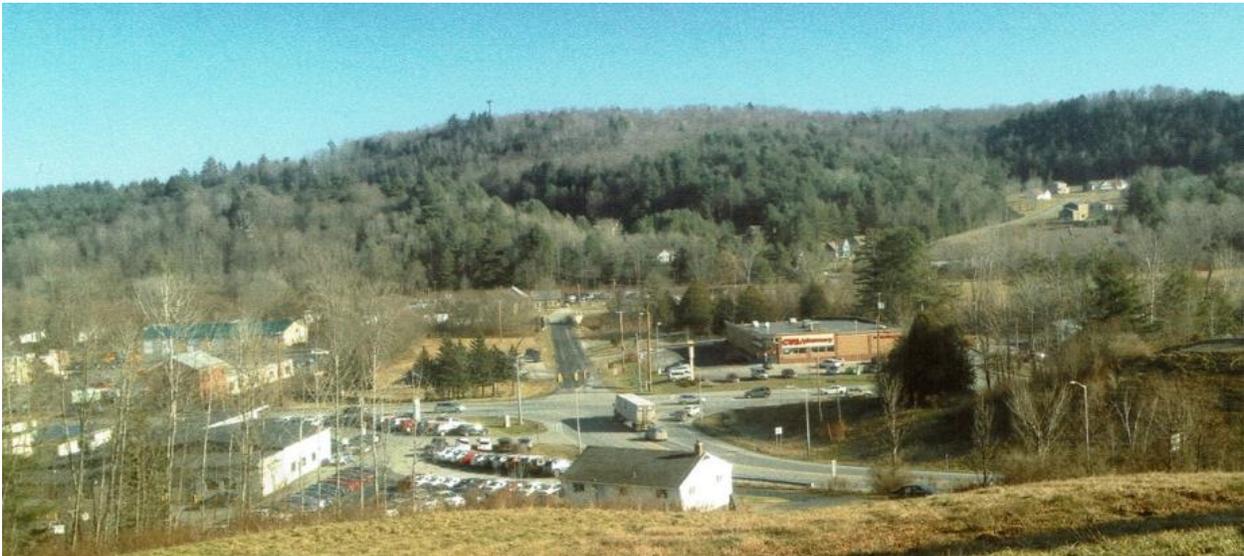


# **TOWN OF BERLIN, VERMONT**

## **2017 ANNUAL REPORT**



**THEN AND NOW**



**PLEASE BRING THIS REPORT WITH YOU TO TOWN MEETING AT  
BERLIN ELEMENTARY SCHOOL  
TUESDAY, MARCH 6<sup>th</sup>, 2018 at 10am**

**Pre Town Meeting will be on Monday, March 5<sup>th</sup> at 6pm at Berlin Elementary School**

(SEE REVERSE FOR SCHOOL REPORT)



**BERLIN TOWN OFFICE**  
**108 SHED ROAD**  
**BERLIN, VERMONT 05602**  
[www.berlinvt.org](http://www.berlinvt.org)



**TOWN CONTACT INFORMATION**

TOWN CLERK	229-9298	<a href="mailto:berlintownclerk@berlinvt.org">berlintownclerk@berlinvt.org</a>
Assistant Town Clerk	229-9657	<a href="mailto:assistanttownclerk@berlinvt.org">assistanttownclerk@berlinvt.org</a>

**TOWN OFFICE: 802-223-4405 FAX 229-9530**

Town Administrator / Zoning Administrator	552-8801	<a href="mailto:townadministrator@berlinvt.org">townadministrator@berlinvt.org</a>
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Assistant Town Administrator/ Zoning Public Works Admin. / Health Officer	229-2529	<a href="mailto:zoning@berlinvt.org">zoning@berlinvt.org</a>
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Assessor	229-4880	<a href="mailto:listeners@berlinvt.org">listeners@berlinvt.org</a>
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Treasurer/Tax Collector	229-9380	<a href="mailto:treasurer@berlinvt.org">treasurer@berlinvt.org</a>
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Highway Department	223-7337	<a href="mailto:highway@berlinvt.org">highway@berlinvt.org</a>
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<b>Berlin Resource Line</b>	<b>552-8805</b>	
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**Recorded message of Town  
Information updated each Friday**

POLICE DEPARTMENT	<b>Emergency: 911</b> or 223-4400 Other Business: 223-4401
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[www.berlinvt.org/police.htm](http://www.berlinvt.org/police.htm)  
facebook: Berlin Police Department

BERLIN HISTORICAL SOCIETY	552-8804
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[historicalsociety@berlinvt.org](mailto:historicalsociety@berlinvt.org)

FIRE DEPARTMENT	<b>Emergency: 911</b> or 223-5555 Other Business: 223-5531
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[www.berlinfiredepartment.org](http://www.berlinfiredepartment.org)  
facebook: Berlin Volunteer Fire Department

BERLIN ELEMENTARY SCHOOL (BES)	223-2796
Pre K – 6th grade	FAX 229-0222

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

U-32 HIGH SCHOOL	229-0321
7th – 12th grade	FAX 223-7411

[www.u32.org](http://www.u32.org)

WASHINGTON CENTRAL SUPERVISORY UNION (WCSU)	229-0553 FAX 229-2761
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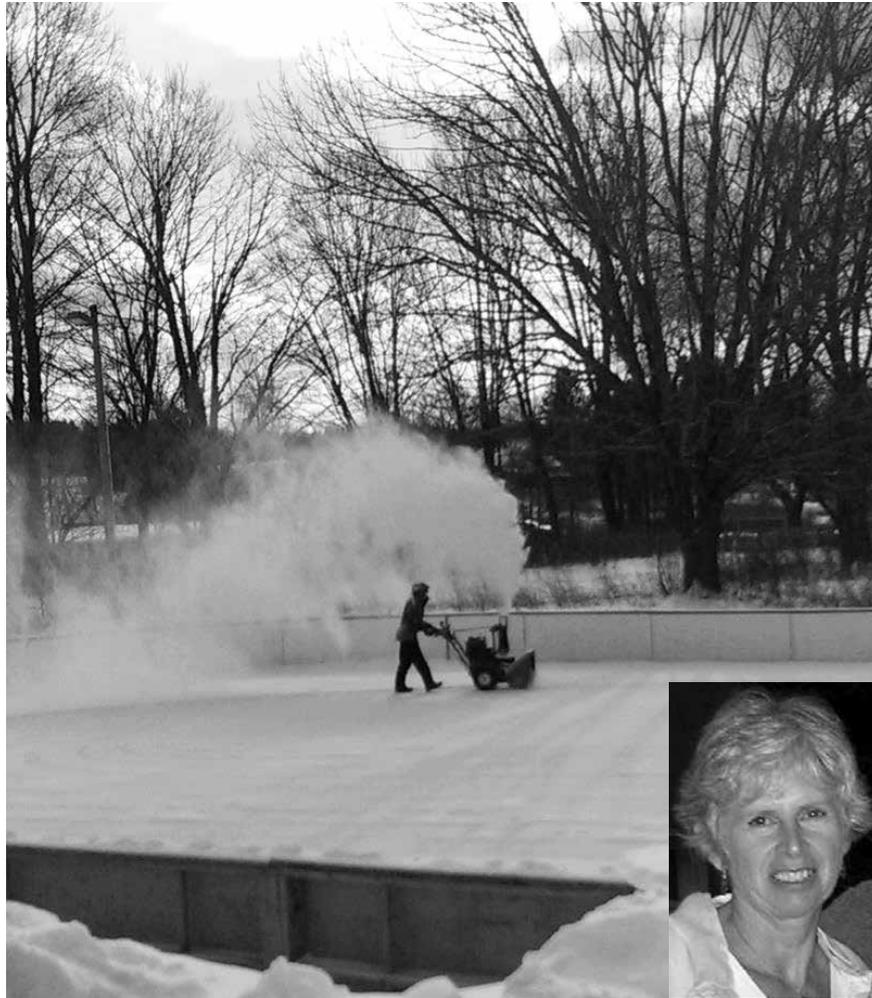
[www.wcsuonline.org](http://www.wcsuonline.org)

SCHOOL BUS DISPATCH	229-4404
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*(Last updated 1/15/18)*

*Cover photographs – Benjamin Farm photo ~1940 from the Berlin Historical Society collection. The Benjamin Farm was removed when the access road was built after Interstate 89, about 1970. Current photo by Richard Turner, looking down Benjamin Falls Road, in the foreground Walker Mazda / Volkswagen, to the right CVS pharmacy, built 2013, where Friendly’s Restaurant had been, originally Howard Johnson’s. Prior to the restaurant, InterCity Park had been located there in the early 1900s.*

*2017 Dedication*  
*Andrea Chandler*



This year the Annual Report is dedicated to Andrea Chandler. Andrea, was a long-time member and Chairman of the Conservation Commission and Recreation Committee. She spent many hours working to conserve Berlin's heritage and natural assets. Many of the accomplishments for both Conservation and Recreation Committee were because of Andrea's dedication and commitment. One legacy that she leaves the Conservation Commission is the acquisition and establishment of the Irish Hill Trails. This is truly a wonderful and lasting asset for the community. Many hours of planning, and fund raising were spent to bring this project to completion. No less important was her work for the Recreation Committee. The Hockey Rink at the Town Office and the Town's partnership in the baseball field at the Elementary School to name a few. Andrea did whatever was necessary to reach the goal, including snow blowing the hockey rink after every snow storm. Berlin is truly a richer community because of her efforts.



*Town Meeting 2017 – Berlin resident Gov. Phil Scott giving a high five to Zeta Walker who is being held by her mom, Sara.*

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# TOWN OF BERLIN, VERMONT – ANNUAL MEETING WARNING

## **TOWN OF BERLIN, VERMONT WARNING AND NOTICE ANNUAL TOWN MEETING Tuesday, March 6, 2018**

The legal voters of the Town of Berlin are hereby warned and notified to meet at 10:00 AM at the Berlin Elementary School on Tuesday, March 6, 2018 to vote on the following articles. **Articles 1 through 23** shall be voted by Australian ballot. The polls will open at 10:00 AM and close at 7:00 PM. A pre-town meeting to discuss all articles to be voted by Australian ballot is scheduled for 6:00 PM on Monday, March 5, 2018 at the Berlin Elementary School.

Residents may register to vote prior to the election at the Town Clerk's Office or on-line at the Secretary of State's website. Residents may also register to vote at the election site on Town Meeting Day. A voter may obtain an Absentee Ballot by contacting the Town Clerk (229-9298) or coming into the office by 3:30 PM on Monday, March 5, 2018. Absentee Ballots must be received by the Town Clerk no later than the close of the polls at 7 PM on March 6, 2018. Voters wishing to vote absentee should request ballots early.

### **The articles to be voted by Australian ballot are as follows:**

- Article 1:** To elect the following Town Officers, for the terms specified:
- One (1) Selectboard member for a three (3) year term;
  - Two (2) Selectboard members for a one (1) year term each;
- Article 2:** Shall the Town appropriate \$2,931,870 for necessary Town expenses for the period July 1, 2018 through June 30, 2019?
- Article 3:** Shall the Town appropriate \$254,818 to the Berlin Volunteer Fire Department for payment of necessary expenses from July 1, 2018 through June 30, 2019?
- Article 4:** Shall the Town appropriate \$30,402 to the Kellogg Hubbard Library?
- Article 5:** Shall the Town appropriate \$10,920 to the Green Mountain Transit?
- Article 6:** Shall the Town appropriate \$8,000 to the Montpelier Senior Activities Center?
- Article 7:** Shall the Town appropriate \$5,700 to Central Vermont Home Health and Hospice?
- Article 8:** Shall the Town appropriate \$3,000 to the Central Vermont Council on Aging?
- Article 9:** Shall the Town appropriate \$1,200 to Central Vermont Adult Basic Education?
- Article 10:** Shall the Town appropriate \$1,000 to the Barre Area Senior Center?
- Article 11:** Shall the Town appropriate \$1,000 to the Vermont Center for Independent Living?
- Article 12:** Shall the Town appropriate \$975 to CIRCLE?(formerly Battered Women's Services)
- Article 13:** Shall the Town appropriate \$800 to the Family Center of Washington County?

- Article 14:** Shall the Town appropriate \$800 to the Good Samaritan Haven homeless shelter?
- Article 15:** Shall the Town appropriate \$700 to Capstone Community Action? (formerly Central Vermont Community Action)
- Article 16:** Shall the Town appropriate \$500 to the People’s Health & Wellness Clinic?
- Article 17:** Shall the Town appropriate \$500 to the Vermont Association for the Blind and Visually Impaired?
- Article 18:** Shall the Town appropriate \$500 to Washington County Youth Services Bureau?
- Article 19:** Shall the Town appropriate \$400 to Community Harvest of Central Vermont?
- Article 20:** Shall the Town appropriate \$300 to the Good Beginnings of Central Vermont?
- Article 21:** Shall the Town appropriate \$300 to the Sexual Assault Crisis Team of Washington County?
- Article 22:** Shall the Town appropriate \$300 to Home Share Now, Inc.?
- Article 23:** Shall the Town appropriate \$150 to Green-Up Vermont?

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**The following articles will be voted at the traditional Town Meeting, beginning at 10:00 AM on Tuesday, March 6, 2018:**

- Article 24:** To elect a Town Moderator for the year ensuing.
- Article 25:** To hear the reports of the Town Officers for 2017.
- Article 26:** Shall the Town collect its real and personal property taxes, to defray the expenses of the Town for the period July 1, 2018 through June 30, 2019 in installments? One-fourth of the taxes to be due, by **delivery** or by **U.S. Postal Service postmark**(no private postal meter postmarks), on or before August 15, 2018, one-fourth of the taxes due on or before November 15, 2018, one-fourth of the taxes due on or before February 15, 2019 and one-fourth due on or before May 15, 2019, with an eight percent (8%) penalty and one percent (1%) interest per month (or portion thereof) to be charged for late payment of any installment?
- Article 27:** Shall the Town of Berlin enter into a communications union district to be known as Central Vermont Internet, under provisions of 30VSA, Chapter 82?
- Article 28:** To discuss any other business that may legally come before the meeting.

## BERLIN TOWN OFFICERS

	Term Expires
MODERATOR, Paul Gillies .....	2018
TOWN CLERK, Rosemary Morse .....	2020

### **SELECTBOARD**

Meetings on the 1st and 3rd Mondays of the month

Ture Nelson, Chair	3 year term	2018
Jeremy Hansen, Vice Chair	3 year term	2020
Pete Kelley, Secretary	1 year term	2018
Wayne Lamberton	1 year term	2018
Bradley Towne	3 year term	2019

### **BERLIN ELEMENTARY SCHOOL BOARD OF DIRECTORS**

Meetings on the 2nd Monday of the month

Carl Parton, Chair	3 year term	2019
Jason Giroux (resigned)	3 year term	2018
Corinne Stridsberg (appointed)		
Eric Chase	2 year term	2020
Chris Winters	3 year term	2019
Amy Tucker (resigned)	2 year term	2018
Vera Frazier (appointed)		

### **U-32 HIGH SCHOOL BOARD OF DIRECTORS**

Meetings on the 2nd and 4th Wednesdays of the month

Jonathan Goddard	3 year term	2018
George Gross	3 year term	2020

GRAND JUROR, (Vacant)

## **APPOINTED**

### **PUBLIC WORKS BOARD**

Meetings on the 2nd and 4th Mondays of the month – 3 year terms

Rob Allen, Chair	2021
Dana Marineau, Vice Chair	2021
Henry LaGue, Jr	2020
Wayne Lamberton	2021
John Charissakis	2019

Assistant to Public Works Board – Tom Badowski

### **PLANNING COMMISSION**

Meetings every 2nd and 4th Wednesdays of the month – 4 year terms

Karla Nuissl, Chair	2019
Clara Ayer, Sec	2018
Geoffrey Farrell	2018
Shane Mispel	2019
Gary LaRoche	2020

### **DEVELOPMENT REVIEW BOARD**

Meetings every 1<sup>st</sup> & 3rd Tuesdays of the month – 4 year terms

Robert Wernecke, Chair	2021
Karla Nuissl, Vice Chair	2021
John Friedrich	2018
Shane Mispel	2021
John Fitzhugh	2018
Paul Irons, alternate	2018
Henry LaGue, Jr. alternate	2021

Recording Secretary, Carla Preston

**TOWN ADMINISTRATOR** Dana Hadley

**ZONING ADMINISTRATOR** Dana Hadley

### **ASSISTANT TOWN ADMINISTRATOR**

Tom Badowski

### **ASSISTANT TOWN CLERK**

Corinne Stridsberg

### **ROAD SUPERINTENDENT**

Tim Davis

**FIRE WARDEN** (5 year term) Nick Garbacik

**HEALTH OFFICER** Tom Badowski

**DEPUTY HEALTH OFFICER** ---

**POLICE CHIEF** William Wolfe

**TREASURER/TAX COLLECTOR /  
DELIQUENT TAX COLLECTOR** Diane Isabelle

### **CENTRAL VERMONT SOLID WASTE MANAGEMENT**

Matt Levin	2018
Paul Irons, Alternate	2018

### **CENTRAL VERMONT REGIONAL COMMISSIONER**

Robert Wernecke	2018
Karla Nuissl, Alternate	2018

### **CENTRAL VT REGIONAL PLANNING TAC**

Robert Wernecke	2018
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### **TREE WARDENS**

Dave Daut, Tree Warden	2018
Beth Daut, Deputy Tree Warden	2018

### **CEMETERY COMMISSION**

Randy Herring, Chairman	
Jeremy Hansen	2019

(3 open vacancies)

### **CONSERVATION / RECREATION**

Meets every other first Wednesday of the month from September to May

Ellen Sulek	2021
Ellen Drysdale	
Phil Gentile	
J. C. Earle	2021

**EMERGENCY MANAGEMENT TEAM**

Meets the 2<sup>nd</sup> Thursday of the month  
 6:30pm at the fire station

- Ture Nelson
- Fred Doten
- Bruce Richardson
- Val Cyr
- Katina Johnson
- John Akielaszek, CERT # 5 Liaison
- Robyn Ayer, CVMC Liaison
- Wanda Baril, Red Cross Liaison/Shelter  
 Manager

**FIRE DEPARTMENT LIAISONS**

Executive committee meetings

- Selectboard Representative  
 Jeremy Hansen
- Resident Representative  
 Jerry Diamantides

**JUSTICES OF THE PEACE**

Elizabeth Fitzhugh	1398 West Hill Road	West Berlin, VT 05663	802-229-1733
John Fitzhugh	1398 West Hill Road	West Berlin, VT 05663	802-229-1733
Randal LaGue	176 Warner Road	Berlin, VT 05641	
Cathy Lamberton	1720 Airport Road	Berlin, VT 05641	
Matthew Levin	146 Lord Road	Berlin, VT 05602	802-999-3881
Margaret Monley	105 Lovers Lane	West Berlin, VT 05663	802-229-1252
Muriel Morse	3939 VT Rt 12	Berlin, VT 05602	
Charles Pelletier	1815 Paine Turnpike N	Berlin, VT 05602	802-229-0498
Kathleen Pelletier	1815 Paine Turnpike N.	Berlin, VT 05602	802-229-0498
Sue Rich	575 Hill Street Ext.	Berlin, VT 05602	802-223-6755

# MINUTES FROM 2017 BERLIN TOWN MEETING

## **TOWN MEETING**

**March 7, 2017**

### **Annual Town Meeting**

The polls were opened by the Town Clerk at 10 AM  
Moderator Paul Gillies led all present in the Pledge of Allegiance to the flag.

#### **School Meeting:**

Josh Fitzhugh nominated Paul Gillies for moderator for the coming year.  
Carl Parton, School Board Chair ran the election of the moderator.  
Paul Gillies was elected by unanimous voice vote

#### **Article 2: Reports of directors**

No questions

#### **Article 3: Audited fund balance**

Bob Wernecke moved passed by voice

#### **Article 4: Borrow in anticipation of taxes**

Josh Fitzhugh moved passed by voice vote

#### **Article 7: Budget**

Board Chair, Carl Parton first thanked those who have helped the Board prepare the budget. Carl also thanked Vera Frazier for her years of service on the school board. He then presented a prepared slide show which showed some of the activities at school. Another presentation went over the proposed school budget explaining how some of the numbers are arrived at.

Increase is \$5.01 or \$51 for each 100,000 assessment

Sister Seeber asked for an update on the Act 46 Consolidation Committee. Carl stated that Wed night the committee is supposed to decide on a recommendation.  
He thanked the three on the consolidation board.

Carl then gave a quick update on renovation of the school. Some asbestos remediation had occurred over the past week vacation

#### **Article 5: Other business**

None

The meeting adjourned at 11:45AM  
The polls will remain open until 7PM.

Town Meeting:

Moderator Paul Gillies convened the Town portion of the meeting at 11:50AM.

Article 28: Elect Moderator

Paul Gillies was nominated for Moderator by Josh Fitzhugh. Selectboard Chairman Ture Nelson ran the election and Paul Gillies was elected moderator for the coming year by voice vote.

Article 29: Report of Town Officers Non-action article

Article 30: Set tax collection dates

The Article was moved by Paul Irons, seconded and passed by voice vote with no discussion.

Article 31: Other business

Governor Phil Scott, a Berlin resident, spoke briefly.

Ture Nelson Chairman of Selectboard recognized employees that left and new employees. He thanked Tim Davis and Police Chief Bill Wolf for a great job.

Corinne Stridsberg told about the resource line that can be called to get weekly Town information and she also reminded folks that dog licenses were due by April 1.

Moderator Paul Gillies thanked Town Clerk Rosemary Morse and Assistant Town Clerk Corinne Stridsberg for all they do.

Dana Hadley, Town Administrator was asked to explain a little about the Town budget.

175,000 increase or 6% increase

3% raises, union contract, 10 wheel truck, gravel and road work

Not all taxes. Fund balance will be used and other revenue off sets tax rate.

A motion by Jeremy Hansen that the Town of Berlin should explore an arrangement with surrounding communities to develop a competitively priced, subscriber owned Internet Provider to provide high-speed internet to underserved residents in these communities.

Motion was seconded and following discussion was passed by voice vote.

A motion by Jeremy Hansen that the Town of Berlin enact policies that direct employees to refuse the application of any request from a State or Federal Agency that requires the identification of a resident's immigration status. Motion was seconded by Sister Seeber. Following discussion with numerous comments for and against, the motion passed by a standing vote of 22 yes, 17 no

Bob Wernecke asked for an update on the State using Town Roads for detours update. The Ture Nelson stated that the Board has asked for a formal presentation from the State but that the bridge work wouldn't be until 2020 or 2021

He said the State was planning to build a temporary access ramp for southbound lane using our Town roads He also said that the City of Montpelier is coming to the Selectboard next week to discuss Rt 12 repairs and the use of the Dog River Road as a detour.

Adjourned at 12:40

The polls will remain open until 7PM

Rosemary Morse

Town Clerk

## SELECTBOARD REPORT

Three members of the Selectboard were elected in March, 2017. Jeremy Hansen was re-elected to a three year term. Pete Kelley and Wayne Lamberton were elected to one year terms. The Selectboard conducts their annual Board reorganization at their first meeting following Town Meeting. Ture Nelson was elected Chair, Jeremy Hansen, Vice Chair and Wayne Lamberton, Secretary.

### Town Audit

The independent audit ending June 30, 2017 was completed by Fothergill, Segale and Valley, CPA's of Montpelier. The fiscal year ended with a surplus of \$43,912. The audit report is included within this report if you would like further detail.

### 2017 Town Meeting

A municipal budget of \$2,931,871 was approved at the March, 2017 Town Meeting. Voters also approved \$315,324 in special appropriations that included \$247,658 for the Berlin Fire Department.

The grand list total is \$498,461,000. The Selectboard set a municipal tax rate of \$.4670 per \$100 of valuation. The current Common Level of Appraisal (CLA) is 102.45%.

A history of Berlin's property tax rate follows:

Year	Town Rate	Local Agreement	School Residential Rate	School Non-Residential Rate	Total Residential	Total Non-Residential
2009	0.3896		1.2464	1.2921	1.6542	1.6817
2010	0.4270		1.2771	1.3164	1.7042	1.7435
2011	0.4098		1.3541	1.3303	1.7638	1.7401
2012	0.4116		1.3748	1.3329	1.7864	1.7445
2013	0.4297	0.0009	1.4537	1.4123	1.8843	1.8429
2014	0.4706	0.0006	1.5219	1.4383	1.9931	1.9095
2015	0.4630	0.0008	1.5982	1.4727	2.0620	1.9365
2016	0.4629	.0008	1.5966	1.4740	2.0603	1.9377
2017	0.4670	.0010	1.6219	1.4503	2.0899	1.9183

### Town Government Changes

Town Charter changes were approved by the voters and the legislature this past year. The most significant change to the charter was merging the Sewer Commission to a Public Works Board. The Public Works Board is responsible for the Water and Sewer Divisions. The Town is in its third year operating the new water system and we are pleased to report that the system is working well. The majority of customers expected to be connected to the system are now on line. We are selling an average of 900,000 gallons per month, from a capacity of 2,600,000 gallons per month. The supply is more than adequate for our current users. The division has also committed allotment to individuals that

anticipate using the system in the future but have not been connected to the system to date. The Sewer division continues providing service to its customers, this year they repaired a line in front of Dunkin Donuts on the Barre-Montpelier Road, they are working on plans to change the sewer flow in Berlin Corners to eliminate a pump station and working with a Private-Public partnership to bring sewer service to the mobile home park on Route 12. In July, Mary Wissell who had worked for the town since June, 2005 left to enjoy her retirement. Mary was the Assistant for the Sewer Commission. She provided clerical service, kept the Commission organized and was the meter reader for the commission. Mary saw the Commission through many changes. Her cheerful personality will be missed, we imagine that she will not miss reading meters in January. We all wish her well. With Mary's departure, Tom Badowski was appointed to serve as the clerk to the Public Works Board. Tom has worked for the Town since 2013. He is Assistant Town Administrator / Zoning Administrator in addition to the clerk for the Water and Sewer Divisions. Tom has extensive experience in this field and is a great addition to the Public Works Board.

#### Paving Projects

J. Hutchins, Inc. of Richmond was the successful bidder for the 2017 paving projects. They repaved Point Ridge Road, portions of Partridge Farm Road, Scott Hill Road, Fisher Road and Paine Turnpike North.

#### Zoning and Subdivision Regulations:

The Planning Commission continues its hard work with the regulation updates. We are happy to report that this work is on the home stretch. The Commission has spent many hours thoughtfully working on this project. In addition, they are working on the update of the Master Plan. Both of those projects are expected to be completed in 2018.

#### Town Staff Changes:

The Police Department welcomed Officers Ben Cavaretta and Steven Tiersch this past year. Officer Cavaretta previously served in Hardwick and Officer Tiersch served Randolph. We would be remiss if we did not recognize the work done by all Town Departments. All departments work hard to provide professional service to the community and thoughtful planning for the future.

#### Volunteers

The community could not function without the many volunteers. Berlin is a rich community because of them. A list of current openings are posted on our web site [www.berlinvt.org](http://www.berlinvt.org). We urge you to think seriously about serving on one. If you have any questions about any of the openings please talk to the Town Administrator. Telephone 223-4405 x305 or by email [townadministrator@berlinvt.org](mailto:townadministrator@berlinvt.org). We cannot stress how lucky we are to have our volunteers. Thank you all for your commitment and service.

We always are open to hear from you to accept your comments and suggestions. Regular Selectboard meetings are held the first and third Monday of each month with the exception of a Monday holiday when the meeting is normally scheduled to the Thursday following the holiday. Agenda's and Minutes are available on our web site, meetings are filmed by Orca Media and broadcast on Comcast Cable Channel 17.

Respectfully Submitted,



Ture Nelson

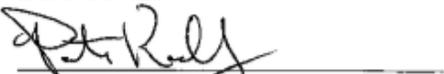


Jeremy Hansen

Wayne Lamberton



Brad Towne



Pete Kelley

Selectboard of Berlin

## TOWN OF BERLIN – GENERAL LEDGER

**Town of Berlin  
Comparative Budget Report  
General Fund**

<b>Account</b>	<b>Budget <u>FY2017</u></b>	<b>Actual <u>FY2017</u></b>	<b>Budget <u>FY2018</u></b>	<b>Budget <u>FY2019</u></b>
<b>STATE OF VERMONT</b>				
Vt Railroad Levy	\$2,000.00	\$4,661.77	\$2,000.00	\$2,000.00
Vt Highway-Summer	\$56,500.00	\$56,343.09	\$56,300.00	\$56,250.00
VT Highway-Winter	\$56,500.00	\$56,343.08	\$56,300.00	\$56,250.00
VT State Hospital	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
<b>TOTAL STATE OF VERMONT</b>	<b>\$140,000.00</b>	<b>\$142,347.94</b>	<b>\$139,600.00</b>	<b>\$139,500.00</b>
<b>LICENSES &amp; FEES</b>				
Animal Licenses	\$2,000.00	\$1,608.00	\$2,000.00	\$1,600.00
Bev & Entertainment	\$1,100.00	\$1,365.00	\$1,100.00	\$1,100.00
Copier	\$8,000.00	\$7,461.45	\$8,000.00	\$8,000.00
Zoning	\$7,500.00	\$16,748.60	\$7,500.00	\$10,000.00
Town Clerk	\$42,000.00	\$34,043.20	\$32,000.00	\$28,000.00
Records Restoration	\$2,500.00	\$2,026.00	\$2,000.00	\$2,000.00
Excess Weight Permits	\$1,000.00	\$975.00	\$1,000.00	\$1,000.00
Peddler's Permits & Tax	\$150.00	\$350.00	\$300.00	\$300.00
Marriage Licenses	\$200.00	\$0.00	\$200.00	\$100.00
Land Posting Permit	\$100.00	\$0.00	\$50.00	\$50.00
Grant: Lister Training	\$100.00	\$0.00	\$0.00	\$0.00
Community Block Grant	\$0.00	\$5,100.00	\$0.00	\$0.00
Misc/Other Revenue	\$100.00	\$2,718.23	\$0.00	\$0.00
<b>TOTAL LICENSES &amp; FEES</b>	<b>\$64,750.00</b>	<b>\$72,395.48</b>	<b>\$54,150.00</b>	<b>\$52,150.00</b>
<b>Property Taxes</b>				
Property Taxes	\$2,040,728.00	\$2,265,808.62	\$2,222,991.00	\$2,463,470.00
Town Portion:ED TX&L/C	\$0.00	\$40,104.89	\$0.00	\$0.00
St of Vt Current Use	\$40,000.00	\$45,450.00	\$40,000.00	\$40,000.00
GL Reappraisal Revenue	\$13,718.00	\$12,827.00	\$12,500.00	\$12,500.00
Pilot Revenue	\$166,000.00	\$188,051.37	\$165,000.00	\$170,000.00
<b>TOTAL PROPERTY TAXES</b>	<b>\$2,260,446.00</b>	<b>\$2,552,241.88</b>	<b>\$2,440,491.00</b>	<b>\$2,685,970.00</b>

<b>Account</b>	<b>Budget FY2017</b>	<b>Actual FY2017</b>	<b>Budget FY2018</b>	<b>Budger FY2019</b>
<b>INTEREST</b>				
Interest Earned Check/Sav	\$2,000.00	\$1,682.52	\$2,000.00	\$1,500.00
Delinquent Tax Interest	\$15,000.00	\$20,067.03	\$17,000.00	\$15,000.00
Del Tax Penalties	\$18,000.00	\$35,264.76	\$20,000.00	\$18,000.00
<b>TOTAL INTEREST</b>	<b>\$35,000.00</b>	<b>\$57,014.31</b>	<b>\$39,000.00</b>	<b>\$34,500.00</b>
<b>Misc Revenue</b>				
Water Pollution Control	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
Berlin Historical Society	\$250.00	\$250.00	\$250.00	\$250.00
Loan Proceeds	\$125,000.00	\$98,969.00	\$125,000.00	\$0.00
Sale of Assets	\$0.00	\$6,768.00	\$0.00	\$0.00
<b>TOTAL MISC REVENUE</b>	<b>\$129,750.00</b>	<b>\$110,487.00</b>	<b>\$129,750.00</b>	<b>\$4,750.00</b>
<b>Police Revenues</b>				
Police-Highway Fines	\$12,000.00	\$18,311.66	\$12,000.00	\$12,000.00
Police-Contract Wages	\$113,880.00	\$99,220.00	\$113,880.00	\$0.00
Police-Other Revenue	\$2,000.00	\$4,196.00	\$3,000.00	\$3,000.00
NH 16164-103	\$0.00	\$2,071.79	\$0.00	\$0.00
NH 16402-103	\$0.00	\$719.63	\$0.00	\$0.00
NH16402-605	\$0.00	\$8,000.00	\$0.00	\$0.00
NH174020214	\$0.00	\$1,676.43	\$0.00	\$0.00
NH 17402-105	\$0.00	\$4,004.90	\$0.00	\$0.00
NH174164-105	\$0.00	\$1,283.88	\$0.00	\$0.00
<b>TOTAL POLICE REVENUES</b>	<b>\$127,880.00</b>	<b>\$139,484.29</b>	<b>\$128,880.00</b>	<b>\$15,000.00</b>
<b>TOTAL REVENUES</b>	<b>\$2,757,826.00</b>	<b>\$3,073,970.90</b>	<b>\$2,931,871.00</b>	<b>\$2,931,870.00</b>

**Town of Berlin  
Comparative Budget Report  
General Fund**

<b>Account</b>	<b>Budget FY2017</b>	<b>Actual FY2017</b>	<b>Budget FY2018</b>	<b>Budget FY2019</b>
<b>GENERAL GOVERNMENT</b>				
<b>ADMINISTRATION</b>				
Wages-Clerk	\$43,981.00	\$44,175.62	\$45,301.00	\$46,207.00
Wages-Asst Clerk	\$17,519.00	\$18,571.00	\$18,045.00	\$18,405.00
Wages-Treasurer	\$53,750.00	\$54,422.05	\$55,360.00	\$56,467.00
Wages-Town Administrator	\$62,425.00	\$62,701.10	\$64,300.00	\$65,586.00
Wages-Asst Town Admin	\$40,400.00	\$40,882.71	\$41,600.00	\$42,432.00
Wages-Selectboard	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00
Wages-Board of Civil Au	\$500.00	\$0.00	\$500.00	\$500.00
Office Supplies	\$8,000.00	\$9,081.15	\$8,000.00	\$10,000.00
Clerk/Treas training	\$1,200.00	\$1,053.75	\$1,200.00	\$1,200.00
Computers/Equipment	\$1,350.00	\$0.00	\$0.00	\$0.00
Clerk-Copier	\$1,450.00	\$1,416.00	\$1,450.00	\$1,450.00
Records Restoration	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00
Postage-All Depts.	\$6,000.00	\$5,560.84	\$6,000.00	\$6,000.00
Postage Meter Rental	\$750.00	\$726.48	\$750.00	\$750.00
Telephone-Office	\$4,500.00	\$4,179.25	\$4,500.00	\$5,500.00
Clerk/Treas Software Sup	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
Clerk-Advertising	\$500.00	\$0.00	\$500.00	\$500.00
<b>TOTAL ADMINISTRATION</b>	<b>\$249,575.00</b>	<b>\$246,519.95</b>	<b>\$254,756.00</b>	<b>\$262,247.00</b>
<b>ASSESSING DEPT</b>				
Contract-Assessor	\$20,500.00	\$20,145.00	\$20,750.00	\$20,340.00
Supplies	\$400.00	\$129.54	\$400.00	\$0.00
Computer Support	\$500.00	\$1,176.65	\$500.00	\$250.00
Legal Fees	\$500.00	\$0.00	\$500.00	\$500.00
Tax Maps	\$1,500.00	\$1,182.25	\$1,500.00	\$2,500.00
CAPTAP Fees State License	\$350.00	\$215.00	\$600.00	\$600.00
Computer Expense	\$250.00	\$0.00	\$250.00	\$0.00
<b>TOTAL ASSESSING DEPART</b>	<b>\$24,000.00</b>	<b>\$22,848.44</b>	<b>\$24,500.00</b>	<b>\$24,190.00</b>

<b>Account</b>	<b>Budget FY2017</b>	<b>Actual FY2017</b>	<b>Budget FY2018</b>	<b>Budget FY2019</b>
<b>TOWN MEETINGS &amp; ELECTIONS</b>				
Meet & Elect-Ballots	\$4,500.00	\$2,923.00	\$3,000.00	\$4,500.00
Wages-Meetings & Elec	\$2,500.00	\$3,198.30	\$1,300.00	\$2,000.00
Town Reports	\$1,500.00	\$1,279.50	\$1,500.00	\$1,500.00
Advertising-Notices	\$750.00	\$1,286.12	\$500.00	\$750.00
<b>TOTAL TOWN MEETINGS</b>	<b>\$9,250.00</b>	<b>\$8,686.92</b>	<b>\$6,300.00</b>	<b>\$8,750.00</b>
<b>INSURANCES</b>				
Workers Comp-General	\$2,107.00	\$1,238.14	\$2,000.00	\$1,545.00
Health Ins-General	\$20,750.00	\$20,904.00	\$22,440.00	\$24,200.00
FICA/MEDI Expense	\$16,700.00	\$17,143.20	\$17,200.00	\$19,166.00
FUTA/SUTA Expense	\$240.00	\$278.48	\$20.00	\$400.00
Disability Ins	\$780.00	\$779.28	\$780.00	\$780.00
Life Ins-General	\$687.00	\$686.40	\$687.00	\$687.00
Health Ins Buy-Back	\$4,875.00	\$5,062.50	\$4,875.00	\$9,750.00
Employee Benefits	\$700.00	\$0.00	\$700.00	\$700.00
Pension-General	\$11,400.00	\$12,127.95	\$11,400.00	\$13,057.00
General Insurance	\$14,664.00	\$15,648.48	\$17,700.00	\$14,511.00
<b>TOTAL INSURANCES</b>	<b>\$72,903.00</b>	<b>\$73,868.43</b>	<b>\$77,802.00</b>	<b>\$84,796.00</b>
<b>ZONING</b>				
Training	\$250.00	\$387.19	\$250.00	\$350.00
Inspection Mileage	\$0.00	\$0.00	\$0.00	\$200.00
Zoning-Telephone	\$0.00	\$0.00	\$650.00	\$650.00
Zoning-Legal fees	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
Zoning-Advertising	\$500.00	\$0.00	\$500.00	\$500.00
<b>TOTAL ZONING</b>	<b>\$2,750.00</b>	<b>\$387.19</b>	<b>\$3,400.00</b>	<b>\$3,700.00</b>
<b>DRB</b>				
Wages-DRB Sec/PT	\$4,500.00	\$2,115.75	\$3,000.00	\$4,500.00
DRB-Legal Fees	\$2,000.00	\$147.00	\$2,000.00	\$2,000.00
DRB-Advertising	\$1,500.00	\$1,534.90	\$1,000.00	\$1,500.00
<b>TOTAL DRB</b>	<b>\$8,000.00</b>	<b>\$3,797.65</b>	<b>\$6,000.00</b>	<b>\$8,000.00</b>

