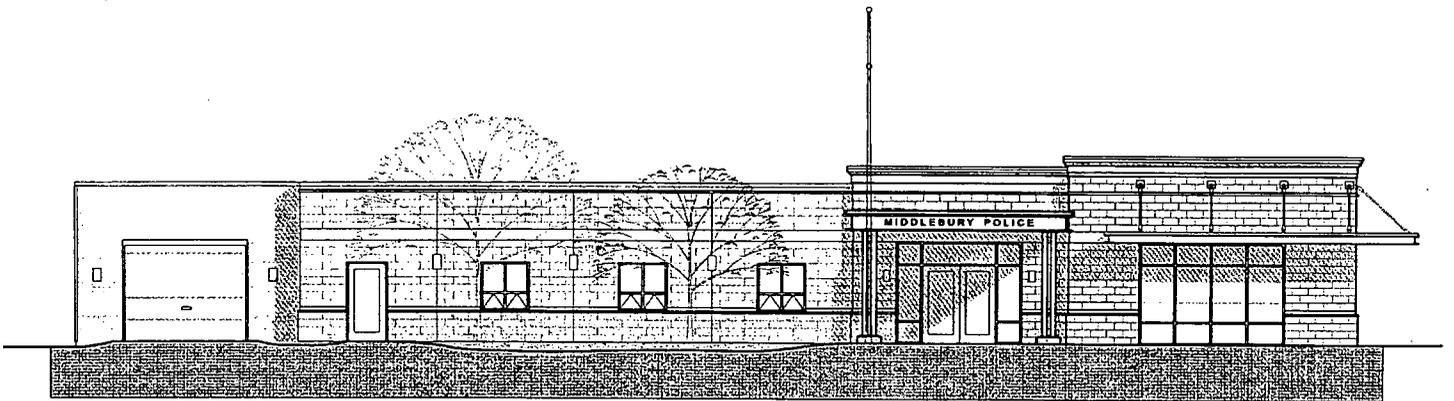


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ANNUAL TOWN REPORT



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

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

HEALTH OFFICER

Dr. Robert LaFiandra 4/02-4/04

FIRST CONSTABLE

Tom Hanley 4/03-4/04

SECOND CONSTABLE

Wayne Reeves 4/03-4/04

TOWN AGENT

Walter Calhoun 4/03-4/04

TOWN GRAND JUROR

Karl Neuse 4/03-4/04

TOWN SERVICE OFFICER

William Finger 4/03-4/04

TREE WARDEN

Margaret Martin 4/03-4/04

ZONING ADMINISTRATIVE OFFICER

Fred Dunnington 4/03-4/04

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

~~~~~  
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

~~~~~  
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 tranquillity.

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:

	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
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](http://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.

| <u>Public usage/Library usage</u> | <u>Program attendance</u> | <u>Electronic use</u> |
|-----------------------------------|---------------------------|-----------------------|
| 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

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.

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### 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" Flow	Septage Gallons	Sludge Gallons	Tons Class A Produced	Tons Non Class A Produced	Inf BOD mg/l	Inf TSS mg/l
November 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 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

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



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.

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

Joanne Corbett, Executive Director  
[www.elderlyservices.org](http://www.elderlyservices.org)

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: [hvscs@sover.net](mailto:hvscs@sover.net)

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.

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.

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**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

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.

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**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

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.

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**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. 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.

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](mailto:mctv@adelphia.net).

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**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.

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  |
|--------------------------------|------------------|------------------|------------------|------------------|
| <b>Taxes</b>                   |                  |                  |                  |                  |
| 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           |
| <b>Licenses</b>                | 10,400           | 9,793            | 10,100           | 9,300            |
| <b>Permits</b>                 | 38,970           | 24,597           | 32,600           | 26,990           |
| <b>Intergovernmental</b>       |                  |                  |                  |                  |
| State Aid                      | 248,236          | 260,480          | 242,600          | 247,600          |
| Federal Aid                    | 66,424           | 42,989           | 56,783           | 56,891           |
| <b>Intragovernmental</b>       | 205,020          | 214,690          | 251,408          | 169,654          |
| <b>Charges for Services</b>    |                  |                  |                  |                  |
| 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           |
| <b>Fines</b>                   | 56,875           | 87,859           | 72,875           | 61,575           |
| <b>Miscellaneous Receipts</b>  | 190,026          | 254,279          | 204,800          | 231,400          |
| <b>Previous Year's Surplus</b> | 41,116           | -                | 42,000           | 103,022          |
| <b>Total Revenue</b>           | <b>4,620,695</b> | <b>4,885,323</b> | <b>4,998,239</b> | <b>5,426,693</b> |

# 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          |                  |                  |
| <b>Total Property Taxes</b> | <b>3,487,328</b> | <b>3,491,635</b> | <b>3,773,893</b> | <b>4,187,871</b> |

### 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        |
| <b>Total Penalties &amp; Interest</b> | <b>40,000</b> | <b>62,436</b> | <b>40,000</b> | <b>40,000</b> |

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

### 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           |
| <b>TOTAL LICENSES</b>         | <b>10,400</b> | <b>9,793</b>  | <b>10,100</b> | <b>9,300</b>    |

### 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             |
| <b>TOTAL PERMITS &amp; FEES</b> | <b>38,970</b> | <b>24,597</b> | <b>32,600</b> | <b>26,990</b>   |

## 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          |
| <b>TOTAL STATE AID</b> | <b>248,236</b> | <b>260,480</b> | <b>242,600</b> | <b>247,600</b>  |

### 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         |
| <b>TOTAL FEDERAL AID</b> | <b>66,424</b> | <b>42,989</b> | <b>56,783</b> | <b>56,891</b> |

## 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          |
| <b>TOTAL INTRAGOV'T</b>    | <b>205,020</b> | <b>214,690</b> | <b>251,408</b> | <b>169,654</b>  |

## 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          |
| <b>TOTAL GENERAL GOV'T</b> | <b>52,820</b> | <b>92,024</b> | <b>57,700</b> | <b>75,600</b>   |

**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              | -            | -            | -            | -            |
| <b>TOTAL PUBLIC SAFETY</b> | <b>3,350</b> | <b>2,090</b> | <b>4,100</b> | <b>2,700</b> |

**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             |
| <b>TOTAL RECREATION</b> | <b>128,100</b> | <b>134,116</b> | <b>145,600</b> | <b>146,200</b>  |

**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           |
| <b>TOTAL LIBRARY</b>     | <b>52,030</b> | <b>208,335</b> | <b>63,780</b> | <b>67,890</b> |

|                                       |                      |                      |                      |                        |
|---------------------------------------|----------------------|----------------------|----------------------|------------------------|
| <b>TOTAL CHARGES<br/>FOR SERVICES</b> | <b>BUDGET '02-03</b> | <b>ACTUAL '02-03</b> | <b>BUDGET '03-04</b> | <b>PROPOSED '04-05</b> |
|                                       | <b>236,300</b>       | <b>436,565</b>       | <b>271,180</b>       | <b>292,390</b>         |

## 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   | -             | -             | -             | -               |
| <b>TOTAL FINES</b>   | <b>56,875</b> | <b>87,859</b> | <b>72,875</b> | <b>61,575</b>   |

