to contribute to their communities and feel good about themselves through the rewarding experience of volunteering. Additionally, over the past 5 years RSVP has implemented new programming to address pressing community needs. **RSVP Bone Builders** is one such program. It provides free strength and balance exercise classes with RSVP volunteer instructors to Addison County residents.

With 200+ volunteers, RSVP is the largest program of coordinated volunteer services serving the people of Addison County. From July 1, 2002 through June 30, 2003, volunteers in Addison County provided 25,500 hours of community service. The cost benefit to the communities of Addison County in terms of services provided equals \$379,950.

The monies we are requesting this year will be used to help defray costs of providing volunteer placements, support, insurance, transportation, and recognition. RSVP strives to provide needed and supplemental services that enhance the quality of life for citizens of all ages throughout Addison County.

Currently, in Middlebury, 81 volunteers donate their services to the following non-profit agencies: United Way, CVAA, Porter Medical Center, Helen Porter Health and Rehab, ACCAG, the John Graham Shelter and the Christmas Shoppe, Elderly Services, Mary Hogan School and area schools, Vermont Blankets for Kids, the Parent/Child Center, WomenSafe, American Red Cross, the American Cancer Society, AC Field Days, and many more. Middlebury RSVP volunteers donated 7,310+ hours of service. Middlebury residents also reap the benefits of RSVP members from other towns who volunteer at more than 70 county agencies that serve Middlebury residents.

On behalf of RSVP, I would like to thank the residents of Middlebury for their support of the RSVP program. As financial constraints effect more and more non-profit organizations, the need for volunteers increases. With your help, RSVP will continue to respond to this need.

Elderly Services/Project Independence **(802-388-3983)**

Joanne Corbett, Executive Director
www.elderlyservices.org

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Project Independence is an adult day program for elders providing safe, medically oriented daytime care that includes:

- \* Fun social activities,
- \* Specialized van transportation to and from home,
- \* Hot, delicious meals tailored to the dietary needs of our participants,
- \* Individualized nursing care,
- \* Personal care including toileting assistance and hygiene, as well as foot and hair care,
- \* Educational programs and entertainment,

- \* Coordination with other health care providers and social service agencies, and
- \* Daytime respite for family caregivers.

In addition to daytime care services, our staff also provides caregiving education and emotional support to family members whose elderly relative attends our center. Our monthly Caregiver Support Group is open to all Middlebury residents and takes place on the second Wednesday and third Friday of each month.

#### Serving Middlebury and Addison County

In the past year 170 elders from Addison County and nearby towns were served at Project Independence Adult Day Center, 35 of whom were residents of Middlebury. Middlebury residents received a total of 17,057 hours of care, 6,921 meals, and approximately 6,020 van rides. These 17,057 hours of care cost the agency \$187,627 for direct services to Middlebury residents.

Elderly Services' annual operating budget is \$1,264,204. Sources of revenue include the Vermont Department of Aging (13%), after-scholarship client fees (19%), Medicaid programs (47%), fundraising and town meeting grants (7%), United Way (3%), Veterans Administration (6%), and Adult Care Food Program (3%). Major areas of expense include nursing/caregiving within Project Independence Adult Day Care (30%), specialized Alzheimer's Day Care (23%), adult day care therapeutic activities and nutritious meals (20%), and countywide transportation (17%).

For over 20 years Elderly Services, Inc. has provided quality eldercare to the people of Middlebury and Addison County. Our eldercare counseling work is ongoing and expanding, and reaches over 300 families annually. It includes counseling sessions by on-staff social workers, a geriatric mental health service and referrals brokerage for in-home aides and companions. We also have staff serving as a member of the Governor's Commission on Alzheimer's Disease.

#### Our Mission

Elderly Services is committed to providing the best care possible. That means supporting families in caring for their elderly relatives, catering to each individual's needs, and promoting a sense of caring fellowship. It is our mission to provide high-quality programs to help elders live safe and satisfying lives in their own homes and communities.

Elderly Services would like to take this opportunity to thank the residents of Middlebury for helping to make our programs possible. Thank you!

Elderly Services  
Project Independence

- Served 170 participants at Project Independence Adult Day Center representing nearly every town in Addison County
- Provided 17,086 individual days of care
- Provided respite and peace of mind to over 300 family caregivers
- Served an average of 62 participants/weekday and 35/Saturday
- Offered full day of care five days a week, 7 hour day Saturdays
- Delivered eldercare counseling to dozens of families
- Provided nursing, transportation, meals, therapeutic activities, entertainment and social work in a safe and caring environment
- Promoted health, lessened hospital use, and helped prevent institutional placement for our participants

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**Hospice Volunteer Services**  
(802-388-4111)

Patricia Dunn, Executive Director/email: [hvsccs@sover.net](mailto:hvsccs@sover.net)

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Hospice Volunteer Services is a healthy, growing agency providing services in three related focal areas. Our primary commitment is to the hospice program and to providing the support of trained hospice volunteers to people with terminal illness and their families. In this year 2003, the hospice program has been very busy, and we anticipate that this increased demand for hospice services will continue in the year to come. Our current volunteer roster presently carries the names of 80 remarkable folks. Our 10 week training course for hospice volunteers is usually offered each fall.

Hospice volunteers offer both practical and emotional support tailored to the individual needs of each patient and family. Most of these services are provided in the home setting, but we also provide care in nursing homes, in community care homes, and in the hospital.

Mary Johnson Children's Center (MJCC) (802-388-2853)

Barbara Saunders & Llana Snyder, Co-directors

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The Center has been a busy place during the past year. With sixty-five children from 18 months through six years, the Center is always filled with energy and excitement. Our school age program at Mary Hogan is equally as active, serving over forty children every afternoon throughout the school year. The numbers in this program grow during the summer vacation to over 60 children per day for the eight-week summer session.

The Center's early childhood program has worked closely over the past year with the Counseling Service and the Parent Child Center to provide a therapeutic early childhood program for the community's children who are experiencing significant challenges with their world and the people in it. We believe that this initiative will help these children by giving them the skills they need.

The Center's Board of Directors is working hard on developing a long-range strategic plan that will give a guide to the Center's growth and direction. Input from families, staff and board members have helped start this process. Much hard work and careful thought remains to be done.

The Center's mission remains the same - to provide high quality services to children and families in Addison County. These services include early care and education for children ages 18 months through 12 years in preschool, kindergarden and after school programs. Approximately 300 children are served directly by these programs.

Additionally the Center provides:

- ~Referral services for families seeking childcare. The Center maintains a current list of childcare openings in the county for both home based and center based programs.
- ~Eligibility services offering assistance to qualifying families. This program offers a sliding fee scale of funding for children attending any registered, licensed or legally exempt program in Addison County.
- ~Resource Development Program offers technical assistance and support for registered and licensed programs. Workshops, training sessions, home visits, support systems and newsletters are all part of the services provided.
- ~Success by Six services. Success by Six funds and supports weekly play groups, scholarship funds for summer programs, a monthly calendar of events and the coordination of the Early Childhood Council.



~Child Care Food Program. This is a federal program similar to the school hot lunch program that provides financial reimbursement, workshops, trainings, home visits, support and nutritional resources for home based childcare providers.

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**Addison County Parent/Child Center**  
**(802-388-3171)**

Susan Harding, Co-Director

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In 2003 the Center provided services to 409 residents of Middlebury. The Parent/Child Center provides a broad array of services including: parent education, home visiting, food services and nutrition education for adults and children, child care, play groups, academic classes, driver's education, prevention services, counseling, and community development. The most intensive service is our "Learning Together" program, a training program that serves as the model for the other Parent Child Centers in the state. "Learning Together" includes parenting, vocational and academic classes for young parents, transportation to and from the Center, and developmental child care for infants and toddlers. Home visits and comprehensive support services for pregnant teenagers and young families continue to be a major part of the Center's programs.

Playgroups are held twice weekly in Middlebury. These playgroups offer young children and their parents an opportunity to socialize and to learn about parenting and child development. A variety of parenting classes and workshops are offered at the Center throughout the year, in both series and one-time formats.

We thank you for your generous support last year, and look forward to the support of Middlebury residents this year as well.

Vermont Adult Learning (VAL)
(802-388-4392)

Ann Crocker, Regional Manager

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Vermont Adult Learning has a wide variety of classes and individual learning opportunities to help adults achieve their goals. In our Adult Basic Education program individuals improve their basic reading, writing or math skills, learn English as a second language, and obtain a GED or adult diploma through their local school district. This program is free and

confidential to all adults over the age of 16 who are not enrolled in high school or who lack pre-college level skills.

Bridge to College is offered to individuals with a GED or diploma who want to attend college but need additional skills. A variety of computer classes are offered to the public on a fee for service basis. VAL also provides businesses affordable skills assessments and customized classes to meet the educational and training needs of their employees.

In recent years, VAL has become increasingly involved in providing job readiness preparation for the unemployed. We offer courses with a focus on goal setting, career exploration, self esteem, problem solving and decision making. This program has been very successful in helping welfare recipients transition into the workforce.

An important ingredient to our success in the above mentioned programs has been the fully licensed childcare facility that has been available to our students for the past three years.

Address: 282 Boardman St., Middlebury, VT 05753

Handicap Access: Yes

Area Served: Addison County

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**WomenSafe, Inc.**  
(802-388-4205)

Naomi Smith, Executive Director

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WomenSafe works toward the elimination of physical, sexual and emotional violence against women and their children through direct service, education and social change.

WomenSafe has been providing services to Middlebury families since 1980. We are dedicated to providing services to victims and survivors of domestic and sexual violence and their children. Our 24-hour hotline, staffed by trained volunteers and staff, offers crisis advocacy, safety planning, information, referrals, emotional support, social service advocacy and safe housing for victims and their children. We assist victims of domestic and sexual violence in accessing Relief From Abuse Orders and provide support and advocacy throughout the medical procedures that might follow an act of sexual or domestic violence. We offer supervised visitation in a safe, neutral, child-friendly environment to ensure children's safety. Our support groups provide a place for women to gain the support they need to help them and their children be safe.

For the year ending June 30, 2003 we provided at least 1681 units of service to over 81 Middlebury residents through our hotline, advocacy programs and in-person meetings. Included in this number are parents of 70 children who were exposed to domestic violence. While safety concerns prohibit some callers from divulging any identifying information, we do know that between 30 - 50% of women in the United States will be victims of abuse at some time during their lives.

WomenSafe staff talked to over 500 students about violence and healthy relationships in more than 30 presentations to students in pre-school through high school. We also presented to various community groups about domestic and sexual violence and how to help a friend or family member who is a victim.

It is critical to have a coordinated community response to domestic and sexual violence by sending a consistent message that perpetrators will be held accountable for their violence and victims will be supported. We work with many community agencies to assist in the further development of this coordinated community response. Women Safe is an active member of the Addison County Domestic Violence Task Force and the Sexual Assault Response Team.

Our office is located in Middlebury and services are free and confidential. We believe that all women and children should be safe in their homes and their communities. We are committed to providing quality services that offer a positive support system to all victims of domestic and sexual violence.

Champlain Valley Agency on Aging (CVAA)
(802-865-0350)

Kim R. Gural, Director of Communications & Development

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THE CHAMPLAIN VALLEY AGENCY ON AGING, INC. has been helping people age with independence and dignity for over 25 years. During this past year, CVAA provided services to 405 older residents of Middlebury. CVAA is grateful to the citizens of Middlebury for their ongoing support of services for area seniors.

THE SERVICES AVAILABLE TO RESIDENTS OF MIDDLEBURY INCLUDE:

MEALS ON WHEELS ~ CVAA provides hot wholesome meals to seniors who are age 60 or over. Volunteers deliver Meals on Wheels to homebound individuals who are ill, frail, or recuperating after a hospital stay and unable to prepare their own meal. This past year 95 Middlebury seniors participated in the Meals on Wheels program.

SENIOR COMMUNITY MEALS ~ In Middlebury, these meals are served at the mealsite at Russ Sholes Senior Center, and at many area restaurants. In addition to a nutritious meal, the mealsite provides socialization and companionship for older people who may be isolated or live alone. Over 257 seniors, including Middlebury residents, participated in the community meals program.

CASE MANAGEMENT ~ CVAA Case Managers make in-home visits and connect individuals with the services and resources they need in order to remain independent and in their own home. Colleen Holland, the CVAA Case Manager for Middlebury, worked with 76 seniors in your town. Colleen may be reached through the CVAA office at 865-0360 or 1-800-642-5119.

SENIOR HELPLINE ~ CVAA operates a toll-free service that provides answers to any question or concern regarding services for older people. Seniors, or their family members, can reach the Senior HelpLine by calling 1-800-642-5119 (Voice/TTY) during business hours.

FOR MORE INFORMATION ON THE AGENCY, OR TO INQUIRE ABOUT VOLUNTEER OPPORTUNITIES, CALL 865-0350 OR 1-800-642-5119 (VOICE/TTY). YOU MAY ALSO VISIT US AT: [www.CVAA.ORG](http://www.CVAA.ORG)

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## **Addison County Home Health and Hospice (ACHHH)** **(802-388-7259)**

Larry Goetschius, Executive Director

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Addison County Home Health and Hospice recently completed a renovation and construction project adding 4,000 square feet to its site on Rt. 7 North. This is the first expansion for Home Health and Hospice since it moved into the old Sugar House Restaurant in 1995. Since its inception in 1968, the agency had been located at Porter Hospital, 99 Court Street and 2 Maple Street in Middlebury.

The new space provides a training center and meeting place for Home Health Aides, separate work areas for the Maternal Child Health and the Medicaid Waiver teams. In addition to improvements in the clinical areas, the Human Resources, Medical Records and Administrative Support departments now have dedicated space.

The project includes two multipurpose family meeting, conference and lunchroom areas. A new video conferencing room allows staff to meet with colleagues at other home health agencies through on line video link, reducing the need for staff to travel long distances.

Depending on the needs of the community, the addition will accommodate the Agency's expected growth for five to seven years.

Addison County Solid Waste Management District (ACSWMD) **(802-388-2333)**

Teri Kuczynski, District Manager

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The District reached a milestone this year with the Resolution to hold a District-wide bond vote on Town Meeting Day, March 2, 2004. This decision concludes a two-year planning process reviewing potential improvements to the District's Transfer Station on Route 7 South, in Middlebury. The Transfer Station is the central conduit for the majority of solid waste collected in our member towns by the commercial waste haulers. For the past 10 years, this Transfer Station has allowed competition to flourish in Addison County, thereby saving the residents and businesses money and providing a facility all hauling companies can access.

By redesigning the Transfer Station, we intend to:

- Improve the traffic flow in and out of the Transfer Station;
- Make the Transfer Station a safer place for all staff and customers;
- Save the commercial haulers time and money by increasing the speed at which they drop off their waste and get back on the road;
- Expand the facility to keep up with anticipated growth for the next 20 years; and
- Comply with pending storm water runoff and other regulations in the State.

The District has just retired its original bond that paid for the construction of the existing facility, so bonding for these improvements is timely. As with the original bond, the District will pay for the costs of the bond through tipping fees charged at the District's Transfer Station, not through member town assessments.

The District also completed its Solid Waste Implementation Plan, which was submitted to the Agency of Natural Resources for review and comment. The District will be soliciting public input on the essential elements of the Plan and holding public hearings in the near future. Please take advantage of the opportunity to comment by attending one of the hearings or by accessing the Executive Summary on our web page at [www.acswmd.org](http://www.acswmd.org). Your opinion counts with us!

On January 1, 2004, the District entered into a three-year contract with Casella Waste Management to haul and dispose of waste from the Transfer Station to an out-of-district landfill. Landfill fees have increased, but, once again, the rate we will pay is very competitive.

The 2004 tipping fee for waste and construction & demolition debris will be increased by \$3.50/ton in 2004. All other rates will remain the same. The rate increase will cover the higher landfill disposal fees and will begin to finance the capital improvements and replacement equipment necessary to continue transfer station operation. This amounts to an average increase of \$1.68/person per year, or about 4 cents per bag. Although the District does not control the price charged by local haulers, the above information can be used as a guide in determining what percentage of a hauler's increase, if any, is attributed to the District's rate increase.

### **2003 Summary of Programs**

#### **Recycling and Diversion**

The District continues to provide for the recycling and diversion of special wastes at its transfer station in Middlebury.

#### **2003 Recycling and Diversion Tonnages**

| Material                   | Amount             |
|----------------------------|--------------------|
| Scrap Metal and Appliances | 623 tons           |
| Tires                      | 53 tons            |
| Electronics                | 57 tons            |
| Hard and Soft Cover Books  | 17 tons            |
| Cardboard                  | 16 tons            |
| Lead Acid Batteries        | 1,336 batteries    |
| Waste Oil                  | 4,000 gallons      |
| Antifreeze                 | 271 gallons        |
| Oil Filters                | 11,000 filters     |
| Fluorescent Lightbulbs     | 34,000 linear feet |
| Clean Wood                 | 125 tons           |

#### **Household and Small Business Hazardous Waste Management**

During the 2003 season, 20 hazardous waste collection events were offered, with 949 households and 29 small businesses participating. Residents were able to safely dispose of unwanted paints, solvents, pesticides, and other chemicals through this important program.

## Composting

Through the District's annual backyard compost bin sale, over 120 households in 2003 joined the thousands of Addison County families already composting vegetable scraps and yard waste.

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## Middlebury Community Television (MCTV) (802-388-3062)

Dick Thodal, Executive Director

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This year's FCC ownership debate brought attention to the fact that economies of scale are an incentive for major media corporations to distribute centrally produced content to as wide an audience as possible. In contrast, MCTV is one of many public, educational, and government cable access channels in the United States charged with providing the community with the opportunity to see and produce noncommercial programs that emphasize local content. We provide gavel to gavel coverage of government meetings, work with area schools to train students, and maintain studio and editing facilities for use by the public. We cablecast locally produced, or submitted, programs by people from all over Addison County and other Vermont PEG access channels. Our viewing audience is limited to cable subscribers. MCTV is not presently available over the air or on satellite. We do, however, offer Selectboard and School Board meetings and other tapes for free check out at The Ilsley Public Library.

This year we continued upgrading our facilities. We have renovated our "Talk Show" set and have made it as efficient and user friendly as possible. In 2003 MCTV was among the first PEG channels in the U.S. to begin recording and playing back local meetings on DVD, and has set up computer based editing stations. Jody Bergedick, our Youth Programs Coordinator, uses a laptop and miniDV camcorder to teach media literacy in local schools.

Collaborations with local organizations are an important part of our mission. This year we had a grant partnership with Middlebury College and the Orton Foundation to work on a Digital Storytelling Program in the Shoreham school. We've assisted and worked with NEATTV, the startup PEG channel in Bristol and the Vermont Folklife Center and MCTV are working together on the Library of Congress Veterans History Project. Taping Festival on the Green is a high point for our volunteer crews.

As always, MCTV wants to thank the volunteers who make so much of our programming possible. We also want to encourage local nonprofit and volunteer organizations, schools, elected officials, government agencies, political parties and candidates, and individuals interested in presenting information, opinions, or entertainment to Middlebury area viewers to contact us. Training and equipment are available for production of programs to be cablecast on MCTV.

MCTV is located on the third floor of the Ilsley Public Library. Board meetings are generally scheduled for the first Monday of the month at 7:30pm. and are open to everyone. Our mailing address is PO Box 785, Middlebury, VT 05753. We can be reached by phone at 388-3062, or by email at mctv@adelphia.net.

Addison County Regional Planning Commission **802-388-3141**

Adam Lougee, Executive Director

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The Addison County Regional Planning Commission (ACRPC) was pleased to provide the following technical assistance and planning support to its member municipalities during its 2003 fiscal year:

#### **Planning and Mapping**

- Provided assistance to Bristol, Lincoln, Weybridge, Waltham and Leicester resulting in new Town Plans that were municipally adopted and regionally reviewed and confirmed.
- Provided assistance on town plans, zoning, and subdivision to Cornwall, Starksboro, New Haven, Panton, Shoreham, Salisbury, Monkton, Bristol, Lincoln, Orwell, Leicester and Vergennes.
- Provided data and mapping products to support on-going town planning activities in Middlebury, Bridport, Bristol, Ferrisburgh, Goshen, Leicester, Lincoln, New Haven, Monkton, Orwell, Shoreham, Vergennes, Waltham and Whiting.
- Presented County Data Profile of demographic, economic, and statistical town information to municipalities in the region.
- Began work on the Economic Development, the Utilities and Facilities and the Energy sections of the Regional Plan.