<b>Account</b>	<b>Budget FY2017</b>	<b>Actual FY2017</b>	<b>Budget FY2018</b>	<b>Budget FY2019</b>
<b>PLANNING COMMISSION</b>				
Supplies-Mileage-Training	\$250.00	\$175.00	\$250.00	\$250.00
Planning-Adverts-Prin	\$500.00	\$15.07	\$500.00	\$500.00
Planning-Planning Comm	\$0.00	\$0.00	\$1,000.00	\$0.00
Planning - Consultant	\$0.00	\$0.00	\$0.00	\$1,000.00
<b>TOTAL PLANNING COMM</b>	<b>\$750.00</b>	<b>\$190.07</b>	<b>\$1,750.00</b>	<b>\$1,750.00</b>
<b>OTHER BOARDS/COMM</b>				
Recreation Board	\$0.00	\$0.00	\$7,593.00	\$500.00
Conservation Commission	\$50.00	\$50.00	\$0.00	\$50.00
Green Up Day	\$500.00	\$667.57	\$500.00	\$750.00
Emergency Management	\$2,087.00	\$2,029.98	\$1,454.00	\$1,454.00
<b>TOTAL OTHER BOARDS</b>	<b>\$2,637.00</b>	<b>\$2,747.55</b>	<b>\$9,547.00</b>	<b>\$2,754.00</b>
<b>CEMETERIES</b>				
Maint-Cemeteries	\$10,000.00	\$8,400.00	\$10,000.00	\$10,000.00
<b>TOTAL CEMETERIES</b>	<b>\$10,000.00</b>	<b>\$8,400.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
<b>TAXES &amp; ASSESSMENTS</b>				
Animal Control-Constable	\$2,500.00	\$427.54	\$2,500.00	\$2,500.00
County Tax	\$36,826.00	\$36,826.00	\$36,826.00	\$38,806.00
Ambulance Serv (Both)	\$80,000.00	\$79,412.52	\$90,400.00	\$90,600.00
Humane Society	\$1,800.00	\$1,480.00	\$1,000.00	\$1,500.00
Central VT Solid Waste	\$5,700.00	\$2,840.00	\$2,850.00	\$2,850.00
Cent VT Econ Deve	\$500.00	\$500.00	\$500.00	\$500.00
VLCT Dues	\$4,126.00	\$4,126.00	\$4,271.00	\$4,363.00
CV Regional Planning	\$3,176.00	\$3,175.70	\$3,176.00	\$3,263.00
<b>TOTAL TAXES AND ASSESS</b>	<b>\$134,628.00</b>	<b>\$128,787.76</b>	<b>\$141,523.00</b>	<b>\$144,382.00</b>

<b>Account</b>	<b>Budget FY2017</b>	<b>Actual FY2017</b>	<b>Budget FY2018</b>	<b>Budget FY2019</b>
<b>TOWN OFFICIES</b>				
Janitorial Services	\$7,000.00	\$8,106.95	\$8,000.00	\$8,500.00
Supplies	\$3,000.00	\$1,542.86	\$3,000.00	\$3,000.00
Admin-Training	\$500.00	\$544.84	\$500.00	\$500.00
Copier	\$1,700.00	\$1,676.53	\$1,600.00	\$1,550.00
Admin-Advert	\$1,000.00	\$515.08	\$1,000.00	\$1,000.00
Newsletter	\$500.00	\$0.00	\$500.00	\$500.00
Admin-Software Sup	\$5,000.00	\$6,429.13	\$6,000.00	\$6,000.00
Web Page	\$600.00	\$511.67	\$600.00	\$600.00
Cloud Back-Up	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Back-Up Storage Fees	\$360.00	\$128.56	\$360.00	\$360.00
Maintenance	\$10,000.00	\$10,414.76	\$10,000.00	\$10,000.00
Vehicle	\$1,500.00	\$1,410.95	\$1,500.00	\$1,500.00
Heat & Utilities	\$9,600.00	\$4,367.67	\$9,600.00	\$9,600.00
Internet	\$1,000.00	\$2,249.44	\$1,700.00	\$2,400.00
Equipment Contracts	\$1,500.00	\$2,372.88	\$1,500.00	\$5,600.00
<b>TOTAL TOWN OFFICES</b>	<b>\$44,760.00</b>	<b>\$41,771.32</b>	<b>\$47,360.00</b>	<b>\$52,610.00</b>
<b>GENERAL EXPENSES</b>				
Legal Services	\$20,000.00	\$10,939.87	\$20,000.00	\$20,000.00
CPA-Audit	\$15,000.00	\$17,000.00	\$16,000.00	\$14,000.00
Payroll Services	\$2,000.00	\$2,252.88	\$2,000.00	\$2,300.00
Select Board Minutes	\$2,400.00	\$960.00	\$2,400.00	\$2,400.00
Grant Friendship Park	\$0.00	\$2,000.00	\$0.00	\$0.00
Emergency Generator	\$1,500.00	\$732.75	\$2,000.00	\$2,000.00
Tax Refunds/Abatements	\$5,000.00	\$10,407.93	\$5,000.00	\$5,000.00
Misc/Other-Gen Exp	\$1,000.00	\$38.11	\$1,000.00	\$1,000.00
<b>TOTAL GENERAL EXPENSES</b>	<b>\$46,900.00</b>	<b>\$44,331.54</b>	<b>\$48,400.00</b>	<b>\$46,700.00</b>
<b>POLICE SERVICES</b>				
Wages-Police FT	\$267,220.00	\$285,121.10	\$290,461.00	\$306,398.00
Wages-Police Night Shift	\$171,963.00	\$151,691.45	\$170,537.00	\$175,882.00
Wages-Police PT	\$22,000.00	\$23,676.45	\$22,000.00	\$20,000.00
Wages-Police Clerical	\$33,656.00	\$33,861.00	\$40,000.00	\$40,000.00
Wages-Police CVMC	\$87,360.00	\$67,854.62	\$87,360.00	\$0.00
Wages-Police OT	\$15,000.00	\$28,592.57	\$15,000.00	\$16,000.00
Wages-Police On Call	\$4,350.00	\$10,161.06	\$6,000.00	\$3,351.00
Wages - Police Education	\$0.00	\$0.00	\$900.00	\$750.00

<b>Account</b>	<b>Budget FY2017</b>	<b>Actual FY2017</b>	<b>Budget FY2018</b>	<b>Budget FY2019</b>
Wages - Police Longevity	\$0.00	\$0.00	\$500.00	\$500.00
Workers Comp-Police	\$51,574.00	\$61,686.58	\$60,300.00	\$67,768.00
Health Ins-Police	\$86,900.00	\$72,037.51	\$100,500.00	\$116,010.00
FICA/MEDI Exp-Police	\$46,100.00	\$40,921.57	\$38,800.00	\$44,494.00
FUTA/SUTA-Police	\$349.00	\$2,401.93	\$480.00	\$1,190.00
FICA/MEDI/CVMC	\$6,700.00	\$5,261.35	\$6,700.00	\$0.00
Disability Ins	\$2,500.00	\$1,970.36	\$2,500.00	\$2,303.00
Life Ins-Police	\$2,025.00	\$1,808.80	\$2,025.00	\$2,025.00
Health Ins Buy-Back-Police	\$9,750.00	\$9,075.00	\$10,075.00	\$4,875.00
Employee Benefits-PD	\$3,150.00	\$1,142.90	\$4,500.00	\$4,075.00
Pension-Police	\$29,900.00	\$34,170.12	\$33,700.00	\$32,717.00
Veh & Liab Ins-Police	\$27,762.00	\$29,504.50	\$31,300.00	\$23,558.00
Supplies-Police	\$4,500.00	\$1,850.35	\$4,500.00	\$4,000.00
Uniforms-PD	\$6,000.00	\$13,206.41	\$8,000.00	\$8,500.00
Guns/Ammo	\$1,500.00	\$1,595.00	\$1,500.00	\$2,000.00
Copier Lease-PD	\$1,524.00	\$1,524.00	\$1,550.00	\$1,550.00
Police-Equipment Radios	\$0.00	\$0.00	\$6,200.00	\$5,500.00
VIBRS-Dbase-PD	\$5,100.00	\$6,783.81	\$5,100.00	\$5,000.00
Media/Data Exp	\$4,500.00	\$4,267.68	\$4,500.00	\$4,500.00
Advertising-PD	\$200.00	\$0.00	\$200.00	\$200.00
Training-Police	\$2,500.00	\$1,092.74	\$2,500.00	\$3,000.00
Telephone-Police	\$6,900.00	\$7,759.82	\$8,500.00	\$8,000.00
Legal-Police	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
Equip Maint-Police	\$13,425.00	\$19,112.28	\$13,000.00	\$13,000.00
Gas/Oil-Police	\$16,000.00	\$14,665.29	\$14,000.00	\$14,000.00
Lodging/Prisoners-Police	\$1,000.00	\$400.00	\$1,000.00	\$1,000.00
Wages-PD Grant	\$0.00	\$6,859.07	\$0.00	\$0.00
FICA/Grant	\$0.00	\$547.99	\$0.00	\$0.00
NH16402-605	\$0.00	\$8,111.86	\$0.00	\$0.00
NH174020214	\$0.00	\$969.16	\$0.00	\$0.00
Special Investigative Unit	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00
Other/Mis Exp-Police	\$2,800.00	\$4,025.32	\$0.00	\$0.00
Berlin Community Fund	\$0.00	\$2,025.90	\$0.00	\$0.00
<b>TOTAL POLICE SERVICES</b>	<b>\$938,508.00</b>	<b>\$958,035.55</b>	<b>\$998,488.00</b>	<b>\$936,446.00</b>
Mun. Boundary Signs	\$2,000.00	\$0.00	0	0

<b>Account</b>	<b>Budget FY2017</b>	<b>Actual FY2017</b>	<b>Budget FY2018</b>	<b>Budget FY2019</b>
<b>HIGHWAYS</b>				
<b>SUMMER ROADS</b>				
Wages-Summer Roads	\$89,220.00	\$93,445.92	\$91,000.00	\$92,487.00
Wages-Summer OT	\$835.00	\$1,107.70	\$835.00	\$843.00
Roadside Mowing/Tree Trim	\$7,000.00	\$6,250.00	\$10,000.00	\$10,000.00
Chloride-Summer Rds	\$28,000.00	\$27,639.80	\$28,000.00	\$28,000.00
Culvert/Materials	\$10,000.00	\$13,147.45	\$10,000.00	\$10,000.00
Summer Eq-Maint/Repairs	\$26,000.00	\$20,478.46	\$26,000.00	\$27,000.00
Eq Fuel-Summer	\$20,000.00	\$9,332.04	\$20,000.00	\$20,000.00
Highway Equip- Radios	\$0.00	\$0.00	\$10,000.00	\$0.00
<b>TOTAL SUMMER ROADS</b>	<b>\$181,055.00</b>	<b>\$171,401.37</b>	<b>\$195,835.00</b>	<b>\$188,330.00</b>
<b>WINTER ROADS</b>				
Wages-Winter Roads	\$91,620.00	\$83,364.06	\$93,100.00	\$94,440.00
Wages-Winter OT	\$28,000.00	\$30,957.51	\$28,000.00	\$28,650.00
Sand-Winter Roads	\$60,000.00	\$64,106.83	\$60,000.00	\$65,000.00
Salt-Winter Roads	\$70,000.00	\$81,899.74	\$70,000.00	\$70,000.00
Winter-Eq-Maint/Repairs	\$35,000.00	\$34,837.19	\$35,000.00	\$37,000.00
Eq Fuel-Winter	\$30,000.00	\$20,486.34	\$30,000.00	\$30,000.00
<b>TOTAL WINTER ROADS</b>	<b>\$314,620.00</b>	<b>\$315,651.67</b>	<b>\$316,100.00</b>	<b>\$325,090.00</b>
<b>HIGHWAY GENERAL</b>				
Asphalt/Marking/Sealing	\$150,000.00	\$164,343.59	\$150,000.00	\$150,000.00
Resurface/Gravel	\$117,000.00	\$127,679.90	\$130,000.00	\$130,000.00
Bridge Maint	\$10,000.00	\$0.00	\$10,000.00	\$1,500.00
Road Signs	\$4,000.00	\$1,284.10	\$4,000.00	\$4,000.00
Guard Rails	\$12,000.00	\$12,601.00	\$12,000.00	\$6,000.00
<b>TOTAL HIGHWAY GENERAL</b>	<b>\$293,000.00</b>	<b>\$305,908.59</b>	<b>\$306,000.00</b>	<b>\$291,500.00</b>

<b>Account</b>	<b>Budget FY2017</b>	<b>Actual FY2017</b>	<b>Budget FY2018</b>	<b>Budget FY2019</b>
<b>HIGHWAY OTHER</b>				
Workers Comp-Highway	\$39,802.00	\$31,459.80	\$38,400.00	\$24,353.00
Health Ins.-Highway	\$40,450.00	\$34,908.00	\$43,800.00	\$40,330.00
FICA/MEDI Exp-Highway	\$16,100.00	\$16,301.88	\$16,500.00	\$16,556.00
FUTA/SUTA-Highway	\$186.00	\$335.27	\$60.00	\$350.00
Disability Ins	\$920.00	\$920.45	\$920.00	\$900.00
Life Ins.-Highway	\$800.00	\$844.09	\$800.00	\$823.00
Health Ins Buy-Back-Hwy	\$4,875.00	\$4,875.00	\$4,875.00	\$4,875.00
Employee Benefits	\$1,400.00	\$0.00	\$1,400.00	\$1,400.00
Pension-Highway	\$11,900.00	\$11,536.07	\$11,900.00	\$11,903.00
General Ins-Highway	\$10,780.00	\$10,769.50	\$12,000.00	\$8,969.00
Storm water-State Permit	\$300.00	\$1,185.07	\$300.00	\$3,600.00
Erosion Control	\$4,000.00	\$4,674.85	\$5,000.00	\$5,000.00
Supplies	\$5,000.00	\$9,096.52	\$6,000.00	\$6,000.00
Advertising-Hwy	\$500.00	\$829.68	\$500.00	\$500.00
Training-Highway	\$500.00	\$60.00	\$500.00	\$500.00
Telephone-Highway	\$2,500.00	\$2,694.14	\$2,550.00	\$2,550.00
Garage Maint/Utils	\$18,000.00	\$20,064.44	\$18,000.00	\$16,000.00
Garage-Energy Improve	\$5,000.00	\$4,493.30	\$5,000.00	\$5,000.00
Trash Removal-Highway	\$1,285.00	\$0.00	\$1,300.00	\$1,300.00
Street Lights	\$10,500.00	\$8,842.85	\$10,500.00	\$10,500.00
Traffic Lights	\$3,000.00	\$1,030.81	\$3,000.00	\$3,000.00
Misc-Hwy	\$500.00	\$0.00	\$500.00	\$500.00
Uniforms	\$6,200.00	\$8,452.17	\$6,200.00	\$7,500.00
	_____	_____	_____	_____
<b>TOTAL HIGHWAY OTHER</b>	<b>\$184,498.00</b>	<b>\$173,373.89</b>	<b>\$190,005.00</b>	<b>\$172,409.00</b>
	_____	_____	_____	_____
<b>TOTAL HIGHWAYS</b>	<b>\$973,173.00</b>	<b>\$966,335.52</b>	<b>\$1,007,940.00</b>	<b>\$977,329.00</b>
	_____	_____	_____	_____
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,519,834.00</b>	<b>\$2,506,707.89</b>	<b>\$2,637,766.00</b>	<b>\$2,563,654.00</b>
	_____	_____	_____	_____

<b>Account</b>	<b>Budget FY2017</b>	<b>Actual FY2017</b>	<b>Budget FY2018</b>	<b>Budget FY2019</b>
<b>CAPITAL BUDGET</b>				
Capital Budget	\$0.00	\$3,766.67	\$0.00	\$25,000.00
Highway Equip & Structures	\$165,000.00	\$138,969.00	\$200,000.00	\$233,196.00
Police Equipment	\$35,000.00	\$32,550.00	\$35,000.00	\$35,000.00
Debt Serv:06 Bond Prin	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Debt Serv:06 Bond Int	\$4,490.00	\$4,059.50	\$4,490.00	\$3,630.00
Debt Serv: 15 loan	\$21,902.00	\$22,265.81	\$22,800.00	\$23,230.00
Debt Serv: 15 Int	\$1,600.00	\$1,616.31	\$1,115.00	\$660.00
Debt Serv: 16 Loan	\$0.00	\$0.00	\$19,300.00	\$19,500.00
Debt Serv: 16 Int	\$0.00	\$0.00	\$1,400.00	\$1,100.00
Debt Serv; 17 Loan	\$0.00	\$0.00	\$0.00	\$15,400.00
Debt Serv: 17 Int	\$0.00	\$0.00	\$0.00	\$1,500.00
<b>TOTAL CAPITAL BUDGET</b>	<b>\$237,992.00</b>	<b>\$213,227.29</b>	<b>\$294,105.00</b>	<b>\$368,216.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,757,826.00</b>	<b>2719935.18*</b>	<b>\$2,931,871.00</b>	<b>\$2,931,870.00</b>

\* Includes appropriations

AUDITOR'S REPORT  
TOWN OF BERLIN, VERMONT  
AUDIT REPORT AND FINANCIAL STATEMENTS  
JUNE 30, 2017

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# FOTHERGILL SEGALE & VALLEY

Certified Public Accountants



John E. (Jeff) Fothergill, CPA  
Michael L. Segale, CPA  
Sheila R. Valley, CPA  
Teresa H. Kajenski, CPA  
Donald J. Murray, CPA

## INDEPENDENT AUDITOR'S REPORT

To the Selectboard  
Town of Berlin  
Berlin, Vermont

### Report on the Financial Statements

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 Berlin, Vermont, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

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 Berlin, Vermont, as of June 30, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

143 BARRE STREET • MONTPELIER • VERMONT 05602 • 802-223-6261 • FAX: 802-223-1550 • [www.fsv-cpas.com](http://www.fsv-cpas.com)

## **Other-Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and the schedules of Town's proportionate share of the net pension liability and Town contributions in Schedule 3 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The combining and individual nonmajor fund financial statements (Schedules 1 and 2) are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Schedules 1 and 2 are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, Schedules 1 and 2 are fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated November 21, 2017 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Respectfully submitted,

*Fothergill Segale & Valley, CPAs*

FOTHERGILL SEGALE & VALLEY, CPAs  
Montpelier, Vermont  
Vermont Public Accountancy License #110

November 21, 2017

TOWN OF BERLIN, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2017

Our discussion and analysis of the Town of Berlin, Vermont's financial performance provides an overview of the Town's financial activities for the year ended June 30, 2017. Please read it in conjunction with the Town's financial statements which begin on page 10.

**Financial Highlights**

*Government-Wide Statements*

- Net position of our governmental activities decreased by \$48,056 or about 2%, compared to an increase of \$164,262 in the prior year. The net position of our business-type activities increased by \$146,530 or more than 4%, compared to an increase of \$1,723,901 in the prior year.
- The cost of all of the Town's programs was \$3,898,602 in fiscal year 2017, compared to \$3,370,669 in fiscal year 2016, with no new programs added this year.

*Fund Statements*

- The General Fund reported an increase in fund balance this year of \$43,912, which was \$88,627 better than what was budgeted. This compares to an increase of \$155,089 in fiscal year 2016.
- The restricted fund balance was \$188,668 and is restricted for lister training, reappraisal and record restoration. The committed fund balance of \$72,743 is for the items noted in Note 10. The assigned fund balance of \$8,734 is for computer equipment, capital budget and highway paving/tires. The nonspendable fund balance of \$249,959 consists of \$76,651 of prepaids, \$29,575 of highway inventory and the \$143,733 note due from the Water Fund.
- The nonmajor funds, as a whole, reported a net increase in fund balance this year of \$1,345, compared to an increase of \$5,398 in fiscal year 2016. This brings the combined fund balance from \$162,068 to \$163,413.
- The Cemetery Funds reported an increase in fund balance this year of \$6 from a balance of \$13,962 to \$13,968.
- The Water Pollution Fund reported a decrease in net position of \$26,629 in fiscal year 2017, compared to an increase of \$23,724 in fiscal year 2016, resulting in an ending net position of \$1,585,877.
- The Water Division Fund reported an increase in net position of \$173,159 in fiscal year 2017, compared to an increase of \$1,700,177 in fiscal year 2016, resulting in an ending net position of \$1,873,736.

**Using This Annual Report**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Exhibits A and B) 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 start on Exhibit C. For governmental activities, these statements 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.

TOWN OF BERLIN, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2017  
(Continued)

*Reporting the Town as a Whole*

One of the most important questions asked about the Town's finances is, "Is the Town as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Town as a whole and about its activities in a way that helps answer this question. 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.

These two statements report the Town's net position and change in net position. You can think of the Town's net position – 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 position is 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 financial health of the Town.

In the Statement of Net Position and the Statement of Activities, we divide the Town into two kinds of activities:

- **Governmental activities** – The Town's basic services are reported in the General Fund, including the highway department, general administration, and police. Property taxes, charges for services 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 pollution and water division are reported here.

*Reporting the Town's Most Significant Funds*

Our analysis of the Town's major funds begins on Exhibit C and provides detailed information about the most significant funds – not the Town as a whole. Some funds are required to be established by State law and by bond covenants. The Town's three categories of funds – governmental, proprietary and fiduciary – use different accounting approaches.

- **Governmental fund** – The Town's basic services are reported in the governmental fund, which focuses on how money flows into and out of that fund and the balance left at year-end that is available for spending. This fund is reported using a measurement focus called current financial resources, 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. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in Exhibits D and F that are included in the financial statements.

TOWN OF BERLIN, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2017  
(Continued)

- **Proprietary fund** – When the Town charges customers for the services it provides – whether to outside customers or to other funds of the Town – these services are generally reported in a proprietary fund. A proprietary fund is reported in the same way that all business-type activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the Town's enterprise funds (a type of proprietary fund) are the same as the business-type activities reported in the government-wide statements but provide more detail and additional information, such as the statement of cash flows.
- **Fiduciary fund** – Fiduciary funds are used to account for resources held for the benefit of other parties. Fiduciary activity is not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs. The Town's fiduciary fund consists of the Cemetery Funds.

**The Town as a Whole**

The Town's combined net position increased by \$98,474 from a year ago – increasing from a balance of \$6,285,254 to \$6,383,728. Net position for the governmental activities decreased from a balance of \$2,972,171 to \$2,924,115. Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the Town's governmental and business-type activities.

Table 1  
Net Position

	Governmental Activities		Business-type Activities		Total	
	2017	2016	2017	2016	2017	2016
Current and other assets	\$ 1,479,429	\$ 1,517,025	\$ 1,130,747	\$ 1,449,989	\$ 2,610,176	\$ 2,967,014
Capital assets, net of depr	1,960,730	1,920,293	6,540,301	6,380,752	8,501,031	8,301,045
Total assets	3,440,159	3,437,318	7,671,048	7,830,741	11,111,207	11,268,059
Total deferred outflows of resources	264,326	158,365	0	0	264,326	158,365
Long-term liabilities	280,641	207,270	3,977,673	4,036,215	4,258,314	4,243,485
Net pension liability	392,273	231,207	0	0	392,273	231,207
Other liabilities	107,456	185,035	233,762	481,443	341,218	666,478
Total liabilities	780,370	623,512	4,211,435	4,517,658	4,991,805	5,141,170
Net position:						
Invested in capital assets, net of debt	1,713,226	1,739,492	2,419,999	2,140,283	4,133,225	3,879,775
Restricted	303,121	286,846	0	0	303,121	286,846
Unrestricted	907,768	945,833	1,039,614	1,172,800	1,947,382	2,118,633
Total net position	\$ 2,924,115	\$ 2,972,171	\$ 3,459,613	\$ 3,313,083	\$ 6,383,728	\$ 6,285,254

Net position of the Town's governmental activities decreased by about 2% in fiscal year 2017 (\$2,924,115 compared to a balance of \$2,972,171). Unrestricted net position – the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements – decreased from \$945,833 to \$907,768 in fiscal year 2017. Restricted net position increased from \$286,846 to \$303,121 in fiscal year 2017. The net position of our business-type activities increased by \$146,530 in fiscal year 2017 (\$3,459,613 compared to \$3,313,083).

TOWN OF BERLIN, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2017  
(Continued)

Table 2  
Changes in Net Position

	Governmental Activities			Business-Type Activities		
	2017	2016	Change	2017	2016	Change
<b>REVENUES</b>						
Program revenues:						
Charges for services	\$ 193,522	\$ 212,222	\$ (18,700)	\$ 748,477	\$ 634,603	\$ 113,874
Operating grants and contributions	227,332	237,615	(10,283)	0	0	0
Capital grants and contributions	5,100	27,900	(22,800)	239,430	1,702,176	(1,462,746)
General revenues:						
Property taxes	2,488,691	2,362,240	126,451	0	0	0
Interest/penalty on del. taxes	55,332	48,371	6,961	2,749	5,139	(2,390)
Investment income	1,731	2,067	(336)	6,369	9,711	(3,342)
Gain on sale of assets	31,768	16,788	14,980	(3,425)	0	(3,425)
Total revenues	<u>3,003,476</u>	<u>2,907,203</u>	<u>96,273</u>	<u>993,600</u>	<u>2,351,629</u>	<u>(1,358,029)</u>
<b>PROGRAM EXPENSES</b>						
General government	753,293	680,373	72,920	0	0	0
Highway	1,001,048	849,710	151,338	0	0	0
Police	981,391	931,610	49,781	0	0	0
Appropriations	310,124	275,849	34,275	0	0	0
Interest on debt	5,676	5,399	277	0	0	0
Water pollution	0	0	0	579,468	538,316	41,152
Water division	0	0	0	267,602	89,412	178,190
Total program expenses	<u>3,051,532</u>	<u>2,742,941</u>	<u>308,591</u>	<u>847,070</u>	<u>627,728</u>	<u>219,342</u>
CHANGE IN NET POSITION	<u>\$ (48,056)</u>	<u>\$ 164,262</u>	<u>\$ (212,318)</u>	<u>\$ 146,530</u>	<u>\$ 1,723,901</u>	<u>\$ (1,577,371)</u>

*Governmental Activities*

The decrease in net position for governmental activities was \$48,056 in fiscal year 2017, compared to an increase of \$164,262 in fiscal year 2016.

The cost of all governmental activities this year was \$3,051,532. However, as shown in the Statement of Activities on Exhibit B, the amount that our taxpayers ultimately financed for these activities through Town taxes was only \$2,625,578 because some of the cost was paid by those who directly benefited from the programs (\$193,522) or by other governments and organizations that subsidized certain programs with grants and contributions (\$232,432).

TOWN OF BERLIN, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2017  
(Continued)

Table 3 presents the cost of each of the Town's three largest programs – general government, highway, and police – as well as each program's net cost (total cost less program revenues). The net cost shows the financial burden that was placed on the Town's taxpayers by each of these functions.

Table 3  
Governmental Activities

	Total Cost of Services		Net Cost of Services	
	2017	2016	2017	2016
General government	\$ 753,293	\$ 680,373	\$ 579,509	\$ 481,515
Highway	1,001,048	849,710	888,362	737,005
Police	981,391	931,610	841,907	765,436
All others	315,800	281,248	315,800	281,248
Totals	<u>\$3,051,532</u>	<u>\$2,742,941</u>	<u>\$2,625,578</u>	<u>\$2,265,204</u>

*Business-Type Activities*

The net position for business type activities increased by \$146,530 in fiscal year 2017, compared to \$1,723,901 in fiscal year 2016. The majority of the water system project was done in fiscal year 2016 for which grant funds were received.

The cost of all business-type activities this year was \$847,070. However, these costs were fully covered by those who directly benefited from the programs (\$748,477) and by other governments and organizations that subsidized certain programs with grants and contributions (\$239,430).

**The Town's Funds**

As the Town completed the year, its governmental funds (as presented in the Balance Sheet on Exhibit C) reported a combined fund balance of \$1,266,928, which is greater than last year's total fund balance of \$1,221,671. Included in this year's total increase in fund balance of \$45,257, was an increase of \$43,912 in the General Fund and an increase of \$1,345 in the nonmajor governmental funds.

*General Fund Budgetary Highlights*

The Town's General Fund activity compared to budget is reported on Exhibit G. Some of the larger variances were as follows:

	Budget	Actual	Favorable (Unfavorable)
Revenues:			
Taxes	\$ 2,472,137	\$ 2,493,965	\$ 21,828
State of Vermont	205,718	236,693	30,975
Interest and penalties	35,000	57,015	22,015
Other Financing Sources (Uses)			
Loan proceeds	125,000	98,969	(26,031)

Tax revenue was greater than budget due mostly to PILOT funds for the State psychiatric hospital which was more than expected. State of Vermont revenue was greater than budget due to having received unbudgeted Public Safety grants. Interest and penalties revenue was greater than budget due

TOWN OF BERLIN, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2017  
(Continued)

to receiving more than anticipated penalties for delinquent tax payments. Loan proceeds were under budget due to a vehicle being traded in so less than anticipated loan proceeds were needed.

**Capital Assets and Debt Administration**

*Capital Assets*

At June 30, 2017, the Town had \$8,501,031 invested in a broad range of capital assets, including land, buildings and improvements, vehicles, infrastructure, plant, machinery and equipment, and infrastructure, net of accumulated depreciation. (See Table 4 below) This amount represents a net increase (including additions and deductions) of \$199,986.

Table 4  
Capital Assets at Year-End  
(Net of Accumulated Depreciation)

	Governmental Activities		Business-type Activities		Totals	
	2017	2016	2017	2016	2017	2016
Land	\$ 52,400	\$ 52,400	\$ 106,000	\$ 106,000	\$ 158,400	\$ 158,400
Construction in progress	32,458	63,458	0	5,616,450	32,458	5,679,908
Land improvements	31,167	0	0	0	31,167	0
Plant	0	0	6,430,802	651,303	6,430,802	651,303
Buildings and impr.	170,301	179,897	0	0	170,301	179,897
Infrastructure	1,160,722	1,154,453	0	0	1,160,722	1,154,453
Machinery and equip.	32,008	30,229	3,499	6,999	35,507	37,228
Vehicles	481,674	439,856	0	0	481,674	439,856
<b>Totals</b>	<b>\$ 1,960,730</b>	<b>\$ 1,920,293</b>	<b>\$ 6,540,301</b>	<b>\$ 6,380,752</b>	<b>\$ 8,501,031</b>	<b>\$ 8,301,045</b>

This year's major additions for governmental activities were Crosstown Road paving, work on Friendship Park, security system, and two new vehicles. The major addition to the business-type activities was completion of the new water system.

*Debt Administration*

At June 30, 2017, the Town had \$4,225,177 in notes, lease and bonds outstanding versus \$4,217,016 on June 30, 2016 – an increase of \$8,161 – as shown in Table 5.

Table 5  
Outstanding Debt at Year-End

	Governmental Activities	Business-Type Activities	Total
Balance - June 30, 2016	\$ 180,801	\$4,036,215	\$4,217,016
Proceeds	98,969	0	98,969
Principal payments	(32,266)	(58,542)	(90,808)
<b>Balance - June 30, 2017</b>	<b>\$ 247,504</b>	<b>\$3,977,673</b>	<b>\$4,225,177</b>

Proceeds received in fiscal year 2017 were for a new highway vehicle.

TOWN OF BERLIN, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2017  
(Continued)

**Economic Factors and Next Year's Budgets and Rates**

When adopting the budget for the fiscal year 2018 year, the Selectboard based their figures on previous year spending and departmental budget requests. The tax rate is set based on the voter approved budget amount for taxes divided by the Grand List.

**Contacting the Town's Financial Management**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Town Treasurer at Town of Berlin, 108 Shed Road, Berlin, Vermont 05602.

TOWN OF BERLIN, VERMONT  
STATEMENT OF NET POSITION  
JUNE 30, 2017

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash	\$ 957,890	\$ 1,046,232	\$ 2,004,122
Accounts receivable - State	4,001	0	4,001
Accounts receivable - other, net of allowance	2,080	3,382	5,462
Unbilled user fees	0	206,768	206,768
Grant receivable - USDA	0	145,981	145,981
Taxes, interest and penalty receivable, net of allowance	137,616	0	137,616
Internal balances	271,616	(271,616)	0
Prepaid expenses	76,651	0	76,651
Inventory	29,575	0	29,575
Capital Assets			
Land	52,400	106,000	158,400
Construction in process	32,458	0	32,458
Other capital assets, (net of accumulated depreciation)	1,875,872	6,434,301	8,310,173
Total assets	<u>3,440,159</u>	<u>7,671,048</u>	<u>11,111,207</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension related	<u>264,326</u>	<u>0</u>	<u>264,326</u>
Total assets and deferred outflows of resources	<u>3,704,485</u>	<u>7,671,048</u>	<u>11,375,533</u>
<b>LIABILITIES</b>			
Accounts payable	33,528	80,399	113,927
Construction and retainage payable	0	142,629	142,629
Accrued interest payable	0	10,734	10,734
Accrued payroll and benefits payable	19,018	0	19,018
Prepaid property taxes	54,910	0	54,910
Accrued compensated absences	33,137	0	33,137
Bonds and notes payable due within one year	52,025	110,020	162,045
Net pension liability	392,273	0	392,273
Bonds and notes payable due after one year	195,479	3,867,653	4,063,132
Total liabilities	<u>780,370</u>	<u>4,211,435</u>	<u>4,991,805</u>
<b>NET POSITION</b>			
Invested in capital assets, net of related debt	1,713,226	2,419,999	4,133,225
Restricted	303,121	0	303,121
Unrestricted	907,768	1,039,614	1,947,382
Total net position	<u>\$ 2,924,115</u>	<u>\$ 3,459,613</u>	<u>\$ 6,383,728</u>

See Notes to Financial Statements.

TOWN OF BERLIN, VERMONT  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2017

Functions/Programs	Program Revenues			Net (Expenses) Revenues and Changes in Net Position			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
<b>Governmental Activities:</b>							
General Government	\$ 753,293	\$ 71,795	\$ 96,889	\$ 5,100	\$ (579,509)	\$ 0	\$ (579,509)
Highway	1,001,048	0	112,686	0	(888,362)	0	(888,362)
Police	981,391	121,727	17,757	0	(841,907)	0	(841,907)
Appropriations	310,124	0	0	0	(310,124)	0	(310,124)
Interest on Long-Term Debt	5,676	0	0	0	(5,676)	0	(5,676)
Total Governmental Activities	3,051,532	193,522	227,332	5,100	(2,625,578)	0	(2,625,578)
<b>Business-Type Activities:</b>							
Water division	267,602	200,732	0	239,430	0	172,560	172,560
Water pollution	579,468	547,745	0	0	0	(31,723)	(31,723)
Total Business-Type Activities	847,070	748,477	0	239,430	0	140,837	140,837
<b>Total</b>	<b>\$ 3,898,602</b>	<b>\$ 941,999</b>	<b>\$ 227,332</b>	<b>\$ 244,530</b>	<b>(2,625,578)</b>	<b>140,837</b>	<b>(2,484,741)</b>
<b>General Revenues:</b>							
Property taxes					2,488,691	0	2,488,691
Interest and penalties on delinquent taxes/user charges					55,332	2,749	58,081
Net investment income					1,731	6,269	8,100
Gain (loss) on asset disposal					31,768	(3,425)	28,343
Total general revenues					2,577,522	5,693	2,583,215
<b>Change in Net Position</b>					(48,056)	146,530	98,474
Net Position - July 1, 2016					2,972,171	3,213,083	6,285,254
Net Position - June 30, 2017					\$ 2,924,115	\$ 3,459,613	\$ 6,383,728

See Notes to Financial Statements.