## 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            | -                | -                |
| <b>TOTAL MISC. REVENUES</b>                  | <b>190,026</b>   | <b>254,279</b>   | <b>204,800</b>   | <b>231,400</b>   |
| <b>TOTAL CASH RECEIPTS</b>                   | <b>4,579,579</b> | <b>4,885,323</b> | <b>4,956,239</b> | <b>5,323,671</b> |
| <b>PREVIOUS YEAR'S<br/>SURPLUS (DEFICIT)</b> | <b>41,116</b>    | <b>-</b>         | <b>42,000</b>    | <b>103,022</b>   |
| <b>TOTAL GENERAL FUND REVENUES</b>           | <b>4,620,695</b> | <b>4,885,323</b> | <b>4,998,239</b> | <b>5,426,693</b> |

# General Fund Expenditures - 2004/2005

## Expenditure Summary

|                                     | FY03 Budget      | FY03 Actual      | FY04 Budget      | FY05 Budget      |
|-------------------------------------|------------------|------------------|------------------|------------------|
| <b>General Government</b>           |                  |                  |                  |                  |
| 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              |
| <b>Total General Gov't</b>          | <b>802,881</b>   | <b>746,722</b>   | <b>816,756</b>   | <b>806,277</b>   |
| <b>Libraries</b>                    |                  |                  |                  |                  |
| Ilsley Library                      | 363,683          | 518,571          | 386,288          | 398,859          |
| Sarah Partridge Library             | 4,000            | 4,000            | 4,000            | 4,000            |
| <b>Total Libraries</b>              | <b>367,683</b>   | <b>522,571</b>   | <b>390,288</b>   | <b>402,859</b>   |
| <b>Public Safety</b>                |                  |                  |                  |                  |
| 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          |
| <b>Total Public Safety</b>          | <b>979,511</b>   | <b>926,626</b>   | <b>1,060,184</b> | <b>1,150,563</b> |
| <b>Public Works</b>                 |                  |                  |                  |                  |
| Director of Operations              | 141,222          | 141,658          | 145,636          | 139,057          |
| Highway                             | 817,478          | 858,128          | 888,977          | 949,321          |
| <b>Total Public Works</b>           | <b>958,700</b>   | <b>999,786</b>   | <b>1,034,613</b> | <b>1,088,378</b> |
| <b>Health &amp; Social Services</b> | <b>83,235</b>    | <b>83,135</b>    | <b>82,645</b>    | <b>82,645</b>    |
| <b>Recreation</b>                   | <b>254,154</b>   | <b>314,293</b>   | <b>277,482</b>   | <b>297,297</b>   |
| <b>Parks Maintenance</b>            | <b>13,000</b>    | <b>15,391</b>    | <b>13,000</b>    | <b>26,700</b>    |
| <b>Fixed &amp; Other Charges</b>    | <b>901,262</b>   | <b>876,562</b>   | <b>925,153</b>   | <b>1,028,324</b> |
| <b>Capital Improvements</b>         | <b>250,269</b>   | <b>250,269</b>   | <b>388,118</b>   | <b>543,650</b>   |
| <b>Reserve</b>                      | <b>10,000</b>    | <b>-</b>         | <b>10,000</b>    | <b>-</b>         |
| <b>TOTAL EXPENSES</b>               | <b>4,620,695</b> | <b>4,735,355</b> | <b>4,998,239</b> | <b>5,426,693</b> |

# 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          |
| <b>TOTAL</b>             | <b>16,958</b> | <b>22,726</b> | <b>16,958</b> | <b>17,800</b>   |

### 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            |
| <b>TOTAL</b>             | <b>161,196</b> | <b>153,702</b> | <b>166,099</b> | <b>170,595</b>  |

### 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            |
| <b>TOTAL</b>             | <b>120,631</b> | <b>97,694</b> | <b>124,521</b> | <b>126,485</b>  |

### 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           |
| <b>TOTAL</b>            | <b>16,244</b> | <b>15,659</b> | <b>16,198</b> | <b>16,819</b>   |

## 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           |
| <b>TOTAL</b>             | <b>185,862</b> | <b>172,099</b> | <b>187,856</b> | <b>147,410</b>  |

### 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          |
| <b>TOTAL</b>             | <b>103,980</b> | <b>100,971</b> | <b>110,162</b> | <b>135,645</b>  |

### 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         | -               |
| <b>TOTAL</b>             | <b>92,066</b> | <b>90,426</b> | <b>94,805</b> | <b>82,950</b>   |

### 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           |
| <b>TOTAL</b>       | <b>28,445</b> | <b>19,378</b> | <b>23,785</b> | <b>24,285</b>   |

### 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           |
| <b>TOTAL</b>             | <b>5,525</b>  | <b>5,398</b>  | <b>2,515</b>  | <b>6,985</b>    |

## 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           | -               |
| <b>TOTAL</b>             | <b>55,474</b> | <b>51,838</b> | <b>57,357</b> | <b>60,803</b>   |

### LEGAL SERVICES

|  |        |        |        |        |
|--|--------|--------|--------|--------|
|  | 16,000 | 16,685 | 16,000 | 16,000 |
|--|--------|--------|--------|--------|

### BOARD OF CIVIL AUTHORITY

|  |     |     |     |     |
|--|-----|-----|-----|-----|
|  | 500 | 145 | 500 | 500 |
|--|-----|-----|-----|-----|

### General Government

|              |                |                |                |                |
|--------------|----------------|----------------|----------------|----------------|
| <b>TOTAL</b> | <b>802,881</b> | <b>746,722</b> | <b>816,756</b> | <b>806,277</b> |
|--------------|----------------|----------------|----------------|----------------|

## 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           |
| <b>TOTAL ILSLEY LIBRARY</b> | <b>363,683</b> | <b>518,571</b> | <b>386,288</b> | <b>398,859</b>  |

### 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           |
| <b>TOTAL LIBRARIES</b>  | <b>367,683</b> | <b>522,571</b> | <b>390,288</b> | <b>402,859</b>  |

# 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           |
| <b>TOTAL ADMINISTRATION</b> | <b>126,545</b> | <b>116,608</b> | <b>135,167</b> | <b>141,239</b>  |

### BUILDING MAINTENANCE

|                      |   |   |   |        |
|----------------------|---|---|---|--------|
| Building Maintenance | - | - | - | 48,680 |
|----------------------|---|---|---|--------|

### PERSONAL TIME

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

### 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             |
| <b>TOTAL INVESTIGATIONS</b> | <b>8,600</b>  | <b>1,921</b>  | <b>8,800</b>  | <b>8,800</b>    |

### COMMUNICATIONS

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

### 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          |
| <b>TOTAL PATROL</b>      | <b>456,093</b> | <b>437,327</b> | <b>470,889</b> | <b>500,368</b>  |

### COMMUNITY PROGRAM

|                           |              |            |              |              |
|---------------------------|--------------|------------|--------------|--------------|
| Wages & Salaries          | 1,500        | 96         | 1,500        | 1,500        |
| Supplies                  | 2,000        | 95         | 2,000        | 2,000        |
| <b>TOTAL CMTY PROGRAM</b> | <b>3,500</b> | <b>191</b> | <b>3,500</b> | <b>3,500</b> |