- Assisted the Lewis Creek Association with watershed mapping and stream morphology analysis and the Middlebury River Partnership with an assessment of the watershed and buffer zones of the river.
- Updated and provided new road name maps to all towns in the county.
- Coordinated a statewide outreach program to present community build out software and developed a manual to accompany software.
- Helped write and presented the Zoning Administrator's Handbook.

### **Educational Meetings and Grants**

- Hosted seminar/workshop series in conjunction with VLCT, and MOMs and TOEs.
- Held public meetings on a wide variety of planning topics, including Onsite Sewage Disposal and VELCOs transmission upgrade.
- Continued to work with local watershed groups and the Watershed Collaborative.
- Assisted local Fire Departments in applying for FIRE grants.
- Provided support to the Towns of Orwell, Bridport, Leicester, Ferrisburgh, Waltham, Cornwall, Bristol, Salisbury, New Haven, Ripton and Middlebury in securing municipal planning grants.
- Helped write grants or provided information and support to several other communities and to secure grant funding.

### **Emergency Planning**

- Worked with Addison County's Emergency Planning Committee and Vermont Emergency Management staff to assist towns with municipal emergency planning efforts. Currently, all Addison municipalities have Rapid Response Plans in place.
- Continued work as Vermont's Project Impact Community for 2001 - a \$300,000 effort designed to further the goals of mitigation in the region.
- Began presenting a Countywide All - Hazards Mitigation Plan, with annexes for each municipality, to town selectboards for adoption.

## Transportation Planning

- Completed a Traffic and Parking Study for downtown Bristol.
- Supported Addison County Transit Resources by administering the 5310 program and chairing its Board
- Completed a Strategic Plan for Addison County Transit Resources ("ACTR").
- Began the last stage of a study for a multi-modal transportation center, located in Middlebury at the old station, to accommodate a proposed commuter train and other multimodal uses.
- Continued Lake Champlain Byways work on the Strategic Plan for Celebration Champlain! and marketing work for the region.
- Funded Bridport, Middlebury and Shoreham to produce highway structures inventories of their roads.
- Performed traffic counts and safety inventories on unsignalized intersections for several towns.
- Began work on a sidewalk study for the Town of New Haven.

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## Middlebury Area Land Trust (MALT) (802-388-1007)

Gioia Kuss, Executive Director

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The purpose of the Middlebury Area Land Trust (MALT) is to preserve important agricultural, scenic, natural and recreational lands in Middlebury and surrounding areas. The Trust was incorporated in 1987 as a private, non-profit organization. Membership in the Trust is open to everyone.

Preserving land for future residents of the Middlebury area is a long term enterprise. It requires patience. The Town of Middlebury is incredibly fortunate to have been the beneficiary of individuals such as Joseph Battell, Will Jackson and Eleanor Means. Chipman Hill, Wright Park and the Battell and Means Woods are unique conservation legacies that will be appreciated more and more as time passes. The Middlebury Area Land Trust -- with the support of its members, local landowners, and area residents -- is

working hard to make sure that what we now take for granted here in the Middlebury area will survive for future generations to enjoy.

The Trail Around Middlebury (TAM), a project envisioned, created, and maintained by MALT, is enjoyed by many. The completed TAM loop travels from the Jeffery Murdock Nature Preserve, over Otter Creek, through Middlebury College property that includes the Kelley trail along the Golf Course, out to Cornwall and continues into Weybridge on the Jackson and Johnson segments of the trail, where it enters into the Otter Creek Gorge Preserve. After crossing over the Don and Peggy Arnold Bridge into New Haven, the trail continues south through Wright Park, Chipman Hill, Means Woods and Battell Woods before crossing Route 7 and returns to the Jeffery Murdock Nature Preserve. MALT has received a grant from the VT Dept. of Parks and Recreation to erect trailhead markers to better serve users by increasing trailhead visibility and providing information. A revised map is available now and distributed at the Middlebury Town Offices and several retail shops. Please call our office at 388-1007 to request a copy. The TAM is an incredible resource for the area. Many people are discovering its accessibility and the natural wonders along its way.

Since 1987, MALT has helped conserve over 2100 acres of land. The Otter Creek Access Project (OCAP) is MALT's next acquisition project that will protect a key scenic and ecological site along the banks of Otter Creek at the corner of Weybridge Street and Pulp Mill Bridge Road. The intention of this project is to conserve and create public common lands that are universally accessible and celebrate the natural resources on the site

Several public forums as well as multiple public meetings with Middlebury and Weybridge town officials were conducted to aid in the development of this project. MALT received feedback favoring public access, retaining a remarkable view, conserving wetland habitat and supporting some residential development in a parcel on the corner of Weybridge Street and Pulp Mill Bridge Road. Based on the public's enthusiasm and comments, MALT will attempt to purchase the property and incorporate these diverse elements. Under its plan (which is available at MALT's offices), the project will feature a public park with a universally accessible walking path, direct access to and education about a six acre wetland and the adjacent Otter Creek by means of a simple boardwalk, and a watershed protection demonstration site. The demonstration site will support the construction of a storm water mitigation system for runoff channeled to the site from neighboring residential areas and roadways.

This project is a model project for the Land Trust that allows for residential development balanced by conservation of the parcel's key scenic and natural resources combined with open public access to the site. We will include in a proposal to the towns (Weybridge and Middlebury) the creation of 3 residential lots on the property, situated out of the major viewsheds, with building sites, and restrictions to define the type of housing built upon the

lots. By including a housing element in addition to open space preservation in the project's final plan many goals will be achieved for MALT, Otter Creek Audubon Society, the Towns of Weybridge and Middlebury, and the current owner—Middlebury College. The result will be conservation of a key scenic and open space parcel with universal public access and watershed protection elements along with sensible development that helps curtail sprawl in more rural areas of the towns and generates some property tax revenue. Please contact us if you are interested in helping or contributing to this project's success.

MALT undertook the responsibility to create a management plan for the town's largest park. Management plans for Wright Park are nearly complete. A varied 150 acre parcel bordered by Middlebury Industrial Park and 1 3/4 miles of Otter Creek provides unique opportunities for songbird nesting habitat, includes beaver meadows, clayplain and floodplain forests, and is distinguished by a spectacular 40-foot cliff and a karst waterfall. The TAM travels through the park's various ecosystems.

A public forum held during the summer of 2003 elicited feedback from town officials, and numerous interested residents. Edits are being made on the final 75- page management plan, which will incorporate those and other comments that were received during the draft plan review process. Mapping for the project was completed by Middlebury College intern Clare O'Reilly, thanks to support from the Addison County Regional Planning Commission and the Middlebury College Geography Department. Marc Lapin, Warren King and Stephen Trombulak all provided documentation of the parcel's ecological conditions, and made recommendations for the future management of the park. Development of the Wright Park Management Plan was funded by the Urban and Community Forest Program with the Department of Forest, Parks and Recreation.

MALT sponsors winter, spring and fall hikes, in addition to a summer hiking series program cosponsored with the Town of Middlebury Parks and Recreation Department, Ilsley Library and Middlebury Community Television. These hikes offer a guided experience to explore the entire Trail Around Middlebury. In 2004 the educational hike series will continue to explore special places and introduce many to the great walking trails and natural resources in our region. Join us on our ventures!

Bill Roper, President
Peg Martin, Vice-President and Selectboard Appointee
Lawrence Miller, Secretary/Treasurer
Christopher Bray
Jono Chapin
Bill Finger, Ex-Officio
Anne Hambleton
Jim Inglis
Marc Lapin

We are looking for an additional board member from the Town of Middlebury. Please call the office if you have an interest in volunteering. If you are interested in exploring ways to conserve your land or have ideas or suggestions, please call 388-1007, write the Middlebury Area Land Trust (Middlebury PO Box 804), or talk with one of the MALT board members listed above. And remember, the Trust will always welcome you as a member.

General Fund Revenues - 2004/2005

Revenue Summary

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Taxes				
Current Taxes	3,487,328	3,491,635	3,773,893	4,187,871
Delq. Taxes & Penalties	40,000	62,436	40,000	40,000
Licenses	10,400	9,793	10,100	9,300
Permits	38,970	24,597	32,600	26,990
Intergovernmental				
State Aid	248,236	260,480	242,600	247,600
Federal Aid	66,424	42,989	56,783	56,891
Intragovernmental	205,020	214,690	251,408	169,654
Charges for Services				
General Government	52,820	92,024	57,700	75,600
Public Safety	3,350	2,090	4,100	2,700
Recreation	128,100	134,116	145,600	146,200
Library	52,030	208,335	63,780	67,890
Fines	56,875	87,859	72,875	61,575
Miscellaneous Receipts	190,026	254,279	204,800	231,400
Previous Year's Surplus	41,116	-	42,000	103,022
Total Revenue	4,620,695	4,885,323	4,998,239	5,426,693

General Fund Revenues - 2004/2005

TAXES

PROPERTY TAXES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Current Taxes	3,487,328	2,979,387	3,773,893	4,187,871
Delinquent Property Taxes	-	512,248		
Total Property Taxes	3,487,328	3,491,635	3,773,893	4,187,871

PENALTIES & INTEREST ON DELINQUENT TAXES

Interest on Taxes	15,000	22,987	15,000	15,000
Tax Collection Fees	25,000	39,449	25,000	25,000
Total Penalties & Interest	40,000	62,436	40,000	40,000

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
TOTAL TAXES	3,527,328	3,554,071	3,813,893	4,227,871

LICENSES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Beverage Licenses	3,400	3,260	3,100	3,200
Marriage/Civil Union Licenses	500	648	500	500
Dog Licenses	6,500	5,885	6,500	5,600
TOTAL LICENSES	10,400	9,793	10,100	9,300

PERMITS & FEES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Entertainment Permits	120	135	100	120
Zoning & Subdivision Permits	30,000	15,977	25,000	20,000
Inspection Fees	500	600	500	500
Certificates of Compliance	6,000	6,192	5,000	4,750
Sale of Maps, Reg., etc.	250	143	250	120
Hearing Notices	1,500	900	1,250	1,000
On-site Sewage Permit Fees	600	650	500	500
TOTAL PERMITS & FEES	38,970	24,597	32,600	26,990

INTERGOVERNMENTAL REVENUES

STATE AID

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Highway State Aid	170,500	171,995	160,000	160,000
Current Use	64,975	70,407	69,000	71,000
ACT 60 Listing	2,502	-	2,600	2,600
PILOT	10,259	18,078	11,000	14,000
TOTAL STATE AID	248,236	260,480	242,600	247,600

FEDERAL AID

COPS	43,573	28,106	41,900	43,500
Law Enforcement Grant	22,851	14,883	14,883	12,191
Police Vest Program	-	-	-	1,200
TOTAL FEDERAL AID	66,424	42,989	56,783	56,891

INTRAGOVERNMENTAL REVENUES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Water Fund/Admin Charge	56,206	56,206	56,768	57,336
Sewer Fund/Admin Charge	60,600	60,600	61,206	61,818
Water Fund/DPW Charge	-	-	24,000	22,000
Sewer Fund/DPW Charge	-	-	15,000	15,000
School Tax Collection Fees	88,214	97,884	94,434	13,500
TOTAL INTRAGOV'T	205,020	214,690	251,408	169,654

CHARGES FOR SERVICES

GENERAL GOVERNMENT

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Municipal Building Rentals	1,500	1,130	1,400	1,400
Highway Department	3,700	2,105	1,900	2,100
Highway Non Budget	-	9,475	-	-
Resource Park Fees	500	2,050	1,900	2,100
Photo Copying	120	31	-	-
Vital Records	12,000	12,791	12,500	15,000
Clerk's Fees	35,000	64,442	40,000	55,000
TOTAL GENERAL GOV'T	52,820	92,024	57,700	75,600

PUBLIC SAFETY

Sale of Accident Reports	100	645	1,600	700
Escort & Alarm Services	2,500	1,300	2,500	2,000
Fire Department Services	750	145	-	-
Miscellaneous	-	-	-	-
TOTAL PUBLIC SAFETY	3,350	2,090	4,100	2,700

RECREATION

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Preschool Programs	6,600	885	4,600	2,000
Instructional Programs	13,000	19,375	13,500	13,000
Youth Programs	55,000	62,970	63,000	66,000
Adult Programs	12,500	14,461	18,000	18,000
Special Events	4,000	5,315	5,000	5,500
Facilities/Pool	32,500	25,185	31,000	28,000
FY05 Fee Increase	-	-	-	6,000
Miscellaneous Income	4,000	5,926	10,000	7,200
Fund Raising	500	-	500	500
TOTAL RECREATION	128,100	134,116	145,600	146,200

LIBRARY

- Non Residents	19,000	18,755	19,500	19,500
- Fines	15,000	19,710	16,500	20,000
- Video Rentals	14,500	16,955	24,000	24,000
- Lost Materials	700	1,744	900	1,700
- Lost Cards	200	342	250	250
- Photocopy Charges	1,600	1,233	1,600	1,300
- Inter-library	200	243	200	240
- Paper/Fax Charges	30	-	30	-
- Freeman Grant Projects	-	119,557	-	-
- Trust Fund Revenue	-	28,896	-	-
- MCTV Rent	800	900	800	900
TOTAL LIBRARY	52,030	208,335	63,780	67,890

TOTAL CHARGES FOR SERVICES

BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
236,300	436,565	271,180	292,390

FINES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Traffic Violations	45,000	70,632	60,000	48,000
Parking Violations	11,000	14,032	12,000	13,000
Vehicle Storage	200	143	200	200
Towing	-	2,947	-	-
Dog Fund Fines	600	10	600	300
Out-of-Town Services	-	-	-	-
VIN Verifications	75	95	75	75
Zoning Enforcement	-	-	-	-
TOTAL FINES	56,875	87,859	72,875	61,575

MISCELLANEOUS REVENUES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Interest on Investments	25,000	16,581	20,000	20,000
Sale of Fixed Assets	1,000	-	-	-
Railroad	100	156	150	150
Nextel	-	17,477	-	21,600
Adelphia	-	5,000	-	-
Land Use Chg. Penalty	-	978	-	-
ACSWD	16,000	19,065	18,000	18,000
College Gift	100,000	100,000	146,000	150,000
Community Share	5,000	2,837	5,000	5,000
Public Safety Payments	11,000	26,355	12,000	13,000
Solid Waste Fees	250	250	150	150
College/MVAA	3,500	3,517	3,500	3,500
College/Fire Truck	23,176	22,249	-	-
Community Dev. Prog. Int.	-	30,660	-	-
Other	5,000	9,153	-	-
TOTAL MISC. REVENUES	190,026	254,279	204,800	231,400
TOTAL CASH RECEIPTS	4,579,579	4,885,323	4,956,239	5,323,671
PREVIOUS YEAR'S SURPLUS (DEFICIT)	41,116	-	42,000	103,022
TOTAL GENERAL FUND REVENUES	4,620,695	4,885,323	4,998,239	5,426,693

General Fund Expenditures - 2004/2005

Expenditure Summary

General Government	FY03 Budget	FY03 Actual	FY04 Budget	FY05 Budget
Board of Selectmen	16,958	22,726	16,958	17,800
Manager's Office	161,196	153,702	166,099	170,595
Planning/Zoning	120,631	97,694	124,521	126,485
Agencies	16,244	15,659	16,198	16,819
Accounting/Gen.Services	185,862	172,099	187,856	147,410
Town Clerk/Treasurer	103,980	100,971	110,162	135,645
Municipal Building	92,066	90,426	94,805	82,950
Audit, Annual Rpt & Newsletter	28,445	19,378	23,785	24,285
Elections	5,525	5,398	2,515	6,985
Assessing Office	55,474	51,838	57,357	60,803
Legal Services	16,000	16,685	16,000	16,000
Board of Civil Authority	500	145	500	500
Total General Gov't	802,881	746,722	816,756	806,277
Libraries				
Ilsley Library	363,683	518,571	386,288	398,859
Sarah Partridge Library	4,000	4,000	4,000	4,000
Total Libraries	367,683	522,571	390,288	402,859
Public Safety				
Police Department	838,658	781,706	896,532	977,397
Dog Warden	15,550	14,760	17,450	17,662
Fire Department	125,303	130,160	146,202	155,504
Total Public Safety	979,511	926,626	1,060,184	1,150,563
Public Works				
Director of Operations	141,222	141,658	145,636	139,057
Highway	817,478	858,128	888,977	949,321
Total Public Works	958,700	999,786	1,034,613	1,088,378
Health & Social Services	83,235	83,135	82,645	82,645
Recreation	254,154	314,293	277,482	297,297
Parks Maintenance	13,000	15,391	13,000	26,700
Fixed & Other Charges	901,262	876,562	925,153	1,028,324
Capital Improvements	250,269	250,269	388,118	543,650
Reserve	10,000	-	10,000	-
TOTAL EXPENSES	4,620,695	4,735,355	4,998,239	5,426,693

General Fund Expenditures - 2004/2005

GENERAL GOVERNMENT

SELECTBOARD

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	3,608	-	300	300
Supplies	150	168	150	200
Other Services & Charges	2,400	11,758	5,708	6,500
Compensation	10,800	10,800	10,800	10,800
TOTAL	16,958	22,726	16,958	17,800

TOWN MANAGER'S OFFICE

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	146,662	143,126	151,541	156,125
Supplies	1,300	525	1,300	1300
Other Services & Charges	6,815	3,632	6,425	6425
Capital Outlay	1,100	1,100	1,100	600
VLCT	5,319	5,319	5,733	6145
TOTAL	161,196	153,702	166,099	170,595

PLANNING & ZONING OFFICE

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	104,071	93,938	108,301	110,965
Supplies	790	-	745	685
Other Services & Charges	13,445	1,996	13,075	12300
Capital Outlay	2,325	1,760	2,400	2535
TOTAL	120,631	97,694	124,521	126,485

BOARDS AND AGENCIES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Otter Creek Cons. Dist.	884	884	884	884
Ad. Cty. Reg. Planning	5,590	5,305	5,544	5,665
D. M. Means Woods	300	-	300	300
ACEDC/Econ. Dev.	6,500	6,500	6,500	7,000
MCTV	2,970	2,970	2,970	2,970
TOTAL	16,244	15,659	16,198	16,819

GENERAL GOVERNMENT - continued

ACCOUNTING

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	109,712	102,680	106,056	74,500
Supplies	19,800	13,490	20,000	9,410
Other Services & Charges	56,350	55,929	61,800	62,000
Capital Outlay	-	-	-	1,500
TOTAL	185,862	172,099	187,856	147,410

TOWN CLERK & TREASURER

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	95,020	91,887	98,942	107,710
Supplies	2,310	2,083	3,970	5,485
Other Services & Charges	1,850	2,107	2,450	2,450
Capital Outlay	4,800	4,895	4,800	20,000
TOTAL	103,980	100,971	110,162	135,645

MUNICIPAL BUILDING

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	19,341	22,493	21,680	-
Supplies	46,675	46,702	46,500	45,750
Other Services & Charges	21,000	19,484	21,575	37,150
Equipment Fund	50	50	50	50
Capital Outlay	5,000	1,697	5,000	-
TOTAL	92,066	90,426	94,805	82,950

AUDIT, ANNUAL REPORT & PUBLIC INFORMATION

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Annual Audit	17,000	14,200	18,000	18,000
Town Report	7,160	1,584	1,500	2,000
Public Information	4,285	3,594	4,285	4,285
TOTAL	28,445	19,378	23,785	24,285

ELECTIONS

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Supplies	800	709	800	1,400
Other Services & Charges	4,725	4,689	1,715	5,585
TOTAL	5,525	5,398	2,515	6,985