TOWN OF BERLIN, VERMONT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2017

	Major Fund General Fund	Nonmajor Funds Other Governmental Funds	Totals
<b>ASSETS</b>			
Cash and cash equivalents	\$ 848,365	\$ 109,525	\$ 957,890
Taxes, interest and penalty receivable, net of allowance	137,616	0	137,616
Accounts receivable - State	4,001	0	4,001
Accounts receivable - other	2,080	0	2,080
Prepaid expenses	76,651	0	76,651
Inventory	29,575	0	29,575
Advances to other funds	143,733	0	143,733
Due from other funds	73,995	53,888	127,883
Total assets	<u>\$ 1,316,016</u>	<u>\$ 163,413</u>	<u>\$ 1,479,429</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>			
<b>Liabilities</b>			
Accounts payable	\$ 33,528	\$ 0	\$ 33,528
Accrued wages & taxes	19,018	0	19,018
Property tax overpayments	54,910	0	54,910
Total liabilities	<u>107,456</u>	<u>0</u>	<u>107,456</u>
<b>Deferred Inflows of Resources</b>			
Unavailable revenue - property taxes	105,045	0	105,045
<b>Fund Balances</b>			
<b>Nonspendable:</b>			
Prepays	76,651	0	76,651
Inventory	29,575	0	29,575
Advances to other funds	143,733	0	143,733
Restricted	188,668	114,453	303,121
Committed	72,743	48,960	121,703
Assigned	8,734	0	8,734
Unassigned	583,411	0	583,411
Total fund balances	<u>1,103,515</u>	<u>163,413</u>	<u>1,266,928</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,316,016</u>	<u>\$ 163,413</u>	<u>\$ 1,479,429</u>

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
 RECONCILIATION OF THE GOVERNMENTAL FUNDS  
 BALANCE SHEET TO THE STATEMENT OF NET POSITION  
 JUNE 30, 2017

TOTAL FUND BALANCES - GOVERNMENTAL FUNDS		\$ 1,266,928
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund statements.		1,960,730
Unavailable revenue for property taxes is recognized on an accrual basis in the statement of net position, not for the modified cash basis.		105,045
Some liabilities, including net pension obligations, are not due and payable in the current period and, therefore, are not reported in the governmental funds:		
Net pension liability		(392,273)
Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the governmental funds.		264,326
Long-term liabilities, including notes payable, are not due and payable in the current period and therefore are not reported as liabilities in the fund statements. Long-term liabilities at year end consist of:		
Bond and notes payable		(247,504)
Accrued compensated absences		(33,137)
		(280,641)
TOTAL NET POSITION - GOVERNMENTAL ACTIVITIES		\$ 2,924,115

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGE IN FUND BALANCES  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2017

	Major Fund General Fund	Other Governmental Funds	Totals
<b>Revenues</b>			
Property taxes	\$ 2,493,965	\$ 0	\$ 2,493,965
Delinquent tax penalties & interest	55,332	0	55,332
Licenses, fees & permits	67,295	0	67,295
Interest income	1,683	48	1,731
Intergovernmental	236,693	0	236,693
Charges for services - police	103,416	0	103,416
Other	9,850	8,700	18,550
<b>Total revenues</b>	<b>2,968,234</b>	<b>8,748</b>	<b>2,976,982</b>
<b>Expenditures</b>			
<b>Current:</b>			
General government	584,102	7,403	591,505
Highways	868,699	0	868,699
Police	948,545	0	948,545
Appropriations	310,124	0	310,124
<b>Total current</b>	<b>2,711,470</b>	<b>7,403</b>	<b>2,718,873</b>
<b>Debt service:</b>			
Principal	32,266	0	32,266
Interest	5,676	0	5,676
<b>Total debt service</b>	<b>37,942</b>	<b>0</b>	<b>37,942</b>
<b>Capital outlays:</b>			
General government	2,000	0	2,000
Highways	236,606	0	236,606
Police	42,041	0	42,041
<b>Total capital outlays</b>	<b>280,647</b>	<b>0</b>	<b>280,647</b>
<b>Total expenditures</b>	<b>3,030,059</b>	<b>7,403</b>	<b>3,037,462</b>
<b>Excess Revenues (Expenditures)</b>	<b>(61,825)</b>	<b>1,345</b>	<b>(60,480)</b>
<b>Other Financing Sources (Uses)</b>			
Sale of assets	6,768	0	6,768
Loan proceeds	98,969	0	98,969
<b>Total other financing sources (uses)</b>	<b>105,737</b>	<b>0</b>	<b>105,737</b>
<b>Net Change in Fund Balances</b>	<b>43,912</b>	<b>1,345</b>	<b>45,257</b>
<b>Fund Balances - July 1, 2016</b>	<b>1,059,603</b>	<b>162,068</b>	<b>1,221,671</b>
<b>Fund Balances - June 30, 2017</b>	<b>\$ 1,103,515</b>	<b>\$ 163,413</b>	<b>\$ 1,266,928</b>

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
 RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT  
 OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCES  
 TO THE STATEMENT OF ACTIVITIES  
 YEAR ENDED JUNE 30, 2017

TOTAL NET CHANGE IN FUND BALANCES - GOVERNMENTAL FUNDS	\$	45,257
Amounts reported for governmental activities in the statement of activities are different because:		
Some revenues are not collected for several months after the Town's year end; they are not considered "available" revenue in the fund statements.		
Unavailable property taxes decreased by \$5,274.		(5,274)
Repayment of notes, bonds and lease principal is an expenditure in the governmental funds; but the repayment reduces long-term liabilities in the statement of net position.		32,266
Loan proceeds are an other financing source in the governmental funds; but increases in long-term liabilities in the statement of net position.		(98,969)
Governmental funds report pension contributions as expenditures. However, in the statement of activities, the cost of pension benefits earned, net of employee contributions, is reported as pension expense:		
Town pension contributions	54,111	
Cost of benefits earned, net of employee contributions	<u>(109,216)</u>	(55,105)
In the statement of activities, accrued compensated absences are measured by the amounts incurred during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially the amounts actually paid). This year compensated absences accrued was more than what was paid by \$6,668.		
		(6,668)
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost (\$305,647) of those assets is allocated over their estimated useful lives and reported as depreciation expense (\$265,210). This is the amount by which depreciation was less than capital outlays in the current period.		
		<u>40,437</u>
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>(48,056)</u>

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN  
FUND BALANCE - COMPARED TO BUDGET  
GENERAL FUND  
YEAR ENDED JUNE 30, 2017

EXHIBIT G

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
<b>Taxes</b>			
Property taxes	\$ 2,306,137	\$ 2,305,914	\$ (223)
PILOT	166,000	188,051	22,051
<b>Total taxes</b>	<u>2,472,137</u>	<u>2,493,965</u>	<u>21,828</u>
<b>State of Vermont</b>			
Current use	40,000	45,450	5,450
Highways	113,000	112,686	(314)
State hospital	25,000	25,000	0
Appraisal assistance	13,718	12,827	(891)
Railroad levy	2,000	4,662	2,662
Police - highway fines	12,000	18,312	6,312
Public safety grants	0	17,756	17,756
<b>Total State of Vermont</b>	<u>205,718</u>	<u>236,693</u>	<u>30,975</u>
<b>Fees, Licenses and Permits</b>			
Animal licenses	2,000	1,608	(392)
Beverage and entertainment licenses	1,100	1,365	265
Copier fees	8,000	7,461	(539)
Zoning fees	7,500	16,749	9,249
Town Clerk fees	42,000	34,043	(7,957)
Records restoration	2,500	2,026	(474)
Excess weight permits	1,000	975	(25)
Peddlers' permits	150	350	200
Marriage licenses	200	0	(200)
Land posting permits	100	0	(100)
Grant - lister training	100	0	(100)
Other miscellaneous	100	2,718	2,618
<b>Total fees, licenses and permits</b>	<u>64,750</u>	<u>67,295</u>	<u>2,545</u>
<b>Police</b>			
Contract wages	113,880	99,220	(14,660)
Other miscellaneous	2,000	4,196	2,196
<b>Total police</b>	<u>115,880</u>	<u>103,416</u>	<u>(12,464)</u>
<b>Interest and Penalties</b>			
Investment income	2,000	1,683	(317)
Interest on delinquent taxes	15,000	20,067	5,067
Penalties on delinquent taxes	18,000	35,265	17,265
<b>Total interest and penalties</b>	<u>35,000</u>	<u>57,015</u>	<u>22,015</u>
<b>Other Revenues</b>			
Water pollution control	4,500	4,500	0
Berlin Historical Society	250	250	0
Friendship Park grant	0	5,100	5,100
<b>Total other revenues</b>	<u>4,750</u>	<u>9,850</u>	<u>5,100</u>
<b>Total revenues</b>	<u>2,898,235</u>	<u>2,968,234</u>	<u>69,999</u>

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN  
 FUND BALANCE - COMPARED TO BUDGET  
 GENERAL FUND  
 YEAR ENDED JUNE 30, 2017

EXHIBIT G

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
<b>EXPENDITURES</b>			
General Government			
Administration			
Town Clerk	43,981	44,176	(195)
Town Treasurer	53,750	54,422	(672)
Assistant Clerk	17,519	18,571	(1,052)
Selectboard	3,750	3,750	0
Assistant Town Administrator	40,400	40,883	(483)
Town Administrator	62,425	62,701	(276)
Board of Civil Authority	500	0	500
Office supplies	8,000	9,081	(1,081)
Training	1,200	1,054	146
Computers and equipment	1,350	0	1,350
Copier	1,450	1,416	34
Records restoration	2,500	0	2,500
Postage	6,000	5,561	439
Postage meter rental	750	726	24
Telephone	4,500	4,179	321
Software and support	1,000	0	1,000
Clerk - advertising	500	0	500
Total administration	<u>249,575</u>	<u>246,520</u>	<u>3,055</u>
Listers			
Contract - assessor	20,500	20,145	355
Supplies	400	129	271
Software and support	500	1,177	(677)
Tax maps	1,500	1,182	318
License	350	215	135
Computer	250	0	250
Legal	500	0	500
Total listers	<u>24,000</u>	<u>22,848</u>	<u>1,152</u>
Meetings and Elections			
Town meetings and elections	7,000	6,121	879
Town reports	1,500	1,280	220
Legal notices and advertising	750	1,286	(536)
Total meetings and elections	<u>9,250</u>	<u>8,687</u>	<u>563</u>
Insurance			
Workers' compensation	2,107	1,238	869
Health insurance	20,750	20,904	(154)
Social Security	16,700	17,143	(443)
Unemployment	240	279	(39)
Disability	780	779	1
Life insurance	687	686	1
Health insurance buyback	4,875	5,063	(188)
Deductible	700	0	700

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN  
 FUND BALANCE - COMPARED TO BUDGET  
 GENERAL FUND  
 YEAR ENDED JUNE 30, 2017

EXHIBIT G

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
Insurance (continued)			
Pension	11,400	12,128	(728)
General insurance	14,664	15,648	(984)
Total insurance	<u>72,903</u>	<u>73,868</u>	<u>(965)</u>
Zoning			
Training	250	387	(137)
Advertising	500	0	500
Legal fees	2,000	0	2,000
Total zoning	<u>2,750</u>	<u>387</u>	<u>2,363</u>
Development Review Board			
Secretary	4,500	2,115	2,385
Legal fees	2,000	147	1,853
Advertising	1,500	1,535	(35)
Total development review board	<u>8,000</u>	<u>3,797</u>	<u>4,203</u>
Planning			
Supplies, mileage and training	250	175	75
Advertising and printing	500	15	485
Total planning	<u>750</u>	<u>190</u>	<u>560</u>
Other			
Cemeteries	10,000	8,400	1,600
Conservation Commission	50	50	0
Green Up Day	500	667	(167)
Emergency management commission	2,087	2,030	57
Total other	<u>12,637</u>	<u>11,147</u>	<u>1,490</u>
Taxes and Assessments			
Animal control officer	2,500	428	2,072
Washington county assessment	36,826	36,826	0
Ambulance service	80,000	79,412	588
Central Vermont Humane Society	1,800	1,480	320
Central Vermont Solid Waste Mgmt District	5,700	2,840	2,860
Central Vermont Economic Development	500	500	0
Vermont League of Cities and Towns	4,126	4,126	0
Central Vermont Regional Planning Commission	3,176	3,176	0
Total taxes and assessments	<u>134,628</u>	<u>128,788</u>	<u>5,840</u>
Town Office			
Janitorial	7,000	8,107	(1,107)
Supplies	3,000	1,543	1,457
Training	500	545	(45)
Copier	1,700	1,676	24
Advertising	1,000	515	485
Newsletter	500	0	500

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN  
FUND BALANCE - COMPARED TO BUDGET  
GENERAL FUND  
YEAR ENDED JUNE 30, 2017

EXHIBIT G

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
Town Office (continued)			
Software and support	5,000	6,429	(1,429)
Web page	600	511	89
Cloud backup	1,500	1,500	0
Backup storage fees	360	129	231
Maintenance	10,000	10,415	(415)
Vehicle	1,500	1,411	89
Heat and utilities	9,600	4,368	5,232
Internet	1,000	2,249	(1,249)
Equipment contracts	1,500	2,373	(873)
Total town office	<u>44,760</u>	<u>41,771</u>	<u>2,989</u>
General			
Legal	20,000	10,940	9,060
Auditing and accounting	15,000	17,000	(2,000)
Payroll services	2,000	2,253	(253)
Selectboard minutes	2,400	960	1,440
Emergency generator	1,500	733	767
Tax refunds and abatements	5,000	10,408	(5,408)
Town office water connection	0	3,767	(3,767)
Municipal boundary signs	2,000	0	2,000
Miscellaneous	1,000	38	962
Total general	<u>48,900</u>	<u>46,099</u>	<u>2,801</u>
Total general government	<u>608,153</u>	<u>584,102</u>	<u>24,051</u>
Police			
Wages	267,220	285,121	(17,901)
Wages - night shift	171,963	151,691	20,272
Wages - part time	22,000	23,676	(1,676)
Wages - clerical	33,656	33,861	(205)
Wages - CVMC	87,360	67,855	19,505
Wages - overtime	15,000	28,593	(13,593)
Wages - on call	4,350	10,161	(5,811)
Workers' compensation	51,574	61,687	(10,113)
Health insurance	86,900	72,038	14,862
Social Security	46,100	40,922	5,178
Unemployment	349	2,402	(2,053)
Social Security - CVMC	6,700	5,261	1,439
Disability insurance	2,500	1,970	530
Life insurance	2,025	1,809	216
Health insurance buyback	9,750	9,075	675
Employee benefits	3,150	1,143	2,007
Pension	29,900	34,170	(4,270)
Vehicle and liability insurance	27,762	29,505	(1,743)
Supplies	4,500	1,850	2,650

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN  
FUND BALANCE - COMPARED TO BUDGET  
GENERAL FUND  
YEAR ENDED JUNE 30, 2017

EXHIBIT G

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
Police (continued)			
Uniforms	6,000	13,206	(7,206)
Guns and ammo	1,500	1,595	(95)
Copier lease	1,524	1,524	0
VIBRS	5,100	6,784	(1,684)
Media and data	4,500	4,268	232
Advertising	200	0	200
Training	2,500	1,093	1,407
Telephone	6,900	7,760	(860)
Legal	2,000	0	2,000
Equipment maintenance	10,425	10,615	(190)
Vehicle fuel	16,000	14,665	1,335
Lodging prisoners	1,000	400	600
Policing grants	0	16,488	(16,488)
Special investigation unit	2,300	2,300	0
Other	2,800	4,025	(1,225)
Berlin Community Fund	0	1,032	(1,032)
Total police	<u>935,508</u>	<u>948,545</u>	<u>(13,037)</u>
Highways			
Summer roads			
Wages	90,055	94,554	(4,499)
Roadside mowing	7,000	6,250	750
Chloride	28,000	27,640	360
Culverts and materials	10,000	13,147	(3,147)
Equipment maintenance	26,000	20,478	5,522
Fuel	20,000	9,332	10,668
Total summer roads	<u>181,055</u>	<u>171,401</u>	<u>9,654</u>
Winter roads			
Wages	119,620	114,322	5,298
Sand	60,000	64,107	(4,107)
Salt	70,000	81,900	(11,900)
Equipment maintenance	35,000	34,837	163
Fuel	30,000	20,486	9,514
Total winter roads	<u>314,620</u>	<u>315,652</u>	<u>(1,032)</u>
General			
Paving	60,000	66,707	(6,707)
Resurfacing - gravel	117,000	127,680	(10,680)
Bridge maintenance	10,000	0	10,000
Road signs and fencing	4,000	1,284	2,716
Guardrails	12,000	12,601	(601)
Total general	<u>203,000</u>	<u>208,272</u>	<u>(5,272)</u>

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN  
FUND BALANCE - COMPARED TO BUDGET  
GENERAL FUND  
YEAR ENDED JUNE 30, 2017

EXHIBIT G

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Other</b>			
Workers' compensation	39,802	31,460	8,342
Health insurance	40,450	34,908	5,542
Social Security	16,100	16,302	(202)
Unemployment	186	335	(149)
Disability insurance	920	920	0
Life insurance	800	844	(44)
Health insurance buyback	4,875	4,875	0
Deductible	1,400	0	1,400
Pension	11,900	11,536	364
General insurance	10,780	10,770	10
Storm water permit	300	1,185	(885)
Erosion control	4,000	4,675	(675)
Supplies	5,000	9,097	(4,097)
Advertising	500	830	(330)
Training	500	60	440
Telephone	2,500	2,694	(194)
Garage	23,000	24,557	(1,557)
Trash removal	1,285	0	1,285
Street lights	10,500	8,843	1,657
Traffic lights	3,000	1,031	1,969
Miscellaneous	500	0	500
Uniforms	6,200	8,452	(2,252)
<b>Total other</b>	<u>184,498</u>	<u>173,374</u>	<u>11,124</u>
<b>Total highways</b>	<u>883,173</u>	<u>868,699</u>	<u>14,474</u>
<b>Appropriations</b>			
Battered Women Services	975	975	0
Berlin Volunteer Fire Department	245,158	245,158	0
Barre Area Senior Center	1,000	1,000	0
Central Vermont Adult Basic Education	1,200	1,200	0
Capstone Community Action	500	500	0
Central Vermont Council on Aging	3,000	3,000	0
Central Vermont Home Health and Hospice	5,700	5,700	0
Central Vermont Memorial Civic	1,000	1,000	0
Family Center of Washington County	800	800	0
Good Samaritan Haven	800	800	0
Green Mountain Transit Agency	10,920	10,920	0
Green Up Vermont	150	150	0
Home Share	300	300	0
Just Basics, Inc.	2,000	2,000	0
Kellogg-Hubbard Library	28,271	28,271	0
Montpelier Senior Center	4,200	4,200	0
Our House of Central Vermont	250	250	0
People's Health & Wellness Clinic	500	500	0

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN  
FUND BALANCE - COMPARED TO BUDGET  
GENERAL FUND  
YEAR ENDED JUNE 30, 2017

EXHIBIT G

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
Appropriations (continued)			
Prevent Child Abuse VT	600	600	0
Sexual Assault Crisis Team	300	300	0
Vermont Assoc. for the Blind & Visually Impaired	500	500	0
Vermont Center for Independent Living	1,000	1,000	0
Washington County Diversion	500	500	0
Washington County Youth Service Bureau	500	500	0
Total appropriations	<u>310,124</u>	<u>310,124</u>	<u>0</u>
Debt service			
Principal	31,902	32,266	(364)
Interest	6,090	5,676	414
Total debt service	<u>37,992</u>	<u>37,942</u>	<u>50</u>
Capital outlays			
General government	0	2,000	(2,000)
Highway	255,000	236,606	18,394
Police	38,000	42,041	(4,041)
Total capital outlays	<u>293,000</u>	<u>280,647</u>	<u>12,353</u>
Total expenditures	<u>3,067,950</u>	<u>3,030,059</u>	<u>37,891</u>
Excess Revenues (Expenditures)	<u>(169,715)</u>	<u>(61,825)</u>	<u>107,890</u>
Other Financing Sources (Uses)			
Sale of assets	0	6,768	6,768
Loan proceeds	125,000	98,969	(26,031)
Total other financing sources (uses)	<u>125,000</u>	<u>105,737</u>	<u>(19,263)</u>
Net Change in Fund Balance	<u>\$ (44,715)</u>	43,912	<u>\$ 88,627</u>
Fund Balance - July 1, 2016		<u>1,059,603</u>	
Fund Balance - June 30, 2017		<u>\$ 1,103,515</u>	

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
STATEMENT OF NET POSITION  
PROPRIETARY FUNDS  
JUNE 30, 2017

EXHIBIT H

	Water Pollution Fund	Water Division Fund	Total
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	\$ 987,654	\$ 58,578	\$ 1,046,232
Accounts receivable, net of allowance	2,268	1,114	3,382
Unbilled user fees	154,473	52,295	206,768
Grant receivable	0	145,981	145,981
Total current assets	<u>1,144,395</u>	<u>257,968</u>	<u>1,402,363</u>
<b>Non-Current Assets</b>			
Land	0	106,000	106,000
Plant and equipment, net of depreciation	626,645	5,807,656	6,434,301
Total non-current assets	<u>626,645</u>	<u>5,913,656</u>	<u>6,540,301</u>
Total assets	<u>1,771,040</u>	<u>6,171,624</u>	<u>7,942,664</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Accounts payable	78,962	1,437	80,399
Construction and retainage payable	0	142,629	142,629
Accrued interest payable	0	10,734	10,734
Advances from other funds	0	143,733	143,733
Due to other funds	106,201	21,682	127,883
Bond and note payable due within one year	0	110,020	110,020
Total current liabilities	<u>185,163</u>	<u>430,235</u>	<u>615,398</u>
<b>Noncurrent Liabilities</b>			
Bond and note payable due after one year	0	3,867,653	3,867,653
Total noncurrent liabilities	<u>0</u>	<u>3,867,653</u>	<u>3,867,653</u>
Total liabilities	<u>185,163</u>	<u>4,297,888</u>	<u>4,483,051</u>
<b>NET POSITION</b>			
Invested in capital assets, net of related debt	626,645	1,793,354	2,419,999
Unrestricted	959,232	80,382	1,039,614
Total net position	<u>\$ 1,585,877</u>	<u>\$ 1,873,736</u>	<u>\$ 3,459,613</u>

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
STATEMENT OF REVENUES, EXPENSES AND  
CHANGE IN NET POSITION  
PROPRIETARY FUNDS  
YEAR ENDED JUNE 30, 2017

EXHIBIT I

	Water Pollution Fund	Water Division Fund	Total
<b>OPERATING REVENUES</b>			
User charges and fees	\$ 547,745	\$ 200,732	\$ 748,477
Interest and penalties	2,150	599	2,749
<b>Total operating revenues</b>	<b>549,895</b>	<b>201,331</b>	<b>751,226</b>
<b>OPERATING EXPENSES</b>			
Wages and related	18,023	207	18,230
Professional services	7,824	75	7,899
Maintenance, operations and services	515,709	50,900	566,609
Administrative expenses	6,255	1,339	7,594
Depreciation	31,657	110,974	142,631
<b>Total operating expenses</b>	<b>579,468</b>	<b>163,495</b>	<b>742,963</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(29,573)</b>	<b>37,836</b>	<b>8,263</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>			
Grant income	0	239,430	239,430
Loss on disposal of asset	(3,425)	0	(3,425)
Interest expense	0	(104,107)	(104,107)
Interest income	6,369	0	6,369
<b>Net nonoperating revenues</b>	<b>2,944</b>	<b>135,323</b>	<b>138,267</b>
<b>CHANGE IN NET POSITION</b>	<b>(26,629)</b>	<b>173,159</b>	<b>146,530</b>
<b>NET POSITION - JULY 1, 2016</b>	<b>1,612,506</b>	<b>1,700,577</b>	<b>3,313,083</b>
<b>NET POSITION - JUNE 30, 2017</b>	<b>\$ 1,585,877</b>	<b>\$ 1,873,736</b>	<b>\$ 3,459,613</b>

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
YEAR ENDED JUNE 30, 2017

EXHIBIT J

	<u>Water Pollution Fund</u>	<u>Water Division Fund</u>
<b>CASH FLOWS FROM (TO) OPERATING ACTIVITIES</b>		
Cash received from customers	\$ 687,165	\$ 195,112
Cash payments to suppliers for goods and services	<u>(486,545)</u>	<u>(51,371)</u>
Net cash from operating activities	<u>200,620</u>	<u>143,741</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>		
Cash payments from (to) other funds	<u>26,944</u>	<u>(3,574)</u>
<b>CASH FLOWS FROM (TO) CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Proceeds from long-term debt and grants	0	352,426
Principal paid on capital debt	0	(58,542)
Additions of capital assets, net of change in related payables	0	(367,230)
Interest paid on capital debt	<u>0</u>	<u>(104,267)</u>
Net cash from (to) capital and related financing activities	<u>0</u>	<u>(177,613)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest on cash and investments	<u>6,369</u>	<u>0</u>
Net cash from investing activities	<u>6,369</u>	<u>0</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	233,933	(37,446)
<b>CASH AND CASH EQUIVALENTS - JULY 1, 2016</b>	<u>753,721</u>	<u>96,024</u>
<b>CASH AND CASH EQUIVALENTS - JUNE 30, 2017</b>	<u>\$ 987,654</u>	<u>\$ 58,578</u>
<b>RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH FROM OPERATING ACTIVITIES</b>		
Income (loss) from operations	\$ (29,573)	\$ 37,836
Adjustments to reconcile income (loss) from operations to net cash flow from operating activities		
Depreciation	31,657	110,974
(Increase) decrease in accounts receivable	137,337	(6,219)
Increase (decrease) in accounts payable	<u>61,199</u>	<u>1,150</u>
Net cash from operating activities	<u>\$ 200,620</u>	<u>\$ 143,741</u>

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
 STATEMENT OF NET POSITION - FIDUCIARY FUND  
 JUNE 30, 2017

	Cemetery Funds
<b>ASSETS</b>	
Cash and cash equivalents	\$ 13,968
 <b>LIABILITIES</b>	
	0
 <b>NET POSITION</b>	
Restricted	\$ 13,968

See Notes to Financial Statements.

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TOWN OF BERLIN, VERMONT  
 STATEMENT OF CHANGE IN NET POSITION  
 FIDUCIARY FUND  
 YEAR ENDED JUNE 30, 2017

	<u>Cemetery Funds</u>
ADDITIONS	
Interest	\$      6
DEDUCTIONS	<u>          0</u>
CHANGE IN NET POSITION	6
NET POSITION - July 1, 2016	<u>13,962</u>
NET POSITION - June 30, 2017	<u>\$  13,968</u>

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017

The Town of Berlin (the Town) is a unit of local government organized under the statutes of the State of Vermont. The Town is governed by a five member Select Board. The Town provides various services as authorized and funded by State government or Town voters.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is primarily responsible for establishing GAAP for state and local governments through its pronouncements (including Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Town are discussed below.

*Reporting Entity*

The Town's basic financial statements include the accounts of all Town operations. The criteria for including organizations as component units within the Town's reporting entity are set forth in GASB 14 as amended by GASB 39, and Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards.

Based on the criteria, the Town has no component units.

*Basic Financial Statements – Government-Wide Statements*

The Town's basic financial statements include both government-wide (reporting the Town as a whole) and fund financial statements (focusing on the Town's major funds). The government-wide financial statements categorize primary activities as either governmental or business type.

The government-wide Statement of Net Position, both the governmental and business-type activities columns (a) are presented on a consolidated basis by column, and (b) are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Town's net position is reported in three parts – invested in capital assets, net of related debt; restricted net position; and unrestricted net position. The Town first utilizes restricted resources to finance qualifying activities for which both restricted and unrestricted resources are available.

The government-wide Statement of Activities reports both the gross and net cost of each of the Town's governmental functions and business-type activities. The functions are also supported by general government revenue (property taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenue, including operating and capital grants and contributions. Program revenue must be directly associated with the governmental function (public works, etc.) or a business-type activity. Operating grants include operating-specific and discretionary grants while capital grants and contribution column reflects capital specific grants and contributions.

The net costs (by governmental function or business-type activity) are normally covered by general revenues (property taxes, intergovernmental revenues, interest income, etc.).

This government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net position resulting from the current year's activities.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Basic Financial Statements - Fund Financial Statements*

The financial transactions of the Town are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues and expenditures/expenses. The various funds are reported by major fund within the financial statements.

The Town's major funds consist of the General Fund, the Water Pollution Fund and the Water Division Fund. The non-major funds of the Town consist of the Recreation and Parks Fund, Conservation Fund, Montpelier Filtration Fund, Bike Path Fund, Bridge Fund and the Road Project Fund. The General Fund is the main operating fund of the Town. The Water Pollution Fund accounts for the activity of the water pollution system. The Water Division Fund accounts for the activities of the Town's water supply system.

**Proprietary Funds**

The focus of proprietary fund measurement is upon determination of operating income, changes in net position, and cash flows. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The following is a description of the proprietary funds of the Town:

Enterprise funds are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs. The Water Pollution Fund and the Water Division Fund are major Enterprise Funds.

**Fiduciary Funds**

Fiduciary funds account for assets held in a trustee capacity (trust funds) or as an agent (agency funds) for the benefit of parties outside of the Town. The Town's fiduciary fund is the Cemetery Fund, which is a trust fund.

*Measurement Focus*

The accounting and financial reporting applied to a fund is determined by its measurement focus. Government-wide and proprietary fund financial statements are reported using the economic resources measurement focus. This means that all assets and liabilities associated with the operation of these funds (whether current or noncurrent) are included on the balance sheet (or statement of net position). Fund equity is segregated into invested in capital assets, net of related debt; restricted net position; and unrestricted net position. Operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net position.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Basis of Accounting*

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual

Both governmental and business-type activities in the government-wide financial statements and the proprietary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when transactions occur and expenses are recognized when incurred.

Modified Accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenue is recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end for property taxes and six months for other revenue (grants and loans). Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, compensated absences, claims and judgments, and certain prepaids, which are recognized when due/paid.

*Government-wide and Proprietary Fund Net Position*

Net position represents the difference between assets and liabilities in the statement of net position. Net position is divided into three components:

Invested in capital assets, net of related debt – consist of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets.

Restricted net position – consist of assets that are restricted by the Town's creditors, enabling legislation, by grantors, and by other contributors.

Unrestricted net position – all other net position is reported in this category.

*Unavailable Revenue*

Unavailable revenue consists of the following:

General Fund – Delinquent taxes not collected within sixty (60) days after year end and other receivables not collected within six months after year end.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Pensions*

GASB Statement No. 68 establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expenses/expenditures.

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Vermont Municipal Employees' Retirement System (VMERS) and additions to/deductions from VMERS's fiduciary net position have been determined on the same basis as they are reported by VMERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

*Deferred Outflows of Resources*

The Town reports decreases in net assets that relate to future periods as deferred outflows of resources in a separate section of its government-wide and proprietary funds statements of net position. The deferred outflows of resources reported in this year's financial statements are for 1) the difference between expected and actual experience 2) changes in assumptions 3) contributions made subsequent to the measurement date 4) differences between projected and actual investment earnings and 5) changes in proportion and differences between employer contributions and proportionate share of contributions. No deferred outflows of resources affect the governmental funds financial statements in the current year.

*Deferred Inflows of Resources*

The Town's statements of net position and its governmental fund balance sheet report a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net position that applies to a future period(s).

In its governmental funds, the only deferred inflow of resources is for revenues that are not considered available. The Town has one item which occurs because governmental fund revenues are not recognized until available (collected not later than sixty days after the end of the Town's fiscal year for property taxes, and six months for all other revenues) under the modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, unavailable property tax revenue is reported in the governmental funds balance sheet. The Town did not have deferred inflows of resources to report in its government-wide or proprietary fund financial statements for the current year.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Fund Equity*

GASB Statement 54 "Fund Balance Reporting and Governmental Fund Type Definitions" provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable fund balances - Indicates the portion of fund equity that cannot be spent due to their form (e.g. inventories, prepaids and long-term receivables) or funds that legally or contractually must be maintained intact.

Restricted fund balances - Indicates the portion of fund equity that is mandated for a specific purpose by external parties, constitutional provisions, or enabling legislation (e.g. federal and state grants, bondholders, trust and trustee accounts).

Committed fund balances - Indicates the portion of fund equity that is set aside for a specific purpose by the Town's highest level of decision making authority, the voters, as a result of articles passed at Annual or Special Meetings.

Assigned fund balances - Indicates the portion of fund equity that is set aside with the intent to be used for a specific purpose by the Selectboard. Assigned funds cannot cause a deficit in unassigned fund balance.

Unassigned fund balances - Indicates the portion of fund equity that has not been classified in the previous four categories. All funds in this category are considered spendable resources. This category provides the resources necessary to meet unexpected expenditures and revenue shortfalls.

When an expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:

1. Committed
2. Assigned
3. Unassigned

*Cash and Cash Equivalents*

The Town has defined cash and cash equivalents to include cash on hand, demand deposits, cash with fiscal agent, and short-term investments with original maturities of three months or less from the date of acquisition.

*Inventory*

Inventory in the General Fund consists of expendable supplies held for consumption by the Highway Department and is valued at cost, using the first-in/first-out method. Inventory is recorded as an expenditure when consumed rather than when purchased.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Capital Assets*

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Net interest costs are capitalized on projects during the construction period.

Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings and improvements	30 years
Infrastructure	15 - 30 years
Machinery and equipment	5 - 10 years
Vehicles	4 - 10 years

GASB No. 34 requires the Town to report and depreciate new general infrastructure assets prospectively starting July 1, 2003. General infrastructure assets include roads, bridges, underground pipe (other than related to utilities), traffic signals, etc.

*Accrued Compensated Absences*

Government-Wide Financial Statements – All vested or accumulated vacation leave is reported as a liability and an expense on the government-wide financial statements. Sick days are not accrued since they are not paid when the employee terminates employment.

Fund Financial Statements - Vested or accumulated vacation leave that has matured is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are not reported as a liability in the fund financial statements and no expenditure is reported for these amounts. Unused sick days may be accumulated to use in the following year, but sick days are not accrued since they are not paid when the employee terminates employment.

*Budgetary Accounting*

The Town employs a formal budgetary process as a management control device during the year for the General Fund. The Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget to Actual, presents comparisons of the budget with actual data. The budget numbers shown are on the same basis as the financial statements.

The Town is not legally required to adopt a budget for funds other than the General Fund. Therefore, a budgetary comparison is not presented for those funds.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Interfund Activities*

Transactions between funds that are representative of lending/borrowing arrangements that are outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion) or "advances to/from other funds" (i.e., the non-current portion). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

Advances between funds, as reported in the fund financial statements, are offset by a fund reserve account (nonspendable fund balance) in the applicable funds to indicate that they are not available for appropriation and are not expendable available financial resources.

*Prepaid Expenses*

Certain payments to vendors reflect costs that are applicable to future accounting periods and are recorded as prepaid expenses.

*Use of Estimates*

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**NOTE 2 - DEPOSITS**

The Treasurer is authorized to invest excess deposits and investments according to policies set by the Selectboard.

*Custodial Credit Risk – Deposits.* Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. As of June 30, 2017, \$1,332,535 of the government's bank balance of \$2,117,567 was exposed to custodial credit risk. A summary of the Town's custodial credit risk is as follows:

	Bank Balance
Insured by FDIC	\$ 785,032
Uninsured, collateralized by securities held by the pledging financial institution	1,332,535
Total	\$ 2,117,567

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 3 - PROPERTY TAXES**

Property taxes in the Town of Berlin support the School District as well as Town operations. Property taxes attach as an enforceable lien on property owned as of April 1<sup>st</sup>. Listers establish a grand list of all property and the Selectboard sets the tax rate required to raise the tax revenue authorized by Town and School District voters and the Vermont Agency of Education. Taxes are payable in four installments, in August, November, February and May. All late payments are subject to an 8% penalty, and interest.

**NOTE 4 – INTERFUND LOAN**

During fiscal year 2015, the General Fund loaned the Water Division \$143,733 at 0% interest. The note is a demand note that is due in its entirety on June 30, 2021.

**NOTE 5 - INTERFUND ACTIVITY**

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them in accordance with budgetary authorizations. There were no transfers in fiscal year 2017.

The composition of due from/(to) other funds at June 30, 2017 are as follows:

	Due from other funds	Due to other funds
Governmental funds:		
General Fund	\$ 73,995	\$ 0
Recreation and Parks Fund	3,648	0
Montpelier Filtration Fund	1,280	0
Bridge Fund	19,398	0
Road Project Fund	29,562	0
Proprietary funds:		
Water Pollution	0	106,201
Water Division	0	21,682
	<u>\$ 127,883</u>	<u>\$ 127,883</u>

**NOTE 6 - RECEIVABLES**

Receivable balances as of June 30, 2017 were as follows:

	Governmental Activities	Business-Type Activities	Net Receivables
Delinquent taxes, penalty & interest receivable, net of \$25,547 allowance	\$ 137,616	\$ 0	\$ 137,616
Grant receivable - USDA	0	145,981	145,981
Unbilled user fees	0	206,768	206,768
Accts receivable - State	4,001	0	4,001
Accts receivable - other, net of \$2,500 allow. (business-type)	2,080	3,382	5,462
	<u>\$ 143,697</u>	<u>\$ 356,131</u>	<u>\$ 499,828</u>

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017  
(Continued)

**NOTE 7 - CAPITAL ASSETS**

The following is a summary of the changes in capital assets for the year:

	Balance June 30, 2016	Additions	Disposals/ Reclassification	(Depreciation)	Balance June 30, 2017
<i>Governmental activities</i>					
Capital assets not depreciated					
Land	\$ 52,400	\$ 0	\$ 0	\$ 0	\$ 52,400
CIP - Friendship Park	31,000	0	(31,000)	0	0
CIP - Berlin Bike Path	32,458	0	0	0	32,458
Total capital assets not deprec.	<u>115,858</u>	<u>0</u>	<u>(31,000)</u>	<u>0</u>	<u>84,858</u>
Capital assets being depreciated					
Land improvements	0	2,000	31,000	0	33,000
Buildings and improvements	287,845	0	0	0	287,845
Infrastructure	1,783,062	97,637	0	0	1,880,699
Machinery and equipment	173,539	9,491	0	0	183,030
Vehicles	1,627,520	196,519	(158,454)	0	1,665,585
Total capital assets being deprec.	<u>3,871,966</u>	<u>305,647</u>	<u>(127,454)</u>	<u>0</u>	<u>4,050,159</u>
Less accumulated depreciation for:					
Land improvements	0	0	0	(1,833)	(1,833)
Buildings and improvements	(107,949)	0	0	(9,595)	(117,544)
Infrastructure	(628,610)	0	0	(91,367)	(719,977)
Machinery and equipment	(143,310)	0	0	(7,712)	(151,022)
Vehicles	(1,187,662)	0	158,454	(154,703)	(1,183,911)
Total accum. depreciation	<u>(2,067,531)</u>	<u>0</u>	<u>158,454</u>	<u>(265,210)</u>	<u>(2,174,287)</u>
Total capital assets, net of deprec.	<u>1,804,435</u>	<u>305,647</u>	<u>31,000</u>	<u>(265,210)</u>	<u>1,875,872</u>
Total govt activities assets, net	<u>\$ 1,920,293</u>	<u>\$ 305,647</u>	<u>\$ 0</u>	<u>\$ (265,210)</u>	<u>\$ 1,960,730</u>
<i>Business-type activities</i>					
Capital assets not depreciated					
Land	\$ 106,000	\$ 0	\$ 0	\$ 0	\$ 106,000
CIP - water pollution	3,425	0	(3,425)	0	0
CIP - water division	5,613,025	0	(5,613,025)	0	0
Total capital assets not deprec.	<u>5,722,450</u>	<u>0</u>	<u>(5,616,450)</u>	<u>0</u>	<u>105,000</u>
Capital assets being depreciated					
Capital improvements	749,574	0	0	0	749,574
Water supply system	0	305,605	5,613,025	0	5,918,630
Main pump upgrades	88,701	0	0	0	88,701
Equipment	71,549	0	0	0	71,549
Total capital assets being deprec.	<u>909,824</u>	<u>305,605</u>	<u>5,613,025</u>	<u>0</u>	<u>6,828,454</u>
Less accumulated depreciation for:					
Capital improvements	(175,978)	0	0	(25,199)	(201,177)
Water supply system	0	0	0	(110,974)	(110,974)
Main pump upgrades	(10,994)	0	0	(2,958)	(13,952)
Equipment	(64,550)	0	0	(3,500)	(68,050)
Total accum. depreciation	<u>(251,522)</u>	<u>0</u>	<u>0</u>	<u>(142,631)</u>	<u>(394,153)</u>
Total capital assets, net of deprec.	<u>\$ 6,380,752</u>	<u>\$ 305,605</u>	<u>\$ (3,425)</u>	<u>\$ (142,631)</u>	<u>\$ 6,540,301</u>

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 7 - CAPITAL ASSETS (Continued)**

Depreciation for the governmental activities was charged to general government for \$104,377, highway for \$128,457 and police for \$32,376. Depreciation for the proprietary funds consisted of \$31,657 for the Water Pollution Fund and \$110,974 for the Water Division Fund.

**NOTE 8 - UNAVAILABLE REVENUE**

Unavailable revenue in the General Fund consists of \$105,045 of property taxes not received within sixty days after year end.

**NOTE 9 - LONG-TERM LIABILITIES**

Long-term liabilities at June 30, 2017 consisted of the following:

*Governmental Activities*

		<u>Due within one year</u>
Bond payable to Vermont Bond Bank with yearly principal reduction of \$10,000 until 11/15/24, then \$5,000 due 11/15/25, variable interest due semiannually.	\$ 85,000	\$ 10,000
Note payable to Community National Bank for highway truck. Principal and interest payments of \$20,618 due annually through January 2022. Interest at 1.375%.	98,969	19,257
Note payable to Northfield Savings Bank for dump truck and chipper. Principal and interest payments of \$5,971 due quarterly through March 2020. Interest at 1.99%.	<u>63,535</u>	<u>22,768</u>
Subtotal	247,504	<u>\$ 52,025</u>
Accrued compensated absences	<u>33,137</u>	
Total	280,641	
Amount due within one year	<u>(52,025)</u>	
Amount due after one year	<u>\$ 228,616</u>	

*Proprietary Funds*

*Water Division Fund*

Note payable to State of Vermont for water supply project. The loan balance remaining is anticipated loan forgiveness expected to be recognized by the State in fiscal year 2018.	\$ 49,921	\$ 49,921
Note payable with USDA, semiannual principal and interest payments of \$81,405 through November 2055, interest at 2.625%.	<u>3,927,752</u>	<u>60,099</u>
Total	3,977,673	<u>\$ 110,020</u>
Amount due within one year	<u>(110,020)</u>	
Amount due after one year	<u>\$ 3,867,653</u>	

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 9 - LONG-TERM LIABILITIES (Continued)**

Long-term debt will mature approximately as follows:

	Governmental			Proprietary		
	Principal	Interest	Total	Principal	Interest	Total
2018	\$ 52,025	\$ 5,762	\$ 57,787	\$ 110,020	\$ 102,711	\$ 212,731
2019	52,752	4,571	57,323	61,687	101,123	162,810
2020	47,327	3,386	50,713	63,316	99,494	162,810
2021	30,062	2,123	32,185	64,989	97,811	162,800
2022	30,338	1,733	32,071	66,706	96,103	162,809
2023-2027	35,000	1,145	36,145	360,920	453,340	814,260
2028-2032	0	0	0	411,189	402,860	814,049
2033-2037	0	0	0	468,459	345,591	814,050
2038-2042	0	0	0	533,707	280,343	814,050
2043-2047	0	0	0	608,042	206,008	814,050
2048-2052	0	0	0	692,730	121,320	814,050
2053-2057	0	0	0	535,908	28,083	563,991
<b>Total</b>	<b>\$ 247,504</b>	<b>\$ 18,720</b>	<b>\$ 266,224</b>	<b>\$ 3,977,673</b>	<b>\$2,334,787</b>	<b>\$ 6,312,460</b>

The following is a summary of changes of long-term liabilities for the year ended June 30, 2017:

	Governmental	Proprietary	Total
Balance at June 30, 2016	\$ 207,270	\$ 4,036,215	\$ 4,243,485
Proceeds	98,969	0	98,969
Accrued vacation earned	30,563	0	30,563
Accrued vacation used	(23,895)	0	(23,895)
Principal payments	(32,266)	(58,542)	(90,808)
<b>Balance at June 30, 2017</b>	<b>\$ 280,641</b>	<b>\$ 3,977,673</b>	<b>\$ 4,258,314</b>

Interest of \$109,783 was paid on long-term debt in fiscal year 2017.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 10 – RESTRICTED/COMMITTED/ASSIGNED FUND BALANCES**

Net position and fund balances are committed/restricted/assigned as follows:

	Restricted Net Position & Fund Balance	Committed Fund Balance	Assigned Fund Balance
Police Community Fund	\$ 0	\$ 12,653	\$ 0
Fire warden	0	900	0
Building maintenance	0	7,026	0
Task force	0	3,000	0
Cemeteries	0	2,758	0
Bridge maintenance	0	34,799	0
Economic Dev. Board	0	1,515	0
Highway equipment	0	847	0
Bond build renovation	0	5,980	0
Planning	0	1,100	0
Water supply	0	2,165	0
Recreation and parks	13,916	0	0
Conservation	46,928	0	0
Montpelier Filtration	1,280	0	0
Bike path	52,329	0	0
Bridges	0	19,398	0
Road projects	0	29,562	0
Computer equipment	0	0	1,350
Capital budget	0	0	6,233
Highway paving/tires	0	0	1,151
Reappraisal	172,328	0	0
Listers education	820	0	0
Records restoration	15,520	0	0
Totals	<u>\$ 303,121</u>	<u>\$ 121,703</u>	<u>\$ 8,734</u>

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 11 - PENSION PLAN**

**DEFINED CONTRIBUTION PLAN**

The State of Vermont authorized VMERS to establish a new defined contribution (DC) plan available to members on July 1, 2000. The DC plan is a tax-sheltered money purchase plan under IRC 401(a). The plan includes a 5% employee contribution and a 5.125% employer contribution. 100% vesting occurs after one year of municipal service.