**POLICE DEPARTMENT - continued**

**TRAINING**

|                  | <u>BUDGET '02-03</u> | <u>ACTUAL '02-03</u> | <u>BUDGET '03-04</u> | <u>PROPOSED '04-05</u> |
|------------------|----------------------|----------------------|----------------------|------------------------|
| Wages & Salaries | 16,000               | 8,997                | 18,000               | 18,000                 |

**EQUIPMENT FUND/VEHICLES**

|                                  | <u>BUDGET '02-03</u> | <u>ACTUAL '02-03</u> | <u>BUDGET '03-04</u> | <u>PROPOSED '04-05</u> |
|----------------------------------|----------------------|----------------------|----------------------|------------------------|
| 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                  | -                    | -                      |
| <b>TOTAL EQ. FUND &amp; FUEL</b> | <b>55,011</b>        | <b>54,464</b>        | <b>67,323</b>        | <b>89,628</b>          |

**EQUIPMENT/COMMUNICATIONS**

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

**DOG WARDEN**

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

**FIRE DEPARTMENT**

|                          | <u>BUDGET '02-03</u> | <u>ACTUAL '02-03</u> | <u>PROPOSED '03-04</u> | <u>BUDGET '04-05</u> |
|--------------------------|----------------------|----------------------|------------------------|----------------------|
| 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               |
| <b>TOTAL FIRE DEPT.</b>  | <b>125,303</b>       | <b>130,160</b>       | <b>146,202</b>         | <b>155,504</b>       |

|                            | <u>BUDGET '02-03</u> | <u>ACTUAL '02-03</u> | <u>BUDGET '03-04</u> | <u>PROPOSED '04-05</u> |
|----------------------------|----------------------|----------------------|----------------------|------------------------|
| <b>TOTAL PUBLIC SAFETY</b> | <b>979,511</b>       | <b>926,626</b>       | <b>1,060,184</b>     | <b>1,150,563</b>       |

**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           |
| <b>DIRECTOR OF OPS</b>     | <b>141,222</b> | <b>141,658</b> | <b>145,636</b> | <b>139,057</b>  |

**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              | -             | -             | -             | -               |
| <b>TOTAL ADMINISTRATION</b> | <b>4,836</b>  | <b>7,850</b>  | <b>9,501</b>  | <b>20,580</b>   |

**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         |
| <b>TRAFFIC OPERATIONS</b>   | <b>103,165</b> | <b>107,350</b> | <b>115,100</b> | <b>119,200</b> |

**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 |
|-------------|-------|-------|-------|-------|

(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           |
| <b>HIGHWAY SUMMER</b>    | <b>408,802</b> | <b>404,353</b> | <b>388,679</b> | <b>413,422</b>  |

## 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           |
| <b>TOTAL HIGHWAY WINTER</b>      | <b>289,505</b> | <b>330,148</b> | <b>362,877</b> | <b>385,099</b>  |

## CEMETERIES & PARKS

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

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

## 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             |
| <b>HEALTH SERVICES</b>    | <b>27,166</b> | <b>27,066</b> | <b>26,576</b> | <b>26,576</b>   |

## 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           |
| <b>TOTAL SOCIAL SERVICES</b>     | <b>56,069</b> | <b>56,069</b> | <b>56,069</b> | <b>56,069</b>   |
| <b>HEALTH &amp; SOCIAL SERV.</b> | <b>83,235</b> | <b>83,135</b> | <b>82,645</b> | <b>82,645</b>   |

## 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             |
| <b>TOTAL ADMINISTRATION</b>  | <b>96,003</b> | <b>99,490</b> | <b>96,728</b> | <b>107,743</b>  |

### 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        | -             | -             |
| <b>TOTAL REC. PROGRAMS</b>         | <b>65,200</b> | <b>97,183</b> | <b>78,000</b> | <b>75,450</b> |

### 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           |
| <b>TOTAL SPECIAL EVENTS</b> | <b>5,000</b>  | <b>8,258</b>  | <b>7,000</b>  | <b>7,500</b>    |

**RECREATION DEPARTMENT - continued**

**MAINTENANCE OF FACILITIES**

**POOL**

|                          | <u>BUDGET '02-03</u> | <u>ACTUAL '02-03</u> | <u>BUDGET '03-04</u> | <u>PROPOSED '04-05</u> |
|--------------------------|----------------------|----------------------|----------------------|------------------------|
| 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                  |
| <b>TOTAL POOL</b>        | <b>35,000</b>        | <b>45,202</b>        | <b>35,000</b>        | <b>43,000</b>          |

**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         |
| <b>TOTAL REC PARK</b>    | <b>52,951</b> | <b>64,160</b> | <b>60,754</b> | <b>63,604</b> |

|                              | <u>BUDGET '02-03</u> | <u>ACTUAL '02-03</u> | <u>BUDGET '03-04</u> | <u>PROPOSED '04-05</u> |
|------------------------------|----------------------|----------------------|----------------------|------------------------|
| <b>TOTAL RECREATION DPT.</b> | <b>254,154</b>       | <b>314,293</b>       | <b>277,482</b>       | <b>297,297</b>         |

**PARKS MAINTENANCE**

|                           | <u>BUDGET '02-03</u> | <u>ACTUAL '02-03</u> | <u>BUDGET '03-04</u> | <u>PROPOSED '04-05</u> |
|---------------------------|----------------------|----------------------|----------------------|------------------------|
| 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                    |
| <b>TOTAL PARKS MAINT.</b> | <b>13,000</b>        | <b>15,391</b>        | <b>13,000</b>        | <b>26,700</b>          |

**FIXED & OTHER CHARGES**

**DEBT RETIREMENT**

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

**EMPLOYEE BENEFITS**

|                     |         |         |         |         |
|---------------------|---------|---------|---------|---------|
| Employment Benefits | 709,937 | 689,435 | 777,747 | 841,800 |
|---------------------|---------|---------|---------|---------|

**FIXED & OTHER CHARGES - continued**

**COUNTY TAX**

|                   |        |        |        |        |
|-------------------|--------|--------|--------|--------|
| Annual Assessment | 45,339 | 45,339 | 48,367 | 48,367 |
|-------------------|--------|--------|--------|--------|

**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 |
|--------------------------------|-------|-------|-------|-------|

**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           |
| <b>TOTAL OTHER CHARGES</b> | <b>8,325</b>  | <b>8,633</b>  | <b>8,325</b>  | <b>8,325</b>    |

|                                       | BUDGET '02-03  | ACTUAL '02-03  | BUDGET '03-04  | PROPOSED '04-05  |
|---------------------------------------|----------------|----------------|----------------|------------------|
| <b>TOTAL FIXED &amp; OTHER CHR.G.</b> | <b>901,262</b> | <b>876,562</b> | <b>925,153</b> | <b>1,028,324</b> |

**CAPITAL IMPROVEMENTS**

|                      |         |         |         |         |
|----------------------|---------|---------|---------|---------|
| Capital Expenditures | 250,269 | 250,269 | 388,118 | 543,650 |
|----------------------|---------|---------|---------|---------|