GENERAL GOVERNMENT - continued

LISTER'S OFFICE

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	26,978	26,665	28,505	30,083
Supplies	300	50	300	300
Other Services & Charges	27,796	24,632	28,152	30,420
Capital Outlay	400	491	400	-
TOTAL	55,474	51,838	57,357	60,803

LEGAL SERVICES

	16,000	16,685	16,000	16,000
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BOARD OF CIVIL AUTHORITY

	500	145	500	500
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General Government TOTAL

	802,881	746,722	816,756	806,277
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LIBRARIES

ILSLEY LIBRARY

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	225,177	224,911	247,080	251,365
Supplies	6,586	7,007	6,886	6,586
Materials	61,048	62,125	61,048	63,490
Other Services & Charges	11,958	10,670	11,658	11,456
Building Maintenance	52,514	55,786	53,216	59,562
Freeman Grant Projects	-	120,044	-	-
Trust Fund Projects	-	33,992	-	-
Capital Outlay	6,400	4,037	6,400	6,400
TOTAL ILSLEY LIBRARY	363,683	518,571	386,288	398,859

SARAH PARTRIDGE LIBRARY

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Sarah Partridge Library	4,000	4,000	4,000	4,000
TOTAL LIBRARIES	367,683	522,571	390,288	402,859

PUBLIC SAFETY

POLICE DEPARTMENT

ADMINISTRATION

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	89,056	74,229	93,013	98,834
Supplies	16,400	17,796	17,200	17,600
Other Serv. & Charges	19,289	17,438	20,354	21,705
Towing Expense		5,246		
Capital Outlay	1,800	1,900	4,600	3,100
TOTAL ADMINISTRATION	126,545	116,608	135,167	141,239

BUILDING MAINTENANCE

Building Maintenance	-	-	-	48,680
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PERSONAL TIME

Wages & Salaries	89,748	78,230	93,793	95,712
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INVESTIGATIONS

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	7,000	832	7,000	7,000
Supplies	800	1,089	1,000	1,000
Other Services & Charges	800	-	800	800
TOTAL INVESTIGATIONS	8,600	1,921	8,800	8,800

COMMUNICATIONS

Wages & Salaries	78,261	83,967	86,540	58,670
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PATROL

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	433,593	416,402	455,389	482,728
Supplies	2,200	2,284	2,500	2,500
Other Services & Charges	20,300	18,641	13,000	15,140
TOTAL PATROL	456,093	437,327	470,889	500,368

COMMUNITY PROGRAM

Wages & Salaries	1,500	96	1,500	1,500
Supplies	2,000	95	2,000	2,000
TOTAL CMTY PROGRAM	3,500	191	3,500	3,500

POLICE DEPARTMENT - continued

TRAINING

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	16,000	8,997	18,000	18,000

EQUIPMENT FUND/VEHICLES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Vehicle Replacement	15,604	15,604	15,000	33,500
Vehicle Maintenance & Repair	24,407	24,407	39,323	43,128
Vehicle Fuel	12,000	11,536	13,000	13,000
Mobile EQ. Upgrade	2,000	2,000	-	-
Mobile EQ. Maintenance & Repair	1,000	917	-	-
TOTAL EQ. FUND & FUEL	55,011	54,464	67,323	89,628

EQUIPMENT/COMMUNICATIONS

Repair & Maintenance	4,900	-	12,520	12,800
TOTAL POLICE DEPT.	838,658	781,706	896,532	977,397

DOG WARDEN

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	14,300	14,604	15,600	15,912
Supplies	50	156	250	150
Other Services & Charges	1,200	-	1,600	1,600
TOTAL DOG WARDEN	15,550	14,760	17,450	17,662

FIRE DEPARTMENT

	BUDGET '02-03	ACTUAL '02-03	PROPOSED '03-04	BUDGET '04-05
Wages & Salaries	61,015	65,655	65,100	70,190
Supplies	5,250	6,582	6,400	6,950
Other Services & Charges	11,900	8,986	14,750	18,500
Kings Row Station	4,985	3,891	6,985	6,985
Seymour Street Station	13,640	16,207	13,965	15,050
Equipment Fund	12,083	11,478	15,542	16,829
Capital Outlay	16,430	17,362	23,460	21,000
TOTAL FIRE DEPT.	125,303	130,160	146,202	155,504

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
TOTAL PUBLIC SAFETY	979,511	926,626	1,060,184	1,150,563

**PUBLIC WORKS
DIRECTOR OF OPERATIONS**

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	132,810	123,772	135,600	128,686
Supplies	1,500	11,043	2,200	2,200
Other Services and Charges	2,425	2,579	3,215	3,170
Equipment Fund	4,487	4,264	4,621	5,001
DIRECTOR OF OPS	141,222	141,658	145,636	139,057

HIGHWAY

ADMINISTRATION

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	-	4,571	-	-
Supplies	1,050	493	1,350	1,350
Other Services & Charges	2,625	1,940	5,365	16,830
Training	525	696	1,700	1,700
Safety	636	151	586	700
Equipment Fund	-	-	500	-
Capital Outlay	-	-	-	-
TOTAL ADMINISTRATION	4,836	7,850	9,501	20,580

TRAFFIC OPERATIONS

Street Lights	76,065	74,012	88,000	88,500
Signs	6,000	6,091	6,000	8,000
Traffic Lights	7,400	9,490	8,400	12,200
Traffic Light Damage Repair	-	9,240	-	-
Line Painting	13,700	8,518	12,700	10,500
TRAFFIC OPERATIONS	103,165	107,350	115,100	119,200

RESOURCE PARK

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Supplies & Services	2,370	1,417	4,370	6,470

TREE CARE

Maintenance	7,150	6,150	7,450	3,550
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(planting transferred to Capital Budget in FY05)

HIGHWAY SUMMER PROGRAM

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	100,748	102,297	122,695	129,831
Supplies	6,100	6,358	7,400	13,800
Other Services & Charges	11,075	9,535	20,730	15,000
Paved Road Maintenance	129,525	129,525	51,525	51,500

HIGHWAY SUMMER PROGRAM - continued

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Patching	7,500	11,227	8,500	10,000
Unpaved Roads	65,000	67,069	61,000	61,000
Ditching	12,600	7,986	16,600	16,600
Equipment Fund Transfers	76,254	70,356	94,729	111,191
Capital Outlay	-	-	5,500	4,500
HIGHWAY SUMMER	408,802	404,353	388,679	413,422

HIGHWAY WINTER PROGRAM

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	105,439	106,703	116,635	130,063
Supplies	1,500	3,576	4,500	9,642
Rental of Salt & Sand Shed 00-02	-	-	6,000	6,000
Other Services & Charges	1,825	5,556	3,130	5,400
Sanding	14,000	18,798	19,500	17,000
Salting	70,000	104,311	84,500	95,000
Plowing & Snow Removal	12,500	17,820	19,000	20,000
Sidewalk Snow Removal	10,000	5,040	16,800	4,000
Winter Equipment	74,241	68,344	92,812	92,994
Capital Outlay	-	-	-	5,000
TOTAL HIGHWAY WINTER	289,505	330,148	362,877	385,099

CEMETERIES & PARKS

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Cemeteries	1,650	860	1,000	1,000
Park Maintenance	-	-	-	-
TOTAL HIGHWAY	817,478	858,128	888,977	949,321

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
TOTAL PUBLIC WORKS	958,700	999,786	1,034,613	1,088,378

HEALTH & SOCIAL SERVICES

PUBLIC HEALTH SERVICES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Health Officer	100	-	100	100
Counseling Service	4,500	4,500	4,500	4,500
Home Health Care	7,542	7,542	7,542	7,542
M.V.A.A.	13,274	13,274	12,684	12,684
Hospice	1,000	1,000	1,000	1,000
Community Health Services	750	750	750	750
HEALTH SERVICES	27,166	27,066	26,576	26,576

SOCIAL SERVICES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Vt. Adult Learning	2,769	2,769	2,769	2,769
Ad. Cty. Comm. Action	7,960	7,960	7,960	7,960
Mary Johnson Children Center	21,350	21,350	21,350	21,350
Women in Crisis	1,000	1,000	1,000	1,000
Area Agency on Aging	3,000	3,000	3,000	3,000
Parent/Child Center	3,815	3,815	3,815	3,815
Elderly Services	5,993	5,993	5,993	5,993
Graham Emergency Center	3,637	3,637	3,637	3,637
RSVP	1,545	1,545	1,545	1,545
Addison Cnty Transit Resources	5,000	5,000	5,000	5,000
TOTAL SOCIAL SERVICES	56,069	56,069	56,069	56,069
HEALTH & SOCIAL SERV.	83,235	83,135	82,645	82,645

RECREATION DEPARTMENT

ADMINISTRATION

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	83,087	84,970	86,028	96,293
Supplies	800	1,132	1,600	1,700
Services, Charges & Training	8,050	9,867	8,600	9,250
Equipment Fund Transfers	3,566	3,210	-	-
Capital Outlay	500	312	500	500
TOTAL ADMINISTRATION	96,003	99,490	96,728	107,743

RECREATION PROGRAMS

Preschool Instruction	4,100	1,516	3,500	2,000
Instructional Programs	12,400	20,544	15,700	10,700
Youth Programs	38,700	47,482	40,800	44,500
Adult Programs	10,000	13,891	18,000	18,250
Trial Programs/Offset by User Fees	-	13,749	-	-
TOTAL REC. PROGRAMS	65,200	97,183	78,000	75,450

SPECIAL EVENTS

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
New Years	2,000	2,570	2,000	2,500
Turkey Trot	3,000	5,689	5,000	5,000
TOTAL SPECIAL EVENTS	5,000	8,258	7,000	7,500

RECREATION DEPARTMENT - continued

MAINTENANCE OF FACILITIES

POOL

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	23,000	33,631	23,000	31,000
Supplies	10,000	9,064	10,000	10,000
Other Services & Charges	2,000	2,508	2,000	2,000
TOTAL POOL	35,000	45,202	35,000	43,000

RECREATION PARK

Wages & Salaries	24,925	46,344	27,500	38,850
Supplies	14,000	7,467	14,000	10,600
Use of Sports Center	300	-	300	300
Other Services & Charges	7,000	5,407	8,000	7,000
Equipment Fund Transfers	4,726	4,162	8,954	4,854
Capital Outlay	2,000	780	2,000	2,000
TOTAL REC PARK	52,951	64,160	60,754	63,604

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
TOTAL RECREATION DPT.	254,154	314,293	277,482	297,297

PARKS MAINTENANCE

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Wages & Salaries	6,700	2,800	6,700	16,200
Supplies	3,440	4,768	3,440	5,000
Other Services & Charges	2,500	7,823	2,500	5,000
Equipment Fund	360	-	360	500
TOTAL PARKS MAINT.	13,000	15,391	13,000	26,700

FIXED & OTHER CHARGES

DEBT RETIREMENT

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Isley Library	50,292	50,292	47,806	37,132
Fire Truck/Underpass - 1992	46,352	46,352	-	-
Police Station - 2004	-	-	-	55,000
TOTAL DEBT RETIREMENT	96,644	96,644	47,806	92,132

EMPLOYEE BENEFITS

Employment Benefits	709,937	689,435	777,747	841,800
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FIXED & OTHER CHARGES - continued

COUNTY TAX

Annual Assessment	45,339	45,339	48,367	48,367
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INSURANCE

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Property & Casualty Insurance	37,817	32,499	39,708	34,500

CLAIMS & LOSSES

Tax Refunds & Ins. Deductibles	3,200	4,013	3,200	3,200
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OTHER CHARGES

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
Holiday Decorations	1,000	1,000	1,000	1,000
Memorial Day Parade	1,300	1,300	1,300	1,300
Festival on the Green	750	750	750	750
Organizational Training	2,500	1,838	2,500	2,500
Employee Assistance Prog.	-	-	-	-
Town Clock	275	275	275	275
Miscellaneous	2,500	3,469	2,500	2,500
TOTAL OTHER CHARGES	8,325	8,633	8,325	8,325

	BUDGET '02-03	ACTUAL '02-03	BUDGET '03-04	PROPOSED '04-05
TOTAL FIXED & OTHER CHRG.	901,262	876,562	925,153	1,028,324

CAPITAL IMPROVEMENTS

Capital Expenditures	250,269	250,269	388,118	543,650
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RESERVE FUNDS

General Fund Reserve	8,000	-	8,000	-
Emergency Management Reserve	2,000	-	2,000	-
TOTAL RESERVE	10,000	-	10,000	-

TOTAL GENERAL FUND	4,620,695	4,735,355	4,998,239	5,426,693
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Town of Middlebury

Projected Tax Rate FY04/05

	FY03-04			FY04-05 Estimated		
	Budget	Taxes Raised	Tax Rate	Budget	Taxes Raised	Tax Rate
Town General Fund	4,998,239	3,830,341	0.9276	5,426,693	4,187,871	0.9951
Fire Equipment Fund	82,584	82,584	0.0200	84,172	84,172	0.0200
Conservation Fund	41,292	41,292	0.0100	42,086	42,086	0.0100
Town/Subtotal	5,122,114	3,954,216	0.9576	5,552,951	4,314,129	1.0251
Schools	11,496,688	10,654,699	2.8368	11,868,866	8,351,517	2.3320
Total	16,618,802	14,608,915	3.7944	17,421,817	12,665,646	3.3571

The Town tax rate is an estimate only. The budget has not been approved by Town Meeting, and the Grand List for the coming fiscal year is not finalized until April 1st of each year.

School tax rate: the above amount is a preliminary estimate as the Mary Hogan Elementary School budget is in the early stages of development and there are Act 68 education funding law changes awaiting signature by the Governor as this publication goes to press. Unlike the Town tax rate where the tax rate is calculated by dividing the amount of taxes to be raised by the Grand List, under Act 68, the residential "homestead" school tax rate is based on the Town's equalized grand list, per pupil spending above the base education amount of \$6,800 for FY2005, and the Town's common level of appraisal. The school tax rate listed above of \$2.3320 is based on a statewide tax rate of \$1.10 for residential homestead property. The \$1.10 may be reduced to \$1.05, pending the Governor's approval. The statewide tax rate of \$1.59 for non-residential property translates to an estimated non-residential school tax rate of \$2.055 because a different equalization formula that does not take per pupil spending into consideration is used. The statewide non-residential tax rate may be reduced to \$1.54.

School tax information courtesy of the the Addison Central Supervisory Union Office.

03-04 Municipal Grand List Used to Set Tax Rate	4,129,183
04-05 Est Municipal Grand List	4,208,600

The projected tax rate is provided pursuant to Chapter 13, Section 1302 (B) of the Town Charter.

Equipment Fund Revenues - 2004/2005

GENERAL FUND

PUBLIC WORKS

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
Director of Operations	4,264	4,264	4,621	5,001
Public Works	73,886	74,303	91,040	109,185
Public Works Replacement	64,814	64,814	85,000	95,000
TOTAL PUBLIC WORKS	142,964	143,381	180,661	209,186

PUBLIC SAFETY

Police	27,316	27,316	39,323	43,128
Police Replacement	15,604	15,604	15,000	33,500
Fire Department	11,478	11,478	15,542	16,829
TOTAL PUBLIC SAFETY	54,398	54,398	69,865	93,457

OTHER DEPARTMENTS

Recreation	7,372	7,372	8,954	4,854
Recreation Replacement				-
Municipal Building	50	50	50	50
Miscellaneous		15		
TOTAL OTHER DEPARTMENTS	7,422	7,437	9,004	4,904

TOTAL GENERAL FUND

Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
204,784	205,216	259,530	307,547

WATER FUND

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
Water Fund Maintenance	26,347	26,347	26,750	29,166
Water Fund Replacement	27,106	27,106	30,249	30,249
TOTAL WATER FUND	53,453	53,453	56,999	59,415

WASTEWATER TREATMENT FUND

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
WWTF Fund Maintenance	34,774	34,774	36,718	33,994
WWTF Fund Replacement	13,807	13,807	36,207	36,207
TOTAL WWTF FUND	48,581	48,581	72,925	70,201

MISCELLANEOUS RECEIPTS

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
Lease of Equipment	5,000	4,375	-	-
Sale of Equipment	4,600	13,135	5,000	25,000
Interest Income	2,000	224	-	-
Borrowing Proceeds	381,000	147,620	96,000	257,000
Miscellaneous				
Balance Prev. Year	(11,405)	(292)	-	-
TOTAL MISC. RECEIPTS	381,195	165,062	101,000	282,000

TOTAL EQUIPMENT

Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
688,013	472,311	490,454	719,163

Equipment Fund Expenditures - 2004/2005

MAINTENANCE OF EQUIPMENT

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
Wages Salaries & Benefits	99,823	89,958	103,954	112,496
Supplies	34,165	35,349	44,500	42,100
Other Services & Charges	19,172	16,387	21,900	27,300
TOTAL	153,160	141,694	170,354	181,896

MAINTENANCE OF COMMUNICATIONS EQUIPMENT

Supplies	1,250	455	1,250	1,250
Service Contract/Equipment	2,500	2,392	1,500	1,500
TOTAL	3,750	2,847	2,750	2,750

MAINTENANCE OF GARAGE

Wages & Salaries	3,500	2,472	3,000	4,160
Supplies	14,150	17,691	18,366	20,200
Other Services & Charges	4,400	4,139	6,200	14,800
TOTAL	22,050	24,302	27,566	39,160

PURCHASE OF VEHICLES & DEBT SERVICE

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
Purchase of Vehicles				
FY05: Cruiser, Plow Truck, Sidewalk Plow	381,120	107,764	96,120	257,100
Debt Service				
	29,214	75,466	100,000	128,500
TOTAL	410,334	183,230	196,120	385,600

INSURANCE

Insurance for Vehicles & Eq	16,000	22,457	23,592	24,300
Fund Balance	82,719	-	70,072	85,457

TOTAL EXPENDITURES	688,013	374,530	490,454	719,163
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Water Fund Revenues - 2004/2005

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
Water Sales	883,000	809,671	900,000	964,153
Miscellaneous Accounts Receivable	400	1,621	400	1,000
Tap-On Fees	1,000	550	1,000	1,000
Meter Sales	5,000	3,736	5,000	5,000
Meter Reading Charges	100	-	100	100
Interest Income	500	8,869	500	5,000
Surplus / Deficit				
Total Water Fund Revenues	890,000	824,447	907,000	976,253

Water Fund Expenditures - 2004/2005

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
Wages & Administration				
Including salaries, benefits, supplies and safety	318,947	256,863	287,942	298,962
Equipment Fund	53,453	53,453	56,999	59,415
Insurance	3,100	7,183	5,000	5,200
Professional Services	16,000	4,855	16,000	7,000
Chipman Hill Reservoir	1,200	644	4,000	4,000
Telemetry System	2,200	585	2,500	2,300
Palmer Springs	87,000	64,824	90,000	89,500
Well #3	38,600	28,744	40,800	40,800
Well #4	2,250	1,866	3,250	3,250
Maintenance of Hydrants	11,700	2,181	11,200	7,700
Maintenance of Services	8,000	8,703	11,500	13,000
Maintenance of Mains	41,500	77,444	51,200	60,300
General Maintenance & Service	5,500	4,584	12,600	6,600
Maintenance of Meters	1,000	1,108	2,000	2,000
Meter Installation	3,100	3,077	2,100	1,100
Purchase of Meters	5,000	0	5,000	2,000
Debt Retirement	23,884	22,884	22,200	21,626
Capital Improvements	257,566	257,566	272,709	351,500
Contingency Total	10,000	0	10,000	0
Total Water Fund Expenditures	890,000	796,563	907,000	976,253

Wastewater Facility Revenues - 2004/2005

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
Sewer Charges	1,246,271	1,157,915	1,196,252	1,126,819
Miscellaneous Sewer Charges	2,000	-	1,000	500
Interest Income		39,793	1,000	10,500
Sewer Surcharges	315,000	677,369	540,000	580,000
Septage Dumping	120,000	107,508	110,000	110,000
Discharge Permit	1,000	80	-	500
Sewer Tap-on Fees	5,000	948	2,500	1,000
Weybridge Note	2,868	2,904	2,767	2,903
Debt Service Payment Agreement	115,000	115,000	115,000	115,000
Capital Cost Recovery		1,369		
In-Town/Sump Pump Fees	1,000	-	4,000	1,000
Surplus / Deficit	115,000	-	-	-
Total WWTF Revenues	1,923,139	2,102,886	1,972,519	1,948,222