Of the Town's total payroll of \$1,073,838, \$72,811 was covered under the VMERS defined contribution plan. The total contributions to this plan by the employer were \$3,732 and by the employees were \$3,641.

**VMERS**

*Plan description.* The Town contributes to the Vermont Municipal Employees' Retirement System (VMERS) which is a cost sharing multiple employer defined benefit pension plan that is administered by the State Treasurer and its Board of Trustees. It is designed for school districts and other municipal employees that work on a regular basis and also includes employees of museums and libraries if at least half of that institution's operating expenses are met by municipal funds. An employee of any employer that becomes affiliated with the system may join at that time or at any time thereafter. Any employee hired subsequent to the effective participation date of their employer who meets the minimum hourly requirements is required to join the system. During the year ended June 30, 2016, the retirement system consisted of 441 participating employers.

The plan was established effective July 1, 1975, and is governed by Title 24, V.S.A Chapter 125.

The general administration and responsibility for formulating administrative policy and procedures of the retirement system for its members and their beneficiaries is vested in the Board of Trustees, consisting of five members. They are the State Treasurer, two employee representatives elected by the membership of the system, and two employer representatives – one elected by the governing bodies of participating employers of the system and one selected by the Governor from a list of four nominees. The list of four nominees is jointly submitted by the Vermont League of Cities and Towns and the Vermont School Boards Association.

All assets are held in a single trust and are available to pay retirement benefits to all members. Benefits available to each group are based on average final compensation (AFC) and years of creditable service.

**Summary of System Provisions**

*Membership* is open to all full time employees of participating municipalities. The municipality elects coverage under Groups A, B, C, or D. The Town only has Group B members.

*Creditable service* is service as a member plus purchased service.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 11 - PENSION PLANS (Continued)**

*Benefits provided and contributions*

Avg Final Compensation (AFC)	Group A	Group B	Group C	Group D
	Average annual compensation during highest 5 consecutive years	Average annual compensation during highest 3 consecutive years	Average annual compensation during highest 3 consecutive years	Average annual compensation during highest 2 consecutive years
<b>Service Retirement Allowance</b>				
Eligibility	Earlier of age 65 with 5 years of service or age 55 with 35 years of service	Earlier of age 62 with 5 years of service or age 55 with 30 years of service	Age 55 with 5 years of service	Age 55 with 5 years of service
Amount	1.4% of AFC times service	1.7% of AFC times service as Group B member plus percentage earned as a Group A member times AFC	2.5% of AFC times service as Group C member plus percentage earned as a Group A or B member times AFC	2.5% of AFC times service as Group D member plus percentage earned as a Group A, B, or C member times AFC
Maximum Benefit	60% of AFC, including portion of allowance provided by member contributions		50% of AFC, including portion of allowance provided by member contributions	
<b>Early Retirement Allowance</b>				
Eligibility	Age 55 with 5 years of service		n/a	Age 50 with 20 years of service
Amount	Normal allowance based on service and AFC at early retirement, reduced by 6% for each year commencement precedes Normal Retirement Age		n/a	Normal allowance based on service and AFC at early retirement, without reduction
<b>Vested Retirement Allowance</b>				
Eligibility	5 years of service	5 years of service	5 years of service	5 years of service
Amount	Allowance beginning at normal retirement age based on AFC and service at termination. The AFC is to be adjusted annually by one-half of the percentage change in the CPI, subject to the limits on "Post-Retirement Adjustments" described below.			
<b>Disability Retirement Allowance</b>				
Eligibility	5 years of service and disability as determined by Retirement Board			
Amount	Immediate allowance based on AFC and service to date of disability, children's benefit of 10% of AFC payable to up to three minor children (or children up to age 23 if enrolled in full-time studies) of a disabled Group D member.			
<b>Death Benefit</b>				
Eligibility	After 5 years of service	After 5 years of service	After 5 years of service	After 5 years of service
Amount	Reduced early retirement allowance under 100% survivor option commencing immediately or, if greater, survivor's benefit under disability annuity computed as of the date of death.			70% of the unpeduced accrued benefit plus children's benefit
<b>Optional Benefit and Death after Retirement</b>				
	Lifetime allowance or actuarially equivalent 50% or 100% joint and survivor allowance with refund of contributions guarantee.			Lifetime allowance or 70% contingent annuitant option with no reduction
<b>Refund of Contribution</b>	Upon termination, if the member so elects or if no other benefit is payable, the member's accumulated contributions are refunded.			
<b>Post-Retirement Adjustments</b>				
	Allowance in payment for at least one year, increased on each January 1 by one-half of the percentage increase in CPI but not more than the following percentage:			
	2%	3%	3%	3%
<b>Member Contributions</b>	2.5% effective 1/1/00	4.875% effective 7/1/16	10% eff. 1/1/16	11.35% effective 7/1/16
<b>Employer Contributions</b>	4%	5.5% effective 7/1/16	7.25% eff. 1/1/16	9.85% effective 7/1/16
<b>Retirement Stipend</b>	\$25 per month payable at the option of the Board of Retirees			

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 11 - PENSION PLANS (Continued)**

For the year ended June 30, 2017, the Town's contributions to the Plan were \$54,111.

*Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions.* At June 30, 2017, the Town reported a liability of \$392,273 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2016, the Town's proportion was 0.30481%, which was an increase of 0.00491% from its proportion measured as of June 30, 2015.

For the year ended June 30, 2017, the Town recognized pension expense of \$109,216. At June 30, 2016, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 8,058	\$ 0
Changes in proportion and differences between Town contributions and proportionate share of contributions	11,965	0
Changes in assumptions	62,998	0
Difference between projected and actual investment earnings	127,194	0
Member contributions subsequent to the measurement date	54,111	0
Total	\$ 264,326	\$ 0

Of the \$264,326 of deferred outflows of resources, \$54,111 was from the Town's contributions subsequent to the measurement date which will be recognized as pension expense in the year ending June 30, 2018. Other amounts (\$210,215) reported as deferred outflows of resources will be recognized in pension expense as follows:

<b>Year ending June 30,</b>	
2017	\$ 55,854
2018	55,854
2019	76,562
2020	21,945

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 11 - PENSION PLANS (Continued)**

**Actuarial Assumptions**

The total pension liability in the June 30, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

*Interest rate* – 7.95% per annum

*Salary increase* - 5% per year

*Deaths*

Groups A, B and C – RP-2000 Tables for Employees and Healthy Annuitants projected 10 years from the valuation date with Scale BB with a 60% Blue collar and 40% White collar adjustment.

Group D – RP-2000 Tables for Employees and Healthy Annuitants projected 10 years from the valuation date with Scale BB with a 100% Blue collar adjustment.

The post-retirement mortality assumption was chosen to recognize improved longevity experience after the valuation.

*Spouse's age* – husbands are assumed to be three years older than their wives.

*Cost of Living Adjustments to Benefits of Terminated Vested and Retired Participants* - Assumed to occur at the rate of 1.5% per annum for Group A members and 1.8% per annum for members of Groups B, C and D.

*Actuarial Cost Method* – Projected benefit cost method. The unfunded accrued liability is amortized in installments increasing by 5% per year.

*Asset Valuation Method* – Invested assets are reported at fair value.

*Inflation* - The separately stated assumptions for investment return, salary increases and cost of living adjustments are consistent with an expected annual inflation rate of 3.00% per year.

**Long-term expected rate of return**

The long-term expected rate of return on pension plan investments was determined using best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) developed for each major asset class using an econometric model that forecasts a variety of economic environments and then calculates asset class returns based on functional relationships between the economic variable and the asset classes. These best estimate ranges were combined to produce forecasts of the short, intermediate, and longer term horizons by weighting the expected future nominal rates of return by the target asset allocation percentage. The various time horizons in the forecast are intended to capture more recent economic and capital market conditions as well as other plausible environments that could develop in the future over economic cycles.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 11 - PENSION PLANS (Continued)**

Best estimates of arithmetic rates of return for each major asset class included in the target asset allocation as of June 30, 2016 are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Equity	8.54%
Fixed Income	2.36%
Alternatives	8.35%
Multi-strategy	4.90%

Nominal long-term expected rates of return for these asset classes are equal to the sum of the above expected long-term real rates and the expected long-term inflation rate of 3.0%.

*Discount Rate* – The discount rate used to measure the total pension liability was 7.95%. The projection of cash flows used to determine the discount rate assumed that contributions will continue to be made in accordance with the current funding policy. Based on these assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments to current System members. The assumed discount rate has been determined in accordance with the method prescribed by GASB 68.

The following presents the net pension liability calculated using the discount rate of 7.95%, as well as what the proportionate share would be if it were calculated using a discount rate that is 1 percent lower (6.95%) or 1 percent higher (8.95%) than the current rate:

<u>1% Decrease (6.95%)</u>	<u>Discount Rate (7.95%)</u>	<u>1% Increase (8.95%)</u>
\$ 651,212	\$ 392,273	\$ 175,464

*Plan Fiduciary Net Position.* Detailed information about the Plan's fiduciary net position is available in the State of Vermont's Comprehensive Annual Financial Report (CAFR). The CAFR can be viewed on the State's Department of Finance and Management website.

**NOTE 12 - RISK MANAGEMENT**

The Town is exposed to various risks of loss related to tort; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. The Town maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town. Settled claims have not exceeded this commercial coverage in any of the past three (3) fiscal years.

**NOTE 13 - COMMITMENTS**

In September 2016, the Town entered into a three year contract for ambulance service with the Town of Barre. The contract fees are based on a per capita fee with ranges from \$29.52 for fiscal year 2017 up to \$33.79 per capita for fiscal year 2019. The contract may be extended for two additional years at the per capita rates of \$36.15 and \$38.68.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017  
(Continued)

**NOTE 14 - CONTINGENCY**

The Town participates in state grant programs that are subject to audits by the grantors or their representatives. The audits of these programs for or including the year ended June 30, 2017 have not yet been reviewed by the grantor agencies. Accordingly, compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenses which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

**NOTE 15 – BUDGETED DEFICIT**

The Town elected to budget expenditures in excess of revenues by \$44,715 in the General Fund in order to reduce the prior year fund balance. This is reflected as a budgeted deficiency in revenues over expenditures on Exhibit G.

**NOTE 16 – TAX ABATEMENTS**

The State of Vermont operates a Current Use Program and enters into tax abatement agreements directly with landowners. Enrolled landowners are required to manage their land in accordance with an approved plan, and the land is subject to a lien to recover taxes abated if the land is ever developed. In exchange, the landowners receive a reduction in assessed value on their property tax bills, which results in a reduction of property tax revenue to the Town. For fiscal year 2017, the amount of Town property taxes forgone as a result of the Current Use Program was approximately \$192,000. In accordance with 32 V.S.A. § 3760, the State of Vermont limits the total loss of revenue to zero by providing the Town with a Hold Harmless payment in the following year that is equivalent to the taxes previously foregone.

**NOTE 17 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through November 21, 2017, the date which the financial statements were available for issue.

In August, 2017, the Town signed a \$77,167 note with Community Bank N.A. for the purchase of a truck. The note is to be paid in five annual principal payments of \$15,433 plus interest at 1.95% through August 2022.

SCHEDULE 1

TOWN OF BERLIN, VERMONT  
 COMBINING AND INDIVIDUAL FUND BALANCE SHEET  
 OTHER GOVERNMENTAL FUNDS  
 JUNE 30, 2017

	Special Revenue Funds			Capital Project Funds				Total
	Recreation and Parks Fund	Conservation Fund	Montpelier Filtration Fund	Bike Path Fund	Bridge Fund	Road Project Fund		
ASSETS								
Cash and cash equivalents	\$ 10,268	\$ 46,928	\$ 0	\$ 52,329	\$ 0	\$ 0	\$ 0	\$ 109,525
Due from other funds	3,648	0	1,280	0	19,398	29,562		53,888
Total assets	\$ 13,916	\$ 46,928	\$ 1,280	\$ 52,329	\$ 19,398	\$ 29,562		\$ 163,413
LIABILITIES AND FUND BALANCES								
LIABILITIES	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
FUND BALANCES								
Restricted	13,916	46,928	1,280	52,329	0	0	0	114,453
Committed	0	0	0	0	19,398	29,562		48,960
Total fund balances	13,916	46,928	1,280	52,329	19,398	29,562		163,413
Total liabilities and fund balances	\$ 13,916	\$ 46,928	\$ 1,280	\$ 52,329	\$ 19,398	\$ 29,562		\$ 163,413

SCHEDULE 2

TOWN OF BERLIN, VERMONT  
 COMBINING AND INDIVIDUAL FUND SCHEDULE OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES  
 OTHER GOVERNMENTAL FUNDS  
 YEAR ENDED JUNE 30, 2017

	Special Revenue Funds				Capital Project Funds			Total
	Recreation and Parks Fund	Conservation Fund	Montpelier Filtration Fund	Bike Path Fund	Bridge Fund	Road Project Fund		
REVENUES								
Interest	\$ 5	\$ 18	\$ 0	\$ 25	\$ 0	\$ 0	\$ 48	
Other	0	8,700	0	0	0	0	8,700	
Total revenue	5	8,718	0	25	0	0	8,748	
EXPENDITURES	1,653	2,750	0	3,000	0	0	7,403	
EXCESS REVENUES (EXPENDITURES)	(1,648)	5,968	0	(2,975)	0	0	1,345	
FUND BALANCES - July 1, 2016	15,564	40,960	1,280	55,304	19,398	29,562	162,068	
FUND BALANCES - June 30, 2017	\$ 13,916	\$ 46,928	\$ 1,280	\$ 52,329	\$ 19,398	\$ 29,562	\$ 163,413	

TOWN OF BERLIN, VERMONT  
 SCHEDULES OF TOWN'S PROPORTIONATE SHARE OF NET PENSION LIABILITY  
 AND TOWN CONTRIBUTIONS  
 YEAR ENDED JUNE 30, 2017

SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE OF THE  
 NET PENSION LIABILITY  
 VERMONT EMPLOYEES MUNICIPAL RETIREMENT PLAN  
 AS OF MEASUREMENT DATE JUNE 30,

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Town's proportion of the net pension liability (asset)	0.30481%	0.29990%	0.26030%
Town's proportionate share of the net pension liability (asset)	\$ 392,273	\$ 231,207	\$ 23,756
Town's covered-employee payroll	\$ 842,285	\$ 779,921	\$ 655,141
Town's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	46.57%	29.64%	3.63%
Plan fiduciary net position as a percentage of the total pension liability	80.95%	87.42%	98.32%

SCHEDULE OF TOWN CONTRIBUTIONS  
 VERMONT EMPLOYEES MUNICIPAL RETIREMENT PLAN  
 YEARS ENDED JUNE 30,

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Contractually required contributions	\$ 54,111	\$ 46,326	\$ 41,921	\$ 33,576	\$ 30,031
Contributions in relation to the contractually required contribution	<u>(54,111)</u>	<u>(46,326)</u>	<u>(41,921)</u>	<u>(33,576)</u>	<u>(30,031)</u>
Contribution deficiency (excess)	<u>\$ 0</u>				
Town's covered-employee payroll	\$ 983,843	\$ 842,285	\$ 779,921	\$ 655,141	\$ 600,620
Contributions as a percentage of covered-employee payroll	5.500%	5.500%	5.375%	5.125%	5.000%

FOTHERGILL SEGALE & VALLEY  
Certified Public Accountants



John E. (Jeff) Fothergill, CPA  
Michael L. Segale, CPA  
Sheila R. Valley, CPA  
Teresa H. Kajenski, CPA  
Donald J. Murray, CPA

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Selectboard  
Town of Berlin  
Berlin, Vermont

We have audited, 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, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Berlin, Vermont, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated November 21, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

*A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

*A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

143 BARRE STREET • MONTPELIER • VERMONT 05602 • 802-223-6261 • FAX: 802-223-1550 • [www.fsv-cpas.com](http://www.fsv-cpas.com)

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

*Fothergill Segale & Valley, CPAs*

FOTHERGILL SEGALE & VALLEY, CPAs  
Montpelier, Vermont  
Vermont Public Accountancy License #110

November 21, 2017

## ASSESSOR'S REPORT

Assessor services are provided by Vermont Appraisal Company. We are at the Town Office on Wednesdays and would be glad to answer questions that you may have about your assessment either by phone or in person. We are in and out during the day many times as we are viewing properties. Please let us know if you would like an appointment to speak with us in person. Our telephone number is 802-229-4880. Our line does have an answering machine and if you leave a message we will return your call the next time we are in the office. Our assessing team of Ted, Tom and Clarissa will be glad to be of service.

The assessor's office has seen a significant number of transactions this year, many of which were mobile homes. We verify all sales to be sure that our records on these properties are up to date and that we have accurate information so the assessment will be correct. We also visit properties that had changes during the year. Most common changes are properties that have been involved in a subdivision, new construction, or physical changes. Owners will be notified if there is a change to their assessment. Remember you always have the right to have a Grievance hearing. Please contact us if you have any questions about the process. Owners need to contact us in a timely manner to formally grieve the property assessment.

The Town Clerk and Assistant Town Clerk may also be able to answer questions you have in the event we are not in. If it is one that they cannot answer they will let us know.

Don't forget to file you Homestead Declaration. This must be filed even if you do not file a Vermont State Income Tax Return. Declaring a homestead makes the owner eligible for an income sensitivity payment. We would be glad to help if you have any questions about that.

It is our pleasure to serve the Town of Berlin.

Tom Cain

Ted Nelson

Clarissa Holmes

Assessors, Town of Berlin

## TOWN CLERK'S OFFICE – 2017 ANNUAL REPORT

- 341 Total Birth Certificates filed
  - 324 Births were at Central Vermont Medical Center
    - 7 Berlin babies born at other hospitals
    - 4 Berlin Babies at born at Central Vermont Medical Center
  - 10 Adoptions
  - 324 Copies of birth certificates sent to the State
  - 320 Copies of birth certificates sent to Towns of residence
    - 62 Birth certificates corrected
      - 62 Corrected copies sent to the State
      - 62 Corrected copies sent to Towns of residence
  
- 242 Total Death certificates filed
  - 41 were Berlin residents
    - 8 were at home
    - 6 at Central Vermont Medical Center
    - 9 were outside of Berlin
    - 18 were in the two Nursing homes
  
- 15 Marriage Licenses issued
  - 15 copies sent to the State
  - 2 copies sent to another Town of Residence
  
- 8 First Class Restaurant liquor licenses
- 8 Second Class liquor licenses (stores)
- 12 Requests for a catering liquor license
- 104 Excess Weight Permits
- 309 Dog Licenses
- 385 Documents received for recording into the Land Records (These ranged from 1 page to 65 pages)
- 115 Property Transfers recorded (18 are Mobile Home Transfers)
  - 80 Recorded again electronically with the State
  - 35 Sent via mail to State.
  
- 12 Survey mylars
  
- 2000 Certified birth, death, and marriages certificates (approximately)
  
- 373 Researchers signed to use the vault records
  
  
- Voter Checklist as of Dec. 31, 2017 = 1988

## BERLIN RESIDENTS BORN IN 2017

1/12	Jeffrey Sollace	Brittany Cato & Kevin Sollace	
1/0	Jackson Hartman	Abigail & Joel Hartman	in Morrisville
3/3	Eshaan Basvoju	Sahithi Nazeer & Phari Kumar	in Burlington
5/2	Lorenzo Cerminara	Charity & Domenic	in Randolph
6/9	Jackson Thomas	Adrienne O'Rourke & Martin Thomas III	
6/11	Livia Rouleau	Abbey & Jason Rouleau	
8/15	Nirvana Mayhew	Tasha Gero & Joshua Mayhew	
9/24	Imogene French	Anne Brereton & Adam French	in Randolph
9/26	Mirabel Partlow	Lilly Flibotte & Wesley Partlow	in Burlington
11/2	Elijah Felch	Hannah & Jared Felch	in Burlington
12/3	Nolan Mispel	Christina & Shane Mispel	in Randolph

Total: 11

## BERLIN RESIDENTS WHO PASSED AWAY IN 2017

1/1	Jane Bickford	Shadow Lane	
1/7	Kenneth Adams	Hill Street Ext	at Rowan Court
1/20	Norma Jarvis	Berlin Health & Rehab	at CVMC
1/24	Joan Gifford	Poplar St	at Rowan Court
1/26	Constance Vilbrin	Woodridge	
1/28	Dorothy LaFountain	Third St	at Rowan Court
2/4	Clifford Corse	Paine Turnpike	
2/4	Donald Smith	Short Rd	
2/16	Julia Beard	Berlin Health & Rehab	
3/1	Rachel Stone	Woodridge	
3/16	Hazel DeLuca	Berlin Health & Rehab	
4/1	Katherine Thresher	VT RT 12	at Woodridge
4/6	Willard Couillard	Woodridge	
4/11	Debra Gurule	Cedar Dr	
4/23	Gina Newman	Hideaway Dr	in Burlington
3/25	David Moon	East Rd	at Rowan Court
4/25	Gene Sessions	Paine Turnpike	in Burlington
5/12	James Osborne	Berlin Health & Rehab	at CVMC
6/9	Marian Daniels	Paine Turnpike	at Mayo
6/23	Patricia Gendron	Woodridge	
7/2	Cynthia Buska	Paine Turnpike	at CVMC

6/28	Jean Buzzell-Villa	Berlin Health & Rehab	At BHRH
7/5	Ella Liese	Woodridge	
7/11	Frederick Newhall	Stewart Rd	At BHRH
7/12	Andrew Doe	East Rd	
8/25	Norma LaRow	Berlin Health & Rehab	at CVMC
8/25	Lilian Sartorelli	Woodridge	
9/14	Edith Cooper	Woodridge	
9/17	Joyce Danforth	Berlin Health & Rehab	
9/25	John Ashford	Berlin Health & Rehab	
9/26	Byron Carpenter	Chandler Rd	
10/19	Kevin Richardson	Three Mile Bridge Rd	in Burlington
11/5	Jamie Brunell	River Run	in Burlington
11/18	Elizabeth Larrabee	Berlin Health & Rehab	
11/23	Rachel Jacobs	Three Mile Bridge Rd	
12/2	Thomas Atkins	Hersey Rd	
12/8	Kevin Halligan	CVMC	
12/10	Gail Yates	Scott Hill RD	at Woodridge
12/20	Donald Rich	Brookfield Rd	at CVMC
12/23	Edna Bernasconi	Berlin Health & Rehab	
12/23	Nina Lyford	Sunset Dr	at Woodridge

### DOG FUND FOR YEAR ENDING DECEMBER 31, 2017

309 Dog Licenses .....	\$3,252.50
309 @\$1.00 per dog to support Vermont Rabies Program .....	\$ 309.00
309 @\$4.00 per dog spaying and neutering surcharge .....	\$1,236.00
Total to the State .....	\$1,545.00
	\$1,707.50

## DELINQUENT TAXES

Alcide, Ivan	Fordham, Douglas	Peatman, Jeremy
Badger, Phillip	General Wireless	Pixley, Alicia
Barr, Mark	Graham, Diane	Pulsifer, James
Batchelder, Robert	Hammer, Andrew	R&G Properties III
Blake, Ed	Herring, Michael	Rathbone, Lori
Boisvert, Jason	Hock, Nathan	RG Development Corp
Buska, Barbara	Jenkinson, Mark	Roberts, Marion
Callahan, Peter	Kew, Dale Robert	Savard, Sandra
Campbell, Clint	Kingsbury, David	Shepard, Gloria
Campbell, Joseph	Lavigne, Susan	Sherman, Timothy
Capital Pizza Huts	Lawrence, Betty	Simonetta, Aurelio
Colombe, Chellby	Leonard, Jason	Smith, Bryan
Croteau, Colt	Madore, James	Smith, Donald
Currier, Erick	Magoon, Lillian	Stacy, Cathy
Davis, Wendell	Manges, Mark	Stonehouse Property
Deschamps, Annette	Maroney, Richard	Stridsberg, Timothy
Nicholas, Diedrich	Marshall, Todd	Taylor-Paugh Cyndi
Dion, Mark	Matson, Sally	Thomson, George III
Dorney, Colleen	McGinnis, Frank	Tonne, Ed
Durga Enterprises	Meher Lodgings LLC	Towne, Bradley
Edson, Donald	Mintzer Brothers	Willett, Christopher
El Bekkali, Stacy	Moyer, Charles	Wynet Ltd.
Emerson, Helen	O'Kelly, Seamus	
Estes, George III	O'Neill, Patricia	

**Accounts under \$100.00 (15)**

**Delinquent tax balance as of June 30, 2017 \$163,163.13**

## PUBLIC WORKS BOARD

The Town of Berlin Public Works Board is composed of five members of the community appointed by the Select Board to operate the municipal sewer and water systems. The Board meets on the second and fourth Monday of each month at 7 PM at the Town Offices.

The Board continued the annual manhole maintenance program, which involves cleaning lines, inspecting and repairing manholes that have been damaged or have deteriorated over the years. During the line maintenance it was discovered that a 320 foot section of 10 inch asbestos cement pipe on Route 302 in front of Dunkin Donuts to Evergreen Drive was damaged. This section was removed and replaced in the spring of 2017.

The Board continues to discuss and plan future projects to improve and update the system including the installation a new municipal sewer line on Route 12 (anticipated spring of 2018 construction), locating and installing a fourth deep groundwater well (anticipated summer of 2018 construction) and installation of a municipal gravity sewer line along Paine Turnpike North (anticipated spring 2019 construction).

Town Water and Sewer bills are sent quarterly. Bills will be sent by the 15<sup>th</sup> of January; April; July and October and payments are due within 30 days.

Sewer and Water ordinances and bylaws are posted on the Town website under Public Works Board. Allocation Application Forms and Instructions are also posted there for the convenience of customers.

Customers may now choose to have sewer payments automatically deducted from your bank account. There is no fee for this service. Contact the Treasurer office for details and forms.

Robin Allen, Chair; Dana Marineau, Vice Chair; John Charissakis; Henry LaGue, Jr. and Wayne Lamberton are the Board Members.

## BOARD OF ABATEMENT

Town of Berlin, 2017

The Berlin Board of Abatement met three times in 2017 to consider requests from taxpayers for abatement of their property taxes or to correct manifest errors of assessors.

Two requests were made for abatement based on inability to pay, a recognized basis under 24 VSA 1535(a)(3). The board partially abated these requests for a total amount of \$3,945.07.

Four abatements were granted based on “manifest error of the assessors,” 24 VSA 1535(a)4. Three of these were routine and totaled \$52.25. The fourth involved a big mistake in the calculation of a tax stabilization for the Northfield Savings Bank. The assessors had used the wrong percentage. That abatement totaled \$10,662.32.

Finally one abatement was denied on the basis that the applicant was seeking a reassessment, not an abatement. The applicant was informed of the procedure for seeking a reduction in assessment.

I want to thank all members of the Board, plus the Town Clerk and Town Treasurer, for their diligence and service to the town in these abatement procedures. It is never easy to decide whether circumstances call for a reduction in taxes otherwise owed to the town (and indirectly to other taxpayers.)

Josh Fitzhugh

Chair, Board of Abatement

## BERLIN HIGHWAY DEPARTMENT

The Berlin Highway department is responsible for the upkeep of over 50 miles of Class 2 and Class 3 town highways. It is our goal for our roads to be as safe as possible. The seasons of the year present different challenges. Spring brings regular grading of our gravel roads, summer allows us to complete ditching projects, roadside mowing and culvert replacement, fall is when we normally do paving projects and of course winter brings plowing and sanding. Paving projects this year included further paving on Scott Hill Road, Point Ridge Road, Partridge Farm Road, Fisher Road, and Paine Turnpike North. We also installed guard rails on Junction Road and Brown's Mill Road. We did gravel resurfacing on Paine Turnpike South, Comstock Road and East Road.

This year we also had to clean up several large piles of trash that were left on or beside town roads. It is unfortunate that it imposes costs for Berlin taxpayers in addition to creating an unsightly mess. Please let us know if you see anyone off-loading trash beside a town highway or contact the Berlin Police Department.

I would like to thank the Town for its support by allowing us to purchase up to date equipment. It makes our job easier and helps us serve you better. We appreciate having highway problems brought to our attention. Several sets of eyes are always beneficial. I invite you to call us at the Town Highway Garage 802-223-7337. You may get a recording, please leave a message and we will call you back.

In closing, I would like to thank the Board of Selectmen, my great crew, TJ, Eddie, and Tim and you, the citizens of Berlin for your assistance and help.

Respectfully Submitted,

Timothy Davis  
Highway Superintendent



*Our highway crew stock piling the sand*



*One of our trucks used to keep our roads clear in the winter*

## ZONING ADMINISTRATOR

During the calendar year 2017, there were a total of 100 Zoning Applications acted on.

### *Zoning Permit Decisions 2017*

<i>TYPE OF PERMIT</i>	<i>NUMBER OF PERMITS</i>
Barns/Farm Structures	2
Boundary Line Adjustments	7
Commercial Building/ Additions/Conditional Uses	19
Curb Cut/Work In Right of Way	6
Deck/Porch	5
Fill Placement	0
Garages	8
Residential Additions	19
Residential Units	6
Sheds	8
Signs	11
Subdivision	6
Waivers/Variances	3
TOTAL:	100

During the past year, the Berlin Zoning Office processed applications for 6 single family homes. The office also processed applications for new commercial development projects, 19 in all, including Pike Industry's adding a Material Shed, RE Tucker renewing Blasting Permit, JH Properties adding 9,100 sq. ft. of Storage Units and MJM Enterprises to Redevelop Burger King Restaurant, to name a few.

The Zoning Office hours are 8:00 AM to 4:00 PM Monday through Friday. Berlin's Zoning and Subdivision Regulations and required development application forms can be accessed on-line at [www.berlinvt.org](http://www.berlinvt.org), or at the Town Office. The Zoning Office can be reached at 223-4405 x 304, or by email at [zoning@berlinvt.org](mailto:zoning@berlinvt.org).

Thomas J. Badowski  
Assistant Town Administrator / Zoning

## ZONING ADMINISTRATOR – ABOUT THE MANDATORY PURCHASE OF FLOOD INSURANCE

**The NFIP:** The National Flood Insurance Program (NFIP) is a federal program enabling property owners in participating communities to purchase flood insurance on eligible buildings and contents, whether they are in or out of a floodplain. The Town of Berlin participates in the NFIP, making federally backed flood insurance available to its property owners.

The NFIP insures most walled and roofed buildings that are principally above ground on a permanent foundation, including mobile homes, and buildings in the course of construction. Property owners can purchase building and contents coverage from any local property and casualty insurance agent. To find a local insurance agent that writes flood insurance in your area visit [www.floodsmart.gov](http://www.floodsmart.gov).

**Mandatory Purchase Requirement:** Pursuant to the Flood Disaster Protection Act of 1973 and the National Flood Insurance Reform Act of 1994, the purchase of flood insurance is mandatory for all federal or federally related financial assistance for the acquisition and/or construction of buildings in Special Flood Hazard Areas (SFHAs). An SFHA is defined as any A or V flood zone on a Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM).

The mandatory purchase requirement also applies to secured loans from such financial institutions as commercial lenders, savings and loan associations, savings banks, and credit unions that are regulated, supervised, or insured by federal agencies, such as the Federal Reserve, the Federal Deposit Insurance Corporation, the Comptroller of Currency, the Farm Credit Administration, the Office of Thrift Supervision, and the National Credit Union Administration. It further applies to all loans purchased by Fannie Mae or Freddie Mac in the secondary mortgage market.

Federal financial assistance programs affected by the laws include loans and grants from agencies such as the Department of Veterans Affairs, Farmers Home Administration, Federal Housing Administration, Small Business Administration, and FEMA disaster assistance.

**How it Works:** When making, increasing, renewing, or extending any type of federally backed loan, lenders are required to conduct a flood zone determination using the most current FEMA FIRM to determine if any part of the building is located in an SFHA. If the building is in an SFHA, the federal agency or lender is required by law to provide written notification to the borrower that flood insurance is mandatory as a condition of the loan. Even though a portion of real property on which a building is located may lie within an SFHA, the purchase and notification requirements do not apply unless the building itself, or some part of the building, is in the SFHA. However, lenders, on their own initiative, may require the purchase of flood insurance even if a building is located outside an SFHA. Up to 25% of all NFIP flood losses arise from outside SFHAs (B, C, and X Zones).

Under federal regulations, the required coverage must equal the amount of the loan (excluding appraised value of the land) or the maximum amount of insurance available from the NFIP, whichever is less. The maximum amount of coverage available for a single-family residence is \$250,000 and for non-residential (commercial) buildings is \$500,000. Federal agencies and regulators, including government-sponsored enterprises, such as Freddie Mac and Fannie Mae, may have stricter requirements.

Questions? Please call the Zoning Office at 802-223-4405 x304

## PLANNING COMMISSION

The Town of Berlin Planning Commission (PC) is currently focused on revising the Berlin Town Plan. We have been seeking input from residents through various means, including organizing a pot luck where we listened to residents' comments and by conducting an online survey. The PC will be holding public hearings on the revised town plan this spring.

The Planning Commission also continued to work to update the Town's Subdivision Regulations (last updated in 1989) and Zoning Regulations (last updated in 2013) into a single Unified Code. These draft regulations are intended to shape the development of Berlin for the next twenty plus years. The PC's objective is to retain the rural character of the Town while providing a framework for sound, pedestrian friendly development in appropriate locations. These are currently on hold until the Town Plan is complete.

Thank you to the residents, landowners, and business owners who have been actively involved in the process. Anyone interested in more information on this process can visit the Town's website at [www.berlin.org/boards-agenda-minutes/planning-commission](http://www.berlin.org/boards-agenda-minutes/planning-commission) or call 802-223-4405 x304.

## POLICE DEPARTMENT



# Berlin Police Department

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## 2017 Annual Report

Hello,

Happy New Year to everyone! Hopefully you are all well and enjoying the winter season. As winter is not my favorite time of year I always look forward to spring and the beginning of motorcycle season!

As I begin my tenth year with the Town I can attest that it has been a busy and productive year but unfortunately our staffing issues continue, however we are headed in a positive direction with the addition of new officers. As has been the case for a few years now, this profession is becoming more dangerous than ever and for this reason, many young men and women are choosing not to pursue careers in law enforcement. As a result, we are facing a critical shortage of qualified police officers, not just here in Vermont, but nationwide. I am fortunate to serve in a community where our Selectboard, Town Administrator, and residents recognize the dilemma we face and continue to be supportive and take the necessary steps to allow us to recruit, train and retain quality personnel. Because of this support, Berlin is a very competitive employer. We could not do what we do without your incredible assistance.

This year we added some new faces to our ranks. Ben Cavarretta was hired in April. Ben is a Level III certified officer who previously worked for the Hardwick Police Department. Ben is an excellent addition to the department and has been instrumental in several proactive drug arrests since his arrival. Steven Tiersch joined us in July. Steve came to us from the Randolph Police Department and is scheduled to attend the Level III training academy this summer. Robert Gowans joined the department in December. Robert is originally from the central Vermont area and is returning here after several years as a law enforcement officer in Pennsylvania. He is currently in the process of obtaining his Level III certification.

In 2017 your police department responded to 3262 calls for service, made 265 arrests, on 343 offenses, investigated 265 accidents and issued 661 traffic citations in addition to our other duties. The Berlin Police Department ranked number two in the county for submission of criminal cases to the States Attorney's office for prosecution which is a testament to just how busy this department

is. We continue to see an increase in drug dependence, which directly affects our rates of property crime, and crimes of violence. We strongly encourage you to work with your neighbors and look out for one another when your neighbor's residence is unoccupied. We also strongly encourage the use of surveillance cameras as a useful tool in helping protect property. They have become much more affordable and user friendly. If possible please consider adding them to your residences and businesses.

To that end, we again ask each of you to lock your vehicles and residences when you leave and at night. Please help us to help you and report any suspicious activity you observe in your neighborhood and workplace.

I would like to thank the residents of Berlin, the Berlin Select board and our Town Administrator, Dana Hadley for your consistent and overwhelming support throughout the year. You make it possible for us to do our jobs. You have our word; we will continue to work hard to provide a safe community for our residents and visitors. Please feel free to call or stop by with concerns, questions, or just to say hello. As many of you know, we have a Facebook page as well that is updated often.

Our duties within this community extend far beyond just enforcing state, local and federal law. We have a duty to serve the needs of our community as best we can, given the resources we have. To that end, I would like to take this opportunity to recognize Sergeant Chad Bassette for his extraordinary efforts to assist those in our community who have fallen on difficult times. In addition to his many other duties, he has taken it upon himself to provide much needed assistance in the form of clothing, food and arranging for shelter. His efforts are very much appreciated.

In closing I would like to thank my staff for their unwavering dedication and vigilance to duty, and their significant others for their patience and cooperation throughout the year.