**RESERVE FUNDS**

|                              |               |          |               |          |
|------------------------------|---------------|----------|---------------|----------|
| General Fund Reserve         | 8,000         | -        | 8,000         | -        |
| Emergency Management Reserve | 2,000         | -        | 2,000         | -        |
| <b>TOTAL RESERVE</b>         | <b>10,000</b> | <b>-</b> | <b>10,000</b> | <b>-</b> |

|                           |                  |                  |                  |                  |
|---------------------------|------------------|------------------|------------------|------------------|
| <b>TOTAL GENERAL FUND</b> | <b>4,620,695</b> | <b>4,735,355</b> | <b>4,998,239</b> | <b>5,426,693</b> |
|---------------------------|------------------|------------------|------------------|------------------|

# 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          |
| <b>TOTAL PUBLIC WORKS</b> | <b>142,964</b> | <b>143,381</b> | <b>180,661</b> | <b>209,186</b>  |

| PUBLIC SAFETY              | Budget '02-03 | Actual '02-03 | Budget '03-04 | Proposed '04-05 |
|----------------------------|---------------|---------------|---------------|-----------------|
| 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          |
| <b>TOTAL PUBLIC SAFETY</b> | <b>54,398</b> | <b>54,398</b> | <b>69,865</b> | <b>93,457</b>   |

| OTHER DEPARTMENTS              | Budget '02-03 | Actual '02-03 | Budget '03-04 | Proposed '04-05 |
|--------------------------------|---------------|---------------|---------------|-----------------|
| Recreation                     | 7,372         | 7,372         | 8,954         | 4,854           |
| Recreation Replacement         |               |               |               | -               |
| Municipal Building             | 50            | 50            | 50            | 50              |
| Miscellaneous                  |               | 15            |               |                 |
| <b>TOTAL OTHER DEPARTMENTS</b> | <b>7,422</b>  | <b>7,437</b>  | <b>9,004</b>  | <b>4,904</b>    |

| TOTAL GENERAL FUND | Budget '02-03  | Actual '02-03  | Budget '03-04  | Proposed '04-05 |
|--------------------|----------------|----------------|----------------|-----------------|
|                    | <b>204,784</b> | <b>205,216</b> | <b>259,530</b> | <b>307,547</b>  |

## 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          |
| <b>TOTAL WATER FUND</b> | <b>53,453</b> | <b>53,453</b> | <b>56,999</b> | <b>59,415</b>   |

## 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          |
| <b>TOTAL WWTF FUND</b> | <b>48,581</b> | <b>48,581</b> | <b>72,925</b> | <b>70,201</b>   |

## 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)          | -              | -               |
| <b>TOTAL MISC. RECEIPTS</b> | <b>381,195</b> | <b>165,062</b> | <b>101,000</b> | <b>282,000</b>  |

| TOTAL EQUIPMENT | Budget '02-03  | Actual '02-03  | Budget '03-04  | Proposed '04-05 |
|-----------------|----------------|----------------|----------------|-----------------|
|                 | <b>688,013</b> | <b>472,311</b> | <b>490,454</b> | <b>719,163</b>  |

# 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          |
| <b>TOTAL</b>              | <b>153,160</b> | <b>141,694</b> | <b>170,354</b> | <b>181,896</b>  |

## MAINTENANCE OF COMMUNICATIONS EQUIPMENT

|                            |              |              |              |              |
|----------------------------|--------------|--------------|--------------|--------------|
| Supplies                   | 1,250        | 455          | 1,250        | 1,250        |
| Service Contract/Equipment | 2,500        | 2,392        | 1,500        | 1,500        |
| <b>TOTAL</b>               | <b>3,750</b> | <b>2,847</b> | <b>2,750</b> | <b>2,750</b> |

## 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        |
| <b>TOTAL</b>             | <b>22,050</b> | <b>24,302</b> | <b>27,566</b> | <b>39,160</b> |

## PURCHASE OF VEHICLES & DEBT SERVICE

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

## INSURANCE

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

|                           |                |                |                |                |
|---------------------------|----------------|----------------|----------------|----------------|
| <b>TOTAL EXPENDITURES</b> | <b>688,013</b> | <b>374,530</b> | <b>490,454</b> | <b>719,163</b> |
|---------------------------|----------------|----------------|----------------|----------------|

## 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                 |                |                |                |                 |
| <b>Total Water Fund Revenues</b>  | <b>890,000</b> | <b>824,447</b> | <b>907,000</b> | <b>976,253</b>  |

## 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               |
| <b>Total Water Fund Expenditures</b>              | <b>890,000</b> | <b>796,563</b> | <b>907,000</b> | <b>976,253</b>  |

## 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          | -                | -                | -                |
| <b>Total WWTF Revenues</b>     | <b>1,923,139</b> | <b>2,102,886</b> | <b>1,972,519</b> | <b>1,948,222</b> |

## Wastewater Facility Expenditures - 2004/2005

|                                                                     | Budget '02-03    | Actual '02-03    | Budget '03-04    | Proposed '04-05  |
|---------------------------------------------------------------------|------------------|------------------|------------------|------------------|
| Wages & Administration                                              |                  |                  |                  |                  |
| <i>Including salaries, benefits, supplies, training, and safety</i> | 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           |
| <b>Total WWTF Expenditures</b>                                      | <b>1,923,139</b> | <b>1,840,643</b> | <b>1,972,519</b> | <b>1,948,222</b> |

# Memorial Sports Center Revenues 2004/2005

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

# Memorial Sports Center Expenditures 2004/2005

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

## Capital Improvement Plan FY2005-FY2009

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

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

|                                                                 | FY03/04<br>TAX \$ | FY04/05 |         |        | FY05/06 | FY06/07 | FY07/08 | FY08/09 | Six Year<br>TOTAL |
|-----------------------------------------------------------------|-------------------|---------|---------|--------|---------|---------|---------|---------|-------------------|
|                                                                 |                   | Taxes   | Reserve | Other  |         |         |         |         |                   |
| <b>Libraries</b>                                                |                   |         |         |        |         |         |         |         |                   |
| Air Improvement - to improve air quality & comfort<br>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 |         |                   |
| <b>Total Libraries</b>                                          | 5,000             |         |         | 28,000 | 6,000   | 18,000  |         | 57,000  |                   |

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





# Capital Improvement Plan FY2005-FY2009 - page 4

|                                                | Six Year          |                |                  |       |                |                |                |                  |
|------------------------------------------------|-------------------|----------------|------------------|-------|----------------|----------------|----------------|------------------|
|                                                | FY03/04<br>TAX \$ | FY04/05        |                  |       | FY05/06        | FY06/07        | FY07/08        | FY08/09          |
|                                                |                   | Taxes          | Reserve          | Other |                |                |                |                  |
| Highway Department - Continued                 |                   |                |                  |       |                |                |                |                  |
| 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)               |                   |                |                  |       |                |                |                |                  |
| <b>Total Highway Department</b>                | <b>275,000</b>    | <b>469,500</b> | <b>1,060,000</b> |       | <b>603,000</b> | <b>617,000</b> | <b>652,676</b> | <b>752,873</b>   |
|                                                |                   |                |                  |       |                |                |                | <b>4,430,049</b> |