Wastewater Facility Expenditures - 2004/2005

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
Wages & Administration				
Including salaries, benefits, supplies, training, and safety	395,935	373,592	409,113	434,529
Equipment Expenses	35,606	35,606	48,586	47,054
Insurance	14,000	12,999	15,700	16,150
Professional Services	73,000	33,993	73,000	73,000
Treatment Plant	365,675	344,995	369,450	329,300
Old Treatment Plant	6,000	6,776	5,000	0
Biosolids	263,975	299,254	271,339	248,147
Treatment Plant Testing	8,700	5,637	7,700	7,700
Pumping Stations	114,600	105,404	111,500	113,000
Maintenance of Mains	20,250	10,245	25,700	20,500
Debt Retirement	540,398	537,142	522,831	520,842
Capital Improvement	75,000	75,000	102,600	128,000
Contingency	10,000	0	10,000	10,000
Total WWTF Expenditures	1,923,139	1,840,643	1,972,519	1,948,222

Memorial Sports Center Revenues 2004/2005

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
Winter Receipts				
Friends of Middlebury Hockey	102,048	83,864	92,387	97,124
Summer Receipts				
Rentals & Special Events	4,080	-	8,185	3,000
Interest	-	(1,080)	-	-
TOTAL REVENUES	106,128	82,784	100,572	100,124

Memorial Sports Center Expenditures 2004/2005

	Budget '02-03	Actual '02-03	Budget '03-04	Proposed '04-05
ADMINISTRATIVE EXPENSES				
Wages & Benefits	22,514	13,273	17,550	17,550
Supplies	100	255	125	275
Other Services & Charges	650	0	450	300
TOTAL	23,264	13,528	18,125	18,125
INSURANCE				
Property & Liability Insurance	1,950	1,913	1,950	1,950
TOTAL	1,950	1,913	1,950	1,950
OPERATIONS				
Supplies	43,250	38,476	45,000	45,000
Other Services & Charges	1,750	1,213	1,000	1,000
TOTAL	45,000	39,689	46,000	46,000
DEBT/INTEREST				
Interest/Interfund Loan	200	0	200	200
Debt Retirement	35,714	36,047	34,297	33,849
TOTAL	35,914	36,047	34,497	34,049
TOTAL EXPENDITURES	106,128	91,177	100,572	100,124

Capital Improvement Plan FY2005-FY2009

Municipal Building	FY03/04 TAX \$	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
		Taxes	Reserve	Other					
Computer Replacement - rolling replacement of PCs 4 PCs/year. 5-year roll-over period	7,500	7,650			7,800	7,950	8,100	8,250	47,250
Network Replacement - replace network server every five years.							22,000		22,000
Municipal Building - Planning		15,000							15,000
Refinish Gym Floor					13,400				13,400
Map Storage Unit for Town Vault	9,000								9,000
Restoration of Maps		14,000	32,000						46,000
Town-wide Reappraisal to begin in 6/03, and be completed in 6/05.*	35,000		15,000						50,000
Total Municipal Building	51,500	36,650	32,000	15,000	21,200	7,950	30,100	8,250	202,650

*\$15,000/year from State reappraisal funding anticipated for FY04 & FY 05

Libraries	FY03/04 TAX \$	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
		Taxes	Reserve	Other					
Air Improvement - to improve air quality & comfort for users	5,000								5,000
Recarpeting remainder of Main Floor					14,000				14,000
Recarpeting Second Floor					14,000				14,000
Repainting 2nd floor - last painted in 1987						6,000			6,000
Materials Security System							18,000		18,000
Elevator Overhaul - elevator installed in 1978								unknown	-
Total Libraries	5,000				28,000	6,000	18,000	-	57,000

Police Department	FY03/04 TAX \$	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
		Taxes	Reserve	Other					
Information & Technology - \$15K every 4th year for hardware upgrades; \$5K in other years for software, programming and peripherals	15,000	5,000			5,000	5,000	15,000	5,000	50,000

Capital Improvement Plan FY2005-FY2009 - page 2

Police Department - continued	FY03/04 TAX \$	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
		Taxes	Reserve	Other					
Crime Lab Improvement Program - reduce reliance on outside labs to improve turn-over time of processing. Have applied for federal grant for \$49,445		2,000		49,445					51,445
Furniture for new headquarters			22,000		8,000	35,000	8,000	7,000	22,000
Control Building Upgrade Project					13,200				58,000
Rescue & Protective Equipment - to provide adequate first response rescue & protective gear, currently not available									13,200
Oil Separator for DPW Building: 12.5% of cost	1,000								1,000
Total Police Department	16,000	7,000	22,000	49,445	26,200	40,000	23,000	12,000	195,645

Fire Department	FY03/04 TAX \$	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
		Taxes	Reserve	Other					
SCBA Update	14,618						15,000	15,000	44,618
Exhaust Removal System for Station 1	15,000								15,000
Vehicle Lift: 31% of project cost	3,200								3,200
Oil Separator for DPW Building: 12.5% of cost	1,000								1,000
DPW Fuel Pump & Distribution Monitor 25% of cost		3,000							3,000
Facilities Replacement Planning		7,500							7,500
Energy Improvements Station 1: Replace as many windows as possible in FY05		20,000			10,000	10,000			40,000
Fire Station 1 (Seymour Street) Boiler Replacement					25,000				25,000
Upgrade Turn-Out Gear & Air Packs					10,000	10,000	10,000	10,000	40,000
Replace 1969 Ford Pumper						340,000			340,000
Fire Department	33,818	30,500			45,000	360,000	25,000	25,000	519,318

Recreation Department	FY03/04 TAX \$	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
		Taxes	Reserve	Other					
Pool Equipment/Filtration - replace various valves, pipes & mechanical equipment	5,000								5,000

Capital Improvement Plan FY2005-FY2009 - page 3

Recreation Department	FY03/04 TAX \$	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
		Taxes	Reserve	Other					
Vehicle Lift - 8 % Recreation	800								800
Oil Separator for DPW Building: 12.5% of cost	1,000								1,000
Pool Equipment/Flume Drop Water Slide - to replace 3 meter diving board					15,000				15,000
Resurface Tennis Courts					5,000				5,000
Harold Curtiss Park Project - Replace Playground equipment & repair tennis courts					40,000				40,000
Recreation Park Equipment - playground equipment, player benches, signs, tennis screens							10,000		10,000
Picnic Shelter at Creek Road Athletic Fields								40,000	40,000
green spaces & Town Green.									
Total Recreation Department	6,800	-	-	-	20,000	40,000	10,000	40,000	116,800

Highway Department	FY03/04 TAX \$	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
		Taxes	Reserve	Other					
Battell Bridge: Center & West Arches FY05 Will seek special appropriation for repairs.	20,800	40,000		60,000					120,800
Crosswalks. Textured & Colored.					15,000	15,000	15,000	15,000	60,000
Lower Plains Bridge. Repair erosion to upstream wing walls. Repointing of wall stones.		30,000							30,000
Sidewalk Program	50,000	50,000			50,000	50,000	50,000	50,000	300,000
Gravel Road Improvement	80,000	80,000			80,000	80,000	80,000	80,000	480,000
Paved Road Program.	80,000	240,000			453,000	467,000	481,000	495,000	2,216,000
Tree Program. Transfer annual appropriation from General Fund to Capital Fund		5,000			5,000	5,000	5,000	5,000	25,000
Pedestrian Bridge		20,000							20,000
Signalization Project. Upgrade and coordination of signals along Court Street				1,000,000					1,000,000
Seymour Street: Pavement Overlay FY04; Delay Reconstruct/Rebuild until FY07	38,000						21,676	107,873	167,549

Capital Improvement Plan FY2005-FY2009 - page 4

Highway Department - Continued	FY03/04	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
	TAX \$	Taxes	Reserve	Other					
Vehicle Lift: 31% Highway	3,200								3,200
Oil Separator for DPW Garage: 37.5% of project	3,000								3,000
Fuel Pump & Distribution Monitor		4,500							4,500
37.5% of project cost (\$12,000)									
Total Highway Department	275,000	469,500	1,060,000		603,000	617,000	652,676	752,873	4,430,049

GENERAL FUND CAPITAL IMPROVEMENT SUMMARY

	FY03/04	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
	TAX \$	Taxes	Reserve	Other					
Total General Fund Capital Budget	388,118	549,650	54,000	1,124,445	743,400	1,070,950	758,776	838,123	5,521,462
TAX IMPACT (Inc. in General Fund Tax Rate)	0.09	0.13							

Capital Improvement Plan FY2005-FY2009 - page 5

Wastewater Treatment Department

Wastewater Treatment Department	FY03/04	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
		Town	Reserve	Other					
Collection System Improvements	100,000	55,000			55,000	55,000	55,000	125,000	445,000
Seymour Street: construction in FY07		70,000			70,000	70,000	-		210,000
Vehicle Lift - 15%	1,600								1,600
Oil Separator: 12.5% of project	1,000								1,000
DPW Fuel Pump & Distribution Monitor 25% of cost		3,000							3,000
Total Department	102,600	128,000			125,000	125,000	55,000	125,000	660,600

Water Department

Water Department	FY03/04	FY04/05			FY05/06	FY06/07	FY07/08	FY08/09	Six Year TOTAL
		Town	Reserve	Other					
Franklin Street	60,000								60,000
Seminary Street	80,000								80,000
Danyow Drive	100,000								100,000
Vehicle Lift for DPW Garage; 15 % of project cost	1,600				-	-	-	-	1,600
Oil Separator for DPW Garage - 12.5%	1,000								1,000
Leak Detection	30,109								30,109
Water Main Replacement		300,000			309,000	318,270	327,800	337,650	1,592,720
Palmer Springs: Replace Well Pump & Electrical		50,000							50,000
Entrance EQ. Install variable frequency drive.									
DPW Fuel Pump & Distribution Monitor 12.5% of cost		11,500							11,500
Total Department	272,709	351,500			309,000	318,270	327,800	337,650	1,916,929

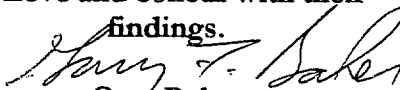
TOWN OF MIDDLEBURY, VERMONT

Financial Statements and Schedules

June 30, 2003

(With Independent Auditors' Report Thereon)

I have reviewed the June 30, 2003
Financial Statements for the Town of
Middlebury prepared by Fisk Reed
& Love and concur with their
findings.



Gary Baker
Elected Auditor

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Independent Auditors' Report

The Select Board
Town of Middlebury, Vermont

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Middlebury, Vermont as of and for the year ended June 30, 2003, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Town of Middlebury, Vermont management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Middlebury, Vermont as of June 30, 2003, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2003 on our consideration of Town of Middlebury, Vermont's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

As described in Note 3, the Town implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, as of June 30, 2003.

The management's discussion and analysis, on pages 3 through 13, and budgetary comparison information, on page 37, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was performed for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying other supplemental information identified in the table of contents is presented for purposes of additional analysis, and is not a required part of the basic financial statements of Town of Middlebury, Vermont. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

Fisk Reed & Love, P.C.

October 24, 2003

Vt. Reg. #357

FISK REED & LOVE
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003

The management's discussion and analysis of the Town of Middlebury, Vermont's financial performance is new for this year. It provides an overview of the Town's financial activities for the fiscal year ended June 30, 2003. It focuses on the year end results and provides an objective analysis of the various funds the Town operates in the conduct of its business from a management perspective. It discusses both the government-wide and fund-based financial statements. Please read it in conjunction with the Town's financial statements, which immediately follow this section.

FINANCIAL HIGHLIGHTS

- The assets of the Town of Middlebury exceeded its liabilities at the close of the most recent fiscal year by \$16,826,599 (*net assets*). Of this amount, \$3,176,608 (*unrestricted net assets*) may be used by the various funds of the Town to meet the Town's ongoing obligations to its citizens and creditors.
- The Town's total net assets increased by \$1,141,097. Of this amount, net assets attributable to governmental activities increased by \$898,819, while net assets attributable to business-type activities increased by \$242,278.
- As of the close of the fiscal year, the Town of Middlebury's governmental funds reported combined ending fund balances of \$1,578,548, an increase of \$423,270 in comparison with the prior year. Of this total amount, \$1,475,481 is *available for spending* at the government's discretion (*unreserved fund balance*). Management has designated \$1,200,629 of this unreserved fund balance for particular purposes, and \$274,852 is undesignated.
- At the end of the current fiscal year, unreserved, undesignated fund balance for the general fund was \$308,611 or 6.9% percent of regular unreserved, undesignated general fund expenditures and operating transfers.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial section of this report consists of three parts: Managements' Discussion and Analysis (this section), the basic financial statements, and additional required supplementary information. The basic financial statements include two kinds of statements that present different views of the Town. The Statement of Net Assets and the Statement of Activities provide information about the activities of the Town as a whole and present a longer-term view of the Town's finances. Fund financial statements for governmental activities tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Town's operations in more detail than the government-wide statements by providing information about the Town's most significant funds. The remaining statements provide financial information about activities for which the Town acts solely as a trustee or agent for the benefit of those outside of the government.

Government-wide Financial Statements

The Statement of Net Assets and the Statement of Activities are also referred to as the *Government-wide* financial statements. These statements report information about the Town and its activities as a whole. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account, regardless of when cash is received or paid.

TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003

These two statements report the Town's *net assets* and changes in them. You can think of the Town's net assets - the difference between assets and liabilities - as one way to measure the Town's financial health, or *financial position*. Over time, *increases or decreases* in the Town's net assets are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Town's property tax base and the condition of the Town's roads, to assess the *overall health* of the Town.

The Statement of Net Assets and the Statement of Activities, report two kinds of activities:

- **Governmental activities** - Most of the Town's basic services are reported here, including the police, fire, public works, library, and recreation departments, and general administration. Property taxes and state and federal grants finance most of these activities.
- **Business-type activities** - The Town charges a fee to customers to help it cover all or most of the cost of certain services it provides. The Town's water and sewer systems are reported here.

Fund Financial Statements

The remaining statements are fund financial statements that focus on individual parts of the Town, reporting the Town's operations in more detail than the Town-wide statements.

- **The Governmental Funds** - Most of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term* view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. The differences between governmental *activities* (reported in the Statement of Net Assets and the Statement of Activities) and governmental *funds* are reconciled in the schedules following each of the governmental fund financial statements.
- **The Proprietary Funds** - When the Town charges customers for the services it provides - whether to outside customers or to other units of the Town - these services are generally reported in Proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Assets and the Statement of Activities.
- **The Fiduciary Funds** - The Town is the trustee, or fiduciary, for assets that belong to others, such as the private-purpose trust and agency funds. The Town is responsible for ensuring that the assets reported in these funds are used only for their intended purposes and by those to whom the assets belong. The Town excludes these activities from the Town-wide financial statements because it cannot use these assets to finance its operations.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the Town's budget for the year for the General Fund.

TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003

The following table summarizes the major features of the Town's financial statements, including the portion of the Town's activities they cover and the types of information they contain.

Major Features of the Government-Wide and Fund Financial Statements

	Government-Wide Statements	Fund Financial Statements		
		Governmental Funds	Proprietary Funds	Fiduciary Funds
Scope	Entire Town (except fiduciary funds)	The activities of the Town that are not proprietary or fiduciary. Includes general fund and special revenue funds.	The activities of the Town for which a fee is charged to external users (such as water and sewer treatment activities).	Instances in which the Town administers resources on behalf of someone else, such as retirement programs and trust accounts.
Required financial statements	<ul style="list-style-type: none"> - Statement of Net Assets - Statement of Activities 	<ul style="list-style-type: none"> - Balance Sheet - Statement of Revenues, Expenditures, and Changes in Fund Balances 	<ul style="list-style-type: none"> - Statement of Net Assets or Balance Sheet - Statement of Revenues, Expenses and Changes in Fund Net Assets - Statement of Cash Flows 	<ul style="list-style-type: none"> - Statement of Fiduciary Net Assets - Statement of Changes in Fiduciary Net Assets
Accounting basis and measurement focus	Accrual basis of accounting and economic resources measurement focus	Modified accrual basis of accounting and current financial resources measurement focus	Accrual basis of accounting and economic resources measurement focus	Accrual basis of accounting and economic resources measurement focus
Type of asset/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Generally, assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets or long-term liabilities included	All assets and liabilities, both short-term and long-term; including capital assets	All assets and liabilities, both short-term and long-term; funds do not currently contain capital assets, although they may
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and the related liability is due and payable	All additions and deductions during the year, regardless of when cash is received or paid	All additions and deductions during the year, regardless of when cash is received or paid

**TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003**

FINANCIAL ANALYSIS OF THE TOWN AS A WHOLE

This section summarizes information and data as related to the Statements of Net Assets as of June 30, 2003 and the Statement of Activities for the year ended June 30, 2003. In future years, a comparative analysis of government-wide data will be presented.

Government-Wide Statements

The Town's combined net assets increased by approximately \$1.1 million to \$16.8 million at June 30, 2003. Our analysis below focuses on the net assets (Table 1) and changes in net assets (Table 2) of the Town's governmental and business-type activities.

**Table 1
Net Assets**

	Governmental Activities	Business-type Activities	Total
Current and other assets	\$ 3,028,740	1,744,285	4,773,025
Capital assets	3,937,247	19,590,402	23,527,649
Total assets	6,965,987	21,334,687	28,300,674
Current liabilities	(1,261,897)	(107,632)	(1,369,529)
Long-term liabilities	(857,626)	(9,246,920)	(10,104,546)
Total liabilities	(2,119,523)	(9,354,552)	(11,474,075)
Net assets:			
Invested in capital assets, net of debt	3,198,930	10,370,953	13,569,883
Restricted	104,315	6,453	110,768
Unrestricted	1,543,219	1,602,729	3,145,948
Total net assets	\$ 4,846,464	11,980,135	16,826,599

The Town's liquidity - the ability to pay for its most immediate obligations - is measured by comparing current assets to current liabilities. The Town has current assets approximately 2.4 times greater than it does current liabilities.

The Town's solvency - the ability to fulfill its total obligations - is measured by comparing debt-to-assets ratio and debt-to-net assets ratio. Debt-to-assets ratio, which equals 40%, computes the percent of assets financed with debt. Debt-to-net assets ratio, which equals 68%, computes the amount that is owed for debt on every dollar that the Town has available for use providing programs.

Based on liabilities of \$11.4 million and total assessed property value of \$4.1 million, the Town's total obligations represent approximately \$2.78 per \$100 of 2002/03 assessed property value. Per capita obligations - the amount of total liabilities per person - is approximately \$1,416 for the Town, based on total population based on the 2000 Federal Census Report of approximately 8,100.

TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003

The Town's capital assets, such as infrastructure, buildings and equipment, less outstanding debt used to acquire them, amount to \$13.6 million. These assets represent the largest portion of the Town's net assets. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Net assets of \$110,768 have been restricted by the voters or sources external to the Town to be used for specific purposes. The unrestricted net assets of \$3.1 million may be used to meet the Town's ongoing activities.

Table 2
Changes in Net Assets
(in Thousands)

	Governmental Activities	Business-type Activities	Total
Revenues:			
Program revenues:			
Charges for services	\$ 631	2,764	3,395
Grants and contributions	665	-	665
General revenues:			
Property taxes	3,679	-	3,679
Other general revenues	159	163	322
Total revenues	<u>5,134</u>	<u>2,927</u>	<u>8,061</u>
Program expenses:			
General government	903	-	903
Library	529	-	529
Public safety	916	-	916
Public works	1,170	-	1,170
Health and social services	83	-	83
Recreation	426	-	426
Employee benefits	689	-	689
County tax	45	-	45
Insurance	32	-	32
Interest on long-term debt	34	-	34
Claims and losses	4	-	4
Other charges	9	-	9
Water	-	548	548
Sewer	-	1,759	1,759
Total expenses	<u>4,840</u>	<u>2,307</u>	<u>7,147</u>
Excess (deficiency) before transfers	294	620	914
Transfers	605	(378)	227
Increase in net assets	<u>\$ 899</u>	<u>242</u>	<u>1,141</u>

TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003

Net assets may serve over time as a useful indicator of a government's financial position. In the case of the Town of Middlebury, assets exceeded liabilities by \$16.8 million at the close of the most recent fiscal year.