### **Fulltime Officers**

Sergeant Mark Monteith  
Sergeant Chad Bassette  
Officer Dan Withrow  
Officer Ben Cavarretta

Officer Steven Tiersch  
Officer Joseph Carriveau  
Officer Robert Gowans

Admin. Diana Yahyazadeh and Melanie Daniell

### **Part time Officers**

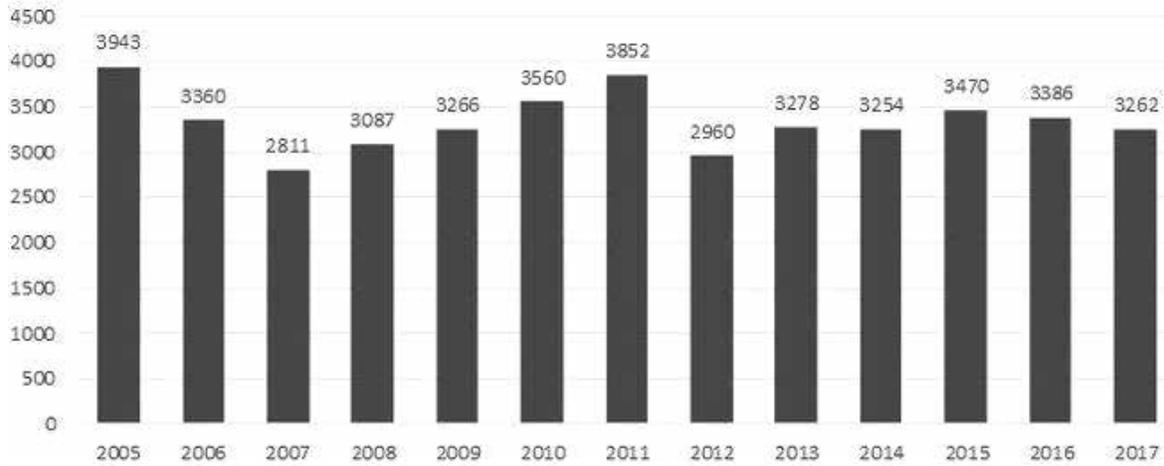
Officer Jeffrey Strock

Officer Jonathon Sanborn

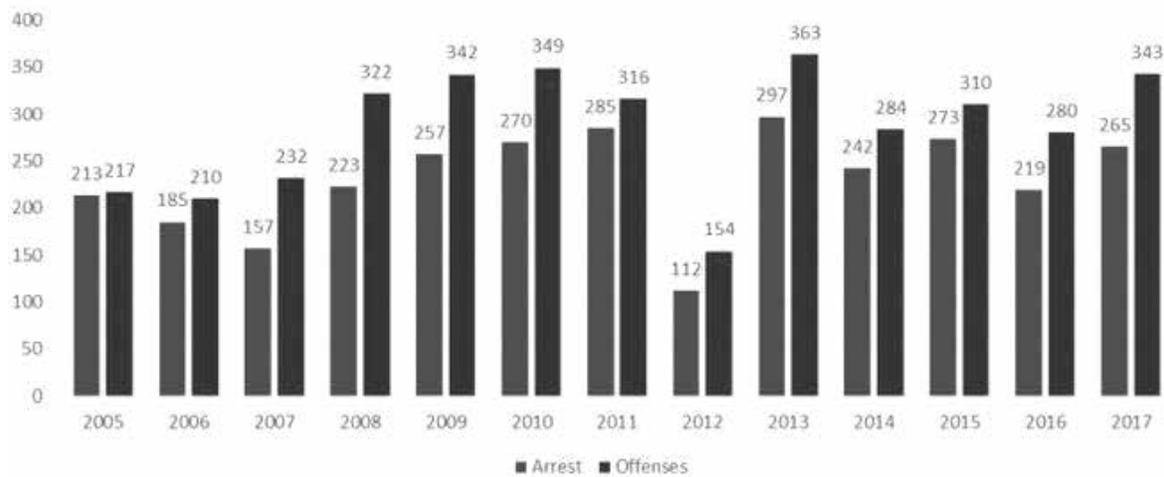
Respectfully submitted,  
William H. Wolfe  
Chief of Police

## Berlin Police Department Statistics 2017

### Incidents

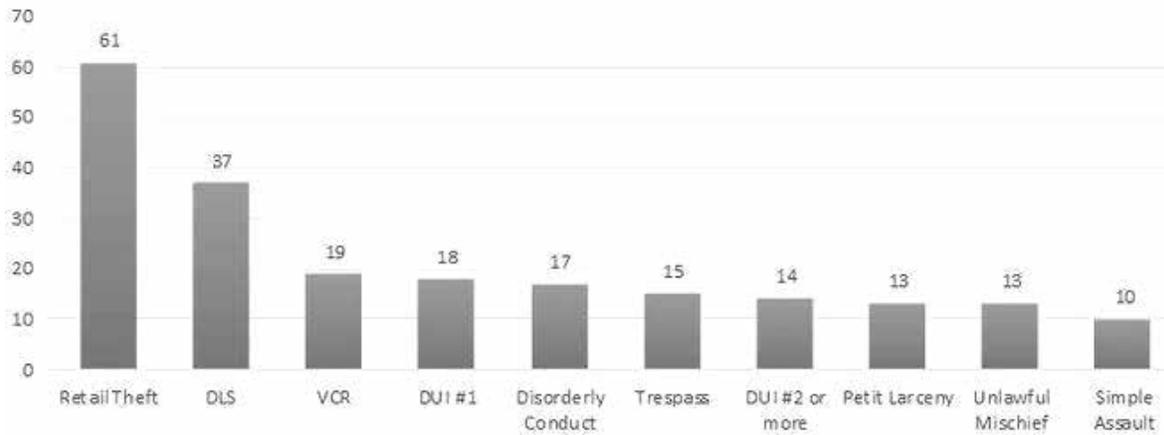


### Arrests and Offenses

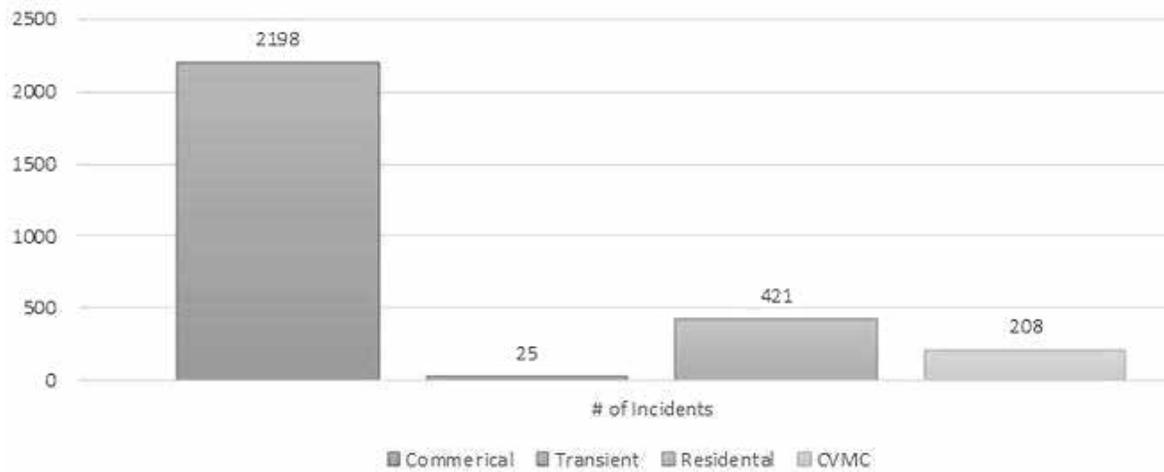


## Berlin Police Department Statistics 2017

### Top 10 Offenses for 2017



### Location of Calls



# TOWN OF BERLIN STAFF

## TOWN OF BERLIN CALENDAR YEAR 2017

GENERAL GOVERNMENT	Wages	Special Duty*	BENEFITS	TOTAL
Badowski, Thomas (Assist. Town Admin)	52,250.13		5,643.09	57,893.22
Hadley, Dana (Town Administrator)	63,362.52		16,832.15	80,194.67
Hansen, Jeremy (Select Board)	712.50			712.50
Isabelle, Diane (Treasurer)	55,079.54		10,705.20	65,784.74
Kelley, Peter (Select Board)	727.50			727.50
Lamberton, Wayne (Select Board)	727.50			727.50
Morse, Rosemary (Town Clerk)	44,641.09		8,036.97	52,678.06
Nelson ,Ture (Select Board)	900.00			900.00
Stridsberg, Corinne (Assist. Town Clerk)	18,423.36			18,423.36
Towne, Brad (Select Board)	712.50			712.50
Wissell, Mary (Sewer Admin.)**	8,381.25			8,381.25
<b>GENERAL GOVERNMENT TOTALS</b>	<b>245,917.89</b>		<b>41,217.41</b>	<b>287,135.30</b>
<b>HIGHWAY DEPARTMENT</b>				
Davis, Timothy (Road Foreman)	65,374.29		9,197.43	74,571.72
Emmons, Timothy (Road Crew)	52,576.10		10,589.59	63,165.69
LaPan, Edward (Road Crew)	48,596.67		22,080.63	70,677.30
McDermott, Thomas (Road Crew)	47,405.38		10,146.91	57,552.29
<b>HIGHWAY DEPARTMENT TOTALS</b>	<b>213,952.44</b>		<b>52,014.56</b>	<b>265,967.00</b>

<b>GENERAL GOVERNMENT</b>	<b>Wages</b>	<b>Special Duty*</b>	<b>BENEFITS</b>	<b>TOTAL</b>
<b>POLICE DEPARTMENT</b>				
Bassette, Chad (Full-time Officer)	77,471.78	5,344.04	23,892.18	106,708.00
Bennett, Karen (Part-time Secretary)	414.12			414.12
Blanchard, Kevin (Full-time Officer)**	18,670.04	1,200.00	3,131.72	23,001.76
Carriveau, Joseph (Full-time Officer)	52,214.81	6,096.69	8,491.80	66,803.30
Cavarretta, Benjamin (Full-time Officer)	45,113.11	3,109.97	8,117.28	56,340.36
Daniell, Melanie (Secretary Part-time)	414.12			414.12
Deforge III, Elmer (Part-time Officer)**	337.00			337.00
Fredholm, Jonathan (Part-time Officer)	10,528.22	3,362.19		13,890.41
Monteith, Mark (Full-time Officer)	82,218.45	10,455.29	18,458.45	111,132.19
Pine, William (Part-time Officer)**	20,534.54	1,680.00	3,123.11	25,337.65
Racine, Paul (Part-time Officer)	5,433.90			5,433.90
Sanborn, Jonathan (Part-time Officer)		7,200.00		7,200.00
Strock, Jeffrey (Part-time Officer)	14,899.05	1,818.68		16,717.73
Tiersch, Steven (Full time-Officer)	24,560.46	5,118.22	7,734.10	37,412.78
Tucker, Karie (Full-time Officer)**	23,710.94	5,471.12	4,144.66	33,326.72
VanDemark, Maurice (Part-time Officer)**	1,663.80			1,663.80
Withrow, Daniel (Full-time Officer)	56,386.46	6,132.71	12,358.86	74,878.03
Wolfe, William (Chief of Police)	73,512.30	1,544.14	17,175.92	92,232.36
Yahyazadeh, Diana (Secretary)	33,571.20		7,277.21	40,848.41
<b>POLCE DEPARTMENT TOTALS</b>	<b>541,654.30</b>	<b>58,533.05</b>	<b>113,905.29</b>	<b>714,092.64</b>

<b>2017 WAGE/BENEFIT TOTALS</b>	<b>1,001,524.63</b>	<b>58,533.05</b>	<b>207,137.26</b>	<b>1,267,194.94</b>
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\* Special Duty Wages are paid from Contract, \*\* No longer Town of Berlin Employee

# CEMETERY COMMISSION

The Cemetery Commission works to maintain the nine historical cemeteries in Berlin:

Black Cemetery  
Boles Cemetery  
Colby Cemetery  
Cox Brook Cemetery  
Dewey-Wright Cemetery

East Road Cemetery  
Howard Cemetery  
Johnston-Sawyer Cemetery  
West Berlin Cemetery

Information on these cemeteries can be found on the Town website [www.berlinvt.org](http://www.berlinvt.org). There is an index of the cemeteries that can be found on line and also in the Town Clerk's Office and the Historical Society Office.

## Cemetery Commission Annual Report 2017

**The commission needs volunteers to serve in order to continue this commission for the Town.**

Joe Mangan continues as our lawn care/ maintenance person and he has done a great job keeping up with everything we ask of him.

No major projects were addressed this year so the current funding provided by the Town was enough to cover all expenses.

Many thanks to everyone for approval of the budget to keep everything looking great.

Randy Herring

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**Berlin Corner Cemetery** is the only active cemetery in Berlin and is not managed by the Town but by an association.

**Gerald Stauff is the sexton and he can be contacted at 802-249-1531.**

The Board of Directors are: Roy Kilburn, President; Linda Sands, Vice President; Sue Rich, Secretary/Treasurer; and Jeff Mugford, Director.

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## CONSERVATION COMMITTEE AND RECREATION BOARD

### **Berlin Conservation Commission - 2017 Annual Report**

The Berlin Conservation Commission is a group of caring Berlin residents. Its mission is to oversee Berlin's nature resources, including the management and educational components concerning forests, rivers, lakes and open lands. Traditionally the commission meets five times annually, with occasional additional outings to assess possible land purchase, tackle invasive species, "release" wild apple trees, inspect and maintain the various town hiking trails, and survey the health of our forests and waterways.

Are you interested in the conservation of Berlin's beautiful landscapes? Did you know our local forests contain rare species of trees, plants, amphibians, vernal pools, fens and peat bogs? Are you concerned about invasive species on our roadsides, fields and forests? Might you like to lead walks to see spring wildflowers, vernal pools, amphibians, and wildlife signs? Do you have a strong connection to nature and would like to have a personal impact in protecting this vital ecology in our own backyards? The Conservation Commission presenting is seeking new members to carry on its mission. The present members have an abundance of good ideas, and would welcome fresh energy to accomplish these goals. Please contact the Town office with your phone number and/or email address and check the Town's monthly calendar to join us for a Conservation and Recreation meeting.

The Conservation Commission would like to thank its longtime chair, Andrea Chandler, who retired from the commission last spring. She served the commission for decades and was a vital force in many of its accomplishments; including the purchase of close to 1000 acres of land for conservation of the Berlin Pond watershed, developing a lovely picnic area near the Dog River in Riverton, organizing spring kayaking trips on the Dog River, and eradicating invasive species. She was the key person in grant writing, organized public access of new lands, and worked diligently with state and federal agencies, ATV and mountain bike organizations. Her energy and enthusiasm will be sorely missed!

Berlin Conservation Commission

Tom Willard, Phil Gentile, Ellen Drysdale, Ellen Sulek, Beth Daut, JC Earle

### **Berlin Recreation Board - 2017 Annual Report**

The Recreation Board currently has no members so the Commission has been assuming some of the responsibilities for recreation in Town. Berlin has a popular skating facility with a hockey rink, studio rink, warming hut and lights for night skating. The rink is flooded and cleared of snow by volunteers who are not getting any younger. If the facility is to continue in the coming years, we will need to find younger dedicated volunteers to maintain the facility. If you have interest in learning more about maintaining the rink please call the Town Office.

Berlin also continues to contribute funds to offset the cost of swim lessons.

Members are needed for the Recreation Board or the Town may want to combine the Conservation Commission and the Recreation Board. Either way new members are needed so please contact the Town Office if interested.

## DEVELOPMENT REVIEW BOARD

The Development Review Board met 17 times in Calendar Year 2017. A total of 33 applications were referred to the Board for review. The majority of the applications were for Site Plan/ Conditional Use Reviews. The applications break down as follows:

- 14 Site Plan/ Conditional Use Reviews
  - 6 Subdivisions (Concept and Final Hearings)
  - 7 Boundary Line Adjustments
  - 3 Illuminated Signs
  - 2 Request for a waiver from a Setback
  - 1 Request for a Variance

There were several significant projects however only two applications required multiple hearings. Many of the applications were for additions to existing structures or amendments to existing permits

During the year the DRB only underwent a minor change in its membership. Henry LaGue stepped down as a full time Member to become an Alternate and Shane Mispel was appointed as a Member.

We would like to thank Carla Preston, Recording Secretary and Tom Badowski, Zoning Administrator for their hard work. They make our job much easier.

Berlin Development Review Board

Robert J. Wernecke, Chair

Karla Nuisl, Vice-Chair

Josh Fitzhugh.

John Friedrich

Shane Mispel

Paul Irons, Alternate

Henry LaGue Jr. Alternate

## EMERGENCY MANAGEMENT TEAM

Looking back at 2017, it was another relatively "quiet" year for the town of Berlin, although we weren't quite as successful in dodging bad weather as we were in 2016. Vermont was granted a federal disaster declaration for flooding in late June, and has submitted a request for a disaster declaration for the wind and rain storm in late October. These events show the importance of being ready to respond to major emergencies and disasters at a moment's notice. The Berlin Emergency Management (EM) Team strongly encourages all town residents to review the **"Family Emergency Preparedness Workbook"**, which is available on-line from **Vermont Emergency Management at:**

**<http://vem.vermont.gov/sites/demhs/files/pdfs/preparedness/Family-Preparedness-Workbook.pdf>**

To better warn town residents of emergencies, the Berlin EM Team uses the Vermont Alert system, or VT-Alert, to send emergency notifications through a number of delivery methods, such as text messages, e-mail, and voice messages via telephone. We encourage town residents to sign up for this free service. Also note that VT-Alert has gone through a significant upgrade to further improve its capabilities - previously registered users **MUST** re-register with the new system. This can be done on-line through the following link:

**<http://vem.vermont.gov/vtalert>**

The EM Team continues to express its appreciation to the Berlin Volunteer Fire Department for its ongoing support of the team and our activities. The Berlin community is also very fortunate to have a strong partnership between the American Red Cross and the Berlin Elementary School in maintaining a shelter agreement, as the need for such shelters occurs routinely across all types of large-scale emergencies or disasters. The Berlin EM Team also maintains a good working relationship with other area emergency-related organizations, including liaison support from The University of Vermont Health Network Central Vermont Medical Center (CVMC), as well as a liaison from the Central Vermont Disaster Animal Response Team (CVDART) for our region. Finally, from a regional perspective, the EM team participates on the Local Emergency Planning Committee #5 (LEPC-5), which in turn is supported by the Central Vermont Regional Planning Commission (CVRPC). This support of all these organizations is greatly appreciated.

Finally, we would like to thank all of the members of the Berlin Emergency Management team and our liaisons for their active participation and dedication to make this a successful team. The team is always looking to add new members to its cadre of volunteers. **The EM team typically meets once a month, on the second Thursday of the month (somewhat variable, depending on extenuating circumstances) at the Berlin Four Corners fire station of the Berlin Volunteer Fire Department. We invite any interested resident to stop by and see what we do in trying to prepare for whatever the next big emergency-type event will be in Berlin.**

Respectfully submitted,

Ture Nelson  
Fred Doten  
Val Cyr  
Bruce Richardson  
Katina Johnson, Chair, LEPC District 5

John Akielaszek, CVDART Liaison  
Robyn Ayer, CVMC Liaison  
Wanda Baril, Red Cross Liaison/Shelter  
Manager

Below are some resources that you might find helpful in your emergency preparations:

**Berlin Emergency Management (EM) Team:**

Facebook page: [www.facebook.com/berlinvteoc](http://www.facebook.com/berlinvteoc)

Twitter page: [www.twitter.com/@BerlinEOC](http://www.twitter.com/@BerlinEOC)

**Citizen Assistance Registration for Emergencies (CARE):** <http://e911.vermont.gov/care>

**Vermont Emergency Management (VEM):** <http://vem.vermont.gov>

Facebook page: <https://www.facebook.com/vermontemergencymanagement>

Twitter page: <https://twitter.com/vemvt>

**Volunteering:**

**American Red Cross:** <http://www.redcross.org/volunteer/volunteer-opportunities/disaster-volunteer>

**Vermont Disaster Animal Response Team:** <http://vermontdart.org/volunteer/>

**Community Emergency Response Team (CERT):** <http://vem.vermont.gov/programs/cert>



If you, or somebody you know, can only receive alerts via their landline, call Vermont Emergency Management at 800-347-0488 for assistance in signing up to receive alerts by phone.

Those with computer access should sign up at <http://vem.vermont.gov/vtalert>

## WEB PAGE

You can access the Town of Berlin's webpage at [www.berlinvt.org](http://www.berlinvt.org). The opening page has important dates and information as well as posts with current information related to requests for bid proposals to openings on volunteer boards, and other requests and information.

Fire permit information and zoning bylaw information is also on this page. The Zoning Bylaw information is updated as proposed changes are made.

Payments for taxes and utility charges can be made using the "Make a Payment" tab at the top of the web page.

The Resource tab is updated weekly with current information and has links to local and state websites.

The calendar tab lists meeting dates, times of scheduled meetings and the Holidays the Town Offices are closed.

The Municipal Documents tab has applications and forms that can be printed and completed. The Maps tab has various maps for the Town of Berlin along with a Proposed TIF District Map link.

The Code book which lists the Town Charter, Administrative Code, Town Ordinances and Town Polices can be found under the Board & Agendas/Minutes tab, choose Selectboard and look under Select Board documents. The Code book is updated as changes are made. The Annual Town Reports and Audits are located at the bottom of the page.

We hope you will find the information on the Town of Berlin's website useful and informative.

## BERLIN VOLUNTEER FIRE DEPT. – FIRE CHIEF’S REPORT

### FIRE CHIEF’S REPORT

2017 was a busy year for the department. As Chief of the Department, I wish to thank the residents of Berlin for their continued support, and the members of our department for their dedication, hard work and loyalty. We continue to have around 20 active responders and half a dozen active corporate members. With the ever increasing needs of our department, new members are always welcome and we continue to seek volunteers from within the town.

Our members meet every Tuesday evening in order to facilitate training, building and vehicle maintenance and corporation business. Our volunteers provide thousands of hours of their own time to make sure the department continues to function at the highest levels.

In 2017, members of the Department have participated in regular training activities to include, Vehicle Extrication, Fire Attack, Hazmat Operations, CPR and First Aid, Water Rescue, Water Supply/Drafting and many other skills. In addition, some of our responders have completed Firefighter level 1&2 courses to achieve their National Pro Board Accredited certification. This type of course takes a sizable commitment from our members, since courses of this nature are well over 180 hours in length.

As for the maintenance of our facilities, members continue to provide many voluntary hours to keep our stations in good working order and looking nice. This consists of everything from general house-keeping to painting, tiling, and minor general construction. We continue to strive to find ways to maintain our building and equipment at the most reasonable costs utilizing volunteer labor from within our own ranks. We continue to work on transforming our Riverton station. We will be converting the former bingo/rental hall into a training facility. This will include a minor face lift to the exterior of the building. The project is also expected to provide a large savings in heating. This project is being done with funds from fundraisers, donations, etc.

For apparatus maintenance, many minor issues were completed such as tire replacement, pump gaskets, exhaust work, etc. No major repairs were needed. As always, preventive maintenance such as oil changes, chassis lubrication, and fluid changes were performed.

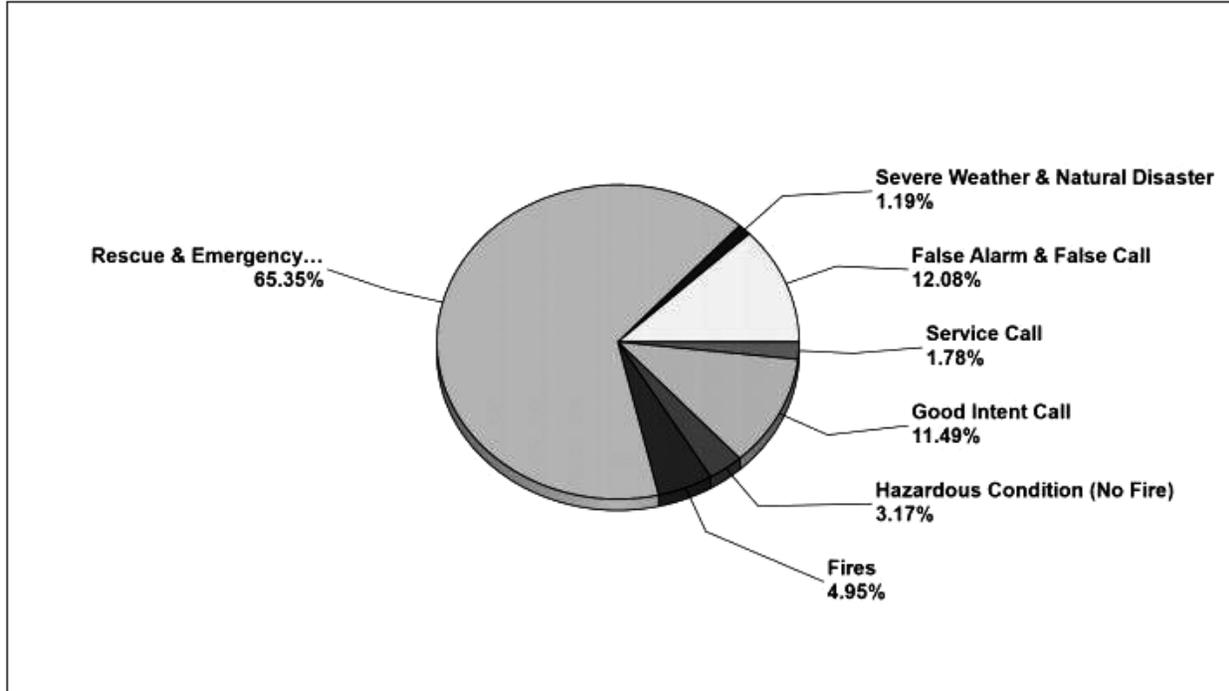
2017 proved to be another busy year for the Fire Department. Our total emergency call volume for the year of 2017 was 505 which was a small call decrease. A few of the emergencies included 7 motor vehicle fires, a Large propane leak from an above ground tank, 2 Mobile Home fires and 2 fires in commercial buildings. There was no major building fires in the town. Our responders gave on average, over 120 hour of time per responder this year. If all the hours that the volunteers provided were paid at \$10.00 per hour it would total almost \$100,000.

## 2017 FIRE DEPARTMENT RESPONSES

Total Calls = 505

Average Response time = 9 min. 30 Sec

Rescue & Emergency Medical in the chart below includes all Vehicle incidents



Our two primary engines are still over 20 years old. Engine 1 is a 1992 E-One pumper, and our Engine 2 is a 1989 E-One pumper. NFPA 1901, Annex D states that a truck older than 20 years should be placed into reserve status and/or refurbished. We had applied in the past few years for a federal grant to help fund a new engine, however, we were not awarded a grant. We are working on a proposal to replace a front line engine. Our goal will be to keep you (the voter) informed as we work through this process.

The Berlin Volunteer Fire Department is always looking for new members from the town. There are non-emergency duties as well as emergency responder duties that we do, so please stop by and meet the members of your fire department. We are most often at the stations on Tuesday evenings from 6:30 PM until 9:30 PM.

On behalf of all the members of the Berlin Volunteer Fire Department, I would like to thank all of you, the people of Berlin, for your support.

Respectfully Submitted,

Miles Silk Jr, Fire Chief

## BERLIN VOLUNTEER FIRE DEPT. – PRESIDENT’S REPORT

Let me introduce myself. My name is John (Joe) Staab. I’m a Town resident of 9 years, a member of the fire department for 8 years, including 7 years as an officer.

I’ve held positions in the corporation where I have had the ability to influence change, such as opening two seats on the Board of Directors to non-corporate members. One of the seats goes to a member of the Town Select Board, and the other to a community member. My intent of this change was to have transparency and to have an outside influence on the direction of the Department.

For years, the Department relied on volunteers (one treasurer) to manage the accounting. This at one time was fine, when the Department’s budget was much less than it is today. Eventually, an extra position (asst. treasurer) was added. But again, volunteers without the ability to dedicate the amount of time needed, working with a large budget, still was overwhelming. For the last few years, the auditor, Batchelder & Associates, had recommendations that had not been addressed. This was discouraging to not just me, but others in the Department. After a meeting with the auditor, the Board of Directors decided to outsource the accounting. A request for proposal (RFP) for an accounting service was sent out to a half dozen accounting firms and three were returned. Batchelder & Associates was awarded the account due to their knowledge of the Department’s current financials and their accessibility, which was key in helping with this transition. With the accounting service contracted out and internal controls in place, I’m please to say all the auditor’s recommendations have been addressed.

During this year’s budget development, a committee was formed to include our community Board member. The first thing that happened was the consolidation of the 42-line items to 15 with supporting schedules. This made it easier to concentrate on sections of the budget. With nine meetings in eleven weeks, the Berlin Volunteer Fire Department presented a responsible budget to the Berlin Select Board.

We are currently working on the process of invoicing for the multiple nuisance alarm activations. A nuisance alarm could be described as an alarm activation due to lack of knowledge of or maintenance to the alarm system. These alarm activations are in Berlin businesses and State buildings; these are not residential alarms. The alarm ordinance may be a small source of income to the Department, but I see it more an incentive for the much-needed maintenance to the alarm systems.

During the past few years we have found it harder to find volunteers to fill the ranks. This is not unique to just the Berlin Fire Department, this is seen throughout the fire service and many volunteer organizations. With our average call volume over 500 for the past few years, the growth in business and the increase in traffic, the Department also needs to grow. This will be a priority for this year and years to come.

As said by a past president, our organization’s success can be credited to several factors: this department cannot function without our volunteers. They selflessly give their time, which

frequently pulls them away from their own families and full-time jobs. Without the support of the residents of Berlin, we would have no purpose. We have been proud to serve this community for over 50 years and we will continue to do so through dedication and integrity. Other than emergency response, our members are also at the ready to open our stations as temporary shelters in times of need during fires and weather-related emergencies. One of our other activities that we take great pride in is the area of education and outreach. Department members visit schools, day cares, along with giving station tours to teach fire safety to children and their parents. This has always been well received and will continue.

It is my pleasure to offer this annual report on behalf of the Berlin Volunteer Fire Department Inc. Attached is this years' proposed budget, along with the proposed and previous years' budget schedules. Also attached is Batchelder & Associates review of the Department finances from July 1, 2016 to June 30, 2017.

If you have any questions, we encourage you to contact the department at (802) 223-5531. We also invite you to come to the Four Corners Station on any Tuesday night, where members would be pleased to give anyone a tour of our station. The members of the Berlin Volunteer Fire Department would like to thank you, the Town of Berlin, for continued support.

Respectfully,  
John J Staab III  
Corporation President



BVFD members train on a regular basis, here we've set up a jet siphon.

BERLIN VOLUNTEER FIRE DEPT. – BUDGET

BERLIN VOLUNTEER FIRE DEPARTMENT EXPENDITURE SCHEDULES						
Line Items		Proposed 2018 Budget		Difference		Fiscal Year 2017 Budget
<u>Administration</u>						
	Accounting	\$20,000				\$9,000
	Annual Dinner	500				500
	Dues/Fees	500				500
	NFIRS Software	1,900				1,750
	Office Supplies	1,000				1,500
	Scholarship	300				300
	HazMat	1,500				0
	Postage	100				300
	Operating carryover	10,000				10,000
	Totals	<b>\$35,800</b>		<b>\$11,950</b>		<b>\$23,850</b>
<u>Insurance</u>						
	Insurance	\$30,500				\$27,000
	Totals	<b>\$30,500</b>		<b>\$3,500</b>		<b>\$27,000</b>
<u>Benefits</u>						
	Retirement	\$18,000				\$25,000
	Stipend	10,000				10,000
	Stipend Taxes	1,000				0
	Totals	<b>\$29,000</b>		<b>(\$6,000)</b>		<b>\$35,000</b>
<u>Utilities</u>						
	Electric	\$8,250				\$7,250
	Internet	1,450				850
	Sewer/Water	550				550
	Phone	5,700				5,600
	Total	<b>\$15,950</b>		<b>\$1,700</b>		<b>\$14,250</b>
<u>Communications</u>						
	Communication	\$3,000				\$3,000
	Dispatch	43,500				36,810
	Total	<b>\$46,500</b>		<b>\$6,690</b>		<b>\$39,810</b>

BERLIN VOLUNTEER FIRE DEPARTMENT  
EXPENDITURE SCHEDULES CONTINUED

Line Items		Proposed 2018 Budget		Difference		Fiscal Year 2017 Budget
<u>Building</u>						
	Building Maint	\$7,400				\$8,400
	Heating	13,000				17,500
	Plowing	4,000				4,000
	Rubbish	1,300				1,000
	<b>Total</b>	<b>\$25,700</b>		<b>(\$5,200)</b>		<b>\$30,900</b>
<u>Truck</u>						
	Vehicle Fuel	\$8,000				\$10,000
	Vehicle Repair	28,000				27,000
	Vehicle Tires	10,000				4,000
	<b>Total</b>	<b>\$46,000</b>		<b>\$5,000</b>		<b>\$41,000</b>
<u>Training / Education</u>						
	Education, safety	\$500				\$500
	Training EMS	750				1,500
	Training Fire	1,500				2,500
	<b>Total</b>	<b>\$2,750</b>		<b>(\$1,750)</b>		<b>\$4,500</b>
<u>Gear</u>						
	Gear Purchase	\$11,000				\$11,000
	Uniforms	750				750
	Helmet Incentive	1,000				1,500
	<b>Total</b>	<b>\$12,750</b>		<b>(\$500)</b>		<b>\$13,250</b>
<u>Equipment</u>						
	Equip Maint	\$5,000				\$5,000
	Equip purch	12,500				12,300
	Hose Testing	0				0
	EMS Equip purch	1,000				1,500
	<b>Total</b>	<b>\$18,500</b>		<b>(\$300)</b>		<b>\$18,800</b>
<u>Operational Support</u>						
	Food	\$750				\$750
	Soda/drinks	500				1,080
	<b>Total</b>	<b>\$1,250</b>		<b>(\$580)</b>		<b>\$1,830</b>

BERLIN VOLUNTEER FIRE DEPARTMENT  
EXPENDITURE SCHEDULES CONTINUED

Line Items		Proposed 2018 Budget		Difference		Fiscal Year 2017 Budget
<u>Loans</u>						
	SCBA Funding	\$30,400				\$32,000
	<b>Total</b>	<b>\$30,400</b>		<b>(\$1,600)</b>		<b>\$32,000</b>
<u>Miscellaneous</u>						
	Misc	\$250				\$750
	<b>Total</b>	<b>\$250</b>		<b>(\$500)</b>		<b>\$750</b>
<u>Capital Replacement</u>						
	Capital Replacement	\$20,000				\$12,500
	<b>Total</b>	<b>\$20,000</b>		<b>\$7,500</b>		<b>\$12,500</b>
<u>Contingency Funds</u>						
		0				0
		\$0				\$0

**BERLIN VOLUNTEER FIRE DEPARTMENT  
BUDGET  
Fiscal Year 2018**

<u>Expenditures</u>		<u>Income</u>	
		Operational Carry Over	\$10,000
		Previous Budget Surplus	\$15,000
		B.E.M. Phone	1,200
Administration	\$35,800	Interest Income	150
Insurance	30,500	Facility Rental	14,832
Benefits	29,000	Donations	6,000
Utilities	15,950	Dues Income	100
Communications	46,500	HazMat Calls	5,000
Building	25,700	Retire & L.I. payments	0
Truck	46,000	Diesel Fuel Tax Refund	500
Training/Education	2,750	Lock Box Sales	0
Gear	12,750	General Refunds	500
Equipment	18,500	Soda Machine Income	750
Operational Support	1,250	Miscellaneous Income	500
Loans	30,400	Sale of Dept. Equipment	0
Miscellaneous	250	Training Income	0
Capital Replacement	20,000	Coin Drop Fund Raiser	3,000
Contingency Funds	0	Various Fund Raisers	3,000
<b>Total Expenditures</b>	<b>\$315,350</b>	<b>Total Depart. Income</b>	<b>\$60,532</b>
		<b>Town Account Income</b>	<b>\$254,818</b>

This is a 2.81% increase to the Town from the 2017 budget, or an increase of \$7,160.00

Berlin Volunteer Fire Department, Inc.  
Financial Statements  
For the Year Ended June 30, 2017

Berlin Volunteer Fire Department, Inc.  
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For the Year Ended June 30, 20167

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## Batchelder Associates, PC

### INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Trustees of  
Berlin Volunteer Fire Department  
338 Paine Turnpike North  
Berlin, VT 05602-9141

We have reviewed the accompanying statement of financial position of Berlin Volunteer Fire Department (a nonprofit organization) as of June 30, 2017, and the related statements of activities and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Batchelder Associates, P.C.*

Batchelder Associates, PC  
License #945  
October 12, 2017

Berlin Volunteer Fire Department  
Statement of Net Position  
June 30, 2017

## ASSETS

Current assets:	
Cash	\$ 168,583
Accounts receivable	62,021
Inventory	5,430
Total current assets	<u>236,034</u>
Property and equipment:	
Fixed assets	2,525,801
Accumulated depreciation	<u>(1,718,559)</u>
Total property and equipment	<u>807,242</u>
 Total assets	 \$ <u><u>1,043,276</u></u>
LIABILITIES AND NET POSITION	
Current liabilities:	
Accounts payable	\$ 24,898
Payroll liabilities	1,774
Current portion, debt	23,113
Total current liabilities	<u>49,785</u>
 Long term debt	 <u>106,647</u>
Total liabilities	<u>106,647</u>
Net position:	
Restricted:	
Investment in fixed assets	677,482
Unrestricted	<u>209,362</u>
Total net position	<u>886,844</u>
Total liabilities and net position	\$ <u><u>1,043,276</u></u>

The accompanying notes are an integral part of these financial statements

Berlin Volunteer Fire Department  
Statement of Activities and Changes in Net Position  
For the Year Ended June 30, 2017

Operating Revenues:	
Town appropriation	\$ 245,158
Donations	25,555
Customer revenue	13,137
HazMat income	6,604
Fundraiser	1,738
Interest and penalties	535
Other	4,873
Total operating revenues	<u>297,600</u>
Operating Expenses:	
Payroll	12,557
Benefits	19,835
Supplies	3,078
Equipment	23,771
Purchased services	57,070
Repairs and maintenance	36,930
Utilities	28,828
Miscellaneous	9,428
Depreciation	56,563
Insurance	36,192
Total operating expenses	<u>284,252</u>
Operating Income /(Loss)	<u>13,348</u>
Non-Operating Revenues/(Expenses):	
Interest expense	<u>8,880</u>
Change in Net Position	4,468
Net Position/(Deficit) - July 1, 2016	<u>882,376</u>
Net Position/(Deficit) - June 30, 2017	<u>\$ 886,844</u>

The accompanying notes are an integral part of these financial statements

Berlin Volunteer Fire Department  
Statement of Cash Flows  
For the Year Ended June 30, 2017

Cash Flows From Operating Activities:	
Received from others	\$ 127,885
Received from Town	245,158
Payments to members	(13,271)
Payments to vendors and supplies	<u>(182,987)</u>
Net Cash Used By Operating Activities	<u>176,785</u>
Cash Flows From Noncapital Financing Activities:	
Repayment of debt	<u>(24,056)</u>
	<u>(24,056)</u>
Cash Flows From Capital and Related Financing Activities:	
Acquisition of capital assets	-
Interest expense	8,880
Loan Proceeds	<u>-</u>
Net Cash Used By Capital and Related Financing Activities	<u>8,880</u>
Net (Decrease) Increase in Cash	<u>143,849</u>
Cash - beginning of year	<u>24,734</u>
Cash - end of year	<u>\$ 168,583</u>
Reconciliation of Operating (Loss) Income to Net Cash Used By Operating Activities:	
Cash Provided From Operating Activities:	
Operating (Loss) Income	\$ 13,348
Adjustments to Reconcile Net Income to Cash	
Provided (Used) By Operating Activities:	
Depreciation	56,563
(Increase) Decrease in accounts receivable	75,443
(Increase) Decrease in prepaid expenses	7,638
Increase (Decrease) in accounts payable	24,506
Increase (Decrease) in payroll liabilities	<u>(713)</u>
Total Adjustments	<u>163,437</u>
Net Cash Provided (Used) By Operating Activities	<u>\$ 176,785</u>

The accompanying notes are an integral part of these financial statements

Berlin Volunteer Fire Department, Inc.  
Notes to Financial Statements  
For the Year Ended June 30, 2017

**NOTE I. Description of the Commission and Reporting Entity**

Berlin Volunteer Fire Department, Inc., (the Organization), is a private nonprofit organization dedicated to providing fire protection services to the surrounding community in Washington County, Vermont. Approximately 82% of the organization's support for the year ended June 30, 2017 came from allocations from town funding.

**NOTE II. Summary of Significant Accounting Policies**

**A. Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

**B. Basis of Presentation**

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No.117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**C. Cash and Cash Equivalents**

Cash and cash equivalents include all monies in banks and highly liquid investments with maturity dates of six months or less. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

**D. Accounts Receivable**

Accounts receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for doubtful accounts at June 30, 2017 was \$ 0. Changes in the valuation allowance have not been material to the financial statements.

**E. Property and Equipment**

The Organization capitalized all property, equipment, furniture, and leasehold improvement acquisitions in excess of \$500 at cost. Lesser amounts are expensed. Donations of property, equipment, furniture, and leasehold improvements are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Property, equipment and furniture are being depreciated using the straight-line method over their estimated useful lives, with a half of a year's depreciation recognized in the years of acquisition and disposal. Leasehold improvements are being amortized over the shorter of the lease term or useful life.

Berlin Volunteer Fire Department, Inc.  
Notes to Financial Statements  
For the Year Ended June 30, 2017

**NOTE II. Summary of Significant Accounting Policies (continued)**

**F. Public Support and Revenue Recognition**

Annual campaign contributions and special event revenues are generally available for unrestricted use in the related campaign event year unless specifically restricted by the donor.