## GENERAL FUND CAPITAL IMPROVEMENT SUMMARY

|                                            | Six Year          |         |         |           |         |           |         |         |           |
|--------------------------------------------|-------------------|---------|---------|-----------|---------|-----------|---------|---------|-----------|
|                                            | FY03/04<br>TAX \$ | FY04/05 |         |           | FY05/06 | FY06/07   | FY07/08 | FY08/09 | TOTAL     |
|                                            |                   | 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              | 0.15    |         |           |         |           |         |         |           |

# Capital Improvement Plan FY2005-FY2009 - page 5

## Wastewater Treatment Department

| Wastewater Treatment Department                   | Six Year       |                |                |               |               |                |                |
|---------------------------------------------------|----------------|----------------|----------------|---------------|---------------|----------------|----------------|
|                                                   | FY03/04        | FY04/05        |                |               | FY06/07       | FY07/08        | FY08/09        |
|                                                   |                | 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         |               |               |                | 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          |
| <b>Total Department</b>                           | <b>102,600</b> | <b>128,000</b> | <b>125,000</b> | <b>55,000</b> | <b>55,000</b> | <b>125,000</b> | <b>660,600</b> |

## Water Department

| Water Department                                   | Six Year       |                |                |                |                |                |                  |
|----------------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
|                                                    | FY03/04        | FY04/05        |                |                | FY06/07        | FY07/08        | FY08/09          |
|                                                    |                | 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        |                |                | 318,270        | 327,800        | 1,592,720        |
| Palmer Springs: Replace Well Pump & Electrical     |                | 50,000         |                |                |                |                | 50,000           |
| Entrance EQ. Install variable frequency drive.     |                | 11,500         |                |                |                |                | 11,500           |
| DPW Fuel Pump & Distribution Monitor 12.5% of cost |                | 351,500        |                |                | 318,270        | 327,800        | 1,916,929        |
| <b>Total Department</b>                            | <b>272,709</b> | <b>351,500</b> | <b>318,270</b> | <b>327,800</b> | <b>327,800</b> | <b>337,650</b> | <b>1,916,929</b> |

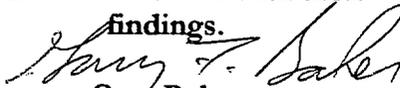
**TOWN OF MIDDLEBURY, VERMONT**

**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          | - Statement of Net Assets<br><br>- Statement of Activities                         | - Balance Sheet<br><br>- Statement of Revenues, Expenditures, and Changes in Fund Balances                                                                                        | - Statement of Net Assets or Balance Sheet<br><br>- Statement of Revenues, Expenses and Changes in Fund Net Assets<br><br>- Statement of Cash Flows | - Statement of Fiduciary Net Assets<br><br>- 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**

|                                            | <b>Governmental<br/>Activities</b> | <b>Business-type<br/>Activities</b> | <b>Total</b>        |
|--------------------------------------------|------------------------------------|-------------------------------------|---------------------|
| 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                               | <u>6,965,987</u>                   | <u>21,334,687</u>                   | <u>28,300,674</u>   |
| Current liabilities                        | (1,261,897)                        | (107,632)                           | (1,369,529)         |
| Long-term liabilities                      | (857,626)                          | (9,246,920)                         | (10,104,546)        |
| Total liabilities                          | <u>(2,119,523)</u>                 | <u>(9,354,552)</u>                  | <u>(11,474,075)</u> |
| Net assets:                                |                                    |                                     |                     |
| Invested in capital assets,<br>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                           | <u>\$ 4,846,464</u>                | <u>11,980,135</u>                   | <u>16,826,599</u>   |

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)**

|                                             | <u>Governmental<br/>Activities</u> | <u>Business-type<br/>Activities</u> | <u>Total</u> |
|---------------------------------------------|------------------------------------|-------------------------------------|--------------|
| <b>Revenues:</b>                            |                                    |                                     |              |
| 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> |
| <b>Program expenses:</b>                    |                                    |                                     |              |
| 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> |
| <b>Excess (deficiency) before transfers</b> | 294                                | 620                                 | 914          |
| Transfers                                   | 605                                | (378)                               | 227          |
| <b>Increase in net assets</b>               | <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<br>Cost of<br>Services | Net<br>Cost of<br>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                    |
|                            | \$ 4,841,363                 | 3,545,042                  |

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**

- IIsley 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<br>Activities | Business-type<br>Activities | Total<br>Primary<br>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                      |
| <b>Totals</b>                       | <b>\$ 3,937,247</b>        | <b>19,590,402</b>           | <b>23,527,649</b>              |

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**

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

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<br>Activities | Business-type<br>Activities | Total             |
| <b>Assets:</b>                                           |                            |                             |                   |
| 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           |
| <b>Capital assets:</b>                                   |                            |                             |                   |
| Land and construction in progress                        | 49,813                     | 272,755                     | 322,568           |
| Other capital assets, net of<br>accumulated depreciation | 3,887,434                  | 19,317,647                  | 23,205,081        |
| <b>Total assets</b>                                      | <b>\$ 6,965,987</b>        | <b>21,334,687</b>           | <b>28,300,674</b> |
| <b>Liabilities:</b>                                      |                            |                             |                   |
| 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           |
| <b>Bonds and notes payable:</b>                          |                            |                             |                   |
| Due within one year                                      | 154,315                    | 527,266                     | 681,581           |
| Due in more than one year                                | 584,002                    | 8,692,183                   | 9,276,185         |
| <b>Total liabilities</b>                                 | <b>2,119,523</b>           | <b>9,354,552</b>            | <b>11,474,075</b> |
| <b>Net assets:</b>                                       |                            |                             |                   |
| Invested in capital assets, net of related debt          | 3,198,930                  | 10,370,953                  | 13,569,883        |
| <b>Restricted for:</b>                                   |                            |                             |                   |
| 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           |
| <b>Total net assets</b>                                  | <b>4,846,464</b>           | <b>11,980,135</b>           | <b>16,826,599</b> |
| <b>Total liabilities and net assets</b>                  | <b>\$ 6,965,987</b>        | <b>21,334,687</b>           | <b>28,300,674</b> |

See accompanying notes to financial statements.