By far the largest portion of the Town of Middlebury net assets (80%) reflects its investment in capital assets (e.g., land, buildings, equipment, and infrastructure) less any related debt used to acquire those assets that is still outstanding. The Town of Middlebury uses these capital assets to provide services to its citizens; consequently, these assets are *not* available for future spending.

An additional portion of the Town of Middlebury's net assets (less than 1%) represented resources that are subject to external restriction on how they may be used. The remaining balance of *unrestricted net assets* (\$3,145,948) may be used to meet the government's ongoing obligations to citizens and creditors. Included in unrestricted net assets are amounts that management has designated for particular purposes, such as capital reserve funds, reserves for encumbrances, and reserves for expenditures in subsequent years.

At the end of the current fiscal year, the Town of Middlebury is able to report positive balances in all three categories of net assets, both for the government as a whole, as well as for its separate governmental and business-type activities.

Governmental Activities

Net assets of the Town's governmental activities increased by approximately 23% or \$899 thousand, including operating transfers of \$378 thousand and \$227 thousand from business-type activities and fiduciary funds, respectively. Unrestricted net assets comprise approximately 32% of the total net assets of governmental activities. The net assets related to business-type activities increased by approximately \$242 thousand. Unrestricted net assets comprise approximately 14% of the total net assets of business-type activities.

Table 3
Governmental Activities

	Total Cost of Services	Net Cost of Services
General government	\$ 902,788	259,905
Library	528,669	439,891
Public safety	916,315	777,762
Public works	1,169,723	987,923
Health and social services	83,135	52,475
Recreation	425,518	211,871
Employee benefits	689,435	689,435
Other	125,780	125,780
	<u>\$ 4,841,363</u>	<u>3,545,042</u>

The costs of providing governmental services amounted to approximately \$4.8 million for the year ended June 30, 2003. The cost of providing services is offset by charges for services and program-specific operating and capital grants, resulting in a net cost of services amounting to

TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003

approximately \$3.5 million. The net cost of services is funded by property taxes, investment earnings and grants and contributions not restricted to specific programs.

FINANCIAL ANALYSIS OF THE TOWN'S FUNDS

As noted earlier, the Town of Middlebury, Vermont, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Town of Middlebury's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Town of Middlebury's financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the Town of Middlebury's governmental funds reported combined ending fund balances of \$1,578,548, an increase of \$423,270 in comparison to the prior year. Approximately 94% of this total amount (\$1,475,481) is *unreserved fund balance*, which is available for spending at the government's discretion. The Town of Middlebury has designated \$1,200,629 of this unreserved fund balance for various purposes, including capital reserve funds and expenditures in subsequent periods. The remainder of the fund balance is reserved to indicate that it is not available for new spending because it has already been committed to encumbrances of the prior period (\$72,407) or is otherwise restricted by grant agreements, ordinances, or bond covenants.

The general fund is the chief operating fund of the Town of Middlebury. At the end of the current fiscal year, unreserved, undesignated fund balance was \$308,611, and reserved or restricted fund balance was \$88,395. As a measure of the general fund's liquidity, it may be useful to compare the unreserved, undesignated fund balance to total general fund expenditures. The unreserved, undesignated fund balance represents 6.9 % of total general fund expenditures.

The fund balance of the Town of Middlebury's general fund increased by \$149,968 during the current fiscal year, due to receipts of \$4,637,856, compared to General Fund expenditures of \$4,487,888.

Proprietary funds. The Town of Middlebury's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net assets of the Water Fund amounted to \$724,242, and those for the Sewer Fund amounted to \$878,487. Other factors concerning the finances of these two funds have already been addressed in the discussion of the Town of Middlebury's business-type activities.

General Fund Budgetary Highlights

Differences between budget amounts and actual amounts can be briefly summarized as follows:

General Government

- A decrease land use permit activity resulted in a reduction in permit revenue.
- The decrease in land use permit activity also resulted in a decreased expenditures for legal, engineering and other contractual services, hearing notices, and board expenses in the

**TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003**

Planning & Zoning Office budget, resulting in expenses of approximately \$11,000 less than budget amounts.

- Unanticipated absences due to illness and unanticipated vacancies in the General Government portion of the budget resulted in wage and salary expenses approximately \$19,000 less than budgeted amounts.
- The change in the format for publication of the Annual Report resulted in expenses of \$5,000 less than budgeted amounts.
- Low interest rates on housing loans resulted in an increase in land record recording fees. Clerk's fees were \$29,400 more than budgeted.
- Revenue from penalties and interest on delinquent taxes was \$21,500 more than budgeted.
- Interest income was \$8,400 less than anticipated due to the low interest rates on insured deposits.
- Unbudgeted revenue of \$22,500 was received from fees charged to telecommunications companies for the location of their facilities on Town property.
- \$9,700 more than budgeted for School Tax Collection fees was received.

Libraries

- Ilsley Library fines, video receipts, and charges for lost materials were \$4,700, \$2,500 and \$1,000 more than anticipated, respectively.

Public Safety

- Revenue from traffic and parking violations was \$28,700 higher than anticipated.
- Wage expenses in the police department were approximately \$50,000 less than budgeted due to an extended illness of a police officer and unanticipated vacancies in the department.
- Wage expenses in the fire department were approximately \$5,000 over budget due to an increase in the number of incidents responded to by the department.
- \$8,000 less than anticipated was received from the federal government for the Local Law Enforcement Block Grant, due to the timing of payments for the program.

Public Works

- Wage expenses in the Director of Operations' budget were \$9,500 less than budgeted due to an extended illness.
- Winter wage, salt and sand expenses exceeded budgeted amounts by \$2,400, \$4,800 and \$34,000, respectively.
- Necessary repairs of snow removal equipment resulted in an unanticipated expense of \$7,300.

Recreation

- Expenses for Instructional Programs, Youth Programs, Adult Programs, and Special Events exceeded budgeted amounts by \$7,100, \$8,700, \$3,900 and \$3,200, respectively. Some program expenses were offset by greater than budgeted revenues from enrollment and/or fee increases, as Recreation revenues were \$2,500 more than budgeted.
- Pool expenses were \$11,100 more than budgeted.
- Wage expenses for maintenance of facilities and parks maintenance were \$16,900 more than budgeted due to less employee time being charged to the operation of the Memorial Sports Center than anticipated, and the initiation of an improved parks maintenance program.

TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003

Capital Assets and Debt Administration

Capital assets. As part of implementing the new financial reporting model, the Town established a new capitalization policy and performed a complete inventory of capital assets. The Town of Middlebury's investment in capital assets for its governmental and business-type activities as of June 30, 2003, amounts to \$16,973,379 (net of accumulated depreciation and related debt.) This investment in capital assets includes land, buildings and improvements, vehicles and equipment, roads and bridges, and water and wastewater distribution and collection systems. The investment in net assets increased by 6.6% percent for governmental activities, and decreased 2.9% for business-type activities.

Major capital asset events during the current fiscal year included the following:

- Painter Road was reconstructed. The cost of the project was \$70,000, with \$34,000 of that expense funded by the State.
- A salt and sand storage facility was constructed on the east side of Route 7 South, across from the Department of Public Works Building, at a cost of \$76,000.
- The Gristmill Bridge was completed. The cost of the project was \$1.2 million, with 90% of the project cost funded by the state and federal governments.
- At the Ilsley Library, Freeman Foundation money paid for expansion of the side entrance, a new circulation desk, improved lighting in the lobby, and central air conditioning. These improvements total \$57,600.
- The Water Department's meter replacement program was completed. That project, initiated in 1999, cost \$344,000.
- The Creek Road water line was replaced at a cost of \$59,100.
- Engineering for the Seymour Street water line project was completed and construction started in June 2003.

Table 4
Capital Assets at Year-end

	Governmental Activities	Business-type Activities	Total Primary Government
Land and land improvements	\$ 74,544	158,230	232,774
Construction in progress	49,813	-	49,813
Distribution and collection systems	-	17,948,691	17,948,691
Buildings and improvements	1,393,667	132,199	1,525,866
Equipment and vehicles	1,327,349	190,567	1,517,916
Infrastructure	1,091,874	1,160,715	2,252,589
Totals	\$ 3,937,247	19,590,402	23,527,649

Additional information on the Town of Middlebury's capital assets can be found in note 7 of the notes to financial statements.

Long-term debt. At the end of the 2003 fiscal year, the Town of Middlebury had total long-term debt outstanding of \$9,276,185.

**TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003**

The Town of Middlebury's total debt decreased by \$246,521 during the year. A \$96,000 note for the purchase of equipment was taken out during fiscal year 2003.

State statutes limit the amount of bonded debt any governmental entity may issue up to 10 times its total assessed valuation. The current debt limit for the Town of Middlebury is \$42 million, which is significantly in excess of the Town of Middlebury's outstanding bonded debt.

Bonds are issued through the Vermont Municipal Bond Bank. The Town issues no bonded debt on its own behalf and does not maintain its own credit rating.

**Table 5
Outstanding Debt, at Year-end**

	Governmental Activities	Business-type Activities	Total Primary Government
General obligation bonds	\$ 332,857	9,219,449	9,552,306
Notes payable	405,460	-	405,460
Totals	<u>\$ 738,317</u>	<u>9,219,449</u>	<u>9,957,766</u>

The majority of the Town's existing long-term debt was incurred in the construction and renovation of the Wastewater Treatment Facility that came on line in the spring of 2000. The Town uses notes to finance the acquisition of vehicles and equipment.

Additional information on the Town of Middlebury's long-term debt can be found in note 9 of the notes to financial statements.

Economic Factors and Next Year's Budgets and Rates

- The taxable grand list for the Town of Middlebury, Vermont increased \$62,751 or 1.5 percent over the 2001/2002 assessed value. An additional 2% growth in the grand list is anticipated for 2003/2004. The 2003/2004 grand list will be used to calculate the FY05 tax rate.
- The Town is currently negotiating a new ten-year "gift" agreement with the College. Pending conclusion of those negotiations, there is some uncertainty about revenues from the "gift."
- The rate of increase in prices of health and dental insurance has grown faster than general inflationary trends.
- The new Police Department Building will come on line in April 2004, and expenses for the maintenance and repair of that building will be new for the FY05 budget.
- Debt service on the Police Department Building will start in FY05, with an interest payment of approximately \$55,000. In FY06, annual principal payments of a \$90,000 for 20 years will start.
- The Town is currently negotiating a new contract with its Unionized employees, which creates some uncertainty in the development of the FY05 budget.

All of these factors were considered in preparing the Town of Middlebury's budget for the 2005 fiscal year.

**TOWN OF MIDDLEBURY, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2003**

The Town of Middlebury approved a general fund budget for fiscal year 2004 in the amount of \$4,998,239. This represents an increase of \$377,544 or 8 percent over the approved budget for the previous year. As a result, the combined school and town tax rates for 2004 increased by 28¢ to \$3.5137 per \$100 of valuation.

Requests for Information

This financial report is designed to provide a general overview of the Town of Middlebury, Vermont's finances for all those with an interest in the Town's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Office of the Town Manager, Town of Middlebury, 94 Main Street, Middlebury VT 05753.

TOWN OF MIDDLEBURY, VERMONT
Statement of Net Assets
June 30, 2003

	Primary Government		
	Governmental Activities	Business-type Activities	Total
Assets:			
Cash	\$ 2,503,366	-	2,503,366
Accounts receivable, net	38,881	600,555	639,436
Property taxes receivable, net	38,051	-	38,051
Investments	255,430	397,254	652,684
Notes receivable, current	3,226	-	3,226
Internal balances	(740,023)	740,023	-
Prepaid expenses	39,886	6,453	46,339
Notes receivable, non-current	889,923	-	889,923
Capital assets:			
Land and construction in progress	49,813	272,755	322,568
Other capital assets, net of accumulated depreciation	3,887,434	19,317,647	23,205,081
Total assets	\$ 6,965,987	21,334,687	28,300,674
Liabilities:			
Accounts payable	\$ 170,381	21,614	191,995
Accrued liabilities	45,648	8,361	54,009
Deferred revenue	1,044,972	77,657	1,122,629
Due to other governments	896	-	896
Accrued vacation pay	119,309	27,471	146,780
Bonds and notes payable:			
Due within one year	154,315	527,266	681,581
Due in more than one year	584,002	8,692,183	9,276,185
Total liabilities	2,119,523	9,354,552	11,474,075
Net assets:			
Invested in capital assets, net of related debt	3,198,930	10,370,953	13,569,883
Restricted for:			
Other purposes	104,315	6,453	110,768
Unrestricted - designated	1,200,629	1,602,729	2,803,358
Unrestricted - undesignated	342,590	-	342,590
Total net assets	4,846,464	11,980,135	16,826,599
Total liabilities and net assets	\$ 6,965,987	21,334,687	28,300,674

See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT
Statement of Activities
Year Ended June 30, 2003

Functions/Programs	Program Revenues			Net (Expense) Revenue and Changes in Net Assets		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government	
					Governmental Activities	Business-type Activities
Primary government:						
Governmental activities:						
General government	\$ 902,788	218,081	424,802	-	(259,905)	-
Library	528,669	88,778	-	-	(439,891)	-
Public safety	916,315	89,949	26,355	22,249	(777,762)	-
Public works	1,169,723	21,040	-	160,760	(987,923)	-
Health and social services	83,135	-	-	30,660	(52,475)	-
Recreation	425,518	213,647	-	-	(211,871)	-
Employee benefits	689,435	-	-	-	(689,435)	-
County tax	45,339	-	-	-	(45,339)	-
Insurance	32,498	-	-	-	(32,498)	-
Interest	34,446	-	-	-	(34,446)	-
Claims and losses	4,013	-	-	-	(4,013)	-
Other charges	9,484	-	-	-	(9,484)	-
Total governmental activities	4,841,363	631,495	451,157	213,669	(3,545,042)	-
Business-type activities:						
Water	548,151	815,580	-	-	-	267,429
Sewer	1,759,011	1,948,092	-	-	-	189,081
Total business-type activities	2,307,162	2,763,672	-	-	-	456,510
Total primary government	\$ 7,148,525	3,395,167	451,157	213,669	(3,545,042)	(3,088,532)
General revenues:						
Property taxes					3,679,402	-
Grants and contributions not restricted to specific programs					23,494	-
Investment earnings					51,629	48,662
Miscellaneous					83,942	115,000
Transfers					605,394	(377,894)
Total general revenues and transfers					4,443,861	(214,232)
Change in net assets					898,819	242,278
Net assets - beginning					3,947,645	11,737,857
Net assets - ending					\$ 4,846,464	11,980,135
						16,826,599

See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT
Balance Sheet
Governmental Funds
June 30, 2003

	General Fund	Capital Projects Fund	Community Development Fund	Other Governmental Funds	Total
Assets:					
Cash	\$ 2,488,694	-	1,446	13,226	2,503,366
Investments	-	-	-	255,430	255,430
Receivables	71,750	4,775	-	400	76,925
Loans receivable	-	-	893,149	-	893,149
Prepaid expenses	38,638	-	-	-	38,638
Due from other funds	18,016	861,491	-	78,933	958,440
Total assets	\$ 2,617,098	866,266	894,595	347,989	4,725,948
Liabilities:					
Accounts payable	\$ 168,057	-	-	69	168,126
Accrued liabilities	43,921	-	-	-	43,921
Due to other funds	1,838,467	-	-	34,090	1,872,557
Deferred revenue	168,751	-	893,149	-	1,061,900
Due to others	896	-	-	-	896
	2,220,092	-	893,149	34,159	3,147,400
Fund balance:					
Reserved	88,395	-	1,446	13,226	103,067
Unreserved:					
Undesignated	308,611	-	-	(33,759)	274,852
Designated	-	866,266	-	334,363	1,200,629
	397,006	866,266	1,446	313,830	1,578,548
Total liabilities and fund balance	\$ 2,617,098	866,266	894,595	347,989	4,725,948

See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Assets
June 30, 2003

Total fund balances - governmental funds \$ 1,578,548

Amounts reported for governmental activities in the statement
of net assets are different because:

Capital assets used in governmental activities are not
financial resources and therefore are not reported
in the funds.

Governmental capital assets	5,741,513	
Less accumulated depreciation	<u>2,545,500</u>	3,196,013

Other long-term assets are not available to pay for current
period expenditures and therefore are deferred in the funds. 16,928

Internal service funds are used by management to charge
the costs of certain activities to individual funds. The
assets and liabilities of the internal service fund that
are reported with governmental activities. 502,878

Long-term liabilities, including bonds payable, are not due
and payable in the current period and therefore are not
reported in the funds. (447,903)

Net assets - governmental activities \$ 4,846,464

See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2003

	General Fund	Capital Projects Fund	Community Development Fund	Other Governmental Funds	Total
Revenues:					
Property taxes	\$ 3,554,071	-	-	113,609	3,667,680
Intergovernmental revenues	424,802	160,760	30,660	-	616,222
Services and fees	492,742	9,460	-	83,864	586,066
Investment income (loss)	17,643	11,890	-	21,872	51,405
Sale of equipment	-	1,160	-	-	1,160
Other	148,598	38,519	57	-	187,174
	4,637,856	221,789	30,717	219,345	5,109,707
Expenditures:					
General government	745,445	119,089	-	6,858	871,392
Library	522,571	29,177	-	-	551,748
Public Safety	926,626	818	-	150,000	1,077,444
Public works	955,369	435,365	-	-	1,390,734
Health and social services	83,135	-	-	-	83,135
Recreation	329,684	1,727	-	55,130	386,541
Debt retirement	80,000	-	-	28,571	108,571
Employee benefits	689,435	-	-	-	689,435
County tax	45,339	-	-	-	45,339
Insurance	32,498	-	-	-	32,498
Interest	16,644	-	-	8,556	25,200
Claims and losses	4,013	-	-	-	4,013
Other charges	9,484	-	-	-	9,484
	4,440,243	586,176	-	249,115	5,275,534
Excess (deficiency) of revenues over expenditures	197,613	(364,387)	30,717	(29,770)	(165,827)
Other financing sources (uses):					
Operating transfers in (out)	(47,645)	667,402	(30,660)	-	589,097
	(47,645)	667,402	(30,660)	-	589,097
Excess (deficiency) of revenue and other financing sources over expenditures and other financing uses	149,968	303,015	57	(29,770)	423,270
Fund balance, July 1, 2002	247,038	563,251	1,389	343,600	1,155,278
Fund balance, June 30, 2003	\$ 397,006	866,266	1,446	313,830	1,578,548

See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
Year Ended June 30, 2003

Net change in fund balances - governmental funds	\$	423,270
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of these assets is depreciated over their estimated useful lives.