Grant and other contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Contributions of donated noncash assets are recorded at their fair value in the period received. Contributions of donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donations, are recorded at their fair values in the period received.

**G. Income Taxes**

The Organization is a not-for-profit corporation whose revenues are derived from contributions, grants and other fund-raising activities and is not subject to federal or state income taxes.

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2).

**H. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from these estimates.

**NOTE III. Concentration of Credit and Market Risk**

Financial instruments that potentially expose the Organization to concentration of credit and market risk consist primarily of cash equivalents and investments. Credit exposure is not limited to any one institution. The Organization has not experienced any losses on its cash equivalents.

**NOTE IV. Detailed Disclosures Regarding Account Balances**

**A. Custodial Credit Risk – Deposits**

Custodial credit risk is the risk that in the event of a bank failure, Berlin Volunteer Fire Department, Inc. deposits may not be returned to it. Berlin Volunteer Fire Department, Inc. does have a deposit policy for custodial credit risk. As of June 30, 2017, \$ 0 of the government bank balances of \$ 0 was exposed to custodial credit risk.

Berlin Volunteer Fire Department, Inc.  
Notes to Financial Statements  
For the Year Ended June 30, 2017

**NOTE V. Capital Assets**

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and reductions during the year. Donated fixed assets are recorded at their fair market value on the date donated. Berlin Volunteer Fire Department, Inc. maintains a capitalization threshold of one thousand dollars. Improvements are capitalized.

All capital assets, except land, are depreciated or amortized. Improvements are depreciated or amortized over the remaining useful lives of the related capital assets.

The following is a summary of property, equipment, furniture and leasehold improvements as of June 30, 2017:

	Beginning Balances	Increases	Decreases	Ending Balances
Capital assets being depreciated:				
Building and improvements	\$ 848,926	\$ -	\$ -	\$ 848,926
Equipment— office	42,170	-	-	42,170
Vehicles and equipment	1,634,705	-	-	1,634,705
<b>Total capital assets, being depreciated</b>	<b>\$ 2,525,801</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,525,801</b>
Less Accumulated Depreciation:				
Leasehold improvements	\$ 234,787	\$ -	\$ -	\$ 234,787
Equipment— office	42,170	-	-	42,170
Vehicles and equipment	1,385,039	56,563	-	1,441,602
<b>Total depreciation</b>	<b>1,661,996</b>	<b>56,563</b>	<b>-</b>	<b>1,718,559</b>
<b>Assets being depreciated, net</b>	<b>863,805</b>	<b>(56,563)</b>	<b>-</b>	<b>807,242</b>
<b>Net assets</b>	<b>\$ 863,805</b>	<b>\$ (56,563)</b>	<b>\$ -</b>	<b>\$ 807,242</b>

**Note VI. Notes Payable and Line of Credit**

The Organization has a line of credit with the Vermont State Employees Credit Union in the amount of \$30,000. The line is a variable interest rate, which is 3.0% above the index, renewing at 5.5%. The line matures April 23, 2017. There are no advances against the line of credit at June 30, 2017. The Organization has one term note with the Vermont State Employees Credit Union for the purchase of Air Packs. The loan was for \$173,000, disbursed July 30, 2015. The loan bears interest at 6.0% with monthly payments of principal and interest in the amount of \$ 2,528. Current balance outstanding at June30, 2017 is \$129,760.

Berlin Volunteer Fire Department, Inc.  
Notes to Financial Statements  
For the Year Ended June 30, 2017

**Note VI. Notes Payable and Line of Credit (continued)**

The loan matures July 2022. Annual maturities are as follows:

2018	\$	22,883
2019	\$	24,295
2020	\$	25,793
2021	\$	27,384
2022	\$	26,890
Thereafter	\$	2,515
		<u>\$ 129,760</u>

**NOTE VII. Designated Net Assets**

There are no donor restrictions on the Organization's unrestricted net assets. However, at June 30, 2017 the Organization's directors have chosen to designate unrestricted net assets for the following purposes:

Restricted Fixed Assets	\$	807,242
Restricted - unspendable		-
Total restricted net assets:	\$	<u>807,242</u>

**NOTE VIII. Donated Services**

The Organization receives donated services from a variety of unpaid volunteers assisting the organization in fund raising and special projects. No amounts have been recognized in the accompanying statement of activities because the criteria for recognition of such volunteer effort under FASB issued guidelines have not been satisfied.

The value of donated services included in the accompanying financial statements and the corresponding expenses for the year ended June 30, 2017 are as follows:

<u>Program</u>	<u>Service</u>	<u>Hours</u>	<u>Amount</u>
Fire/Incidents	On-Call Fire Service Duty	4,481	\$98,234

**NOTE IX. Description of Program and Support Services**

The Organization provides Fire and Rescue Services to the Town of Berlin, Vermont and its surrounding areas. The Organization is staffed primarily by volunteers. In the past year, Fire and Rescue Squad members volunteered over 4,481 hours.

**NOTE X. Miscellaneous and Public Support Income**

The Organization receives donations from Town and Corporate residents and completes fund raising to raise additional funds for Berlin Volunteer Fire Department, Inc.

Berlin Volunteer Fire Department, Inc.  
Notes to Financial Statements  
For the Year Ended June 30, 201

**NOTE XI. Lease Income**

On September 1, 2005, the Berlin Volunteer Fire Department, Inc. entered into an agreement with Barre Town Emergency Medical Service to lease a portion of the building owned by the Organization. The monthly rent is \$915 with an original term of one year. The contract is now a month to month contract with the monthly rental income of \$1,236 per month.

Total lease payments received during the year ended June 30, 2017 were \$13,137.

**NOTE XII. Retirement**

The Organization initiated a retirement plan January 1, 2000. This is a pension plan with eligibility benefits beginning after two years of service and eighteen years of age. Normal retirement age is 65 with a minimum participation of one year. Benefits will begin one month following retirement. Actuarial assumptions include interest at 4.75%, pre and post-retirement. The funding method is entry age normal frozen initial liability. The present value of projected benefits is \$457,769, with the present value of accrued benefits at \$194,239. The present value of vested accrued benefits is \$148,066.

Total plan assets are \$279,268 with a recommended contribution of \$17,714. The funded ratio of the plan is 144%.

**NOTE XIII. Risk Management**

The Organization is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omission; injuries to employees; and natural disasters. The Organization maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Organization.

**NOTE XIV. Subsequent Events**

Subsequent events are events or transactions that occur after the financial statement date, but before the financial statements are issued. Management has evaluated subsequent events through October 12, 2017, the date for the June 30, 2017 financial statements were available for issuance. There were no subsequent events during this period.

# EMERGENCY MEDICAL SERVICES (EMS) DEPARTMENT

Chris LaMonda, MPH

Director of EMS

The EMS Department had 151 more calls in Fiscal year 2016/17 than fiscal year 2015/16. Like last year, the increase over the preceding year was due to increases in mutual aid and paramedic intercept emergency calls. It is anticipated that there will continue to be increases in the future and therefore, we are conducting some strategic planning to allocate resources accordingly.

This year there was a financial change related to medical reimbursements. Vermont Medicaid reimbursements increased based on the Vermont Legislature general fund changes. Vermont added a 3.3% ambulance revenue tax which is then used to access a higher reimbursement rate. After paying the tax Barre Town EMS received approximately \$18,000 in additional revenue.

## **Services and Service Area**

Barre Town EMS continued to function at the Paramedic level with Vermont Critical Care credentials. The Critical Care credential allows for the highest level of care in the prehospital setting. This credential is only held by 7 of the 80+ services in Vermont. Barre Town ambulances are based out of three stations with both East Barre and Berlin stations operational 24/7 and South Barre station 10 hours a day Monday through Friday. This fiscal year we continued to serve the towns of Barre Town, Berlin, Orange, Topsham and Washington. We also began conversations with the town of Brookfield in preparation for potentially taking on the EMS service for the northern section of town in fiscal year 2017-18.

The personnel schedule went through major changes this year. The EMS Union and Town, through the most recent union contract, created a trial schedule to potentially decrease excessive overtime. The trial is being tested from June 2017 through January 2018. During the trial period the town will evaluate the benefits. Benefits that come with the new schedule are decreased employee burnout, increasing productivity and longevity. This new schedule also allowed for hiring of more per diem employees. Over the past year the EMS department increased its per diem staff from 8 to 22 employees. This staffing increase helps with covering vacations, special events, and extended long distance transfers.

## **Equipment**

This year Barre Town EMS put a great deal of resources toward the purchase of 2 new ambulances. While we had planned to purchase 1 ambulance, the town had a need for a second because of the increase in call volume over the past 5 years. Both ambulances were purchased from Yankee Fire and Rescue. They are Ford E-350 chassis with Frontline boxes. These ambulances are equipped with power load stretchers that greatly reduce the risk of employee back injuries from lifting and moving patients. This addition was offset by the resale of two older ambulances for \$24,000.

During the bidding process it was recognized that the previous ambulance 5-year purchase plan would not work with the increase in call volume and mileage over recent years. During FY 16-17 the EMS department averaged approximately 13,000 miles per month. To avoid having vehicles with excessive mileage, and therefore more maintenance and lower resale value, the town has moved to a 4-year

purchase plan. This new plan will be evaluated over the next couple of years to see if other changes are needed to the rotation.

**Personnel**

This year 2 full-time staff retired, Patrick Doyle and Sheila Brown. Patrick retired after 25 years of service during which time he was crucial in moving Barre Town EMS forward. Pat was also available to assist the town and the EMS department in any way he could. Sheila retired after 15 years of service. During her time, she was integral to service billing and staff scheduling. The EMS department wishes them well and will miss them greatly.

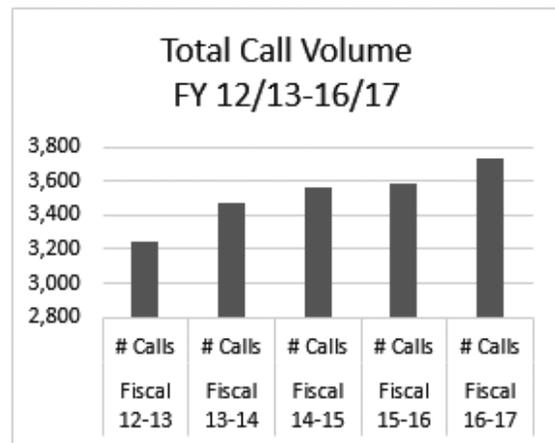
With these retirements, the town hired Leanne Hatch and Jonathan Cullen. Both are licensed at the Paramedic level. Leanne comes to us from the Upper Valley and earned her Paramedic in January of 2017 from New England EMS. Jon comes to us from northeastern Vermont and earned his paramedic in 2014.

The following are new per diem Barre Town EMS providers hired in FY16/17

Alex Jarvis, AEMT	David Talley, Paramedic	Michelle Brock, Paramedic
April Johns, Paramedic	John Leu, AEMT	Phillip Williams, EMT
Billy Smith, Paramedic	Kim Theil, Paramedic	Scott O'brien, AEMT
Brian Johns, Paramedic	Margrit Burke, EMT	Sheila Brown, AEMT
Cyndi Nichols, Paramedic	Michael Johns, AEMT	Patrick Doyle, AEMT

Primary Service area call volume

Town	# of Calls FY16-17
Orange	75
Washington	50
Topsham	84
Berlin	2257
Barre Town	646



# BERLIN HISTORICAL SOCIETY

Annual Report – 2017

*The Berlin Historical Society is an all-volunteer 501(c)(3) non-profit organization founded in 1982. Our mission is: To bring together those people interested in history, and especially in the history of Berlin, Vermont; to collect and preserve articles of historic interest pertaining to the town; and to maintain its historical archive library for public access. We continually work at preserving and sharing our history.*

The Berlin Historical Society (BHS) held a variety of interesting programs and discussions this year at our monthly meetings which were held from April through December.

The Annual Potluck Dinner meeting was held at the E.F. Knapp Airport terminal. Our featured speaker was Amelia Earhart, as portrayed by historic re-enactor, Jessa Piaia of Boston, Massachusetts. Ms. Piaia presented a one-person interpretation of pioneer aviatrix Amelia Earhart entitled “Meet Amelia Earhart (1897-1937): First Lady of the Air”. Ms. Piaia used drama to reveal the accomplishments, struggles, and contributions of women to American history.

Richard Turner made a presentation on his collection of Vermont license plates from 1905 to the present. A fascinating look at what influences the shape, size, color, material, numbering scheme and captions that are changed each year in the design of a Vermont automobile license plate.

Bob Mercier presented a photo slide show of his 37 years working for the local railroad. Bob grew up in West Berlin (Riverton) and started working for the railroad in 1953, at \$1.10 per hour, until the early 1990's. It was interesting to see train cars carrying granite from the quarries to the many granite sheds spread around central Vermont and illustrated the incredible labor required to keep the trains operating and on-track.

Manny Garcia gave a presentation about his research on the first settler of Montpelier, Jacob Davis. Davis was instrumental in the development and layout of streets and land parcels for homes and businesses in our capitol city, selecting the best sections along the river for sawmills and gristmills.

Research projects that were undertaken this year included: Cross-reference and consolidate our Berlin cemetery information with records from other sources; information about murders that have taken place in Berlin, including court records and newspaper accounts; weather events that effected Berlin; Then and Now photos of various properties in Berlin.

Special thanks to our President, Corinne Stridsberg, for her continuous enthusiasm and inspiration in promoting new and varied research projects to feed our curiosity for Berlin history. We also thank Manny Garcia for his wonderful, informative presentations. Each year Manny entertains and educates us with the results of his research and detailed knowledge of Berlin area history.

The Historical Society continues to collect Berlin-related stories, photographs and memorabilia. We welcome you to share your family treasures with us and to browse through our ever-expanding inventory of books, maps, pictures, letters, family files and other ephemera. Please contact us to arrange a visit to the office or to be added to the meeting notice list which is out by email.

BHS Email: [historicalsociety@berlinvt.org](mailto:historicalsociety@berlinvt.org)

BHS President: Corinne Stridsberg, [socialenergy@yahoo.com](mailto:socialenergy@yahoo.com) cell: 802-324-6622

Berlin, Vermont Memories facebook page: [www.facebook.com/groups/BerlinVermontMemories](http://www.facebook.com/groups/BerlinVermontMemories).

Respectfully Submitted,  
Meredith Dodge  
Treasurer, Berlin Historical Society



*"Amelia Earhart" spoke at the historical society annual potluck. Amelia flew into the Barre-Montpelier Airport (now E. F. Knapp State Airport) October 4, 1933. Inset: "Amelia" (Jessa Piaia) & Corinne Stridsberg*



*1969 Plowing the tracks, photo by Bob Mercier*



*Richard Turner sharing some vintage license plates from his collection.*

## BERLIN HISTORICAL SOCIETY - Financial Statement for 2017

*Berlin Historical Society is a privately-funded 501(c)(3) non-profit organization*

<b>Beginning Balance</b>	<b>January 1, 2017</b>		<b>\$51,352.78</b>
	Income	Membership Dues	\$160.00
		Gifts & Donations	\$405.00
		VSECU Interest and Dividends	\$193.21
		Edward Jones Investment Earnings	\$6,165.94
		Book Sales	\$65.00
		Other Sales	\$9.00
		Other	\$10.99
<b>Total Income</b>			<b>\$7,009.14</b>
	Expenses	Office	\$312.69
		Annual Potluck/Program	\$575.00
		Publication Expenses	\$277.72
		Purchase of Historical Items	\$33.00
		VHS Dues	\$50.00
		Annual Payment to Town	\$250.00
		Other	\$0.00
<b>Total Expenses</b>			<b>\$1,498.41</b>
<b>Year End Balance</b>	<b>December 31, 2017</b>		<b>\$56,863.51</b>

<b>Fund Balances</b>	<b>As of 12/31/2017</b>		
		VSECU Checking	\$3,402.45
		VSECU Shares	\$380.50
		VSECU CD	\$15,460.65
		Edward Jones Investments	\$37,619.91
<b>Total 2017 Year End Asset Balance:</b>			<b>\$56,863.51</b>



Berlin Historical Society appreciates information, stories, anecdotes, and photos regarding all types of Berlin history and historic events including structure fires. Please consider sharing some of your treasures with us, we're happy to scan photos for you.

*Riverton Post Office fire in 1948, photo courtesy of Bob Mercier.*

## BARRE AREA SENIOR CENTER

Barre Area Senior Center (BASC) serves adults 50 and older throughout Central Vermont. Currently, BASC serves approximately 300 members, most of whom reside in Barre City and Barre Town, as well as seniors from other Central Vermont towns, including Berlin. The BASC community celebrates its 50<sup>th</sup> anniversary this year. The Senior Center plays a vital role in supporting our older community members.

The age to participate at the senior center is 50, and a requested annual donation of only \$25 provides benefits to members, though everyone is welcome. Our mission is to provide access to programs and resources that help older adults live independently and remain active. We work to meet this mission by offering low-cost and free programs, activities and events focusing on aspects of healthy aging such as cognitive, physical and social wellbeing.. Some of our activities from this past year include Bone Builders T'ai Chi, yoga, square dancing, art studio (collage, printmaking and drawing), Mah Jongg, foreign language conversation groups, educational workshops, Young at Heart singing group, safe driver course, socials, meals, health and wellness clinics, fundraisers, open house, community partnering, and bus trips.

This summer we welcomed Project Independence into our space following storm damage to their building. The adult day care was able to continue its planned program of activities designed specifically for its clients here at BASC. When BASC in turn reached out into the community to rehome its programs, we were welcomed by the Aldrich Public Library, the Barre City Buildings & Community Services Department and E.F. Wall & Associates. We hope to continue such programming partnerships in the community going forward.

**Staff:**

**Mary Rose Dougherty**, Executive Director

**Sandy Safford**, Receptionist

**Jackie Isabelle**, Seniors in Motion Instructor

**Board of Directors:**

**Officers:**

President, **Dorothy Neve**

Vice-President, **Steve Finner**

Treasurer, **Robert Brault**

**John Poeton**

**Shirley Raboin**

Monday-Thursday 9-3

131 South Main St. #4

Barre, Vermont 05641

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

[www.facebook.com/barreseniors](http://www.facebook.com/barreseniors)

(802) 479-9512

[director@barreseniors.org](mailto:director@barreseniors.org)

Our community partners include AARP, the Aldrich Public Library, the American Red Cross, Berlin Congregational Church, Central Vermont Council on Aging, Central Vermont Home Health & Hospice, Central Vermont Solid Waste District, Community of Vermont Elders, Jazzercise, Meals on Wheels (City Hotel Cafe), Montpelier Senior Activity Center, Rehab Gym in Barre, and SASH.

An independent 501c3 charitable nonprofit, BASC relies on donations, fundraisers, voter-approved funding, grants and monetary gifts for its operating costs. This year, BASC was fortunate to have been awarded a Walmart grant to support program staff and activities.

BASC is very fortunate to have many dedicated volunteers, some of whom are instructors, who are the heart of our nonprofit organization. A heartfelt thank you goes out to them, including our very special volunteer Board of Directors. We invite you to visit soon to learn more about our programs and services.

## CAPSTONE COMMUNITY ACTION

20 Gable Place, Barre, VT 05641 802-479-1053

### **Fall 2017 Report to the Citizens of Berlin**

Since 1965, Capstone Community Action (formerly known as Central Vermont Community Action Council) has served low-income residents of Lamoille, Orange, and Washington Counties and nine communities in Windsor, Addison, and Rutland Counties. We help people build better lives for themselves, their families and their communities. This year, Capstone Community Action served 14,460 people in 8,162 Vermont households through Head Start and Early Head Start, business development, financial education, food shelves and nutrition resources, housing counseling, tax preparation, teen parent education, emergency heating assistance, home weatherization, workforce training, healthcare navigation, and more.

Programs and services accessed by 170 Berlin households representing 256 individuals this past year included:

- 76 individuals in 41 households accessed nutritious meals and/or meal equivalents at the food shelf.
- 26 households with 59 family members were able to keep heating their homes with help from our Crisis & Supplemental fuel programs as well as other utility costs.
- 8 individuals in 3 households worked with housing counselors to find and retain affordable, safe, secure housing.
- 14 households received emergency furnace repairs and 9 household furnaces were replaced at no charge, making them warmer and more energy efficient for residents.
- 11 households were weatherized at no charge, making them warmer and more energy efficient for 24 residents, including 8 seniors and 2 residents with disabilities.
- 4 people found and maintained reliable transportation with support from the Capstone Transportation Project, including car purchases.
- 4 people attended classes or met one-on-one with a financial counselor to be better able to manage and grow family finances.
- 2 entrepreneurs received counseling and technical assistance on starting or growing a business.
- 37 residents had their taxes prepared at no charge by Capstone's IRS certified volunteers ensuring them all the refunds and credits they were due.
- 1 childcare provider received nutrition education and was reimbursed for the cost of serving nutritious meals and snacks to the 8 children in their care.
- 10 people received information and assistance for signing up for Vermont Health Connect.