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

| Functions/Programs                                           | Expenses            | Program Revenues     |                                    |                                  | Net (Expense) Revenue and Changes in Net Assets |                          |                    |       |
|--------------------------------------------------------------|---------------------|----------------------|------------------------------------|----------------------------------|-------------------------------------------------|--------------------------|--------------------|-------|
|                                                              |                     | Charges for Services | Operating Grants and Contributions | Capital Grants and Contributions | Governmental Activities                         | Primary Government       |                    | Total |
|                                                              |                     |                      |                                    |                                  |                                                 | Business-type Activities |                    |       |
| <b>Primary government:</b>                                   |                     |                      |                                    |                                  |                                                 |                          |                    |       |
| <b>Governmental activities:</b>                              |                     |                      |                                    |                                  |                                                 |                          |                    |       |
| General government                                           | \$ 902,788          | 218,081              | 424,802                            | -                                | (259,905)                                       | -                        | (259,905)          |       |
| Library                                                      | 528,669             | 88,778               | -                                  | -                                | (439,891)                                       | -                        | (439,891)          |       |
| Public safety                                                | 916,315             | 89,949               | 26,355                             | 22,249                           | (777,762)                                       | -                        | (777,762)          |       |
| Public works                                                 | 1,169,723           | 21,040               | -                                  | 160,760                          | (987,923)                                       | -                        | (987,923)          |       |
| Health and social services                                   | 83,135              | -                    | -                                  | 30,660                           | (52,475)                                        | -                        | (52,475)           |       |
| Recreation                                                   | 425,518             | 213,647              | -                                  | -                                | (211,871)                                       | -                        | (211,871)          |       |
| Employee benefits                                            | 689,435             | -                    | -                                  | -                                | (689,435)                                       | -                        | (689,435)          |       |
| County tax                                                   | 45,339              | -                    | -                                  | -                                | (45,339)                                        | -                        | (45,339)           |       |
| Insurance                                                    | 32,498              | -                    | -                                  | -                                | (32,498)                                        | -                        | (32,498)           |       |
| Interest                                                     | 34,446              | -                    | -                                  | -                                | (34,446)                                        | -                        | (34,446)           |       |
| Claims and losses                                            | 4,013               | -                    | -                                  | -                                | (4,013)                                         | -                        | (4,013)            |       |
| Other charges                                                | 9,484               | -                    | -                                  | -                                | (9,484)                                         | -                        | (9,484)            |       |
| <b>Total governmental activities</b>                         | <b>4,841,363</b>    | <b>631,495</b>       | <b>451,157</b>                     | <b>213,669</b>                   | <b>(3,545,042)</b>                              | <b>-</b>                 | <b>(3,545,042)</b> |       |
| <b>Business-type activities:</b>                             |                     |                      |                                    |                                  |                                                 |                          |                    |       |
| Water                                                        | 548,151             | 815,580              | -                                  | -                                | -                                               | 267,429                  | 267,429            |       |
| Sewer                                                        | 1,759,011           | 1,948,092            | -                                  | -                                | -                                               | 189,081                  | 189,081            |       |
| <b>Total business-type activities</b>                        | <b>2,307,162</b>    | <b>2,763,672</b>     | <b>-</b>                           | <b>-</b>                         | <b>-</b>                                        | <b>456,510</b>           | <b>456,510</b>     |       |
| <b>Total primary government</b>                              | <b>\$ 7,148,525</b> | <b>3,395,167</b>     | <b>451,157</b>                     | <b>213,669</b>                   | <b>(3,545,042)</b>                              | <b>456,510</b>           | <b>(3,088,532)</b> |       |
| <b>General revenues:</b>                                     |                     |                      |                                    |                                  |                                                 |                          |                    |       |
| Property taxes                                               |                     | 3,679,402            | -                                  | -                                | 3,679,402                                       | -                        | 3,679,402          |       |
| Grants and contributions not restricted to specific programs |                     | 23,494               | -                                  | -                                | 23,494                                          | -                        | 23,494             |       |
| Investment earnings                                          |                     | 51,629               | -                                  | -                                | 51,629                                          | 48,662                   | 100,291            |       |
| Miscellaneous                                                |                     | 83,942               | -                                  | -                                | 83,942                                          | 115,000                  | 198,942            |       |
| Transfers                                                    |                     | 605,394              | -                                  | -                                | 605,394                                         | (377,894)                | 227,500            |       |
| <b>Total general revenues and transfers</b>                  |                     | <b>4,443,861</b>     | <b>-</b>                           | <b>-</b>                         | <b>4,443,861</b>                                | <b>(214,232)</b>         | <b>4,229,629</b>   |       |
| <b>Change in net assets</b>                                  |                     | <b>898,819</b>       | <b>-</b>                           | <b>-</b>                         | <b>898,819</b>                                  | <b>242,278</b>           | <b>1,141,097</b>   |       |
| <b>Net assets - beginning</b>                                |                     | <b>3,947,645</b>     | <b>-</b>                           | <b>-</b>                         | <b>3,947,645</b>                                | <b>11,737,857</b>        | <b>15,685,502</b>  |       |
| <b>Net assets - ending</b>                                   |                     | <b>\$ 4,846,464</b>  | <b>-</b>                           | <b>-</b>                         | <b>\$ 4,846,464</b>                             | <b>11,980,135</b>        | <b>16,826,599</b>  |       |

See accompanying notes to financial statements.

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

|                                           | General<br>Fund     | Capital<br>Projects<br>Fund | Community<br>Development<br>Fund | Other<br>Governmental<br>Funds | Total            |
|-------------------------------------------|---------------------|-----------------------------|----------------------------------|--------------------------------|------------------|
| <b>Assets:</b>                            |                     |                             |                                  |                                |                  |
| 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          |
| <b>Total assets</b>                       | <b>\$ 2,617,098</b> | <b>866,266</b>              | <b>894,595</b>                   | <b>347,989</b>                 | <b>4,725,948</b> |
| <b>Liabilities:</b>                       |                     |                             |                                  |                                |                  |
| 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        |
| <b>Fund balance:</b>                      |                     |                             |                                  |                                |                  |
| 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        |
| <b>Total liabilities and fund balance</b> | <b>\$ 2,617,098</b> | <b>866,266</b>              | <b>894,595</b>                   | <b>347,989</b>                 | <b>4,725,948</b> |

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 |  | <u>\$ 4,846,464</u> |
|--------------------------------------|--|---------------------|

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<br>Fund | Capital<br>Projects<br>Fund | Community<br>Development<br>Fund | Other<br>Governmental<br>Funds | Total     |
|--------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|----------------------------------|--------------------------------|-----------|
| <b>Revenues:</b>                                                                                                         |                 |                             |                                  |                                |           |
| 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 |
| <b>Expenditures:</b>                                                                                                     |                 |                             |                                  |                                |           |
| 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 |
| <b>Excess (deficiency) of revenues<br/>over expenditures</b>                                                             | 197,613         | (364,387)                   | 30,717                           | (29,770)                       | (165,827) |
| <b>Other financing sources (uses):</b>                                                                                   |                 |                             |                                  |                                |           |
| Operating transfers in (out)                                                                                             | (47,645)        | 667,402                     | (30,660)                         | -                              | 589,097   |
|                                                                                                                          | (47,645)        | 667,402                     | (30,660)                         | -                              | 589,097   |
| <b>Excess (deficiency) of revenue and<br/>other financing sources over<br/>expenditures and other<br/>financing uses</b> | 149,968         | 303,015                     | 57                               | (29,770)                       | 423,270   |
| <b>Fund balance, July 1, 2002</b>                                                                                        | 247,038         | 563,251                     | 1,389                            | 343,600                        | 1,155,278 |
| <b>Fund balance, June 30, 2003</b>                                                                                       | \$ 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               |
| <p>Amounts reported for governmental activities in the statement of activities are different because:</p>                                                                                                                                                                |                |                       |
| <p>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.</p>                                                                                    |                |                       |
| Expenditures for capital assets                                                                                                                                                                                                                                          | \$ 571,178     |                       |
| Less current year depreciation                                                                                                                                                                                                                                           | <u>193,044</u> | 378,134               |
| <p>Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.</p>                                                                                                          |                |                       |
|                                                                                                                                                                                                                                                                          |                | 108,571               |
| <p>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</p> |                |                       |
|                                                                                                                                                                                                                                                                          |                | 11,722                |
| <p>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.</p>                                                                     |                |                       |
|                                                                                                                                                                                                                                                                          |                | (11,357)              |
| <p>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.</p>                                                              |                |                       |
|                                                                                                                                                                                                                                                                          |                | (11,521)              |
| Change in net assets - governmental activities                                                                                                                                                                                                                           | \$             | <u><u>898,819</u></u> |

See accompanying notes to financial statements.