Expenditures for capital assets	\$ 571,178	
Less current year depreciation	<u>193,044</u>	378,134

Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.	108,571
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Revenues in the statement of activities that do not provide current financial resources (property taxes not collected within 60 days of fiscal year end) are not reported as revenues in the funds. This amount represents an increase in deferred property taxes	11,722
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Non-current accrued compensated absences are not recorded as an expenditure in the governmental funds. This amount represents the increase in accrued vacation pay in the governmental funds.	(11,357)
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Internal service funds are used by management to charge the costs of certain activities to individual funds. The net expense of the internal service funds is reported with governmental activities.	(11,521)
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Change in net assets - governmental activities	\$	<u><u>898,819</u></u>
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See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT

**Balance Sheet
Proprietary Funds
June 30, 2003**

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water Fund	Sewer Fund	Totals	
Assets:				
Current assets:				
Accounts receivable	\$ 266,925	333,630	600,555	7
Due from other funds	470,981	269,042	740,023	174,094
Prepaid expenses	2,261	4,192	6,453	1,248
Investments	-	397,254	397,254	-
Total current assets	740,167	1,004,118	1,744,285	175,349
Capital assets:				
Land and land improvements	166,388	106,367	272,755	-
Distribution and collection systems	2,794,188	22,246,366	25,040,554	-
Buildings and equipment	227,342	1,425,916	1,653,258	1,694,030
Less accumulated depreciation	(2,294,975)	(5,081,190)	(7,376,165)	(952,796)
Total non-current assets	892,943	18,697,459	19,590,402	741,234
Total assets	\$ 1,633,110	19,701,577	21,334,687	916,583
Liabilities:				
Current liabilities:				
Accounts payable	\$ -	21,614	21,614	2,255
Accrued liabilities	2,799	5,562	8,361	1,727
Deferred revenue	-	77,657	77,657	-
Bonds payable, current portion	15,000	512,266	527,266	90,744
Total current liabilities	17,799	617,099	634,898	94,726
Accrued vacation pay	10,865	16,606	27,471	4,263
Bonds payable, less current portion	150,000	8,542,183	8,692,183	314,716
Total liabilities	178,664	9,175,888	9,354,552	413,705
Net Assets:				
Invested in capital assets, net of related debt	727,943	9,643,010	10,370,953	335,774
Restricted	2,261	4,192	6,453	1,248
Unrestricted - designated	724,242	878,487	1,602,729	-
Unrestricted - undesignated	-	-	-	165,856
Total net assets	1,454,446	10,525,689	11,980,135	502,878
Total liabilities and net assets	\$ 1,633,110	19,701,577	21,334,687	916,583

See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT
Statement of Revenues, Expenses, and Changes in Fund Net Assets
Proprietary Funds
For the Year Ended June 30, 2003

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water Fund	Sewer Fund	Totals	
Operating revenues:				
Fees and charges for services	\$ 815,580	1,948,092	2,763,672	307,235
Other	-	115,000	115,000	4,098
	815,580	2,063,092	2,878,672	311,333
Operating expenses:				
Administration	215,747	397,372	613,119	69,770
Maintenance	94,020	772,313	866,333	76,517
Equipment	53,453	-	53,453	16,004
Water systems	99,489	-	99,489	-
Parking	-	-	-	46,187
Depreciation	74,756	562,668	637,424	134,786
Total operating expenses	537,465	1,732,353	2,269,818	343,264
Operating income (loss)	278,115	330,739	608,854	(31,931)
Nonoperating revenues (expenses):				
Interest income	8,869	39,793	48,662	224
Gain on sale of assets	-	-	-	13,135
Interest expense	(7,884)	(24,876)	(32,760)	(9,246)
	985	14,917	15,902	4,113
Income (loss) before operating transfers	279,100	345,656	624,756	(27,818)
Operating transfers in (out)	(242,294)	(135,600)	(377,894)	16,297
	(242,294)	(135,600)	(377,894)	16,297
Change in net assets	36,806	210,056	246,862	(11,521)
Total net assets - beginning	1,417,640	10,315,633	11,733,273	514,399
Total net assets - ending	\$ 1,454,446	10,525,689	11,980,135	502,878

See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT

Statement of Cash Flows

Proprietary Funds

Year Ended June 30, 2003

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water Fund	Sewer Fund	Totals	
<i>Increase (decrease) in cash and cash equivalents:</i>				
<i>Cash flows from operations:</i>				
Cash receipts from customers	\$ 963,810	2,055,445	3,019,255	349,587
Other operating cash receipts	-	115,000	115,000	4,098
Cash payments to employees for services	(108,304)	(215,146)	(323,450)	(68,976)
Cash payments to suppliers of goods or services	(365,594)	(969,307)	(1,334,901)	(141,366)
<i>Net cash provided by operating activities</i>	489,912	985,992	1,475,904	143,343
<i>Cash flows from noncapital financing activities:</i>				
Operating transfers in (out)	(242,294)	(135,600)	(377,894)	16,297
Advances to other funds	(155,320)	(530,683)	(686,003)	(233,096)
<i>Net cash used in noncapital financing activities</i>	(397,614)	(666,283)	(1,063,897)	(216,799)
<i>Cash flows from capital and related financing activities:</i>				
Additions to property, plant and equipment	(78,283)	-	(78,283)	(108,057)
Principle paid on bonds and notes	(15,000)	(512,266)	(527,266)	(66,220)
Interest paid on bonds and notes	(7,884)	(24,876)	(32,760)	(9,246)
Proceeds from issuance of bonds and notes	-	211,916	211,916	243,620
Proceeds from sales of equipment	-	-	-	13,135
<i>Net cash provided by (used in) capital and related financing activities</i>	(101,167)	(325,226)	(426,393)	73,232
<i>Cash flows from investing activities:</i>				
Interest on investments	8,869	39,793	48,662	224
Purchases of investments	-	(34,276)	(34,276)	-
<i>Net cash provided by investing activities</i>	8,869	5,517	14,386	224
<i>Net increase (decrease) in cash and cash equivalents:</i>	-	-	-	-
Cash and cash equivalents at beginning of year	-	-	-	-
<i>Cash and cash equivalents at end of year</i>	\$ -	-	-	-
<i>Reconciliation of operating income (loss) to net cash provided by operating activities:</i>				
Operating income (loss)	\$ 278,115	330,739	608,854	(31,931)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:				
Depreciation	74,756	562,668	637,424	134,786
Change in assets and liabilities:				
Decrease in accounts receivable and other receivables	147,993	113,810	261,803	41,893
Decrease in accounts payable and other accrued liabilities	(10,952)	(21,225)	(32,177)	(1,405)
<i>Net cash provided by operating activities</i>	\$ 489,912	985,992	1,475,904	143,343

See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT
Statement of Fiduciary Net Assets
Fiduciary Funds
June 30, 2003

	<u>Private-Purpose Trust Funds</u>		<u>Agency Fund</u>	
	<u>Land Use Trust Fund</u>	<u>Middlebury College Fund</u>	<u>Developer Escrow Fund</u>	<u>Total</u>
Assets:				
Cash	\$ -	-	70,990	70,990
Investments	197,859	337,302	-	535,161
Total assets	\$ 197,859	337,302	70,990	606,151
Liabilities:				
Due to others	\$ 8,100	-	-	8,100
Due to other funds	-	-	70,990	70,990
Total liabilities	8,100	-	70,990	79,090
Net Assets:				
Restricted	189,759	-	-	189,759
Unrestricted - undesignated	-	337,302	-	337,302
Total net assets	189,759	337,302	-	527,061
Total liabilities and net assets	\$ 197,859	337,302	70,990	606,151

See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT
Statement of Changes in Fiduciary Net Assets
Fiduciary Funds
For the Year Ended June 30, 2003

	<u>Private-Purpose Trust Funds</u>		
	<u>Land Use Trust Fund</u>	<u>Middlebury College Fund</u>	<u>Totals</u>
Revenues:			
Investment income	\$ 56,111	27,513	83,624
Expenditures:			
Other	14,478	3,864	18,342
Excess of revenue over expenditures	41,633	23,649	65,282
Operating transfers out	-	(227,500)	(227,500)
Excess (deficiency) of revenue over expenditures and other financing uses	41,633	(203,851)	(162,218)
Net assets - beginning	148,126	541,153	689,279
Net assets - ending	\$ 189,759	337,302	527,061

See accompanying notes to financial statements.

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(1) Summary of Significant Accounting Policies

(a) Definition of Entity

The Town of Middlebury, Vermont (the "Town") is a unit of local government chartered by the State of Vermont in 1761. The Town operates under a Select Board - Manager form of government and provides services as outlined in its charter, which was adopted in 1972. These services include: public safety (police and fire), highways and streets, health and social services, culture and recreation, community and economic development, public improvements, planning and zoning, water and sewer, and general administrative services.

The general purpose financial statements of the Town of Middlebury, Vermont include all of the financial activity of the general fund, special revenue funds, capital projects fund and trust funds. All these components are included because they are under the direct control of the Select Board and the Town Manager. The Town exercises significant oversight and financial interdependence exists.

The Town applies all relevant Governmental Accounting Standards Board (GASB) pronouncements. Proprietary funds apply Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless those pronouncements conflict with GASB pronouncements, in which case, GASB prevails.

(b) Basis of Presentation

Government-wide Statements

The Statement of Net Assets and the Statement of Activities present financial information about the Town's governmental and business-type activities. These statements include the financial activities of the overall government in its entirety, except those that are fiduciary. Eliminations have been made to minimize the double counting of internal transactions. Governmental activities generally are financed through taxes, State aid, intergovernmental revenues, and other exchange and nonexchange transactions. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental and business-type activities. Direct expenses are those that are specifically associated with and are clearly identifiable to a particular function. Program revenues include charges paid by the recipients of goods or services offered by the programs, and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

The fund statements provide information about the Town's funds, including fiduciary funds. Separate statements for each fund category (governmental, proprietary and fiduciary) are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

The financial activities of the Town that are reported in the accompanying financial statements have been classified in the major funds listed below. In addition, descriptions of the fiduciary funds are listed below.

(continued)

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(1) *Summary of Significant Accounting Policies (continued)*

(b) *Basis of Presentation (continued)*

Governmental Funds

General Fund - The General Fund is used to account for all revenues and expenditures applicable to the general operations of the governmental agencies of the Town. All general operating revenues which are not restricted as to use by sources external to the Town are recorded in the General Fund.

Special Revenue Funds - The Special Revenue Funds are operating funds for which the use of revenues is restricted, generally by Federal and state governments.

Capital Projects Funds - Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital assets or facilities (other than those financed by Proprietary Funds or Trust Funds). The Town has only one Capital Projects Fund, which includes several different projects.

Permanent Funds - Permanent Funds are used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the programs. The two permanent funds used by the Town are the Starr Cemetery Fund and the Washington Street Cemetery Fund.

Proprietary Funds

Enterprise Funds - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. The Town uses two Enterprise Funds: the Water Fund and the Sewer Fund.

Internal Service Fund - Internal Service Funds are used to report any activity that provides goods or services to other funds or departments of the primary government, or to other governments, on a cost-reimbursement basis. This type of fund is only used when the reporting government is the predominant participant, as is the case with the Town's Equipment Fund; otherwise, the activity should be reported as an Enterprise Fund.

Fiduciary Funds

Private-purpose Trust Funds - Private-purpose Trust Funds are used to account for trust arrangements under which principal and income benefit individuals, private organizations, or other governments.

Agency Funds - Agency Funds are used to account for assets held by the Town as an agent for individuals, other governments or other funds. Agency funds are custodial in nature and do not involve measurement of results of operations.

(continued)

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(1) Summary of Significant Accounting Policies (continued)

(c) Measurement Focus and Basis of Accounting

The Town-wide, proprietary and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place. Nonexchange transactions, in which the Town gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The governmental fund statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Town considers all revenues reported in the governmental funds to be available if the revenues are collected within one year after the end of the fiscal year.

(d) Operating Budget

The operating budget of the General Fund is approved at Town meeting and the Select Board sets the tax rate based on grand list and approved budget. The operating budget is prepared on a modified cash basis which differs from generally accepted accounting principles.

(e) Investments

Investments are reported at fair value. Unrealized gains and losses in the value of investments are included in revenue.

(f) Interfund Balances and Transfers

Interfund balances arise primarily as a result of the Town's pooling of cash deposits. Interfund transfers represent administrative charges paid by the enterprise funds and fiduciary funds to the general fund.

(g) Capital Assets

Property and equipment is stated at known or estimated historical cost. Net interest costs are capitalized on projects during the construction period. Depreciation is computed using the straight-line method over estimated useful lives as follows: office furniture and equipment – 5 to 10 years, motor vehicles and heavy equipment – 5 to 15 years, buildings and building improvements – 20 to 40 years, and infrastructure – 25 to 40 years. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts, and any resulting gain or loss is reflected in income for the period. The cost of maintenance and repairs is charged to income as incurred; significant renewals and betterments are capitalized. Deduction is made for retirements resulting from renewals or betterments.

(h) Cash and Cash Equivalents

Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Town except for the cash equivalents in the investment accounts.

(continued)

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(1) **Summary of Significant Accounting Policies (continued)**

(i) **Long-term Debt and Deferred Charges**

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the applicable statement of assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method which approximates the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financial sources. Premiums received on debt issuances are reported as other financial sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. Accumulated unpaid vacation pay and compensatory leave is accrued when incurred in proprietary funds (using the accrual basis of accounting). The current portion of accumulated unpaid vacation pay and compensatory leave is accrued when incurred in governmental funds (using the modified accrual basis of accounting). Accumulated unpaid sick pay is paid to Town employees only while employed and is not recorded as the ultimate liability is not subject to reasonable estimation.

(j) **Net Assets/Governmental Fund Balance**

In the government-wide financial statements, net assets are classified in the following categories:

Invested in Capital Assets, Net of Related Debt – This category groups all capital assets into one component of net assets. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce this category.

Restricted Net Assets – This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Assets – This category includes both designated and undesignated net assets of the Town. Designated net assets include reserves that were established by the Board, which are considered internally designated. Undesignated net assets are not restricted for any project or other purpose.

In the fund financial statements, reserves and designations segregate portions of fund balance that are either not available or have been earmarked for specific purposes. While a separate bank account is not necessary for each reserve fund, a separate identity for each reserve fund is maintained.

(k) **Encumbrance Accounting**

Encumbrances outstanding at year-end are recorded as a reservation of fund balance in the Town's governmental funds, since they do not constitute expenditures or liabilities.

(continued)

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(1) Summary of Significant Accounting Policies (continued)

(l) Use of Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(m) Allowance for Uncollectible Accounts

The Town provides an allowance for uncollectible accounts for the estimated losses that will be incurred in the collection of all receivables. The estimated losses are based on the judgment of management and a review of the current status of existing receivables. The Town has determined that all receivables are collectible.

(2) Explanation of Certain Differences Between Governmental Fund Statements and the Government-wide Statements

Due to the differences in the measurement focus and basis of accounting used in the governmental fund statements and the government-wide statements, certain financial transactions are treated differently. The basic financial statements contain a full reconciliation of these items. The differences result primarily from the economic focus of the Statement of Activities, compared with the current financial resources focus of the governmental funds.

Total Fund Balances of Governmental Funds vs. Net Assets of Governmental Activities

Total fund balances of the Town's governmental funds differs from "net assets" of governmental activities reported in the Statement of Net Assets. This difference primarily results from the additional long-term economic focus of the Statement of Net Assets versus the solely current financial resources focus of the governmental fund Balance Sheets.

Statement of Revenues, Expenditures and Changes in Fund Balance vs. Statement of Activities

Differences between the governmental funds Statement of Revenues, Expenditures and Changes in Fund Balance and the Statement of Activities fall into one of the categories listed below.

1. Long-Term Revenue and Expense Differences - Long-term revenue differences arise because governmental funds report revenues only when they are considered "available", whereas the Statement of Activities reports revenues when earned. Differences in long-term expenses arise because governmental funds report on a modified accrual basis, whereas the accrual basis of accounting is used on the Statement of Activities.
2. Long-Term Debt Transaction Differences - Long-term debt transaction differences occur because both interest and principal payments are recorded as expenditures in the governmental fund statements, whereas interest payments are recorded in the Statement of Activities as incurred, and principal payments are recorded as a reduction of liabilities in the Statement of Net Assets.
3. Capital Assets - Capital related differences include the difference between proceeds for the sale of capital assets reported on governmental fund statements and the gain or loss on the sale of assets as reported on the Statement of Activities, and the difference between recording an expenditure for the purchase of capital items in the governmental fund statements and depreciation expense on those items as recorded in the Statement of Activities.

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(3) *Change in Accounting Principle*

For the year ended June 30, 2003, the Town implemented Governmental Accounting Standards Board Statement 34, "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments" (GASB 34). GASB 34 creates a new set of basic financial statements, and requires the Town to include Government-wide financial statements that are prepared on an accrual basis of accounting using the economic resources measurement focus. The previous requirement for fund financial statements is modified to present information for individual major funds rather than by fund type. Non-major funds are presented as a total in one column.

Other GASB Statements are required to be implemented in conjunction with GASB Statement 34. Therefore, the Town has implemented, to the extent applicable, the following GASB Statements in the current fiscal year: Statement 33, *Accounting and Financials Reporting for Nonexchange Transactions*; Statement 36, *Recipient Reporting for Certain Shared Nonexchange Revenues*; Statement 37, *Basic Financial Statements - Management's Discussion and Analysis for State and Local Governments*; and, Statement 38, *Certain Financial Statement Note Disclosures*.

As a result of implementing these pronouncements for the fiscal year ended June 30, 2003, the following restatement was made to June 30, 2002 net assets balances:

Total fund balances at June 30, 2002 for all governmental funds	\$ 1,155,278
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Amounts not included in the Balance Sheet - Governmental Funds,
but included in the government-wide Statement of Net Assets
at June 30, 2002:

Capital assets, net of accumulated depreciation	2,817,879
Other long-term assets	5,206
Long-term liabilities:	
Accrued vacation pay	(103,689)
Bonds payable	(441,428)
Internal Service Fund balances at June 30, 2002	514,399

Total net assets at June 30, 2002, as restated	<u>\$ 3,947,645</u>
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(4) *Cash*

At June 30, 2003 the carrying amount of the Town's cash was \$2,574,356 and the bank balance was \$2,638,867. Of the bank balance, \$113,226 was covered by Federal depository insurance, \$2,417,557 was collateralized with securities held in the Town's name, and \$108,084 was uninsured and uncollateralized.

(5) *Investments*

The Town is not restricted by state statute as to the type of investments that it is authorized to hold. The Town has adopted an investment policy for all non-operational dedicated funds which provides investment guidelines for the Town Treasurer, the Trustee of Public Funds, and the Investment Advisory Committee.

(continued)

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(5) *Investments (continued)*

The Town's investments are categorized to give an indication of the level of risk assumed by the Town at fiscal year-end. The categories are described as follows:

- Category 1 - Insured, registered, or securities held by the Town or its agent in the Town's name.
- Category 2 - Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Town's name.
- Category 3 - Uninsured and unregistered, with securities held by the counterparty or its trust department or agent but not in the Town's name.

The Town's investments, which are all Category 1, consisted of the following at June 30, 2003:

Cash equivalents	\$ 235,490
Mutual funds	160,239
U.S. Government securities	629,213
Corporate bonds	162,903
	<u>\$ 1,187,845</u>

Investments by fund at June 30, 2003 are as follows:

Special Revenue Fund:

Fire Department Equipment	\$ <u>255,430</u>
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Enterprise Fund:

Sewer Fund	<u>397,254</u>
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Fiduciary Funds:

Land Use Trust Fund	197,859
Middlebury College Fund-Operations Account	158,519
Middlebury College Fund-Future Projects	178,783
Subtotal	<u>535,161</u>
Total investments	<u>\$ 1,187,845</u>

(6) *Notes Receivable*

The Town has a note receivable from the Interfaith Housing Corporation of Addison County for \$97,500, with interest at the rate of 4 percent, accruing and compounding quarterly with all principal and interest due August 7, 2020. The note is secured by a subordinate interest in the real and personal property of a thirty unit residential housing development. The balance of the principal and accrued interest at June 30, 2003 is \$156,372.

The Town also has a non-interest bearing note receivable from North Pleasant Street Housing Limited Partnership in the amount of \$170,000. Repayment amounts are determined annually based upon the borrower's operating cash. The loan is due in full on October 1, 2023. The loan is secured by real estate.

(continued)

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(6) Notes Receivable (continued)

The Town also has a note receivable from the Addison County Community Action Group for \$225,000 bearing interest at 5 percent. The Town received payments of \$30,660 during the year ended June 30, 2003. The payments were first applied to accrued interest of \$23,437 with the remaining amount, \$7,223, reducing principal. The balance of the note receivable on June 30, 2003 was \$217,777. The loan is secured by a second mortgage on the property, and is due in full on October 1, 2023.

The Town also has a non-interest bearing note receivable from the Smith Housing Limited Partnership for \$349,000. The loan is secured by a second mortgage on the property, and is due in full on November 1, 2031.