**Capstone thanks the residents of Berlin for their generous support this year!**

## CENTRAL VERMONT ADULT BASIC EDUCATION IN BERLIN



~~~Local Partnerships in Learning~~~

- Central Vermont Adult Basic Education (CVABE) is a community-based nonprofit organization serving the basic education and literacy needs of Berlin adults & teens for 50 years.
- CVABE serves as central Vermont's resource for free, individualized academic tutoring for individuals (ages 16- 90+) in:
  - Basic skills programs: reading, writing, math, computer literacy
  - English Language Learning and preparation for U.S. citizenship
  - High school diploma and GED credential programs
  - Academic skill readiness for work, technical training and/or college
- CVABE has six welcoming learning centers located throughout the organization's tri-county service region, including a Learning Center in downtown Barre and one in downtown Montpelier. We collaborate closely with schools, libraries, employers, and a great number of other community resources to make our unique service locally accessible. Our welcome extends to everyone.
- **CVABE provides education services to an average of 9 Berlin residents annually, and last year 4 Berlin residents enrolled.** Teachers instruct students one-to-one and/or in small groups. Each student has a personalized education plan to address his/her learning goals. These goals might include: getting or improving one's job, earning a high school credential, helping one's children with homework, budgeting and paying bills, reading important information, obtaining a driving license, preparing for college, gaining citizenship, and more. As parents gain literacy, their children are twice as likely to grow up literate themselves.
- CVABE provided free instruction for 450-500 people annually in its overall service area of Washington, Orange, and Lamoille Counties. Nearly all students are low income. It currently costs CVABE \$3,145 per student to provide a full year of instruction. Over 125 community volunteers—including volunteers from Berlin—work with CVABE's professional staff to meet the large need for these services while keeping overhead low.
- **We are deeply appreciative of Berlin's voter-approved past support. This year, your level support is again critical to CVABE's free, local education services.** Only a portion of CVABE's budget is comprised of state and federal support. Funding is needed each year from the private sector and from the towns and cities we serve, to ensure we can help the many neighbors who need education for a better life.

**For more information** regarding CVABE's basic education and literacy instruction for students, or volunteer opportunities, contact:

**CVABE's Barre Learning Center**  
46 Washington Street, Suite 100  
Barre, VT 05641  
(802) 476-4588

**CVABE's Montpelier Learning Center**  
100 State Street, Suite 3  
Montpelier, VT 05602  
(802) 223-3403  
[www.cvabe.org](http://www.cvabe.org)

## CENTRAL VERMONT COUNCIL ON AGING



**Promoting Healthy Aging**  
**Senior HelpLine: 1-800-642-5119**

### **Report of Services to Berlin FY17 - December 27, 2017**

Central Vermont Council on Aging is a private, nonprofit organization that is dedicated to the mission of supporting elders and family caregivers in leading self-determined, healthy, interdependent, meaningful and dignified lives in their homes and communities. For more than 40 years, CVCOA has assisted older Vermonters aged 60 and up to remain independent for as long as possible. We connect the elders in our communities to the network of benefit programs and services that they need to thrive. All services are made available to our clients at no charge without regard to health, income or resources.

Some of the options we make available include:

- Senior Help Line - (800) 642-5119 - has the answers to hundreds of common questions from elders, families and caregivers.
- Information & Assistance staff counsel elders and families on the many available benefit programs and services, such as 3SquaresVT, seasonal fuel assistance, and more.
- Case Managers work with clients in their homes to assess needs and develop, implement and coordinate individualized long-term care plans.
- Nutrition Services oversees the menu development for home-delivered and community meals and provides the largest source of funding for the 14 meal sites that prepare and deliver these meals.
- State Health Insurance Program (SHIP) provides personalized Medicare counseling, group training, and enrollment assistance for Medicare Part D plans.
- Family Caregiver Support promotes the well-being of the family members who help to make it possible for seniors to remain in their home.

During the last year, Central Vermont Council on Aging provided one or more of the above services to 71 Berlin residents. Case Managers, Davoren Carr and Megan Thomas are designated to work directly with the seniors in Berlin. Central Vermont Council on Aging devoted a total of 667 hours of service to Berlin seniors.

This request for funding from the Town of Berlin also includes services provided by "RSVP". RSVP is a program sponsored by Central Vermont Council on Aging which recruits, trains, and supports volunteers aged 55 and older serving aging persons in the Central Vermont community. RSVP supported 4 volunteers from Berlin who donated 68 hours of service to Central Vermonters.

All of us at CVCOA extend our gratitude to the residents of Berlin for their ongoing commitment to the health, independence, and dignity of those who have contributed to making the Central Vermont communities what they are today.

59 N. Main Street, Suite 200, Barre VT 05641-4121

1-877-379-2600 (Toll Free) 1-802-479-0531 (Local)

[cvcoa@cvcoa.org](mailto:cvcoa@cvcoa.org)



# CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION



CVEDC

James Stewart - Executive Director  
National Life Drive  
PO Box 1439, Montpelier, VT 05601-1439  
802-223-4654 [www.cvedc.org](http://www.cvedc.org)

## **2017-2018 Annual Report to the Town of Berlin**

### **Central Vermont Economic Development Corporation**

For 41 years Central Vermont Economic Development Corporation has remained a driving force for the economic health of the region. Over that history we have played a vital role in the development of businesses throughout the region through financing, real estate development, workforce training and more. We continue this tradition by being the “one-stop-shop” for any business question, serving all of Washington County, plus the towns of Washington, Orange and Williamstown.

In the past year CVEDC staff have worked in our communities to hold Makers Fairs in support of entrepreneurs growing small businesses. We have worked with large and small employers to support workforce development. CVEDC established a revolving loan fund to finance early stage and growing small companies, with a focus on those companies most likely to create new living wage jobs. We are working with a collaborative of regional communities on a recruitment campaign to find new opportunities. CVEDC is acting proactively to identify those areas where we can create the greatest positive impact for our communities and the businesses that make Central Vermont their home.

Each year we ask for the support of the communities we serve through a request for funding. These monies are leveraged with State and Federal dollars, as well as revenue generated through private sector support, to provide significant business resources at no cost to current and future businesses. This year CVEDC asks for your continued support with level funding of \$500.00. We appreciate your support in the past, and look forward to continuing to work with you in the future to build a strong and vibrant regional economy.

# CENTRAL VERMONT HOME HEALTH & HOSPICE



## 2017 ANNUAL SERVICE REPORT

### TOWN OF BERLIN

Central Vermont Home Health and Hospice (CVHHH) is a 106 year-old full service, not-for-profit Visiting Nurse Association governed by a local voluntary Board of Directors. Serving the residents of 23 Central Vermont towns in the comfort and privacy of their own homes, CVHHH is committed to providing high quality, medically-necessary home health and hospice care to all Central Vermonters regardless of their ability to pay, geographic remoteness or complexity of health care needs. The agency also promotes the general welfare of local community members with long term care and health promotion activities including flu and pneumonia vaccinations, health screenings, foot care clinics, international travelers' health and caregiver support. In addition to direct patient care, our hospice program offers comprehensive bereavement services and volunteer training.

#### Report of CVHHH Services to the Residents of Berlin Jan 1, 2017 to December 31, 2017

| Program               | # of Visits |
|-----------------------|-------------|
| Home Health Care      | 3117        |
| Hospice Care          | 391         |
| Long Term Care        | 1741        |
| Maternal Child Health | 28          |
| TOTAL VISITS/CONTACTS | 5277        |
| TOTAL PATIENTS        | 119         |
| TOTAL ADMISSIONS      | 156         |

*\*Audited figures are not available at the time of report submission. Preliminary figures are prorated based on number of visits from January 1, 2017 – September 30, 2017 and are not expected to vary significantly.*

Town funding will help ensure CVHHH continues these services in Berlin through 2018 and beyond. For more information contact Sandy Rousse, President & CEO, or Daniel Pudvah, Director of Development, or Kim Farnum, Manager of Community Relations & Development at 802.223.1878.

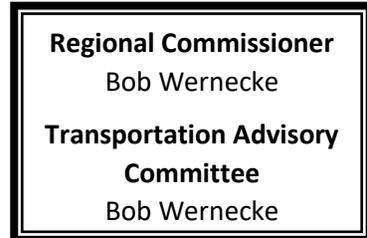
# CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## 2017 ANNUAL REPORT, TOWN OF BERLIN

The Central Vermont Regional Planning Commission is a consortium of 23 towns and cities in Washington County and western Orange County. The Commission provides planning, development, and project implementation assistance to communities. All municipalities in the region are entitled to equal voting representation by a locally appointed member to the governing Board of Commissioners.

### 2017 Berlin Activities

- ❖ Created an online map of parcel, zoning, and natural resource data.
- ❖ Assisted with municipal development plan updates.
- ❖ Facilitated site selection for the Stormwater Master Plan.
- ❖ Conducted outreach on the Winooski River Tactical Basin Plan.
- ❖ Provided data for local energy planning.
- ❖ Provided resources for a Local Hazard Mitigation Plan update.
- ❖ Created E911 Service Area maps, assisted with a Local Emergency Operations Plan update, and created a hazardous materials summary and map.



### CVRPC Projects & Programs

- ❖ *Municipal plan and bylaw updates:* Focus on predictable and effective local permitting through education, bylaw modernization and plan updates.
- ❖ *Brownfields:* Complete environmental site assessments so properties can be sold, developed or redeveloped to benefit the economy, create/protect jobs and increase housing opportunities.
- ❖ *Transportation planning:* Coordinate local involvement in transportation decisions through the Transportation Advisory Committee and provide studies, plans, data collection, and counts.
- ❖ *Emergency planning:* Better prepare our region and state for disasters by coordinating with local volunteers and the state on emergency planning, exercises, and training.
- ❖ *Energy conservation and development:* Foster projects that support energy conservation to save energy and tax dollars and identify opportunities for renewable energy generation.
- ❖ *Natural resource planning and project development:* Implement activities to protect water resources/supplies, enhance recreational opportunities, maintain the forest products industry, and enhance environmental health.
- ❖ *Regional plans:* Coordinate infrastructure, community development, and growth at the regional level through the development, adoption, and implementation of a regional plan.
- ❖ *Geographic Information System services:* Provide municipalities, state agencies, and regional groups with mapping and data analysis in support of their projects.
- ❖ *Special projects:* Complete special projects, such as downtown revitalization, recreation paths, farmland preservation, economic development, and affordable housing projects.
- ❖ *Grants:* Identify appropriate grant sources, define project scopes, and write grant applications.

The Commission has no regulatory or taxing authority; each year, we request a per capita assessment from our members in support of local and regional planning activities and to help offset costs and provide local matching funds needed for state and federal funding.

Your continued support for local and regional planning is appreciated! CVRPC is your resource -- please contact us at 802-229-0389 or [cvrpc@cvregion.com](mailto:cvrpc@cvregion.com) for assistance.

# CENTRAL VERMONT SOLID WASTE MANAGEMENT DISTRICT

137 Barre Street, Montpelier, VT



05602 [www.cvswwd.org](http://www.cvswwd.org) 802-229-9383

## CVSWMD FY 2017 Report for Berlin

The Central Vermont Solid Waste Management District serves 19-member cities and towns and approximately 52,000 residents to reduce and manage solid waste. Matthew Levin represents Berlin on the CVSWMD Board of Supervisors. CVSWMD is committed to providing quality programming, meeting state mandates and providing information and resources to our member communities.

In FY17, CVSWMD provided \$7,363 in School Zero Waste and Lawrence Walbridge Reuse Grants and \$4,534 in Green Up Day Grants to businesses and schools in member municipalities. The District invites all member municipalities to apply for an annual non-competitive Green Up Day Grant each spring. The District invites all member municipalities to apply for an annual non-competitive Green Up Day Grant each spring. Berlin Elementary School received a Zero Waste Grant of \$1,470 to purchase equipment to establish an on-site composting system.

After 14 years, CVSWMD is no longer in the business of hauling food scraps from schools and businesses in central VT. Our efforts, and those of our partners, kept 12,112 tons of food scraps out of the landfill! In 2017, CVSWMD successfully transitioned all organics hauling routes to Grow Compost of Moretown. CVSWMD will continue to provide resources and technical assistance to businesses to reduce and divert food waste from the landfill to comply with state law.

The District continues to provide award-winning programming, including:

- **Residential Composting:** CVSWMD sells Green Cone food digesters, Soil Saver composting bins and kitchen compost buckets at cost to district residents. CVSWMD also offers free workshops about backyard composting.
- **School Programming:** Our School Zero Waste Program works with all 27 schools in the District, teaching solid waste lessons in classrooms and facilitating the recycling of paint, bulbs, electronics, batteries and more. In FY17, we led students at Berlin Elementary School and U-32 in two waste audits. School Program Coordinators work with maintenance staff and teachers to help schools compost on site and mentor student groups who lead initiatives toward zero waste in their schools.
- **Special Collections:** In 2017, 9 events were held, in which CVSWMD collected hazardous waste, paint, batteries and fluorescent bulbs.
  - 91 households participated in the Barre Town household hazardous waste collection and 108 participated in the Montpelier hazardous waste collection.
- **Additional Recyclables Collection Center (ARCC):** The ARCC, at 540 N. Main St. in Barre, is open M, W, F noon-6pm and the third Sat. of each month, 9-1pm. The ARCC is a recycling drop-off for over 40 hard-to-recycle materials, [cvswwd.org/arcc](http://cvswwd.org/arcc). Blue bin recyclables are not accepted at the ARCC.
  - In FY17, 222 residents from Berlin recycled at the ARCC.
- **Web Site:** CVSWMD posts useful information including what can be recycled, what can be composted, how to dispose of hazardous waste, leaf and yard waste, composting, Act 148, details of our special collections, and an "A to Z Guide" listing disposal options for many materials in the alphabet.

## CIRCLE



### **24-Hour Toll-Free Confidential Domestic Violence Hotline 1-877-543-9498**

Shelter – Support Services – Referral Services  
Protection Orders – Safety Plans-Civil Court Advocacy  
Criminal Court Advocacy – Community Education  
Prevention Programming For Youth

Circle strives every day to meet the diverse needs of the many victims/survivors who come through our doors. We continue to do a tremendous amount of work during a challenging economy, all the while adhering to stringent program standards to ensure the highest quality of service. A continuing challenge facing Circle is the increasing utilization rate. As you can see from our hotline statistics alone, we are responding to more calls for assistance than ever before, and the nature of these calls, much like people's lives, are becoming more complicated.

Through the year, Circle staff and volunteer advocates have responded to these increased and complex needs by providing the following services:

- Staff and volunteers responded to 6,081 hot line calls, an increase of 1,095 calls.
- Shelter services were provided to 19 women and 15 children for a total of 2,623 bed nights.
- Our prevention based programs in schools reached a total of 40 students during this fiscal year.
- Circle provided community presentations to 399 individuals through the 22 trainings and workshops offered to individuals and professionals in Washington County.
- Advocates provided support to 103 plaintiffs during Final Relief from Abuse Hearings, and assisted 132 individuals file for temporary orders.
- Court Education Program was presented to 197 individuals, and our Court Hour Program, which offers one-on-one support to plaintiffs as they prepare for their final hearings, was offered to 9 individuals.
- Circle held 105 support group sessions, which 19 women attended, and held 15 legal clinics.
- Over 1,500 people received direct services from Circle, which are maintained by trained staff and volunteers.
- Our organization continues to rely heavily on the vast support of its many dedicated volunteers; Board Members, Hotline Advocates, and Shelter Support have all contributed 8,010 hours to the work of Circle.

#### **Our services include:**

- SHELTER: Emergency Shelter for women and their children fleeing from domestic violence
- SHELTER YOUTH PROGRAM: Available to children staying in shelter
- TOLL FREE CONFIDENTIAL 24-HOUR HOT LINE (1-877-543-9498)
- EMERGENCY, CIVIL and CRIMINAL COURT ADVOCACY
- SUPPORT GROUPS
- PREVENTION EDUCATION OFFERED TO SCHOOLS THROUGHOUT WASHINGTON COUNTY
- EDUCATIONAL PRESENTATIONS and TRAININGS: offered to civic organizations and businesses.
- INFORMATION AND REFERRAL: information about domestic violence and community resources, as well as individualized advocacy and referral to social service, legal, employment, counseling, and housing options.

## FAMILY CENTER OF WASHINGTON COUNTY



....serving families in Berlin

The Family Center of Washington County provides services to all children and families in our region. We offer services for children, youth and families, including: Early Care and Education, Children's Integrated Services-Early Intervention, Family Support Home Visiting, Family Supportive Housing Services, Specialized Child Care supports, Transportation, Reach Up and Job Development, Family Works, Child Care Financial Assistance, Child Care Referral, Welcome Baby visits, Strengthening Families Demonstration Project, Parent Education, and Playgroups for children from birth to five. We are grateful for the support shown by the voters of Berlin. For more information about Family Center programs and services, please visit: [www.fcwcv.org](http://www.fcwcv.org).

### **Among the 140 individuals in Berlin who benefited from the Family Center's programs and services from July 1, 2016 – June 30, 2017 were:**

- \*14 families** who consulted our **Child Care** and other **Resource and Referral services**, receiving assistance in finding child care to meet their needs, answering questions related to child care and child development, and receiving information about other community resources available to them.
- \*26 families** who received **Child Care Financial Assistance**.
- \* 4 licensed and registered child care providers** and other support agencies who consulted our **Child Care Provider Support services**, and received monthly newsletters and training on a wide variety of topics through home visits, conferences, and workshops.
- \*25 children and caregivers** who participated in our **Playgroups**. Playgroups are free, open to all families with children birth to five, and have no eligibility requirements. Children have a chance to play with others in a safe, stimulating and nurturing environment. Parents talk to other parents, draw upon each other for support, learn new skills from Playgroup Facilitators and get information about community resources.
- \* 7 adults and children** who participated in **Parent Education** workshops and related activities for children.
- \* 4 children** who attended our 4 STARS **Early Childhood Education** program.
- \* 7 children and caregivers** who attended our **Community Events**.
- \*43 individuals** who were served by one of our **Home Visiting** services, providing parent and family education and support.
- \* 9 children and caregivers** who received food and household items from our **Food Pantry** to help supplement their nutritional and basic needs of families we serve.
- \* 2 children** who received **Transportation** assistance through our bus.
- \* 6 individuals** who received **employment training** in our **Family Works program** and **Reach Up Job Development**.

***Building resourceful families and healthy children to create a strong community.***

## GOOD BEGINNINGS OF CENTRAL VERMONT



Our mission is to bring community to families with new babies. Our largest program, the Postpartum Angel Family Support Program, matches families with a trained volunteer for up to 12 weeks of in-home postpartum support and respite. Our volunteers also provide in-arms cuddling to newborns boarding at CVHC for health reasons. The Birthing Year is a free workshop series covering a range of early parenting topics, and the Nest parent drop-in space hosts formal and informal gatherings for parents with infants and toddlers, in a welcoming and developmentally-appropriate space. Low-income families are eligible for assistance through our Emergency Fund and Free Carrier Programs. All our programs are available at no charge to any local family with a new baby.

Last fiscal year, our volunteers provided over 1,400 hours of respite, support, and community connections to 107 families, including 9 newborns boarding at the hospital. 103 families from 31 different towns visited our Nest drop in space. 8 families received free infant carriers, and 4 families received a total of \$1060 in emergency funding to help with basic needs.

Last year, we served 5 families from Berlin. Four families were matched with a Postpartum Angel and received a total of 60 hours of in-home respite, support, and community connection. One of these families also received a free high quality infant carrier through our Free Carrier Program. One family attended the weekly Mama's Circle group at the Nest.

### **Contact Us:**

Good Beginnings of Central Vermont

174 River Street, Montpelier, VT 05602

[info@goodbeginningscentralvt.org](mailto:info@goodbeginningscentralvt.org)

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

802.595.7953

## GOOD SAMARITAN HAVEN

# 2016 IMPACT REPORT

## GOOD SAMARITAN HAVEN

**SHELTER+SUPPORT** GOOD SAMARITAN HAVEN PROVIDES SUPPORT SERVICES TO HELP CLIENTS FIND STABLE HOUSING AND EMPLOYMENT.



**82%**

Received Case Management Services



**71%**

Found Employment, Enrolled In An Education Or Training Program, Or Qualified For Benefits



**30%**

**STABLE**

Moved Into Stable Housing Within 90 Days Of Entry



**37 DAYS**

Average length of stay in Good Samaritan Haven's Emergency Shelter Program.



**177 NIGHTS**

Number of nights the shelter was full and operating at capacity.

### 10,110 CHARITABLE MEALS SERVED



Good Samaritan Haven remodeled the shelter's kitchen and increased its capacity to provide charitable meals with the help of the Walmart Foundation this year.

### FAMILY SUPPORTIVE HOUSING



Good Samaritan Haven helped launch the Family Supportive Housing Program to end family homelessness in Washington County.



**29 CHRONIC**

Number of guests who have been chronically homeless for more than one year.

**224** NUMBER OF UNIQUE INDIVIDUALS EXPERIENCING HOMELESSNESS SHELTERED AND SUPPORTED BY GOOD SAMARITAN HAVEN

**110**

MENTAL ILLNESS

**66**

PHYSICAL DISABILITY

**62**

SUBSTANCE ABUSE

**58**

DOMESTIC VIOLENCE

25 Clients Were Veterans • 86% Were White • 67% Were Male • 47% Were Ages 25-44

Learn more at [www.GoodSamaritanHaven.org](http://www.GoodSamaritanHaven.org)

105 North Seminary Street, P.O. Box 1104, Barre, VT 05641 \* Shelter Phone: 802-479-2294

# GREEN MOUNTAIN TRANSIT (GMT)

Getting You Where You Need To Go!

## Town of Berlin FY17 Annual Report

### Who We Are

GMT is the public transportation provider for the northwest and central regions of Vermont, offering a variety of services to the communities in which we serve. GMT is proud to offer traditional public transportation services like commuter, deviated fixed routes and demand response shuttles, while providing individualized services such as shopping and health care shuttles, Medicaid, Elderly and Disabled services to both urban and rural communities.

### Our Services

#### Individual Special Service Transportation

GMT provides essential medical and non-medical transportation service to those who qualify for Medicaid, Elderly and Disabled, non-Medicaid medical, human service and/or critical care funds. We offer individual coordinated services for those who qualify and who are in need of scheduled rides through GMT volunteer drivers, special shuttle service or general public routes.

***In FY17 over 64 Berlin residents were provided special transportation services, totaling 15,156 trips originating in Berlin. Special services offered direct access to:***

- Medical treatment
- Meal site programs
- VT Association of the Blind
- Reach Up
- Central VT Substance Abuse
- Prescription and Shopping
- Social and Daily services
- BAART
- Washington County Mental Health
- Vocational Rehabilitation

#### General Public Transportation

GMT also provides traditional general public transportation service directly supporting the increasing demand for affordable commuter and essential daily needs transportation solutions.

**In FY17, total statewide GMT ridership was 333,724.** This general public transportation ridership was *in addition to* Special Service ridership, (above), and is available through a variety of services including:

- Deviated Fixed Routes
- Local Commuter Routes
- Local Shopping Shuttles
- Health Care Shuttles
- Demand Response Service
- Regional Commuters to Chittenden and Caledonia Counties

### Thank You

Thank you to the taxpayers and officials of Berlin for your continued financial support of GMT's public transportation service and for your commitment to efficient transportation solutions.

### Information

Please feel free to contact Chris Loyer, Public Affairs Coordinator with questions or to request additional information on GMT services at 802.540.2451 or [cloyer@RideGMT.com](mailto:cloyer@RideGMT.com).

## GREEN UP VERMONT



### GREEN UP VERMONT

P.O. Box 1191, Montpelier, Vermont 05601-1191  
(802)229-4586, or 1-800-974-3259

[greenup@greenupvermont.org](mailto:greenup@greenupvermont.org) [www.greenupvermont.org](http://www.greenupvermont.org)

Green Up Day was launched in 1970 by Governor Deane Davis with the idea to “marshal an army of thousands of volunteers to clean up litter from the roadsides.” Green Up Vermont, a nonprofit 501(c)(3) organization, continues to proudly carry on this tradition of Green Up Day. Green Up Vermont is not a State Agency. The success of Green Up Day depends not only on individuals volunteering to clean up, but also on financial support given by both the public and private sectors throughout Vermont. People can now choose to donate to Green Up Vermont by entering a gift amount on Line 29 of the Vermont Income Tax Form.

With your town’s help, we can continue Vermont’s unique annual tradition of taking care of our state’s lovely landscape and promoting civic pride with our children growing up with Green Up. On Green Up Day people come together in their communities to give Vermont a spring cleaning! Throughout Vermont 50,000 Green Up bags are distributed with 200 to 300 tons of trash collected each year. Statewide over 5,000 tires are collected annually. Green Up Vermont also focuses on education for grades K-2 by providing two free activity booklets to schools and hosts its annual student poster and writing contests for grades K-12. To learn more please visit [www.greenupvermont.org](http://www.greenupvermont.org).

Support from cities and towns has been an essential part of our operating budget. It enables us to cover about 15 percent of the budget. Funds help pay for supplies, including over 48,000 Green Up trash bags, and promotion, education and services of two part-time employees.

### **Mark your calendar! - May 5, 2018 - Green Up Day**

Join with people in your community to clean up for Green Up Day, always the first Saturday in May.

Twin City Subaru, 142 Berlin Mall Road, continues to be an integral part of Green Up Day in Berlin. As an official sponsor they are dedicated as a bag pick-up /drop-off location. Volunteers enjoy free food, drinks, and Green Up Day swag. Twin City Subaru staff has joined in to do their part to Green Up Vermont. Green Up bags are also available at both the Town office and at the Berlin Elementary School in advance of Green Up Day. Green Up trash can be left along the roads to be picked up.



## HOME SHARE NOW



www.homesharenow.org

105 North Main Street, Suite 103, Barre, VT 05641 (802) 479-8544

Since 2003, Home Share Now has been facilitating home sharing, typically between people who need affordable housing and older adults. Instead of market rent, services and/or a stipend are delivered by vetted home seekers. We are the only organization offering this service in central Vermont.

Our mission—cultivating relationships to expand the possibilities for living—is a means to many ends: stabilized housing, extra income, reduced rent, nursing home diversion, enhanced sense of community, respite for adult children caring for aging parents, and at-home, non-medical services.

Our goal is to enable seniors in need of in-home assistance, seniors living in subsidized housing, adults living with disability, and the financially insecure to maintain stability and to live where and how they would like. Here’s how our overall population served stacks up over the last few years:

|                                        | FY13          | FY14         | FY15         | FY16         | FY17         |
|----------------------------------------|---------------|--------------|--------------|--------------|--------------|
| <b>Unique home sharers</b>             | 47            | 49           | 90           | 107          | 115          |
| <b>Hours of assistance provided</b>    | No data       | 6,500 hours  | 10,200 hours | 12,800 hours | 12,125 hours |
| <b>% of home seekers paying \$0</b>    | 35%           | 35%          | 25%          | 37%          | 31%          |
| <b>Average monthly rent exchanged</b>  | \$244         | \$340        | \$304        | \$323        | \$290        |
| <b>Nursing home savings</b>            | \$290,000     | \$229,000    | \$425,000    | \$631,000    | \$354,423    |
| <b>Housing units created</b>           | 49 units      | 61 units     | 76 units     | 94 units     | 99 units     |
| <b>Rental savings</b>                  | \$75,000      | \$81,780     | \$122,558    | \$168,696    | \$157,996    |
| <b>Potential new construction cost</b> | \$9.6 million | \$12 million | \$15 million | \$18 million | \$19 million |
| <b>% of low-income participants</b>    | 74%           | 74%          | 80%          | 86%          | 85%          |
| <b>HSN’s Operating Budget</b>          | \$198,751     | \$234,945    | \$259,373    | \$269,843    | \$277,642    |

In Berlin last year, we served 11 people. Of those 11 people, 6 were matched in home shares, for a total of 1,416 nights. These numbers do not include people living outside Berlin who would have considered a home share there. In FY18 we expect to secure housing for 120 people via home sharing while providing another 650 people with housing assistance. Thanks to the support of the Berlin voters:

- 100% of matched home seekers worry less about money
- 59% of matched home providers feel safer at home
- 62% of matched home providers feel less lonely
- 70% of all matched home sharers live where and how they want thanks to Home Share Now
- 98% of matched home sharers would recommend Home Share Now to family and friends
- 98% of matched home sharers are satisfied with Home Share Now’s services
- 94% of matches reported an increase in their quality of living

## KELLOGG-HUBBARD LIBRARY

135 Main Street, Montpelier, VT 05602  
223-3338 Adult Desk / 223-4665 Children's Desk  
info@kellogghubbard.org www.kellogghubbard.org



The Kellogg-Hubbard Library is an independent non-profit organization that serves Berlin and five other Central Vermont communities. One of the busiest libraries in the state, it is open 55 hours and six days per week and has the largest public library collection in the region. Last year we had over 201,000 patron visits.

The library's current budget is \$909,000, and it depends on taxpayers for about half of its revenue. Fundraising, donations, grants and earnings on the library's endowment provide the other half and allow us to provide high quality service for far less than the state average. We are asking the Town of Berlin to contribute \$30,402 towards running the library. *This is only 3.3% of the cost of operating the library.* Recognizing that not all Berlin residents use this library, the Kellogg-Hubbard is requesting \$10.80 per capita support from the town. The statewide average per capita taxpayer support for local libraries is over \$30.00.

How does the Kellogg-Hubbard Library serve Berlin residents?

- 402 Berlin residents have *active* library cards. (Cards not being used become *inactive*.)
- Last year, Berlin residents borrowed 8,582 items (plus e-books and audio books, which are not tallied by town).
- Volunteers regularly engage in pre-literacy activities and read stories to children at two Berlin daycares. Last year they read 380 stories at the daycares.
- Staff and volunteer provided occasional story times at locations in town, and last year distributed 36 free new books at those events.
- How does the library serve our communities as a whole?
- Free museum and park passes to: Fairbanks Museum, Billings Farm & Museum, Vermont Institute of Natural Resources, Vermont State Parks, Vermont Historic Sites, Shelburne Farms, Vermont History Museum.
- Reduced-price passes to: ECHO Aquarium (\$7 for 4 people) & Shelburne Museum (50% off).
- At least three summer day camps for children.
- Two e-book and audio book download services.
- 84 magazine subscriptions. Issues can be borrowed.
- 63,039 books.
- 4,447 DVDs.
- Over 500 programs for children and adults. Last year, we offered 546 programs, and attendance at them totaled 9,466.

The library has an active Board of Trustees, and Lynn Spencer, who both lives in Berlin and teaches at Berlin Elementary School, is the Berlin representative on it. In 2018, we look forward to continuing to expand services in Berlin.

~ Tom McKone, Executive Director

## MONTPELIER SENIOR ACTIVITY CENTER

58 Barre Street, Montpelier, Vermont

The Montpelier Senior Activity Center is your home for healthy aging and lifelong learning. Everyone 50+ is welcome at the Montpelier Senior Activity Center (MSAC), a place where vibrant, diverse programming promotes lifelong learning, healthy aging, socialization, enhanced nutrition, and access to aging resources. If you'd like to learn more, visit [www.montpelier-vt.org/msac](http://www.montpelier-vt.org/msac), call us at 223-2518 or stop by at 58 Barre Street in Montpelier.

Our core program is our diverse set of nearly 70 weekly classes that encourage mental and physical well-being. Our welcoming center offers a gathering space for games, computer use, a book and DVD library, and connects older adults to vital community services that help them stay healthy and independent. Classes are very affordable (a 12-week yoga class is just \$35), many activities are free, and financial aid is available to all.

Community meals, called FEAST Together, are offered on Tuesdays and Fridays for a low suggested donation. Meals are delivered daily to residents in Montpelier and Berlin. Nearly 2,000 meals were delivered to 13 individuals in Berlin last year. Over 17,000 meals in total were served last year, including more than 12,000 home-delivered meals.

In the past year, **at least 78 residents from Berlin participated in our programs** – a 28% increase over the previous year (61). Our increased funding request this year also reflects the transfer of management of the FEAST senior meals program to the Montpelier Senior Activity Center from Just Basics, Inc. As a supporting town, Berlin members have reduced dues and can register for classes as early as Montpelier residents and two weeks earlier than members from non-supporting towns. **Additional uncounted residents from Berlin** took advantage of the many MSAC and community events, meals and services that are free and open to the public at the Center.

For more information, email [msac@montpelier-vt.org](mailto:msac@montpelier-vt.org), call 223-2518 or go to [www.montpelier-vt.org/msac](http://www.montpelier-vt.org/msac). Like MSAC on Facebook and/or join our e-list to stay tuned regularly! We hope to serve even more Berlin residents in the coming year and greatly appreciate your town's support!

## PEOPLE'S HEALTH & WELLNESS CLINIC

553 North Main Street • Barre, VT 05641 • Telephone (802) 479-1229  
Serving the Uninsured and Underinsured of Central Vermont

The People's Health & Wellness Clinic has been providing primary health care and wellness education to uninsured and underinsured central Vermont residents who could not otherwise afford these services since 1994.

In Calendar Year 2017, the People's Health & Wellness Clinic served 557 unduplicated individuals, who came for 1170 clinical visits, requiring 2846 patient interactions. 287 of these patients were new to the Clinic. All of these numbers are significant increases over the past two years. We had 866 medical visits, 281 medical consults, and provided 904 diagnostic tests. 112 individuals came for 155 dental hygiene visits and 99 referrals to dentists for more advanced treatment. We provided 160 pharmaceutical samples, immunizations, and vouchers, and wrote hundreds more prescriptions. Our services include screening all patients for eligibility in a variety of health insurance and assistance programs. We also helped many patients navigate the application process for a variety of programs including Vermont Health Connect, Medicaid, Ladies First, and Central Vermont Medical Center – UVM Health Network and other hospitals' patient financial assistance programs. Through all these efforts, we were able to successfully enroll them 134 times, often in more than one program.

12 separate Berlin residents sought our services in 2017, 3 of whom were new to the Clinic. They required 111 separate patient interactions. They came for 32 full medical visits and 9 mental health visits. We provided 42 case management interactions, 36 medical consults, performed or arranged for 44 diagnostic tests (labs, x-rays, etc.) and provided immunizations and pharmaceutical samples or vouchers 8 times. We had 2 dental visits, resulting in 1 cleaning (prophylaxis), 2 x-rays, and 1 referral out to a participating dentist. Our navigation services helped 2 individuals successfully enroll into health insurance and assistance programs once, as well as renewals and other changes to their plans.

Volunteer practitioners are the heart of our service model. In 2017, over 60 volunteers gave over \$88,000 worth of their time serving our patients. Over \$95,000 worth of pharmaceuticals and medical supplies and other services were donated for our patients. We paid \$6,721 for diagnostic testing, and leveraged another \$19,514 worth of tests.

We define our primary service area as all of Washington County, plus the Orange County towns of Orange, Washington, and Williamstown, but we do not restrict geographic access, and ended up serving people from 48 Vermont towns. People must have household income of less than 400% of the Federal Poverty Level to be eligible for our services, but 90% were under 250% - basically the "working poor."

As a federally-deemed free clinic, we cannot charge for services. We depend on grants and donations, including from our patients. For more information on our services, to make a donation, or to volunteer, please visit our website at [phwcv.org](http://phwcv.org). Patients are seen by appointment only – call 802-479-1229, Monday through Thursday.

We are grateful to the voters of Berlin for many years of support for the Clinic, and are very pleased to be able to provide these services to the community. Thank you. Peter Youngbaer, Executive Director

# SEXUAL ASSAULT CRISIS TEAM

## 2016-2017- Annual Report to Municipalities

The Sexual Assault Crisis Team (SACT) is a private, non-profit organization that offers free of charge advocacy for female, male, and transgender victims of sexual violence. This advocacy includes emotional support both one-on-one and groups, 24/7 emergency hotline, legal support, medical and hospital support, emergency overnight shelter support and shelter use for victims/survivors and/or their non-offending family members during the legal process, including during court hearings, depositions, rape exam recovery, time before or after individual counseling sessions through private therapist, and other times when victims/survivors need a private space or bed for an hour or a day.

SACT operates using both paid staff and volunteers. During 2016-2017 SACT had 3 full-time advocates, 4 part-time stipend paid hotline staff, and many volunteers. Volunteers and part-time hotline staff are all from local Washington County communities. These dedicated advocates received twenty hours of intense training, so they would be able to provide confidential advocacy to victims by responding to hotline calls; 4380 hours of volunteer services were provided solely to support the hotline program. SACT's training program has been acknowledged as meeting current best practice standards and has been used as a model for the development of similar trainings by other sexual violence programs both within Vermont and nationwide. During 2016-2017 SACT received 1361 hotline calls for services from 227 individuals. These calls included: crisis calls following sexual assaults, requests for emotional support, hospital advocacy, criminal justice advocacy, information and referral, and requests for education and training. These requests resulted in 741 units of service being provided.

SACT works in coalition with other Washington County and State agencies to provide comprehensive services to those seeking assistance. SACT continues its work with Norwich University and the Vermont National Guard Sexual Violence Response Coordinator to ensure returning soldiers, and their family members, who are struggling with sexual violence issues, are offered supportive services in their transition to civilian life. During the 2016 – 2017 reporting period, SACT provided outreach and education to 83% of the Norwich student leaders, and 84% of Norwich's new students, faculty, and staff. SACT also provides education regarding all aspects of sexual violence issues for Washington County Schools K-12 and colleges, service groups and other public organizations.

SACT provided shelter for male, female, and transgender survivors of sexual violence. As with all the services provided by SACT, shelter services are offered to both non-offending survivors and their non-offending family members. SACT continues to provide shelter services for male and transgender victims of domestic/sexual violence, which in the past has included returning military personnel. SACT has extended shelter services to special needs victims, primarily those needing a fully accessible facility, and which would also allow a non-offending care provider to stay in shelter with the victim/survivor. During the 2016-2017 fiscal year, SACT provided shelter for 43 people for a total of 1410 bed nights.

SACT remains dedicated to providing services to all victims/survivors of sexual violence and remains committed to identifying new needs and then meeting that challenge. Please do not hesitate to contact SACT (hotline: 802-479-5577) for additional information or to make a request for services.



## **Vermont 2-1-1 Berlin Report**

Vermont 2-1-1 is a statewide Information and Referral program of the United Ways of Vermont. By dialing 2-1-1 anytime – 24 hours a day, seven days a week – you will receive up-to-date information and referrals on health and human services for your area and region.

When you contact Vermont 2-1-1, you will receive confidential person-to-person assistance through community information and referrals. Language translation services are also available.

Vermont 2-1-1 is the entry point for the National Suicide Prevention Lifeline, the Vermont Agency of Human Services Afterhours Emergency Housing and information, as well as serving as the Public Inquiry Line for Vermont Emergency Management during an incident or emergency, such as the 2015 flooding in Montpelier. Vermont 2-1-1 staff will assist callers with evacuation routes and shelters.

Of 141 contacts from Berlin in 2017, the majority (49) went to housing and shelter resources (Homeless motel vouchers, community shelters, and other housing services). Nine were for public assistance programs (general relief), and seven for information services. Other top categories of referrals were for health care, mental health services, and legal assistance.

**For further information: dial 2-1-1 or 1-866-652-4636  
Or Text your zip code to 898211 (Monday-Friday: 8:00am-8:00pm)**

**[www.vermont211.org](http://www.vermont211.org)**

## VERMONT ASSOCIATION FOR THE BLIND AND VISUALLY IMPAIRED



The Vermont Association for the Blind and Visually Impaired (VABVI), a non-profit organization founded in 1926, we are the *only* private non-profit organization in the state to provide comprehensive support services to all Vermont residents with a visual impairment.

During FY 2017, VABVI served 1,731 clients from all counties in Vermont, including 100 adults and 9 students in Washington County.

Each year we serve over 1,500 clients from birth through end of life in all of Vermont's 14 counties. Our mission is to enable Vermonters with vision problems, whether blindness or impairment, to achieve and maintain independence. VABVI empowers our adult clients to make the living and care choices that work best for them individually including the option to continue living independently. For every dollar we spend 91 cents goes directly to our client services.

The number of adult clients we serve has increased by 65% in the last 12 years. In fiscal year 2017, we served over 1,250 adults. There are an estimated 13,000 Vermonters who are currently blind or visually impaired. As the "Baby Boomer" generation ages this number is expected to increase to at least 25,000 by 2030. People are living longer and longer so the increase in demand for our services will continue well into the future.

VABVI has offices in Brattleboro, Berlin, Rutland, and South Burlington.

Contact us at (800) 639-5861 or [general@vabvi.org](mailto:general@vabvi.org).

Learn more about us at [www.vabvi.org](http://www.vabvi.org) or "like" us at [www.facebook.com/vabvi.org](https://www.facebook.com/vabvi.org) for updates.

VERMONT CENTER FOR INDEPENDENT LIVING  
TOWN OF BERLIN - SUMMARY REPORT

**Request Amount: \$1,000.00**

Since 1979, The Vermont Center for Independent Living (VCIL) has been teaching people with disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees (85% of whom have a disability) conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

**Final numbers for our FY'17 (10/2016-9/2017)** show VCIL responded to over **3,000** requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to **358** individuals to help increase their independent living skills and **13** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **165** households with information on technical assistance and/or alternative funding for modifications; **84** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **98** individuals with information on assistive technology; **45** of these individuals received funding to obtain adaptive equipment. **534** individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. VCIL is also now home to the Vermont Telecommunications Equipment Distribution Program (VTEDP) which served **49** people and provided **22** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone.

VCIL's central office is located in downtown Montpelier and we have five branch offices in Bennington, Chittenden, Lamoille, Rutland and Windham Counties. Our Peer Advocate Counselors and services are available to people with disabilities throughout Vermont. Our Windham County office now houses the Vermont Interpreter Referral Service (VIRS) (previously under the VT Center for the Deaf and Hard of Hearing) and provides statewide interpreter referral services for sign language, spoken English and CART services for assignments in medical, legal, mental health, employment, educational, civil and recreational settings.

During FY '17, **4** residents of **Berlin** received services from the following programs:

- Home Access Program (HAP)
- Meals on Wheels (MOW)  
(over **\$1,700.00** spent on meals for residents)
- Sue Williams Freedom Fund (SWFF)
- Information Referral and Assistance (I,R&A)

To learn more about VCIL, please call VCIL's toll-free I-Line at:  
**1-800-639-1522**, or, visit our website at **www.vcil.org**.

## VERMONT DEPARTMENT OF HEALTH TOWN REPORTS

**State of Vermont Department of Health - Barre District Office**

**5 Perry Street Suite 250, Barre, Vermont 05641**

HealthVermont.gov 802-479-4200 / fax 802-479-4230 / toll free 888-253-8786

**Berlin's local health district office** is in Barre City at the McFarland Building. The Vermont Department of Health is working every day for your health. With twelve district offices, and a state office and laboratory in Chittenden County, we deliver a wide range of public health services. By partnering with community groups, we also address social determinants that impact health. These factors are: education, transportation, housing, poverty, public safety, community engagement, and health care. Some examples of our work in 2017 include:

**Supported healthy communities:** The Health Department's 3-4-50 initiative aims to engage multiple sectors – business, education, municipalities – in implementing policies and strategies that will reduce the three (3) behaviors of tobacco use, physical inactivity, and poor diet that lead to four (4) chronic diseases of cancer, heart disease and stroke, diabetes, and lung disease that result in more than 50% of deaths in Washington County. Some local examples include, awards of Worksite Wellness grants and school Wellness Policy development that promote healthy eating and physical activity. VDH has also partnered with Community Connections for tobacco prevention education with adolescents.

Work continues to build trauma-informed communities that understand Adverse Childhood Events (ACEs) and their impact on the health of our community. One in every four of Vermont's children have experienced a significant ACE. This important data is used as we work with schools, clinics, and providers in creating a prevention model of mental and physical health across the life-span. The Childhood Trauma Education Initiative has aided organizations and schools working on becoming trauma-informed. These efforts have expanded to many of our area schools and surrounding communities through the Building Flourishing Communities initiative.

**Provided WIC nutrition services and healthy foods to families:** We served 1640 pregnant women and children to age five in the Barre district with WIC (Special Supplemental Nutrition Program for Women, Infants and Children). WIC provides individualized nutrition counseling and breastfeeding support. We partner with employers, grocery stores, and farmers markets across the state so women and children in our community can use a debit-like card to access nutritious foods. The average value of foods provided is \$50 per person per month. Brain development depends on healthy food, and WIC support during pregnancy and early childhood benefits the growth of our families. Together with WIC, our Public Health Nurses refer families to the Family Center, Nurse Family Partnership, and Children's Integrated Services to promote healthy family development.

**Worked to prevent and control the spread of disease:** In 2017, \$15,014,203 of vaccine for vaccine-preventable diseases was distributed to healthcare providers statewide. Community education on the prevention of mosquito and tick-borne illness was provided at a variety of venues through collaboration with the Central Vermont Medical Reserve Corp (MRC at [oncallforvt.org](http://oncallforvt.org)).

**Aided communities in addressing substance abuse and misuse:** Regional Prevention Partnerships statewide worked to increase state and community capacity to prevent underage and binge drinking, and reduce prescription drug misuse and marijuana use. In Washington County, we assisted grantees with creating educational documents for municipalities on the benefits of limiting alcohol advertising and retail locations, educating the community on the safe storage and disposal of prescription drugs, expanding prescription drug drop off locations, promoting drug takeback days, and hosting parenting classes.

## VETERANS AFFAIRS OUTREACH



**DEPARTMENT OF VETERANS AFFAIRS**  
**Veterans Affairs Medical Center**  
**215 North Main Street**  
**White River Junction, VT 05009**  
**866-687-8387 (Toll Free in New England)**  
**802-295-9363 (Commercial)**

January 29, 2018

Dear Veteran,

The White River Junction VA Medical Center is attempting to contact all Veterans in our catchment area of Vermont and New Hampshire who are not enrolled or are enrolled and no longer utilizing our services. If you currently receive our services, please pass this note on to a Veteran who may benefit.

We offer a wide variety of services including assistance to Veterans. We are able to help those who are homeless or unemployed, and also offer high quality healthcare for both primary care and a variety of specialty care options. We have a robust mental health department offering one-on-one counseling, peer support, group sessions, and more. There is a designated treatment area for our women Veterans at the Women's Comprehensive Care Clinic; a safe space.

The White River Junction VA Medical Center has seven community based outpatient clinics. They are located in Bennington, Rutland, Brattleboro, Newport and Burlington, Vermont; in New Hampshire we offer services in Keene and Littleton. We are here to serve all Veterans! Please do not hesitate to contact us, if for no other reason than to register/enroll with us, in case of future need.

Our eligibility office in White River Junction can be reached at 802-295-9363, extension 5118. A single form - VA form 10-10EZ – and a copy of the DD214 is all that is needed. The American Legion, Disabled American Veterans and the Veterans of Foreign Wars have full time Service Officers that are knowledgeable about our programs. These independent organizations serve all Veterans, including nonmembers, in processing disability and pension claims. They can be reached in White River Junction at:

American Legion 802-296-5166  
Disabled American 802-296-5167  
Veterans of Foreign Wars 802-296-5168

Thank you for your service to our nation. On behalf of the White River Junction VA Medical Center team, we look forward to serving you.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew J. Mulcahy".

Matthew J. Mulcahy  
Acting Medical Center Director

**Bennington CBOC**  
**186 North Street**  
**Bennington, VT 05201**  
**(802) 440-3300**

**Brattleboro CBOC**  
**71 GSP Drive**  
**Brattleboro, VT 05301**  
**(802) 251-2200**

**Burlington CBOC**  
**128 Lakeside Avenue**  
**Burlington, VT 05401**  
**(802) 657-7000**

**Littleton CBOC**  
**264 Cottage Street**  
**Littleton, NH 03561**  
**(603) 575-6701**

**Rutland CBOC**  
**232 West St**  
**Rutland, VT 05701**  
**(802) 772-2300**

*A MEMBER OF THE VA NEW ENGLAND HEALTHCARE SYSTEM*  