**TOWN OF MIDDLEBURY, VERMONT**

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

|                                                    | Business-type Activities -<br>Enterprise Funds |                   |                   | Governmental<br>Activities -<br>Internal<br>Service Funds |
|----------------------------------------------------|------------------------------------------------|-------------------|-------------------|-----------------------------------------------------------|
|                                                    | Water<br>Fund                                  | Sewer<br>Fund     | Totals            |                                                           |
| <b>Assets:</b>                                     |                                                |                   |                   |                                                           |
| 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           | -                                                         |
| <b>Total current assets</b>                        | <b>740,167</b>                                 | <b>1,004,118</b>  | <b>1,744,285</b>  | <b>175,349</b>                                            |
| 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)                                                 |
| <b>Total non-current assets</b>                    | <b>892,943</b>                                 | <b>18,697,459</b> | <b>19,590,402</b> | <b>741,234</b>                                            |
| <b>Total assets</b>                                | <b>\$ 1,633,110</b>                            | <b>19,701,577</b> | <b>21,334,687</b> | <b>916,583</b>                                            |
| <b>Liabilities:</b>                                |                                                |                   |                   |                                                           |
| 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                                                    |
| <b>Total current liabilities</b>                   | <b>17,799</b>                                  | <b>617,099</b>    | <b>634,898</b>    | <b>94,726</b>                                             |
| 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                                                   |
| <b>Total liabilities</b>                           | <b>178,664</b>                                 | <b>9,175,888</b>  | <b>9,354,552</b>  | <b>413,705</b>                                            |
| <b>Net Assets:</b>                                 |                                                |                   |                   |                                                           |
| Invested in capital assets, net<br>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                                                   |
| <b>Total net assets</b>                            | <b>1,454,446</b>                               | <b>10,525,689</b> | <b>11,980,135</b> | <b>502,878</b>                                            |
| <b>Total liabilities and net assets</b>            | <b>\$ 1,633,110</b>                            | <b>19,701,577</b> | <b>21,334,687</b> | <b>916,583</b>                                            |

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 -<br>Enterprise Funds |               |            | Governmental<br>Activities -<br>Internal<br>Service Funds |
|-------------------------------------------------|------------------------------------------------|---------------|------------|-----------------------------------------------------------|
|                                                 | Water<br>Fund                                  | Sewer<br>Fund | Totals     |                                                           |
| <b>Operating revenues:</b>                      |                                                |               |            |                                                           |
| 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                                                   |
| <b>Operating expenses:</b>                      |                                                |               |            |                                                           |
| 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                                                   |
| <b>Operating income (loss)</b>                  | 278,115                                        | 330,739       | 608,854    | (31,931)                                                  |
| <b>Nonoperating revenues (expenses):</b>        |                                                |               |            |                                                           |
| 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                                                     |
| <b>Income (loss) before operating transfers</b> | 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                                                    |
| <b>Change in net assets</b>                     | 36,806                                         | 210,056       | 246,862    | (11,521)                                                  |
| <b>Total net assets - beginning</b>             | 1,417,640                                      | 10,315,633    | 11,733,273 | 514,399                                                   |
| <b>Total net assets - ending</b>                | \$ 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 -<br>Enterprise Funds |                  |                    | Governmental<br>Activities -<br>Internal<br>Service Funds |
|------------------------------------------------------------------------------------------------|------------------------------------------------|------------------|--------------------|-----------------------------------------------------------|
|                                                                                                | Water<br>Fund                                  | Sewer<br>Fund    | Totals             |                                                           |
| <b>Increase (decrease) in cash and cash equivalents:</b>                                       |                                                |                  |                    |                                                           |
| <b>Cash flows from operations:</b>                                                             |                                                |                  |                    |                                                           |
| 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)                                                 |
| <b>Net cash provided by operating activities</b>                                               | <b>489,912</b>                                 | <b>985,992</b>   | <b>1,475,904</b>   | <b>143,343</b>                                            |
| <b>Cash flows from noncapital financing activities:</b>                                        |                                                |                  |                    |                                                           |
| Operating transfers in (out)                                                                   | (242,294)                                      | (135,600)        | (377,894)          | 16,297                                                    |
| Advances to other funds                                                                        | (155,320)                                      | (530,683)        | (686,003)          | (233,096)                                                 |
| <b>Net cash used in noncapital financing activities</b>                                        | <b>(397,614)</b>                               | <b>(666,283)</b> | <b>(1,063,897)</b> | <b>(216,799)</b>                                          |
| <b>Cash flows from capital and related financing activities:</b>                               |                                                |                  |                    |                                                           |
| 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                                                    |
| <b>Net cash provided by (used in) capital and related financing activities</b>                 | <b>(101,167)</b>                               | <b>(325,226)</b> | <b>(426,393)</b>   | <b>73,232</b>                                             |
| <b>Cash flows from investing activities:</b>                                                   |                                                |                  |                    |                                                           |
| Interest on investments                                                                        | 8,869                                          | 39,793           | 48,662             | 224                                                       |
| Purchases of investments                                                                       | -                                              | (34,276)         | (34,276)           | -                                                         |
| <b>Net cash provided by investing activities</b>                                               | <b>8,869</b>                                   | <b>5,517</b>     | <b>14,386</b>      | <b>224</b>                                                |
| <b>Net increase (decrease) in cash and cash equivalents:</b>                                   | <b>-</b>                                       | <b>-</b>         | <b>-</b>           | <b>-</b>                                                  |
| Cash and cash equivalents at beginning of year                                                 | -                                              | -                | -                  | -                                                         |
| <b>Cash and cash equivalents at end of year</b>                                                | <b>\$ -</b>                                    | <b>-</b>         | <b>-</b>           | <b>-</b>                                                  |
| <b>Reconciliation of operating income (loss) to net cash provided by operating activities:</b> |                                                |                  |                    |                                                           |
| 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)                                                   |
| <b>Net cash provided by operating activities</b>                                               | <b>\$ 489,912</b>                              | <b>985,992</b>   | <b>1,475,904</b>   | <b>143,343</b>                                            |

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

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> |                               | Totals    |
|----------------------------------------------------------------------------------|------------------------------------|-------------------------------|-----------|
|                                                                                  | Land Use<br>Trust<br>Fund          | Middlebury<br>College<br>Fund |           |
| <b>Revenues:</b>                                                                 |                                    |                               |           |
| Investment income                                                                | \$ 56,111                          | 27,513                        | 83,624    |
| <b>Expenditures:</b>                                                             |                                    |                               |           |
| Other                                                                            | 14,478                             | 3,864                         | 18,342    |
| <b>Excess of revenue over expenditures</b>                                       | 41,633                             | 23,649                        | 65,282    |
| Operating transfers out                                                          | -                                  | (227,500)                     | (227,500) |
| <b>Excess (deficiency) of revenue over expenditures and other financing uses</b> | 41,633                             | (203,851)                     | (162,218) |
| <b>Net assets - beginning</b>                                                    | 148,126                            | 541,153                       | 689,279   |
| <b>Net assets - ending</b>                                                       | \$ 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        |
| Amounts not included in the Balance Sheet - Governmental Funds,<br>but included in the government-wide Statement of Net Assets<br>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> |