(7) Capital Assets

Capital asset activity for the year was as follows:

	Balance June 30, 2002	Additions	Transfers and Disposals	Balance June 30, 2003
Governmental activities:				
Land Improvements	\$ 270,910	-	-	270,910
Buildings	2,064,717	91,057	-	2,155,774
Infrastructure	1,105,524	403,050	-	1,508,574
Machinery and Equipment	1,841,091	33,624	30,394	1,844,321
Vehicles	1,458,990	227,365	80,205	1,606,150
Construction in Progress	233,731	49,813	233,731	49,813
Totals at historical cost	<u>6,974,963</u>	<u>804,909</u>	<u>344,330</u>	<u>7,435,542</u>
Less accumulated depreciation for:				
Land Improvements	(189,473)	(6,893)	-	(196,366)
Buildings	(712,069)	(50,038)	-	(762,107)
Infrastructure	(379,175)	(37,525)	-	(416,700)
Machinery and Equipment	(1,319,139)	(115,315)	(30,394)	(1,404,060)
Vehicles	(681,208)	(118,059)	(80,205)	(719,062)
	<u>(3,281,064)</u>	<u>(327,830)</u>	<u>(110,599)</u>	<u>(3,498,295)</u>
Governmental activities capital assets, net	<u>\$ 3,693,899</u>			<u>3,937,247</u>

Depreciation expense was charged to governmental functions as follows:

Public safety	\$ 97,116
Public works	146,165
General government	41,350
Recreation	41,646
Library	1,553
	<u>\$ 327,830</u>

(continued)

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(7) Capital Assets (continued)

	Balance June 30, 2002	Additions	Transfers and Disposals	Balance June 30, 2003
Business-type activities:				
Land	\$ 139,500	-	-	139,500
Land Improvements	133,255	-	-	133,255
Buildings	617,485	-	-	617,485
Infrastructure	5,433,086	71,478	-	5,504,564
Machinery and Equipment	1,028,970	6,805	-	1,035,775
Vehicles	13,135	-	13,135	-
Wastewater Treatment Plant	19,535,990	-	-	19,535,990
Totals at historical cost	26,901,421	78,283	13,135	26,966,569
Less accumulated depreciation for:				
Land Improvements	(111,654)	(2,871)	-	(114,525)
Buildings	(476,104)	(9,182)	-	(485,286)
Infrastructure	(4,249,997)	(93,852)	-	(4,343,849)
Machinery and Equipment	(802,089)	(43,119)	-	(845,208)
Wastewater Treatment Plant	(1,098,899)	(488,400)	-	(1,587,299)
	(6,738,743)	(637,424)	-	(7,376,167)
Business-type activities capital assets, net	\$ 20,162,678			19,590,402

(8) Deferred Revenue

Deferred revenue in the General Fund consists of \$16,928 in delinquent taxes receivable and related penalty and interest not collected within 60 days of year-end as well as \$13,980 of prepaid property taxes and \$137,843 of grant revenue that will be earned in fiscal year 2003. Deferred revenue also includes \$893,149 of loan receivables as described in Note 4.

(9) Bonds and Notes Payable and Schedule of Five-Year Maturities

Long-term liability activity for the year ended June 30, 2003 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due within One Year
Governmental Activities:					
Bonds payable	\$ 441,428	-	(108,571)	332,857	63,571
Notes payable	228,060	243,620	(66,220)	405,460	90,744
Other liabilities:					
Compensated absences	106,778	12,531	-	119,309	-
	\$ 776,266	256,151	(174,791)	857,626	154,315
Business-type Activities:					
Bonds payable	\$ 9,534,799	211,916	(527,266)	9,219,449	527,266
	\$ 9,534,799	211,916	(527,266)	9,219,449	527,266

(continued)

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(9) Bonds and Notes Payable and Schedule of Five-Year Maturities (continued)

Description	Interest Rate	Maturity Date	Balance June 30, 2003
Library Improvements	7.249%	12/01/09	\$ 190,000
Combined Sewer Overflow Improvements	5.888%	12/01/15	395,000
Sewer Bond	-	12/01/15	885,314
Sewer Bond	-	12/01/16	7,774,135
Water System Improvement	4.565%	12/01/17	165,000
Equipment loan - VTRANS	1.934%	06/30/05	28,040
Rink Improvements	4.000%	06/01/07	142,857
Equipment loan - NBM	3.500%	12/10/07	281,420
Equipment loan - NBM	3.500%	07/31/08	96,000
			<u>\$ 9,957,766</u>

Maturities of long-term debt for each of the five years following June 30, 2003 are as follows:

	Year ending June 30,				
	2004	2005	2006	2007	2008
Library Improvements	\$ 35,000	35,000	30,000	30,000	30,000
Combined Sewer Overflow Improvements	35,000	35,000	35,000	35,000	35,000
Sewer Bond	68,101	68,101	68,101	68,101	68,101
Sewer Bond	409,165	409,165	409,165	409,165	409,165
Water System Improvement	15,000	15,000	15,000	15,000	15,000
Equipment loan - VTRANS	14,020	14,020	-	-	-
Rink Improvements	28,571	28,572	28,571	57,143	
Equipment loan - NBM	76,724	76,724	61,724	51,724	14,524
Equipment loan - NBM	-	26,000	26,000	26,000	10,000
	<u>\$ 681,581</u>	<u>707,582</u>	<u>673,561</u>	<u>692,133</u>	<u>581,790</u>

All bonds payable are secured by the general revenue raising powers of the Town. All notes payable are secured by equipment.

(10) Accrued Compensated Absences

It is the policy of the Town of Middlebury to permit employees to accumulate earned but unused vacation benefits and compensatory time off. No liability is reported for unpaid accumulated sick leave because it is not a vested benefit. No expenditure is reported for these amounts in the governmental funds until paid. At June 30, 2003, vacation time payable amounted to \$146,780.

(11) Reserved Fund Balances

Reserved fund balances are as follows:

Governmental Activities:

General Fund

Reserved for prepaid expenses	\$ 38,638	
Reserved for Ilsey Library by donations	16,671	
Reserved - community development and other	<u>33,086</u>	88,395

(continued)

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(11) *Reserved Fund Balances (continued)*

Special Revenue Funds		
Reserved for community development loans	\$ 1,446	1,446
Permanent Funds		
Reserved for Starr Cemetery Fund by donations	12,083	
Reserved for Washington Street Cemetery Fund by donations	<u>1,143</u>	<u>13,226</u>
Total reserved fund balances - Governmental Activities		\$ <u><u>103,067</u></u>
Business-type activities		
Enterprise Funds		
Reserved for water fund prepaid expenses	\$ 2,261	
Reserved for sewer fund prepaid expenses	<u>4,192</u>	6,453
Internal Service Fund		
Reserved for equipment fund prepaid expenses		<u>1,248</u>
Total reserved fund balances - Business-type activities		\$ <u><u>7,701</u></u>
Fiduciary funds		
Private-Purpose Trust Funds		
Reserved for land use trust fund by trust agreement		\$ <u>189,759</u>
Total reserved fund balances - Fiduciary funds		\$ <u><u>189,759</u></u>

(12) *Designated Fund Balances*

Designated fund balances consisted of the following:

Governmental activities

Capital Projects Fund		
Designated for capital projects		\$ 866,266
Special revenue Funds		
Designated for downtown assessment district fund operations	\$ 78,933	
Designated for fire equipment fund operations	<u>255,430</u>	<u>334,363</u>
Total designated fund balances - governmental activities		\$ <u><u>1,200,629</u></u>

Business-type activities

Enterprise Funds		
Designated for water fund operations	\$ 724,242	
Designated for sewer fund operations	<u>878,487</u>	<u>1,602,729</u>
Total designated fund balances - business-type activities		\$ <u><u>1,602,729</u></u>

Fiduciary funds

Private-purpose Trust Funds		
Middlebury College fund - Designated for town operations	\$ 158,519	
Middlebury College fund - Designated for future projects	<u>178,783</u>	<u>337,302</u>
Total designated fund balances - fiduciary funds		\$ <u><u>337,302</u></u>

TOWN OF MIDDLEBURY, VERMONT

Notes to Financial Statements

(13) Property Taxes

Property taxes attach as an enforceable lien on property as of April 1st. Property taxes for fiscal year 2003 were levied July 10, 2002 and were payable in three equal installments on August 10, 2002, November 10, 2002 and March 10, 2003.

(14) Defined Contribution Retirement Plan

The Town offers a defined contribution plan to its employees who have completed six months of continuous service. The Town contributes six percent of gross salaries to the Plan for all participating employees. The contributions vest at 20 percent per year over five years beginning with the second year of employment. Plan investments are directed by an employee advisory committee. New England Life Insurance Company is the custodian of plan investments.

The total payroll for the year was \$2,543,613 while the covered payroll was \$1,720,096. Pension expense for the year ended June 30, 2003 was \$95,144.

(15) Deferred Compensation Plan

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

(16) Risk Management

The Town is exposed to various risks of loss related to general liability, property and casualty, workers' compensation, employee health and accident and environmental liability. The Town purchases commercial insurance coverage for the risks of losses to which it is exposed, exclusive of environmental liabilities which are not covered due to the excessive cost of coverage.

(17) Contingencies

(a) Litigation-General

The Town is party to various legal proceedings which normally occur in governmental operations. The amounts of the settlements under these proceedings are expected to be within the limits of the Town's insurance coverage and are not likely to have a material adverse effect on the Town's funds.

(b) Federal and State Grants

In the normal course of operations, the Town receives grant funds from various Federal and State agencies. The grant programs are subject to audit by agents of the granting authorities, the purpose of which is to ensure compliance with conditions precedent to the granting of funds. Any liability for reimbursement which may arise as the result of such audits is not believed to be material.

(18) Subsequent Events

Bond Anticipation Borrowing

On August 28, 2003 the Town borrowed \$1,780,900 in anticipation of the money to be derived from the sale of bonds for to construct a new Police Headquarters. The note is due August 16, 2004 with interest paid at 1.48 percent.

TOWN OF MIDDLEBURY, VERMONT
Schedule of Revenues and Expenditures - Budget and Actual
Budgetary Basis - General Fund
Year Ended June 30, 2003

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
Taxes	\$ 3,527,328	3,554,071	26,743
Licenses/Permits	49,370	34,390	(14,980)
Fees and fines	56,875	87,859	30,984
Intergovernmental	314,660	421,965	107,305
Intragovernmental	205,020	214,690	9,670
Charges for services	236,300	318,038	81,738
Interest income	25,000	17,643	(7,357)
College gift	100,000	100,000	-
College/Middlebury volunteer ambulance association	3,500	3,517	17
College/Fire truck	23,176	22,249	(927)
College/Public safety payment	16,000	23,494	7,494
Miscellaneous	22,350	56,747	34,397
Community Development interest	-	30,660	30,660
Prior Year Surplus	41,116	-	(41,116)
Total revenues	4,620,695	4,885,323	264,628
Expenditures:			
General government	802,881	746,722	(56,159)
Library	367,683	522,571	154,888
Public Safety	979,511	926,626	(52,885)
Public Works	958,700	999,786	41,086
Health and Social Services	83,235	83,135	(100)
Recreation	267,154	329,684	62,530
Debt retirement	80,000	80,000	-
Employee benefits	709,937	689,435	(20,502)
County tax	45,339	45,339	-
Insurance	37,817	32,498	(5,319)
Interest	16,644	16,644	-
Claims and losses	3,200	4,013	813
Other charges	8,325	8,633	308
Capital improvements transfer	250,269	250,269	-
Reserve	10,000	-	(10,000)
Total expenditures	4,620,695	4,735,355	114,660
Excess of revenues over expenditures	\$ -	149,968	149,968

TOWN OF MIDDLEBURY, VERMONT
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2003

	Special Revenue Funds				Permanent Funds				Total Nonmajor Governmental Funds
	Downtown		Fire		Washington		Totals		
	Sports Center Fund	Assessment District Fund	Equipment Fund	Fund	Starr Cemetery Fund	Street Cemetery Fund			
Assets:									
Cash	\$ -	-	-	-	12,083	1,143	-	13,226	13,226
Investments	-	-	255,430	255,430	-	-	-	-	255,430
Receivables	400	-	-	400	-	-	-	-	400
Due from other funds	-	78,933	-	78,933	-	-	-	-	78,933
Total assets	400	78,933	255,430	334,763	12,083	1,143	-	13,226	347,989
Liabilities:									
Accounts payable	69	-	-	69	-	-	-	-	69
Due to other funds	34,090	-	-	34,090	-	-	-	-	34,090
	34,159	-	-	34,159	-	-	-	-	34,159
Fund balance (deficit):									
Reserved	-	-	-	-	12,083	1,143	-	13,226	13,226
Unreserved:									
Undesignated	(33,759)	-	-	(33,759)	-	-	-	-	(33,759)
Designated	-	78,933	255,430	334,363	-	-	-	-	334,363
	(33,759)	78,933	255,430	300,604	12,083	1,143	-	13,226	313,830
Total liabilities and fund balance	\$ 400	78,933	255,430	334,763	12,083	1,143	-	13,226	347,989

TOWN OF MIDDLEBURY, VERMONT
Combining Statement of Revenues, Expenses, and Changes in Fund Net Assets
Nonmajor Government Funds
Year Ended June 30, 2003

	Special Revenue Funds					Permanent Funds			Total Nonmajor Governmental Funds
	Downtown				Totals	Washington		Totals	
	Sports Center Fund	Assessment District Fund	Fire Equipment Fund			Starr Cemetery Fund	Street Cemetery Fund		
Revenues:									
Property taxes	\$ -	32,287	81,322		113,609	-	-	-	113,609
Services and fees	83,864	-	-		83,864	-	-	-	83,864
Investment income (loss)	-	235	21,355		21,590	266	16	282	21,872
	83,864	32,522	102,677		219,063	266	16	282	219,345
Expenditures:									
General government	-	6,858	-		6,858	-	-	-	6,858
Public Safety	-	-	150,000		150,000	-	-	-	150,000
Recreation	55,130	-	-		55,130	-	-	-	55,130
Debt retirement	28,571	-	-		28,571	-	-	-	28,571
Interest	8,556	-	-		8,556	-	-	-	8,556
Total operating expenses	92,257	6,858	150,000		249,115	-	-	-	249,115
Excess (deficiency) of revenues over expenditures	(8,393)	25,664	(47,323)		(30,052)	266	16	282	(29,770)
Total net assets - beginning	(25,366)	53,269	302,753		330,656	11,817	1,127	12,944	343,600
Total net assets - ending	\$ (33,759)	78,933	255,430		300,604	12,083	1,143	13,226	313,830



**Report on Compliance and on Internal Control Structure Over Financial
Reporting Based on an Audit of Financial Statements Performed in
Accordance with Government Auditing Standards**

The Select Board
Town of Middlebury, Vermont

We have audited the financial statements of the Town of Middlebury, Vermont as of and for the year ended June 30, 2003, and have issued our report thereon dated October 24, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Town of Middlebury's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Town of Bennington's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of management, others within the organization, the Select Board, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties

Fisk Reed & Love, P.C.

October 24, 2003

Vt. Reg. #357

115 Elm Street • P.O. Box 319 • Bennington, Vermont 05201-0319
(802) 442-5552 • (800) 894-5511
Facsimile: (802) 442-7314 • e-mail: mail@frlcpa.com
www.frlcpa.com

Town of Middlebury
ANNUAL TOWN MEETING
Monday, March 3, 2003
Meeting Minutes

The 2003 Town Meeting of the Town of Middlebury was called to order by Moderator, Governor James Douglas at 7:30 p.m. Following the reading of the warning, the moderator introduced members of the Select Board: Chairman John Tenny, Max Eaton, F. Ren Barlow, Margaret (Peg) Martin, Bill Perkins, Max Eaton, and Kevin Parizo.

ARTICLE 1: To act upon the reports of the Town Officers as submitted by the Auditors.

Rick Cole moved to approve the reports; motion seconded by Jim Selleck.

Chairman John Tenny welcomed voters, and introduced Governor James Douglas as moderator, and his wife Dorothy, First Lady of the State of Vermont. Chairman Tenny explained that the budget presentation would examine the key drivers noted in the handout to voters (copy attached).

Voters were asked if they objected to the admittance to the meeting of the following non-resident town officers: Town Manager Bill Finger, Business Manager Kathleen Ramsay, Director of Operations Dan Werner, Town Planner Fred Dunnington, and Director of Parks and Recreation, Tom Anderson.

NO OBJECTION

Chairman Tenny acknowledged Peg Derby for her 30 years of service as the Town's bookkeeper. This year's Town Report was dedicated to Ms. Derby who will retire in March. The Board presented a bouquet of flowers to Peg with their thanks.

Recreation Director Tom Anderson presented the Robert E. Collins Award, which recognizes service to the community in the area of recreation. Carol Green and Sandra Ruvera accepted the award on behalf of the organizers of The Festival on the Green, which will celebrate its 25th anniversary this summer.

VOTE: ARTICLE I APPROVED BY VOICE VOTE

ARTICLE 2: Shall the voters authorize the Board of Selectmen, pursuant to 24 V.S.A. Sec. 1786a(b), to replace Town Vehicles and Equipment in accordance with the schedule hereinafter set forth and to finance the purchase of same by borrowing funds in a total amount not to exceed \$96,000 over a term not to exceed five (5) years?

[The Schedule of Vehicles and Equipment is: 1) Two (2) Police Cruisers and related equipment; 2) One Highway utility truck and related equipment]

John Tenny moved to adopt Article 2; motion seconded by Kevin Parizo.

Discussion:

Chairman John Tenny reviewed the Equipment Fund, noting the following key drivers:

- Adequately funding equipment maintenance;
- Developing and adhering to an equipment replacement schedule;
- Gradually rebuilding the balance of funds set aside for equipment purchases;
- Catching up on deferred replacements by borrowing to purchase vehicles and equipment;
- Future expectations

Pete Gipson questioned the advantage to the Town of paying cash for equipment when loans are now available at an all-time low interest rate.

John Tenny noted that because interest rates continually fluctuate, the Town would benefit by having the choice of paying cash or taking advantage of possibly low-interest loans in the future.

VOTE: ARTICLE 2 ADOPTED BY VOICE VOTE

ARTICLE 3: Shall the Town vote to adopt the proposed budget for the Fiscal Year 2004 (July 1, 2003 - June 30, 2004) in the amount of \$4,998,239 with a portion thereof in the amount of \$3,773,893 to be raised by taxes?

John Tenny moved to adopt Article 3; motion seconded by Dean George.

Discussion:

Board member Peg Martin recognized the contributions made to the Community Share Program by the following non-profit organizations:

- ✓ Middlebury Volunteer Ambulance Association
- ✓ American Legion
- ✓ Vermont Folklife Center
- ✓ Parent-Child Center
- ✓ Mary Johnson Children's Center
- ✓ St. Stephen's Church

Addison Community Action Group also plans to contribute to the Community Share Program.

Town Manager Bill Finger gave an overview of the proposed FY04 budget, detailing the key drivers outlined in the Warning distributed to voters. (Copy attached) He noted that the estimated property tax rate for the town budget is \$.9489, and the estimated tax rate for the school budget is \$2.87. He pointed out that for every tax dollar, only 25 cents goes toward municipal services, while 75 cents goes toward school funding.

Board member Dean George reviewed the Capital Improvement budget, and recognized members of the Public Works committee: John Tenny, Dean George, Pete Gipson, George Foster, Peg Martin and Don Keeler. Dean noted that the total budget change from FY03 to FY04 for Capital Improvements was \$377,544.

Discussion:

Bob LaFiandra asked for clarification regarding the methodology used for the Community Share Program.

Board member Peg Martin explained that the Board had looked at states where the concept of a Community Share Program was incorporated into the state's statutes; i.e., Pennsylvania. Since Vermont does not allow taxation of non-profit organizations, the methodology was modeled after those states that mandate a Community Share Program.

Susan DeWind asked if the Highway Department's budget item concerning traffic lights included repairing the Town's streetlights.