**(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      |
|                            |    | \$ 1,187,845 |

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

**Special Revenue Fund:**

|                           |    |         |
|---------------------------|----|---------|
| Fire Department Equipment | \$ | 255,430 |
|---------------------------|----|---------|

**Enterprise Fund:**

|            |  |         |
|------------|--|---------|
| Sewer Fund |  | 397,254 |
|------------|--|---------|

**Fiduciary Funds:**

|                                            |  |         |
|--------------------------------------------|--|---------|
| Land Use Trust Fund                        |  | 197,859 |
| Middlebury College Fund-Operations Account |  | 158,519 |
| Middlebury College Fund-Future Projects    |  | 178,783 |
| Subtotal                                   |  | 535,161 |

|                   |    |           |
|-------------------|----|-----------|
| Total investments | \$ | 1,187,845 |
|-------------------|----|-----------|

**(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<br>June 30, 2002 | Additions        | Transfers and<br>Disposals | Balance<br>June 30, 2003 |
|---------------------------------------------|--------------------------|------------------|----------------------------|--------------------------|
| <b>Governmental activities:</b>             |                          |                  |                            |                          |
| 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<br>June 30, 2002 | Additions        | Transfers and<br>Disposals | Balance<br>June 30, 2003 |
|----------------------------------------------|--------------------------|------------------|----------------------------|--------------------------|
| <b>Business-type activities:</b>             |                          |                  |                            |                          |
| 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                    | <u>26,901,421</u>        | <u>78,283</u>    | <u>13,135</u>              | <u>26,966,569</u>        |
| 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)              |
|                                              | <u>(6,738,743)</u>       | <u>(637,424)</u> | <u>-</u>                   | <u>(7,376,167)</u>       |
| Business-type activities capital assets, net | <u>\$ 20,162,678</u>     |                  |                            | <u>19,590,402</u>        |

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

(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<br>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 Ilsley 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> |
| <b>Business-type activities</b>                           |              |                          |
| 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>   |
| <b>Fiduciary funds</b>                                    |              |                          |
| 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<br>Favorable<br>(Unfavorable) |
|----------------------------------------------------|------------------|------------------|----------------------------------------|
| <b>Revenues:</b>                                   |                  |                  |                                        |
| 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)                               |
| <b>Total revenues</b>                              | <b>4,620,695</b> | <b>4,885,323</b> | <b>264,628</b>                         |
| <b>Expenditures:</b>                               |                  |                  |                                        |
| General government                                 | 802,881          | 746,722          | (56,159)                               |
| Library                                            | 367,683          | 522,571          | 154,888                                |
| Public Safety                                      | 979,511          | 926,626          | (52,885)                               |
| Pubic 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)                               |
| <b>Total expenditures</b>                          | <b>4,620,695</b> | <b>4,735,355</b> | <b>114,660</b>                         |
| <b>Excess of revenues over expenditures</b>        | <b>\$ -</b>      | <b>149,968</b>   | <b>149,968</b>                         |

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

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

**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<br>Nonmajor<br>Governmental<br>Funds |
|--------------------------------------------------------------|--------------------------|--------------------------------|-------------------|---------------------------|-----------------|------------------|-----------------|---------------|-----------------|--------------------------------------------|
|                                                              | Downtown                 |                                | Fire              |                           | Totals          | Washington       |                 | Totals        |                 |                                            |
|                                                              | Sports<br>Center<br>Fund | Assessment<br>District<br>Fund | Equipment<br>Fund | Starr<br>Cemetery<br>Fund |                 | Cemetery<br>Fund |                 |               |                 |                                            |
| <b>Revenues:</b>                                             |                          |                                |                   |                           |                 |                  |                 |               |                 |                                            |
| 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            | 266                       | 21,590          | 282              | 16              | 282           | 21,872          |                                            |
|                                                              | 83,864                   | 32,522                         | 102,677           | 266                       | 219,063         | 282              | 16              | 282           | 219,345         |                                            |
| <b>Expenditures:</b>                                         |                          |                                |                   |                           |                 |                  |                 |               |                 |                                            |
| 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         |                                            |
| <b>Excess (deficiency) of revenues<br/>over expenditures</b> | <b>(8,393)</b>           | <b>25,664</b>                  | <b>(47,323)</b>   | <b>266</b>                | <b>(30,052)</b> | <b>282</b>       | <b>16</b>       | <b>282</b>    | <b>(29,770)</b> |                                            |
| <b>Total net assets - beginning</b>                          | <b>(25,366)</b>          | <b>53,269</b>                  | <b>302,753</b>    | <b>11,817</b>             | <b>330,656</b>  | <b>12,944</b>    | <b>1,127</b>    | <b>12,944</b> | <b>343,600</b>  |                                            |
| <b>Total net assets - ending</b>                             | <b>\$ (33,759)</b>       | <b>78,933</b>                  | <b>255,430</b>    | <b>12,083</b>             | <b>300,604</b>  | <b>13,226</b>    | <b>1,143</b>    | <b>13,226</b> | <b>313,830</b>  |                                            |



**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

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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 25<sup>th</sup> 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 11<sup>th</sup> day of August, 2003, the 10<sup>th</sup> day of November 2003, and the 10<sup>th</sup> 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 3<sup>RD</sup>, 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 Warranting 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 13<sup>th</sup>, 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**

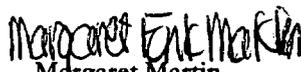
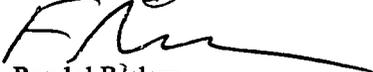
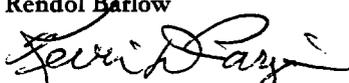
The legal voters of the Town of Middlebury, in the County of Addison, the State of Vermont are hereby warned and notified to meet at the Municipal Auditorium/Gymnasium in Middlebury on Monday, March 1, 2004 at 7:30 P.M. to act on Articles 1 through 6; and on Tuesday, March 2, 2004 from 7:00 A.M. through 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 10<sup>th</sup> day of August 2004, the 10<sup>th</sup> day of November 2004 and the 10<sup>th</sup> 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.

|                                                                                                              |                                                                                                       |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <br>John Tenny, Chairman | <br>Dean George   |
| <br>Margaret Martin       | <br>Rendol Barlow |
| <br>William Perkins       | <br>Kevin Parizo  |
| <br>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

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## February

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## March

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## April

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## May

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## June

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## July

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## August

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## September

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## October

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## November

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## December

| S  | M  | T  | W  | T  | F  | S  |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



## Town of Middlebury

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Fax: 802-388-4364

E-mail: [cnixon@town.middlebury.vt.us](mailto:cnixon@town.middlebury.vt.us)