Board member Ren Barlow advised that the focus would be on repairing streetlights located between Marble Works and Mill Street. He added that the concerns about glare surrounding Middlebury's downtown streetlights are currently being assessed.

Board member Max Eaton addressed the Recreation Department budget, noting that the budget now includes park maintenance, which results in an increase of expenditures. He added that revenue offsets the increase reflected in the adult programs. Recreation Director Tom Anderson advised that the gymnastics program is no longer a separate item, and is now combined with the aerobic program.

Susan DeWind noted the \$5,000 appropriated for the Annual Turkey Trot. Tom Anderson explained that the event's success depends on the number of entries.

John Tenny advised that the overall increase in the Recreation Department was \$23,000, which is offset by \$17,500 in revenue. Additional taxpayer expense would then amount to \$5,000.

Ken Perine asked if the Board had considered minimizing the property tax increase by utilizing monies in the College B and College C funds.

John Tenny explained that \$146,000 of the College B monies will be used for the upcoming budget year, leaving a balance of \$4,000. A total of \$25,000 will be used from the College C funds, leaving a balance of 107,000.

VOTE: ARTICLE 3 ADOPTED BY VOICE VOTE

ARTICLE 4: Shall the Town vote to collect taxes on real and personal property for fiscal year 2003/2004 in three equal installments due and payable on the 11th day of August, 2003, the 10th day of November 2003, and the 10th day of March 2004?

Jim Selleck moved to adopt Article 4; motion seconded by Kevin Parizo.

VOTE: ARTICLE 4 ADOPTED BY VOICE VOTE

ARTICLE 5: Shall the voters of the Town of Middlebury authorize the Town Clerk, as provided in 17 V.S.A. Sec. 2144b, to approve additions to the voter checklist?

Rick Cole moved to adopt Article 5; motion seconded by Robin Scheu.

VOTE: ARTICLE 5 ADOPTED BY VOICE VOTE

ARTICLE 6: To transact other business proper to be done. [Article 6 read into the record by Moderator James Douglas]

ARTICLE 7: Shall the residents of Middlebury:

1. Declare our opposition to the planting or genetically engineered seeds in the Town, and resolve to actively discourage the planting of genetically engineered seeds, as a step toward making Vermont a genetically engineered free planting zone by the 2004 season;
2. Direct our State and Federal elected representatives to enact legislation that requires strict, mandatory labeling of all genetically engineered foods and seeds;
3. Direct our State and Federal elected representatives to enact legislation that shifts all liability from farmers and gardeners to the commercial developers and patent holders of the genetically engineered technologies for any past, present, or future damages resulting from the growing of, consumption of, and especially from the contamination by their genetically engineered crops?

Discussion:

Chairman John Tenny noted that since the petition met the pre-requisite number of signatures and was filed in a timely manner, the Select Board honored the petition but takes no position on its content.

Bob LaFiandra asked for clarification of the Article regarding the words "actively discourage."

David Tier explained that the article is written in the spirit of a broad-based initiative. The non-binding article represents a direction rather than a mandate of any kind.

Bob LaFiandra opposed Article 7, noting it represented a "broad stroke of the brush" regarding genetically engineered seeds.

Edward Walton, Jr. voiced his strong support for Article 7, emphasizing the severe effects caused by genetically engineered foods.

In her capacity as Town Tree Warden, Peg Martin commended those responsible for maintaining the many flower gardens that enhance the Town's beauty throughout the season. Peg recognized the efforts of Chris Zeoli, who provides technical assistance to Peg in her role as the Town's Tree Warden; Dave Ginevan and Norm Cushman who exercised extraordinary care for the trees on South Pleasant Street when the college houses were moved; Al Stiles for planting and tending the garden on Frog Hollow; Helen Haerle, who cares for the traffic island located by the Municipal Building on College Street; Shirley and Joel Pominville for planting the island in the middle of the Seminary and Washington Street intersections; and Linda Masterson for the planters near Greg's Market on Elm Street; and the trees donated by Planning Commission members.

ARTICLE 8. To elect officers as required by the Middlebury Town Charter.

The following candidates introduced themselves to the voters:

Dick Thodal - ID#3 school board

Ted Shambo - write-in candidate for ID#4 school board

Nancy Ewen - Ilsley Library Trustee

Pete DeGraff - Ilsley Library Trustee

School Board member Dawn Saunders spoke on behalf of Mary Hogan Elementary School, noting that the school's proposed budget reflected an increase that is lower than the rate of inflation. She added that the budget calls for a reduction of two teaching positions, and level funding in all other areas. She encouraged the public to attend Mary Hogan's upcoming budget meeting scheduled for March 10, 2003.

Moderator James Douglas recognized Lynn Sandage who asked to read a letter to the editor that she had written in opposition to the pending war with Iraq. Together with Ben Chaucer, Ms. Sandage asked voters to consider a proposed resolution that supports and upholds the rights of the Constitution. Ms. Sandage was advised to submit the resolution to the Select Board for further action.

Kevin Parizo moved for adjournment; motion seconded by Jim Selleck.

VOTE: All in favor

ANNUAL TOWN MEETING ~
VOTING RESULTS
MARCH 3RD, 2003

Moderator

James H. Douglas 869

Selectboard (Three Year Term)

Margaret funk martin 756

John Tenny 704

Union High School (Three Year Term)

Rebecca C. Day-Saward 638

Jean Rosenberg 739

Richard Thodal 726

Prudential Committee ID No. 4

(Mary Hogan School) (Three Year Term)

Write In: Ted Shambo 62

Library Trustee (Five Year Term)

Peter Degraff 806

Library Trustee (Three Year Term)

Nancy Gage Ewen 755

Lister (Three Year Term)

A. Thomas Lewis 739

Auditor (Three Year Term)

Write In: No Candidate

Auditor (Two Year Term)

Write In: No Candidate

Article 7

Shall the residents of Middlebury:

1. Declare our opposition to the planting of genetically engineered seeds in the Town, and resolve to actively discourage the planting of genetically engineered seeds, as a step toward making Vermont a genetically engineered free planting zone by the 2004 season;
2. direct our state and federal elected representatives to enact immediate legislation that requires strict, mandatory labeling of all genetically engineered foods and seeds;
3. direct our state and federal elected representatives to enact legislation that shifts the liability from farmers and gardeners to the commercial developers and patent holders of the genetically engineered technologies for any past, present, or future damages resulting from the growing of, consumption of, and especially from contamination by their genetically engineered crops?

YES 480

NO 305

Special Town Meeting and Public Hearing
Monday, May 12, 2003
Meeting Minutes

PRESENT: Select Board members John Tenny, F. Rendol Barlow, Maxwell Eaton, Dean George, and Kevin Parizo. Town Clerk, Ann Webster. Staff members: Town Manager, Bill Finger; Police Chief, Tom Hanley; and Business Manager, Kathleen Ramsay. Representatives from Bread Loaf Corporation. Several members of the community attended the meeting, which was televised on MCTV.

Call to Order by Town Moderator

Moderator James Douglas called the Special Town Meeting to order at 7:30 p.m. and read the Warning into the record and introduced the Select Board members. Selectboard Chairman John Tenny asked if there was any objection to non-resident staff members, Town Manager Bill Finger and Business Manager Kathleen Ramsay, participating as non-voters.

NO OBJECTION.

ARTICLE I: Shall the bonds of the Town of Middlebury in an amount not to exceed One Million Seven Hundred Eighty Thousand Nine Hundred Dollars (\$1,780,900) be issued for the design and construction of a new Police Department Building to be located at the former Wastewater Treatment Facility on Lucius Shaw Lane?

Discussion:

Select Board Member Dean George gave a recent history of the project, starting with the defeat of the combined Town Hall/Police Department bond vote in November. George said that the first step of the Building Committee (Peg Martin, Max Eaton, John Tenny, Pete Gipson, Beth Dow, Bill Finger, and Tom Hanley) was to partner with a professor from Middlebury College to conduct a survey to solicit input from the community regarding municipal office and police facilities. A strong majority of respondents to the survey agreed with the statement that "improved facilities for the Police Department are needed now."

Based on this input, the Committee asked the designers and estimators from Breadloaf Corporation (the Company selected as the Design/Build Contractor for the project) to provide a guaranteed maximum price for the Police Department building, as conceptualized for the failed November 2002 bond vote, as a stand alone project. Since the November 2002 project realized some economies of scale because it combined the construction of the PD and Town Hall facilities, the price returned by Breadloaf was significantly higher

for a stand alone project to construct the PD facility only: \$2.0M (vs. the \$1.7M estimated in November).

When the Building Committee presented the cost of the stand alone facility to the Selectboard, the Selectboard challenged the Committee to consider all the program needs of the Police Department and come back with a lower cost proposal as soon as possible.

The Committee accepted the challenge presented by the Selectboard and came back with a re-configured Police Department facility that is 1,000 square feet smaller and \$300,000 less expensive than the original facility as a stand alone project. The PD facility proposed for consideration with this bond vote meets the current needs of the Department and is expandable if need be.

The Select Board unanimously endorsed the revised proposal when it passed the motion to sign the Warning for this Special Town Meeting & Bond Vote.

Selectman George then introduced John Tenny, a member of the Building Committee and Chairman of the Select Board. Tenny noted that the Committee was pleased to have the opportunity to study the conceptual design for the building room by room and square foot by square foot in relationship to the programmatic needs of the Police Department. As a result of this process, Tenny said that the building area has been reduced 14% from the original proposal, in a more efficient, simplified space with less exterior wall area. The design also anticipates future expansion, with areas identified and dedicated for this need. Speaking from his experience as a construction contractor, reducing the area of the building while reducing the square foot cost of the space is a difficult task that has been achieved by the Committee without giving away any durability or quality.

In Tenny's opinion the Police Department project has been well thought-out and offers the best alternative for meeting our needs in a new PD facility.

Next, Chief of Police Tom Hanley presented the conceptual design drawings to the residents. The design concept, Hanley said, provides for the separation of public areas, administrative areas and areas for persons in police custody. The building also offers: a community meeting room; an emergency entry lobby (which allows a crime victim or potential crime victim to enter the lobby and lock the doors behind him/her); and victim and interview privacy.

John Tenny then reviewed the design, estimating and construction process with the Design/Build approach, which the Town has chosen for this project. With the Design/Build process, the same firm designs and builds the project, in contrast to the traditional Design-Bid-Build process in which an architectural firm designs the project and a separate construction firm builds the project. The Town chose the Design/Build process because it

generally offers better control over construction costs and a faster design to construction time as the designers, estimators and contractors all work for the same company.

Tenny recapped how the Design/Build firm for the PD facility, Breadloaf Corporation, had been selected by a competitive process in the late summer of 2002. Tenny reported that the Breadloaf design team has worked well with the Committee and the Board to design and redesign the project.

Based on the conceptual design, Breadloaf Corporation has provided a Guaranteed Maximum Price (GMP) of \$1,780,900 for the current project. Once the final design for the PD facility is complete, all aspects of the project will be competitively bid: if all sub contracts are lower than Breadloaf estimated, the Town will share in the savings; Conversely, if all sub contracts are more than anticipated, Breadloaf will absorb the cost.

Dean George reviewed the impact of the cost of the project on the tax rate. As outlined in the informational brochure on the bond vote, there is a tax projected rate increase of: 1.4¢ per \$100 of property value in the first year (\$14 on a residence valued at a \$100,000); 3.7¢ per \$100 value in the second (and highest debt service) year (\$37 on a residence valued at \$100,000); an average of 2.6¢ per \$100 value over the life of the bond (\$26 on a residence valued at 100,000).

George said that, in his opinion, the project addresses the pressing need for new facilities for the Police Department and encouraged people to vote on the project. The polls will be open from 7 a.m. - 7 p.m. tomorrow, May 13, 2003, in the Municipal Gymnasium.

Moderator Douglas called for questions from the voters.

Al Stiles asked how the chain link fencing around the facility will be managed so easy public access will be maintained. Police Chief Tom Hanley replied that the only secure fenced in area will be the impound facility. The existing fencing, still in place from the old Wastewater Treatment Facility, will not be removed, but it will not be gated or secured from public access at this point.

Pete Gipson, member of the Buiding Committee, asked "What is the schedule for the construction of the facility if the bond vote is successful tomorrow?" The preliminary schedule would provide for: the mobilization of the construction crews on September 19, 2003 (pending receipt of all necessary permits); the building being weather tight by December 15, 2003; interior items being complete by March 17, 2004; and punch list items complete by March 29, 2004.

Randy Kritawsky asked "How will the new building improve police efforts and the working environment for the Police Department?" Chief Hanley said that the new building provides for safer management of hostile persons in custody and greater confidentiality and safety for victims and persons under arrest. John Tenny said that the new facility will certainly improve employee morale. Tenny added, that despite the poor working conditions that our officers are subjected to currently, they have improved their level of skill and professionalism over the course of the last 20 years. We have seen the results of this increased training and expertise with lower accident rates and lower crime rates.

Al Stiles noted the area for future expansion for a storage room in the northeast corner of the building and asked if the foundation for the storage room would be poured when the foundation is laid for the primary structure. John Tenny replied that the storage room is an add alternate for the project, to be constructed if funding allows. Al Stiles countered, "Should we pour the foundation for the storage room regardless of whether the actual structure will be built at this time?" Tenny replied that the footings of the foundations will be designed for the storage room so the foundation for the storage room can be poured at the time it is to be built.

Al Stiles expressed concern about the flat roof. "Can flat roofs really work in Vermont?" Ashar Nelson of Breadloaf Construction said that flat roofs can work in this climate if they are properly designed. And, roofing materials for flat roofs have improved over the years. Right now Breadloaf has buildings with a combined total of over 19 acres of flat roofing that are working in this climate, proving that it can be done.

Nick Artim asked "Where are the mechanical services of the building? Are they located for ease of service when necessary?" Chief Tom Hanley replied that the services are conveniently located together at the back of the building.

In closing, John Tenny issued a reminder of the vote tomorrow, and expressed his hope for a good turn-out at the polls.

At 8:06 p.m., Kevin Parizo moved that the meeting adjourn. Dean George seconded the motion, which was approved on a voice vote.

Town of Middlebury
Police Facility Bond Vote
May 13th, 2003

Shall the bonds of the Town of Middlebury in an amount not to exceed One Million Seven Hundred Eighty Thousand Nine Hundred Dollars (\$1,780,900) be issued for the design and construction of a new Police Department Building to be located at the former Wastewater Treatment Facility on Lucius Shaw Lane?

Yes - 477

No - 324

TOWN of MIDDLEBURY, VERMONT
WARNING
Annual Town Meeting
March 1 & 2, 2004






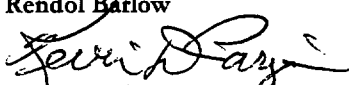

The legal voters of the Town of Middlebury, in the County of Addison, the State of Vermont are hereby warned and notified to meet at the Municipal Auditorium/Gymnasium in Middlebury on Monday, March 1, 2004 at 7:30 P.M. to act on Articles 1 through 6; and on Tuesday, March 2, 2004 from 7:00 A.M. through 7:00 P.M. at the Municipal Auditorium/Gymnasium in Middlebury to vote by Australian ballot on Article 7 as provided by the Middlebury Town Charter.

- Article 1** To act upon the reports of the Town Officers as submitted by the Auditors.
- Article 2** Shall the voters authorize the Board of Selectmen, pursuant to 24 V.S.A. §1786a(b), to replace Town Vehicles and Equipment in accordance with the schedule hereinafter set forth and to finance the purchase of same by borrowing funds in a total amount not to exceed \$ 257,000 over a term not to exceed five (5) years?
- [The Schedule of Vehicles and Equipment is: 1) One (1) Police Cruiser and related equipment; 2) One (1) Highway tandem dump/plow truck and related equipment; and 3) One (1) sidewalk tractor/plow and related equipment.]
- Article 3** Shall the Town vote to adopt the proposed budget for the Fiscal Year 2005 (July 1, 2004 – June 30, 2005) in the amount of \$5,426,693 with a portion thereof in the amount of \$4,187,871 to be raised by taxes?
- Article 4** Shall the Town vote to collect taxes on real and personal property for fiscal year 2004/2005 in three equal installments due and payable on the 10th day of August 2004, the 10th day of November 2004 and the 10th day of March 2005?
- Article 5** Shall the voters authorize the Board of Selectmen to spend unbudgeted, unanticipated income received by the Town?
- Article 6** To transact other business proper to be done.

[For voting by Australian Ballot on Tuesday, March 2, 2004, polls open from 7:00 A.M. to 7:00 P.M.]

- Article 7** To elect officers as required by the Middlebury Town Charter.

Dated at Middlebury, Vermont this 28th day of January 2004.

 John Tenny, Chairman	 Dean George
 Margaret Martin	 Rendol Barlow
 William Perkins	 Kevin Parizo
 Maxwell Eaton	

SELECT BOARD

INFORMATION



MUNICIPAL BUILDING HOURS: 8:30 AM TO 4:30 PM - Monday through Friday:

OFFICES:

Town Manager (388-8100)

Business Manager/Personnel Director (388-8107)

Clerk/Treasurer: Marriage Licenses, Voter Registration, Dog Registration, Death Certificates,
Tax Payments (388-8102)

Accounting Services Mgr. (388-8101)

Accounts Payable (388-4047)

Planning Office: Development Information, Zoning Permits, Certificate of Occupancy/Compliance (388-8105)

Listers: (Assessor/Consultant available Wed.) General Information Monday - Friday (388-8108)

Recreation: Program Registration, Facility Information (388-4041, Secretary) Recreation: Program Supv.
(388-8103) Recreation Director (388-8104)

Wastewater Treatment Facility (388-6514)

Offices will be closed in observance of the following legal holidays in 2004:

New Year's Day (Jan. 1) ~ President's Day (Feb. 16) ~ Memorial Day (May 31) ~ Independence Day (July 5) ~
Labor Day (Sept. 6) ~ Columbus Day (Oct. 11) ~ Veteran's Day (Nov. 11) ~ Thanksgiving (Nov. 25 & 26) ~
Christmas (Dec. 24) ~ New Year's (Dec. 31)

PUBLIC WORKS DEPARTMENT: 7:00 AM TO 3:30 PM, MONDAY THROUGH FRIDAY (388-4045)

For information regarding water/sewer lines (breaks, leaks), drainage, and roads.

LIBRARY HOURS: ~ Ilsley Library (388-4095)

Monday, Wednesday, Friday - 10:00 am to 6:00 pm

Tuesday & Thursday - 10:00 am to 8:00 pm

Saturday - 10:00 am to 4:00 pm

Sundays - (October - April) 1:00 pm to 4:00 pm

VERMONT DEPARTMENT OF HEALTH: ~ For information, call 1-800-464-4343

Town Health Officer: Robert LaFiandra, M.D. (388-7445)

Health Administrative Officer, Fred Dunnington (388-8106)

REGULAR MEETING HOURS:

BOARD OF SELECTMEN ~ 2nd & 4th Tuesday of the month at 7:00 pm - Municipal Bldg. Conference Room

MEMORIAL SPORTS COMMISSION ~ 3rd Tuesday of the month at 7:00 pm

PLANNING COMMISSION ~ 2nd and 4th Monday of the month at 7:30 pm - Municipal Bldg. Conference Room

RECREATION ADVISORY BOARD ~ 2nd Thursday of the month at 5:30 pm - Municipal Bldg. Conference Room

ZONING BOARD ~ 1st and 3rd Monday of the month at 7:00 pm - Municipal Bldg. Conference Room

DESIGN ADVISORY COMMITTEE ~ 2nd and 4th Tuesday of the month at 11:30 am

DUE DATE FOR TAXES:

Fiscal Year Tax Bill for July 1, 2003 to June 30, 2004

- August 11, 2004

- November 10, 2004

- March 10, 2005

Middlebury Recycling

2004

January

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
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February

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29						

March

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August

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29	30	31				

September

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October

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November

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December

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26	27	28	29	30	31	



Town of Middlebury

Phone: 802-388-4041

Fax: 802-388-4364

E-mail: cnixon@town.middlebury.vt.us