Visit us at our web site <http://www.vsn1.med.va.gov/wri/>

# WASHINGTON COUNTY YOUTH SERVICE BUREAU

**During the past service year July 1, 2016 – June 30, 2017, the Washington County Youth Service Bureau/ Boys & Girls Club provided the following services to 32 individuals in Berlin:**

**4 Teens** were provided with Substance Abuse Treatment through the **Healthy Youth Program**. This service includes substance abuse education, intervention, assessments, treatment and positive life skills coaching. Support is also available for families.

**2 Youths and their Families** were assisted by the **Country Roads Program** that provides 24-hour crisis intervention, short-term counseling, and temporary, emergency shelter for youth who have runaway, are homeless, or are in crisis.

**5 Teens** participated in the **Basement and Northfield Teen Centers** (Montpelier and Northfield) that provide supervised drop-in time, leadership opportunities, and a variety of safe, substance-free activities & events.

**4 Youth** were served through the **Youth Development Program**; provides case management services to youth ages 15-22 who are or have been in custody through the Department for Children and Families.

**1 Teen** participated in the **Transitional Living Program** that helps homeless youth ages 16-21 make the transition to independent living. This program teaches life skills and budgeting; assists with employment and education goals; and provides direct rent assistance.

**16 Community Members** were served through the **44<sup>th</sup> Annual Free Community Thanksgiving Dinner** organized by the Bureau and includes home delivery for housebound community members. One meal was delivered.

This year's funding request represents approximately \$15.62 per person served. This is only a small fraction of the cost of the services provided by the Bureau. Most of the services provided to Berlin residents have involved multiple sessions, counseling services were provided by certified or licensed counselors, and emergency temporary shelter included 24-hour supervision, meals, and transportation. **No one is turned away for inability to pay.**

The Bureau's mission is *"To provide a wide range of innovative and effective programs that empower and enrich the lives of youth and families in Washington County, and to provide leadership and support to other youth programs throughout Vermont."* We accomplish this through a variety of programs including: youth & family counseling; a program for runaway youth; a transitional living program for homeless youth; an adolescent substance abuse treatment program; a support program for youth in foster care; a transitional living program for young men returning from jail; a teen center; a substance abuse prevention program; a mentoring program; and a 24 hour crisis service. While the above identifies the specific services delivered to residents in FY '17, the types of Bureau services accessed by Berlin residents vary from year to year. Berlin residents are eligible to participate in any of our community based programs as outlined on our website: [www.wcysb.org](http://www.wcysb.org).

The Bureau is a private, non-profit, social service agency. All programs and services are funded by foundations, state government, federal government, Medicaid and other insurance, private donations, area towns, and fundraising activities.

For Information and Assistance call:



**The Washington County Youth Service Bureau / Boys & Girls Club**  
**CALL 229-9151 - 24 Hours a Day – 7 Days A Week**

P.O. Box 627, 38 Elm St, Montpelier, Vermont 05601

Fax: 802-229-2508 / E-Mail: [wcysb@wcysb.org](mailto:wcysb@wcysb.org)





## VOLUNTEER POSITIONS ON TOWN BOARDS

The Town of Berlin is looking for qualified individuals to serve on Boards / Committees. If you are interested in getting involved, please fill out and return this form to:

Town of Berlin - Volunteer Positions  
108 Shed Road, Berlin, VT 05602  
or call the Town Office at 223-4405

Name \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Interest in serving on:

- |                                                         |                                                                     |
|---------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Public Works Board             | <input type="checkbox"/> Conservation Commission / Recreation Board |
| <input type="checkbox"/> Planning Commission (PC)       | <input type="checkbox"/> Emergency Management Team                  |
| <input type="checkbox"/> Development Review Board (DRB) | <input type="checkbox"/> Berlin Vol Fire Dept. Liaison              |
| <input type="checkbox"/> Cemetery Commission            |                                                                     |

Background/Experience/Previous Boards or Committees served on:

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There is additional information about these entities within this Town Report and on the Town website [www.berlinvt.org](http://www.berlinvt.org)

### Other Berlin groups:

Berlin Historical Society – 552-8804 [historicalsociety@berlinvt.org](mailto:historicalsociety@berlinvt.org)

Berlin Volunteer Fire Dept. – 223-5531 <http://berlinfiredepartment.org>



**TOWN OF BERLIN, VERMONT**  
**2017 SCHOOL DISTRICT ANNUAL REPORT**



**PLEASE BRING THIS REPORT WITH YOU TO TOWN MEETING AT**

**BERLIN ELEMENTARY SCHOOL**

**TUESDAY, MARCH 6<sup>th</sup>, 2018 at 10am**

**Pre Town Meeting will be on Monday, March 5<sup>th</sup> at 6pm at Berlin Elementary School**

**(SEE REVERSE FOR TOWN REPORT)**

*Cover photographs:*

*Grades 1 and 2 Outdoor Learning*

*Making cider with the Wilcox's using apples gleaned from Liberty Orchard*

*School renovations included updating the Learning Center*

*Pre-Kindergarteners busy with an arts & crafts project*

*Grades 4/5/6 Team Building – Escape from Volcano Island*



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# BERLIN TOWN SCHOOL DISTRICT WARNING

## BERLIN TOWN SCHOOL DISTRICT WARNING

The legal voters of the Berlin Town School District are hereby noticed and warned to meet at the Berlin Elementary School at 372 Paine Turnpike North on Tuesday, March 6, 2018 at 10 A.M. to act on the following business not involving Australian ballot:

- ARTICLE 1.** To elect a Moderator for the year ensuing.
- ARTICLE 2.** To hear and act upon the report of the Town School Directors.
- ARTICLE 3.** Shall the School District authorize the Board of School Directors to hold any audited fund balance as of June 30, 2018 in a reserve fund to be expended under the control and direction of the Board of School Directors for the purpose of operating the school?
- ARTICLE 4.** Shall the School District authorize the Board of School Directors to borrow money in anticipation of the receipt of revenues for the 2018-2019 school year?
- ARTICLE 5.** To transact any other business that may legally come before the meeting.

### Articles to be voted by Australian Ballot Polling Times – 10:00 A.M. Through 7:00 P.M.

**ARTICLE 6.** To elect the following School Directors:

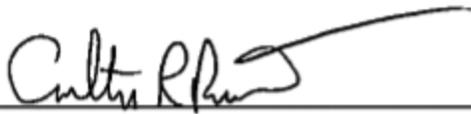
|                         |                     |
|-------------------------|---------------------|
| One (1) School Director | Two (2) Year Term   |
| One (1) School Director | Three (3) Year Term |
| One (1) U-32 Director   | Three (3) Year Term |

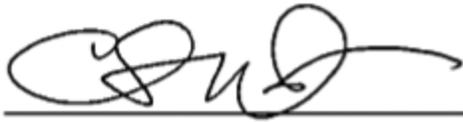
**ARTICLE 7.** Shall the voters of the school district approve the school board to expend \$3,510,918 which is the amount the school board has determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$16,892 per equalized pupil. This projected spending per equalized pupil is <3.51% lower than spending for the current year.

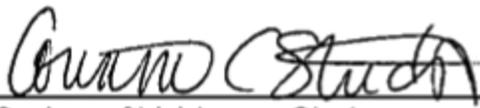
A public hearing will be held at the Berlin Elementary School on Monday, March 5, 2018 at 6:00 P.M. to provide information on articles to be voted by Australian ballot at Town Meeting.

The legal voters of Berlin Town School District are further notified that voter qualification, registration, and absentee voting relative to said annual meeting shall be as provided in Section 553 of Title 16, and Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated.

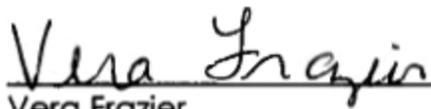
SCHOOL DIRECTORS

  
\_\_\_\_\_  
Carl Parton, Chair

  
\_\_\_\_\_  
Christopher Winters, Vice Chair

  
\_\_\_\_\_  
Corinne Stridsberg, Clerk

  
\_\_\_\_\_  
Eric Chase

  
\_\_\_\_\_  
Vera Frazier

# BERLIN ELEMENTARY SCHOOL REPORT FROM THE BOARD OF DIRECTORS

## **2018 Berlin School Board of Directors Report**

It has been an eventful and successful year for the Berlin Elementary School and the Berlin Elementary School Board of Directors.

### **School Building Improvement –**

The Berlin Elementary School building renovations were completed. New carpeting and flooring throughout the building, a new safer and more suitable gymnasium floor, new lighting offering a brighter and more consistent lighting pattern and a new heating and ventilation systems which provides fresher, cleaner air for the students to learn and thrive in were just a few of the physical plant improvements students enjoyed in 2017.

### **Teacher Negotiations –**

The board took part in teacher contract negotiations and we were able to come to an agreement with teachers and staff. The agreement was able to meet the needs of the teachers and staff while being mindful of the burden on Berlin taxpayers. Savings in healthcare costs were realized thanks to the Vermont Education Health Insurance group presenting new plans that saved money while maintaining good coverage for its members.

### **ACT 46 Educational Governance –**

The Berlin Board unified with the other school districts within the Washington Central Supervisory Union (WCSU) to present an alternative governance structure report to the Agency of Education. The report supported maintaining our current governance model and highlighted the actions and initiative WCSU is already taking to meet the listed goals of ACT 46, the 2015 educational governance law. WCSU awaits a response from the Agency of Education with their decision to accept WCSU's justification for our current model or to force a new governance model upon us.

### **The 2018 Budget –**

The board was able to cut the 2017 cost increase per equalized pupil which was 10.18% in 2017 to negative 3.51% in the 2018 budget. This was due mostly to Berlin getting full credit for the large student increase in the 2017 school year. The budget increase for Berlin Elementary this year is 1.8%. The board considered adding another full-time teacher to the staff but chose not to in a difficult decision which took into consideration the crushing pressure of property taxes and the focus in educational discussion statewide about student to teacher ratio. Berlin currently ranks in the top third in the State having the fewest number of teachers for the greatest number of students.

### **Educational Climate –**

The Board has guided the administration to focus on school climate. The data has shown that Berlin Elementary has achieved an excellent trajectory meeting goals regarding improved student behavior.

### **Educational Innovation –**

The Board has instructed the administration to challenge students to reach their maximum potential in learning. Innovative programs such as “genius hour” have been implemented to allow students to pursue topics and subjects of personal interest that incorporate skills and learning while connecting to knowledge of core subject matter and proficiencies.

### **Conclusion –**

We believe that the board has presented a budget that gives the administration, faculty and staff the resources they need to succeed in making Berlin a school that helps kids learn, grow and reach their potential. We also kept spending as limited as possible in heart felt consideration and concern for Berlin taxpayers that are already overburdened by Legislative policies and programs that make great demands on the resources of Vermont’s citizens.

Thank you for your support of the children of Berlin, the educational resources and the Berlin Elementary School building and property which truly are the greatest resource we share as Berlin residents.

Sincerely,

Carl Parton

Berlin Elementary School Board of Director’s Chair



*Genius Hour Project – Hurricane Irma*

# BERLIN ELEMENTARY SCHOOL PRINCIPAL'S ANNUAL REPORT

2017-2018

This has been a momentous year for Berlin Elementary School. With strong community support, Berlin voters passed a \$3 million bond last Fall and incredibly, construction started shortly after. We now have a modern school that has better lighting, ventilation, heating, and space to allow for optimum learning experiences. We have always been proud of our school and its staff, students, and families, but these updates to our building significantly raise the bar.

As a supervisory union, we are continuing the movement towards a proficiency-based PreK-Graduation system. As we shared with you last year at this time, we are working together on our Implementation Plan, which sets the three areas of *Clear Learning Targets, Comprehensive and Balanced Assessment System, and High Quality Instruction and Interventions* as our areas of focus. In the fall, we shared a parent/community version of this report with our families.

This year, Berlin has worked closely with colleagues around the supervisory union on important aspects of the Implementation Plan, specifically around scoring and reporting student work. At our August in-service, we participated in professional development on our Student Learning Outcomes (SLOs) and Performance Indicators (PIs). We also began our work with the tool we will be using to share this information with families – Infinite Campus. At our October in-service we worked on developing parent-friendly language for our report cards. The January in-service focused on the area of trauma with Dave Melnick, Licensed Clinical Social Worker, as well as putting our learning to practice through work on our report cards in Infinite Campus.

At Berlin, we are exploring new ways to meet the rigorous standards set by the SLO's for essential academic subjects. Librarian Amy Young has, through donations from community, been gathering supplies to create a Maker Space. The Maker Space is designed to give students an opportunity to create and design in a hands-on manner. Students have already started with disassembling and exploring old laptops. There are electronics, paper crafts, fabric, and other craft supplies ready for individual or group projects, class celebrations, and possibly an after-school program. Materials range from low tech supplies such as popsicle sticks and empty toilet paper rolls to high tech supplies such as a Circuit Maker cutting machine and Little Bits circuits.

The 1st/2nd grades have engaged in an Outdoor Learning Experience. Students explore stands-based themes in an outdoor classroom. Teachers maximize the use of the nature trail, garden space, walking track, and school grounds. Themes include ecosystems, life cycles, animal adaptations, citizenship, self-awareness, communication, orienteering and mapping, animal tracking, among other topics. Staff have integrated math, writing, science, and social studies standards into these experiences.

Students in the 4/5/6 team are participating in "Genius Hour." This student-driven learning event began with a non-Googleable student question from one of the following categories:

Maker Projects, Community Engagement, Passion for a Cause, and Areas of Interest Research. Students decide on a question and seek a way to discover the answer. This discovery looks different for each student. Some examples of finished Genius Hour products were: slideshows on the Holocaust, the NFL, and Guinea Pigs; handmade models of horses, pyramids, and wigwams; a battery powered water bottle car; a working volcano; and community service projects that gathered items and raised money for the Central Vermont Human Society and the Red Cross Hurricane Relief Fund. The students presented their final products to the school and community.

Finally, I would like to sincerely thank you for allowing me to be a part of this community for the last four years. I know that you will welcome and support your new principal, as you have me.

Carol Amos, Principal

Berlin Elementary School

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Left: Kindergartners enjoying VINS (Vermont Institute of Natural Science) activities. Our PTNA (Parent, Teacher, Neighbor Association) funded VINS coming to Berlin Elementary School.



Right: First graders working together on classroom rules.

# BERLIN ELEMENTARY SCHOOL BUDGET 2017 – 2018

**BERLIN ELEMENTARY SCHOOL  
BUDGET 2018-2019**

| <u>DESCRIPTION</u>                   | Actual 2017        | W/SPEDCHG<br>BUDGET 2018 | PROJECTED 2018     | Final<br>BUDGET 2019 |
|--------------------------------------|--------------------|--------------------------|--------------------|----------------------|
| <b>REVENUES</b>                      |                    |                          |                    |                      |
| EARNINGS ON INVESTMENTS              | \$45,173           | \$30,305                 | \$29,303           | \$30,305             |
| MISCELLANEOUS INC-PURCH DISC         | \$3,442            | \$1,000                  | \$0                | \$0                  |
| MISC INCOME-ERATE                    | \$16,332           | \$9,031                  | \$9,031            | \$9,031              |
| MISC INCOME-OTHER & TUITION          | \$8,696            | \$2,000                  | \$3,000            | \$3,000              |
| EDUC. SPENDING REVENUES FROM STATE   | \$2,796,882        | \$3,267,431              | \$3,249,305        | \$3,331,701          |
| STATE AID TRANSPORTATION             | \$51,597           | \$0                      | \$0                | \$0                  |
| ARRA JOBS FUND                       | \$0                | \$0                      | \$0                | \$0                  |
| MAINSTREAM BLOCK GRANT               | \$64,997           | \$0                      | \$0                | \$0                  |
| SPED EXPENDITURE REIMBURSEMENT       | \$411,810          | \$141,232                | \$148,656          | \$136,881            |
| SPED EXTRAORDINARY REIMBURSEMENT     | \$107,798          | \$0                      | \$0                | \$0                  |
| EEE GRANT                            | \$28,442           | \$0                      | \$0                | \$0                  |
| <b>SUBTOTAL REVENUES</b>             | <b>\$3,535,169</b> | <b>\$3,450,999</b>       | <b>\$3,439,295</b> | <b>\$3,510,918</b>   |
| FUND BALANCE                         | \$0                | \$0                      | \$0                | \$0                  |
| <b>TOTAL REVENUES</b>                | <b>\$3,535,169</b> | <b>\$3,450,999</b>       | <b>\$3,439,295</b> | <b>\$3,510,918</b>   |
| <b>EXPENSES</b>                      |                    |                          |                    |                      |
| <b>INSTRUCTIONAL SERVICES</b>        |                    |                          |                    |                      |
| SALARIES-REGULAR-PROFESS.            | \$796,388          | \$828,770                | \$849,281          | \$842,230            |
| SALARIES-REGULAR-TECH.               | \$15,989           | \$15,277                 | \$16,987           | \$17,384             |
| SALARIES-TEMPORARY-SUBSTITUTES       | \$24,941           | \$30,450                 | \$30,450           | \$31,516             |
| SALARIES-TEMPORARY-MENTORS           | \$0                | \$4,060                  | \$4,060            | \$4,202              |
| SALARIES-TEMPORARY-HOMEWORK CLUB     | \$2,730            | \$4,060                  | \$4,060            | \$4,202              |
| HEALTH BENEFITS                      | \$175,476          | \$152,863                | \$142,225          | \$143,840            |
| SOCIAL SECURITY/MEDICARE             | \$60,944           | \$65,602                 | \$69,528           | \$66,957             |
| OPEB ASSESSMENT                      | \$1,097            | \$1,253                  | \$2,381            | \$2,381              |
| RETIREMENT BENEFITS                  | \$951              | \$917                    | \$917              | \$959                |
| SECTION 125 BENEFIT                  | \$832              | \$966                    | \$966              | \$966                |
| WORKMENS COMPENSATION                | \$5,197            | \$5,681                  | \$5,681            | \$5,801              |
| UNEMPLOYMENT COMPENSATION            | \$2,071            | \$2,030                  | \$2,030            | \$1,866              |
| TUITION REIMBURSEMENT                | \$15,435           | \$25,000                 | \$25,000           | \$25,000             |
| DENTAL BENEFITS                      | \$6,018            | \$6,596                  | \$6,596            | \$6,596              |
| DISABILITY BENEFITS                  | \$1,419            | \$3,333                  | \$3,333            | \$3,401              |
| PROFESSIONAL EDUC SVCS-FIELD TRIPS   | \$1,465            | \$3,000                  | \$3,000            | \$3,000              |
| OTHER PROFESSIONAL SVCS & PLP        | \$31,677           | \$2,000                  | \$2,000            | \$2,000              |
| TUITION TO OTHER SCHOOL DISTRICTS    | \$0                | \$0                      | \$16,000           | \$0                  |
| GENERAL SUPPLIES-INSTR. & SPORTS     | \$25,978           | \$24,925                 | \$23,025           | \$28,925             |
| GENERAL SUPPLIES-TESTING & DATA WARE | \$0                | \$0                      | \$0                | \$0                  |
| BOOKS AND PERIODICALS                | \$4,576            | \$9,535                  | \$9,535            | \$5,535              |
| EQUIPMENT                            | \$15,205           | \$20,000                 | \$20,000           | \$20,000             |
| DUES & FEES                          | \$359              | \$0                      | \$0                | \$0                  |
| <b>TOTAL INSTRUCTIONAL SERVICES</b>  | <b>\$1,188,748</b> | <b>\$1,206,318</b>       | <b>\$1,237,055</b> | <b>\$1,216,761</b>   |
| <b>PRESCHOOL PROGRAM</b>             |                    |                          |                    |                      |
| SALARIES-REGULAR-PROFESS.            | \$41,869           | \$42,497                 | \$42,490           | \$43,595             |
| SALARIES-REGULAR-TECH.               | \$16,288           | \$16,519                 | \$16,699           | \$44,534             |
| HEALTH BENEFITS                      | \$26,875           | \$27,099                 | \$26,295           | \$26,293             |
| SOCIAL SECURITY/MEDICARE             | \$3,651            | \$4,163                  | \$4,528            | \$6,403              |
| OPEB ASSESSMENT                      | \$1,097            | \$1,253                  | \$1,253            | \$1,253              |
| RETIREMENT BENEFITS                  | \$977              | \$991                    | \$991              | \$2,462              |
| SECTION 125 BENEFIT                  | \$130              | \$140                    | \$140              | \$210                |
| WORKMENS COMPENSATION                | \$347              | \$391                    | \$391              | \$560                |
| UNEMPLOYMENT COMPENSATION            | \$124              | \$139                    | \$139              | \$180                |
| TUITION REIMBURSEMENT                | \$637              | \$800                    | \$800              | \$800                |
| DENTAL BENEFITS                      | \$834              | \$834                    | \$834              | \$1,386              |
| DISABILITY BENEFITS                  | \$189              | \$239                    | \$239              | \$343                |
| TUITION & SHARED SU SERVICES         | \$18,548           | \$33,296                 | \$33,296           | \$35,562             |
| GENERAL SUPPLIES                     | \$275              | \$2,415                  | \$2,415            | \$2,415              |
| <b>TOTAL PRESCHOOL PROGRAM</b>       | <b>\$111,841</b>   | <b>\$130,776</b>         | <b>\$130,510</b>   | <b>\$165,996</b>     |
| <b>GUIDANCE SERVICES</b>             |                    |                          |                    |                      |
| SALARIES-REGULAR-PROFESS.            | \$64,695           | \$65,665                 | \$67,487           | \$69,242             |

**BERLIN ELEMENTARY SCHOOL  
BUDGET 2018-2019**

| DESCRIPTION                    | Actual 2017     | W/SPEDCHG       |                 | Final           |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|
|                                |                 | BUDGET 2018     | PROJECTED 2018  | BUDGET 2019     |
| HEALTH BENEFITS                | \$20,026        | \$20,342        | \$19,250        | \$19,304        |
| SOCIAL SECURITY/MEDICARE       | \$4,604         | \$4,759         | \$4,355         | \$5,033         |
| SECTION 125 BENEFIT            | \$65            | \$70            | \$70            | \$70            |
| WORKMENS COMPENSATION          | \$424           | \$435           | \$435           | \$458           |
| UNEMPLOYMENT COMPENSATION      | \$151           | \$155           | \$155           | \$147           |
| TUITION REIMBURSEMENT          | \$1,979         | \$1,300         | \$1,300         | \$1,300         |
| DENTAL BENEFITS                | \$548           | \$552           | \$552           | \$552           |
| DISABILITY BENEFITS            | \$195           | \$266           | \$266           | \$281           |
| GENERAL SUPPLIES               | \$105           | \$250           | \$250           | \$250           |
| BOOKS AND PERIODICALS          | \$0             | \$250           | \$250           | \$250           |
| <b>TOTAL GUIDANCE SERVICES</b> | <b>\$92,792</b> | <b>\$94,044</b> | <b>\$94,370</b> | <b>\$96,887</b> |

**HEALTH SERVICES**

|                              |                 |                 |                 |                 |
|------------------------------|-----------------|-----------------|-----------------|-----------------|
| SALARIES-REGULAR-PROF.OTH    | \$57,334        | \$57,044        | \$55,247        | \$53,821        |
| HEALTH INSURANCE             | \$0             | \$0             | \$5,494         | \$7,469         |
| SOCIAL SECURITY/MEDICARE     | \$4,357         | \$4,364         | \$4,308         | \$4,022         |
| OPEB ASSESSMENT              | \$1,097         | \$0             | \$1,253         | \$1,253         |
| SECTION 125 BENEFIT          | \$65            | \$70            | \$70            | \$70            |
| WORKMENS COMPENSATION        | \$367           | \$336           | \$336           | \$345           |
| UNEMPLOYMENT COMPENSATION    | \$135           | \$124           | \$124           | \$114           |
| TUITION REIMBURSEMENT        | \$475           | \$1,300         | \$1,300         | \$1,300         |
| DENTAL BENEFITS              | \$552           | \$552           | \$552           | \$552           |
| DISABILITY BENEFITS          | \$160           | \$213           | \$213           | \$218           |
| REPAIRS AND MAINTENANCE      | \$199           | \$0             | \$0             | \$0             |
| GENERAL SUPPLIES             | \$1,098         | \$1,965         | \$1,965         | \$1,965         |
| BOOKS AND PERIODICALS        | \$0             | \$88            | \$88            | \$88            |
| <b>TOTAL HEALTH SERVICES</b> | <b>\$65,839</b> | <b>\$66,056</b> | <b>\$70,950</b> | <b>\$71,217</b> |

**CURRICULUM SERVICES**

|                                  |                 |                 |                 |                 |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|
| SUPERVISORY UN SERVICES-CURRIC   | \$19,218        | \$25,127        | \$25,127        | \$27,583        |
| <b>TOTAL CURRICULUM SERVICES</b> | <b>\$19,218</b> | <b>\$25,127</b> | <b>\$25,127</b> | <b>\$27,583</b> |

**LIBRARY SERVICES**

|                                |                 |                 |                 |                 |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|
| SALARIES-REGULAR-PROFESS.      | \$37,973        | \$38,483        | \$38,427        | \$38,272        |
| SOCIAL SECURITY/MEDICARE       | \$2,905         | \$2,944         | \$2,888         | \$2,928         |
| SECTION 125 BENEFIT            | \$65            | \$70            | \$70            | \$70            |
| WORKMENS COMPENSATION          | \$221           | \$224           | \$224           | \$230           |
| UNEMPLOYMENT COMPENSATION      | \$79            | \$80            | \$80            | \$74            |
| TUITION REIMBURSEMENT          | \$178           | \$1,300         | \$1,300         | \$1,300         |
| DENTAL BENEFITS                | \$331           | \$331           | \$331           | \$331           |
| DISABILITY BENEFITS            | \$103           | \$138           | \$138           | \$141           |
| REPAIRS AND MAINTENANCE        | \$0             | \$0             | \$0             | \$0             |
| GENERAL SUPPLIES               | \$973           | \$435           | \$435           | \$435           |
| BOOKS AND PERIODICALS          | \$5,752         | \$4,750         | \$4,750         | \$4,750         |
| AUDIOVISUAL MATERIALS/SOFTWARE | \$428           | \$0             | \$0             | \$0             |
| <b>TOTAL LIBRARY SERVICES</b>  | <b>\$49,008</b> | <b>\$48,755</b> | <b>\$48,643</b> | <b>\$48,531</b> |

**TECHNOLOGY SERVICES**

|                                    |          |          |          |          |
|------------------------------------|----------|----------|----------|----------|
| SALARIES-REGULAR-PROFESS.          | \$22,885 | \$22,603 | \$22,594 | \$23,181 |
| SOCIAL SECURITY/MEDICARE           | \$1,750  | \$1,729  | \$1,728  | \$1,773  |
| WORKMENS COMPENSATION              | \$147    | \$150    | \$150    | \$153    |
| UNEMPLOYMENT COMPENSATION          | \$52     | \$53     | \$53     | \$49     |
| TUITION REIMBURSEMENT              | \$0      | \$0      | \$0      | \$0      |
| DENTAL BENEFITS                    | \$221    | \$221    | \$221    | \$221    |
| DISABILITY BENEFITS                | \$69     | \$92     | \$92     | \$94     |
| PROFESSIONAL SERVICES              | \$0      | \$0      | \$0      | \$0      |
| SUPERV UNION SERVICES              | \$45,657 | \$95,443 | \$95,443 | \$92,662 |
| SUPERV UNION SERVICES-NETWORK SUPP | \$0      | \$0      | \$0      | \$0      |
| REPAIRS & MAINTENANCE              | \$2,232  | \$2,000  | \$3,000  | \$2,000  |
| RENTALS & LEASES-COPIER            | \$4,767  | \$5,000  | \$5,000  | \$5,000  |
| COMMUNICATIONS-TELEPHONE/WAN       | \$18,575 | \$18,700 | \$18,700 | \$18,700 |
| GENERAL SUPPLIES                   | \$5,382  | \$4,100  | \$5,000  | \$4,100  |
| COMPUTER SOFTWARE                  | \$16,947 | \$3,000  | \$3,000  | \$3,000  |
| EQUIPMENT                          | \$31,407 | \$29,750 | \$29,750 | \$29,750 |

**BERLIN ELEMENTARY SCHOOL  
BUDGET 2018-2019**

| DESCRIPTION                           | W/SPEDCHG        |                  |                  | Final            |
|---------------------------------------|------------------|------------------|------------------|------------------|
|                                       | Actual 2017      | BUDGET 2018      | PROJECTED 2018   | BUDGET 2019      |
| <b>TOTAL TECHNOLOGY SERVICES</b>      | <b>\$150,091</b> | <b>\$182,841</b> | <b>\$184,731</b> | <b>\$180,683</b> |
| <b>BOARD OF EDUCATION SVCS.</b>       |                  |                  |                  |                  |
| SALARIES-TEMPORARY-CLERICAL           | \$1,536          | \$789            | \$789            | \$816            |
| SOCIAL SECURITY/MEDICARE              | \$166            | \$61             | \$61             | \$63             |
| LEGAL SERVICES & PROF SVCS            | \$4,074          | \$1,500          | \$1,000          | \$1,000          |
| ADVERTISING                           | \$2,711          | \$800            | \$400            | \$400            |
| TRAVEL                                | \$0              | \$100            | \$0              | \$0              |
| GENERAL SUPPLIES                      | \$166            | \$200            | \$1,200          | \$1,200          |
| DUES & FEES                           | \$1,765          | \$1,750          | \$1,750          | \$1,750          |
| <b>TOTAL BOARD OF EDUCATION SVCS.</b> | <b>\$10,418</b>  | <b>\$5,200</b>   | <b>\$5,200</b>   | <b>\$5,229</b>   |
| <b>OFFICE OF SUPERINTENDENT</b>       |                  |                  |                  |                  |
| SUPERVISORY UN SERVICES-SUPT          | \$53,361         | \$90,607         | \$90,607         | \$99,978         |
| SUPERVISORY UN SERVICES-CRIMINAL REG  | \$1,000          | \$0              | \$0              | \$0              |
| <b>TOTAL OFFICE OF SUPERINTENDENT</b> | <b>\$54,361</b>  | <b>\$90,607</b>  | <b>\$90,607</b>  | <b>\$99,978</b>  |
| <b>OFFICE OF THE PRINCIPAL</b>        |                  |                  |                  |                  |
| SALARIES-REGULAR-ADMIN.               | \$87,161         | \$93,543         | \$90,822         | \$93,547         |
| SALARIES-REGULAR-CLERICAL             | \$58,451         | \$59,395         | \$60,365         | \$62,478         |
| SALARIES-TEMPORARY                    | \$958            | \$3,553          | \$3,553          | \$3,677          |
| HEALTH BENEFITS                       | \$38,583         | \$39,376         | \$37,179         | \$37,285         |
| SOCIAL SECURITY/MEDICARE              | \$10,560         | \$11,461         | \$11,838         | \$11,727         |
| RETIREMENT BENEFITS                   | \$3,439          | \$3,564          | \$3,564          | \$3,749          |
| SECTION 125 BENEFIT                   | \$195            | \$210            | \$210            | \$210            |
| WORKMENS COMPENSATION                 | \$1,001          | \$1,036          | \$1,036          | \$1,057          |
| UNEMPLOYMENT COMPENSATION             | \$356            | \$369            | \$369            | \$339            |
| TUITION REIMBURSEMENT                 | \$1,679          | \$2,000          | \$1,725          | \$2,000          |
| DENTAL BENEFITS                       | \$1,432          | \$1,380          | \$1,380          | \$1,380          |
| DISABILITY BENEFITS                   | \$1,582          | \$620            | \$620            | \$633            |
| OTHER PROFESSIONAL SVCS               | \$0              | \$0              | \$0              | \$0              |
| REPAIRS AND MAINTENANCE               | \$0              | \$1,000          | \$0              | \$1,000          |
| COMMUNICATIONS-POSTAGE                | \$3,764          | \$2,500          | \$3,628          | \$2,500          |
| TRAVEL                                | \$279            | \$400            | \$1,900          | \$400            |
| GENERAL SUPPLIES                      | \$3,090          | \$4,000          | \$3,872          | \$4,000          |
| DUES & FEES                           | \$380            | \$525            | \$800            | \$525            |
| <b>TOTAL OFFICE OF THE PRINCIPAL</b>  | <b>\$212,910</b> | <b>\$224,932</b> | <b>\$222,861</b> | <b>\$226,507</b> |
| <b>FISCAL SERVICES</b>                |                  |                  |                  |                  |
| SUPERVISORY UN SERVICES               | \$42,147         | \$48,553         | \$48,553         | \$47,886         |
| <b>TOTAL FISCAL SERVICES</b>          | <b>\$42,147</b>  | <b>\$48,553</b>  | <b>\$48,553</b>  | <b>\$47,886</b>  |
| <b>INTEREST EXPENSE</b>               |                  |                  |                  |                  |
| INTEREST EXPENSE-REVENUE ANTICIPATIO  | \$38,223         | \$40,305         | \$39,303         | \$40,305         |
| <b>TOTAL INTEREST EXPENSE</b>         | <b>\$38,223</b>  | <b>\$40,305</b>  | <b>\$39,303</b>  | <b>\$40,305</b>  |
| <b>AUDITING SERVICES</b>              |                  |                  |                  |                  |
| SHARED SU AUDIT SERVICES              | \$4,550          | \$5,075          | \$5,075          | \$0              |
| <b>TOTAL AUDITING SERVICES</b>        | <b>\$4,550</b>   | <b>\$5,075</b>   | <b>\$5,075</b>   | <b>\$0</b>       |
| <b>OPERATION AND MAINT.PLANT</b>      |                  |                  |                  |                  |
| SALARIES-REGULAR-SERVICE              | \$102,765        | \$106,886        | \$104,305        | \$107,956        |
| SALARIES-TEMPORARY                    | \$6,813          | \$10,505         | \$10,505         | \$10,873         |
| HEALTH BENEFITS                       | \$27,926         | \$30,614         | \$22,473         | \$22,406         |
| SOCIAL SECURITY/MEDICARE              | \$7,978          | \$8,583          | \$8,783          | \$8,805          |
| RETIREMENT BENEFIT                    | \$2,932          | \$4,527          | \$4,527          | \$4,753          |
| SECTION 125 BENEFIT                   | \$195            | \$210            | \$210            | \$210            |
| WORKMENS COMPENSATION                 | \$794            | \$777            | \$777            | \$787            |
| UNEMPLOYMENT COMPENSATION             | \$283            | \$277            | \$277            | \$252            |
| DENTAL BENEFITS                       | \$1,518          | \$1,656          | \$1,656          | \$1,656          |
| DISABILITY BENEFITS                   | \$303            | \$434            | \$434            | \$438            |
| SU SHARED SVCS-ASBESTOS & U-32        | \$2,893          | \$14,017         | \$8,567          | \$10,000         |
| WATER & SEWER                         | \$7,375          | \$7,500          | \$7,500          | \$7,500          |
| DISPOSAL SERVICES                     | \$3,346          | \$2,650          | \$5,600          | \$3,500          |
| SNOW PLOWING                          | \$5,691          | \$3,200          | \$3,200          | \$5,000          |
| REPAIRS AND MAINTENANCE               | \$18,454         | \$20,000         | \$20,000         | \$20,000         |
| REPAIRS AND MAIN-GRDS                 | \$1,722          | \$1,000          | \$1,000          | \$2,000          |

BERLIN ELEMENTARY SCHOOL  
BUDGET 2018-2019

| DESCRIPTION                        | W/SPEDCHG        |                  |                  | Final            |
|------------------------------------|------------------|------------------|------------------|------------------|
|                                    | Actual 2017      | BUDGET 2018      | PROJECTED 2018   | BUDGET 2019      |
| REPAIRS & MAINTEN-FURNACE          | \$99             | \$5,000          | \$5,000          | \$100            |
| INSURANCE                          | \$9,389          | \$10,070         | \$10,070         | \$11,077         |
| TRAVEL                             | \$126            | \$800            | \$800            | \$400            |
| GENERAL SUPPLIES                   | \$10,396         | \$10,000         | \$11,000         | \$11,000         |
| ELECTRICITY                        | \$28,759         | \$38,850         | \$38,850         | \$28,510         |
| OIL                                | \$27,331         | \$61,000         | \$61,000         | \$45,000         |
| OTHER ENERGY - WOOD CHIPS          | \$0              | \$0              | \$0              | \$0              |
| EQUIPMENT                          | \$0              | \$4,000          | \$4,000          | \$4,000          |
| <b>TOTAL OPER. AND MAINT.PLANT</b> | <b>\$267,088</b> | <b>\$342,556</b> | <b>\$330,534</b> | <b>\$306,223</b> |

**STUDENT TRANSPORTATION SV**

|                                  |                  |                 |                 |                  |
|----------------------------------|------------------|-----------------|-----------------|------------------|
| WCSU ASSESSMT-STUDENT TRANSPORT. | \$120,893        | \$93,258        | \$93,258        | \$129,640        |
| STUDENT TRANS-FIELD TRIPS        | \$3,302          | \$3,000         | \$3,000         | \$3,000          |
| <b>TOTAL STUDENT TRANSP. SV</b>  | <b>\$124,195</b> | <b>\$96,258</b> | <b>\$96,258</b> | <b>\$132,640</b> |

**DEBT SERVICE**

|                           |                 |                  |                  |                  |
|---------------------------|-----------------|------------------|------------------|------------------|
| INTEREST                  | \$5,014         | \$5,000          | \$5,000          | \$5,000          |
| INTEREST-WATER LOAN       | \$0             | \$6,000          | \$1,690          | \$1,627          |
| PRINCIPAL                 | \$26,000        | \$26,000         | \$26,000         | \$26,000         |
| PRINCIPAL-WATER LOAN      | \$0             | \$0              | \$2,097          | \$2,160          |
| BOND-PRINCIPAL& INTEREST  | \$0             | \$241,463        | \$241,463        | \$235,017        |
| <b>TOTAL DEBT SERVICE</b> | <b>\$31,014</b> | <b>\$278,463</b> | <b>\$276,250</b> | <b>\$269,804</b> |

**TRANSFER TO OTHER FUNDS**

|                                      |                 |                 |                 |                 |
|--------------------------------------|-----------------|-----------------|-----------------|-----------------|
| FOOD SERVICE                         | \$40,000        | \$25,000        | \$25,000        | \$25,000        |
| PLAYGROUND/CAPITAL                   | \$50,000        | \$20,000        | \$20,000        | \$50,000        |
| <b>TOTAL TRANSFER TO OTHER FUNDS</b> | <b>\$90,000</b> | <b>\$45,000</b> | <b>\$45,000</b> | <b>\$75,000</b> |

**INSTRUCTIONAL SVC-SP ED.**

|                                       |                  |                  |                  |                  |
|---------------------------------------|------------------|------------------|------------------|------------------|
| SALARIES-REGULAR-PROFESS.             | \$0              | \$0              | \$0              | \$0              |
| SALARIES-REGULAR-TECH.                | \$181,674        | \$171,517        | \$186,592        | \$174,172        |
| SALARIES-TEMPORARY                    | \$0              | \$1,015          | \$1,015          | \$1,051          |
| HEALTH BENEFITS                       | \$41,108         | \$51,731         | \$47,403         | \$40,409         |
| SOCIAL SECURITY/MEDICARE              | \$13,326         | \$12,528         | \$14,352         | \$12,895         |
| RETIREMENT BENEFITS                   | \$7,652          | \$9,467          | \$9,467          | \$9,904          |
| SECTION 125 BENEFIT                   | \$455            | \$490            | \$560            | \$490            |
| WORKMENS COMPENSATION                 | \$1,021          | \$1,045          | \$1,045          | \$1,093          |
| UNEMPLOYMENT COMPENSATION             | \$363            | \$372            | \$372            | \$351            |
| TUITION REIMBURSEMENT                 | \$0              | \$0              | \$0              | \$0              |
| DENTAL BENEFITS                       | \$2,270          | \$3,395          | \$3,855          | \$3,395          |
| DISABILITY BENEFITS                   | \$566            | \$640            | \$709            | \$670            |
| OTHER PROFESSIONAL SVCS & WCMH        | \$2,416          | \$0              | \$0              | \$0              |
| COMMUNICATIONS                        | \$0              | \$0              | \$0              | \$0              |
| GENERAL SUPPLIES                      | \$0              | \$0              | \$0              | \$0              |
| EQUIPMENT                             | \$0              | \$0              | \$0              | \$0              |
| <b>TOTAL INSTRUCTIONAL SVC-SP ED.</b> | <b>\$250,851</b> | <b>\$252,200</b> | <b>\$265,370</b> | <b>\$244,430</b> |

**SUPPORT PROGRAM**

|                               |            |            |            |            |
|-------------------------------|------------|------------|------------|------------|
| SHARED SU SERVICES            | \$0        | \$0        | \$0        | \$0        |
| <b>TOTAL SUPPORT PROGRAMS</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

**SU ASSESSMENTS**

|                                   |                  |                  |                  |                  |
|-----------------------------------|------------------|------------------|------------------|------------------|
| SUPERVISORY UN SERV-SPED          | \$713,055        | \$247,339        | \$259,562        | \$224,613        |
| SUPERVISORY UN SERV-EARLY ED PROG | \$9,252          | \$8,477          | \$8,477          | \$7,245          |
| <b>TOTAL SU ASSESSMENTS</b>       | <b>\$722,307</b> | <b>\$255,816</b> | <b>\$268,039</b> | <b>\$231,858</b> |

**ENGLISH LANGUAGE LEARNER**

|                                 |                 |                 |                 |                 |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|
| SALARIES-REGULAR-PROFESS.       | \$0             | \$0             | \$0             | \$0             |
| SOCIAL SECURITY/MEDICARE        | \$0             | \$0             | \$0             | \$0             |
| WORKMENS COMPENSATION           | \$62            | \$0             | \$0             | \$0             |
| UNEMPLOYMENT COMPENSATION       | \$22            | \$0             | \$0             | \$0             |
| SUPERVISORY UN SERV-ELL         | \$11,764        | \$12,117        | \$22,700        | \$23,400        |
| TRAVEL                          | \$0             | \$0             | \$0             | \$0             |
| <b>ENGLISH LANGUAGE LEARNER</b> | <b>\$11,848</b> | <b>\$12,117</b> | <b>\$22,700</b> | <b>\$23,400</b> |

**TOTAL EXPENSES**

|  |             |             |             |             |
|--|-------------|-------------|-------------|-------------|
|  | \$3,537,449 | \$3,450,999 | \$3,507,136 | \$3,510,918 |
|  | -2,280      | \$0         | -\$67,841   | \$0         |



## BERLIN ELEMENTARY SCHOOL DISTRICT SALARY & BENEFIT PROJECTION

**Berlin Elementary School District  
Salary & Benefit Projection  
As of December 1, 2017**

**Benefits include the cost of: Health Insurance, Retirement, Section 125 Plan, Social Security/Medicare, Dental Insurance, Disability Insurance, Workers Compensation Insurance and Unemployment Insurance.**

|                     | <u>Projected Salaries</u> | <u>Total Salary &amp; Benefits</u> | <u>FTE</u> | <u>Position</u>          |
|---------------------|---------------------------|------------------------------------|------------|--------------------------|
| Amos Carol          | \$90,822                  | \$113,739                          | 1.00       | Principal                |
| Anderson Debra      | \$22,995                  | \$41,525                           | 1.00       | Food Service Worker      |
| Andreolleti Nancy   | \$27,403                  | \$36,271                           | 1.00       | Paraeducator             |
| Audet Lisa          | \$24,341                  | \$43,072                           | 1.00       | Paraeducator             |
| Boucher Jane        | \$67,415                  | \$92,755                           | 1.00       | Classroom Teacher        |
| Burke Lucia         | \$23,395                  | \$31,665                           | 1.00       | Paraeducator             |
| Clifton Cally       | \$29,373                  | \$41,941                           | 1.00       | Administrative Assistant |
| Daniels Steven      | \$32,030                  | \$43,003                           | 1.00       | Maintenance Worker       |
| Dessureau Amber     | \$56,485                  | \$81,401                           | 1.00       | Classroom Teacher        |
| Dutton-Renaud Lori  | \$42,919                  | \$69,199                           | 1.00       | Administrative Assistant |
| Farone Kimberly     | \$69,370                  | \$89,505                           | 1.00       | Classroom Teacher        |
| Gauthier Cynthia    | \$69,370                  | \$83,678                           | 1.00       | Classroom Teacher        |
| Gregoire Deborah    | \$23,856                  | \$42,514                           | 1.00       | Paraeducator             |
| Grenier Kathy       | \$25,300                  | \$44,175                           | 1.00       | Paraeducator             |
| Heinz Jessica       | \$67,487                  | \$93,385                           | 1.00       | Guidance Counselor       |
| Hood Janice         | \$29,072                  | \$41,525                           | 1.00       | Paraeducator             |
| Jacobs Austin       | \$22,983                  | \$33,148                           | 1.00       | Food Service Worker      |
| Jones-Susmann Julie | \$56,485                  | \$65,754                           | 1.00       | Classroom Teacher        |
| Knapp Kimberly      | \$60,324                  | \$71,741                           | 1.00       | Classroom Teacher        |
| Liptak, Katelyn     | \$49,990                  | \$59,888                           | 0.90       | Classroom Teacher        |
| McHugh Kay          | \$56,485                  | \$76,626                           | 1.00       | Classroom Teacher        |
| Mullaney Erin       | \$52,457                  | \$65,938                           | 1.00       | Nurse                    |
| Paquet Hilary       | \$69,341                  | \$105,113                          | 1.00       | Classroom Teacher        |
| Paquet Louis        | \$44,505                  | \$59,262                           | 1.00       | Maintenance Worker       |
| Paquet Travis       | \$52,412                  | \$57,604                           | 0.80       | Classroom Teacher        |
| Parks Jeffery       | \$27,770                  | \$38,363                           | 1.00       | Maintenance Worker       |
| Pellegrini Rebecca  | \$26,339                  | \$35,048                           | 1.00       | Paraeducator             |
| Rogers Sarah        | \$56,485                  | \$81,401                           | 1.00       | Classroom Teacher        |
| Smith Ashlyn        | \$57,094                  | \$86,860                           | 1.00       | Classroom Teacher        |
| Smith Tyler         | \$55,544                  | \$61,126                           | 1.00       | Classroom Teacher        |
| Spencer Lynn        | \$45,188                  | \$55,567                           | 0.80       | Classroom Teacher        |
| Turcotte Michelle   | \$55,485                  | \$80,312                           | 1.00       | Classroom Teacher        |
| Wagner Lynn         | \$69,370                  | \$95,436                           | 1.00       | Classroom Teacher        |
| Walczak Kathryn     | \$42,490                  | \$64,217                           | 0.81       | Classroom Teacher        |
| Wilson Lisa         | \$17,067                  | \$25,613                           | 1.00       | Paraeducator             |
| Young Amy           | \$56,485                  | \$66,306                           | 1.00       | Librarian                |
| <b>Total</b>        | <b>\$ 1,675,932</b>       | <b>\$2,274,676</b>                 |            |                          |

# TOWN OF BERLIN ESTIMATED TAX CALCULATIONS

Town of Berlin  
 Estimated Tax Calculations  
 As of January 2, 2018

NOTE: Includes Berlin Elementary and U32 Proposed Budgets.

|                        | Education Spending Per Eq Pupil | Property Yield | District Sper Adjustment | Equalized Pupils | TAX RATES:          |                  |                          |                       |
|------------------------|---------------------------------|----------------|--------------------------|------------------|---------------------|------------------|--------------------------|-----------------------|
|                        |                                 |                |                          |                  | Equalized Homestead | Actual Homestead | Equalized Nonresidential | Actual Nonresidential |
|                        | \$17,467                        | \$9,842        | 177.47%                  | 389.32           | \$1.775             | \$1.732          | \$1.629                  | \$1.590               |
| Projected Budget 18-19 | \$16,129                        | \$10,160       | 158.75%                  | 397.64           | \$1.663             | \$1.597          | \$1.535                  | \$1.474               |
| Budget 17-18           | 8.29%                           | -3.13%         |                          | -2.09%           |                     |                  |                          |                       |

Town

| Common Lev     |                | Actual         |                |
|----------------|----------------|----------------|----------------|
| Appraisal      | Homestead      | Homestead      | Nonresidential |
| FY11-12        | 102.23%        | \$1.354        | \$1.330        |
| FY12-13        | 103.53%        | \$1.375        | \$1.333        |
| FY13-14        | 101.96%        | \$1.454        | \$1.412        |
| FY14-15        | 105.33%        | \$1.522        | \$1.438        |
| FY15-16        | 104.23%        | \$1.598        | \$1.473        |
| FY16-17        | 104.14%        | \$1.597        | \$1.474        |
| FY17-18        | 105.84%        | \$1.622        | \$1.450        |
| <b>FY18-19</b> | <b>102.45%</b> | <b>\$1.732</b> | <b>\$1.590</b> |

Local Tax Impact-Increase(Decrease)  
 Impact on a \$100,000 property

|         |
|---------|
| \$0.110 |
| \$110   |

**\*\*\*Note: the tax rate is allocated as follows:**

| TAX RATES:          |                    |           |                   |
|---------------------|--------------------|-----------|-------------------|
|                     | Current            | Common    | Appraised at 100% |
|                     | Level of Appraisal | Equalized | Total Tax Rate    |
| FY 18-19            | -\$0.021           | \$0.870   | \$0.849           |
| Elementary Tax Rate | -\$0.022           | \$0.905   | \$0.884           |
| U32 Tax Rate        | -\$0.042           | \$1.775   | \$1.732           |
| TOTAL Tax Rate      |                    |           |                   |

Educ Spending Per Equalized Pupil

|          |
|----------|
| \$17,467 |
| \$16,892 |
| \$18,056 |

Amount Per Town  
 Elementary  
 U32

# THREE PRIOR YEARS COMPARISON

PRELIMINARY

Three Prior Years Comparisons - Format as Provided by AOE

ESTIMATES ONLY

| District: <b>Berlin</b><br>County: <b>Washington</b>                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                         | T019<br><b>Washington Central</b>           |                                             | Property dollar<br>equivalent yield<br><b>9,842</b> | Homestead tax rate<br>per \$0,842 of spending<br>per equalized pupil<br><b>1.00</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                         |                                             |                                             | <b>11,862</b>                                       | Income dollar equivalent yield per<br>2.0% of household income                      |
| <b>Expenditures</b>                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                         | FY2016                                      | FY2017                                      | FY2018                                              | FY2019                                                                              |
| 1.                                                                                                                                                                                                                                                                                                               | <b>Budget</b> (local budget, including special programs, full technical center expenditures, and any Act 144 expenditures)                                                                                              | \$3,369,186                                 | \$3,380,876                                 | \$3,450,999                                         | \$3,510,918                                                                         |
| 2.                                                                                                                                                                                                                                                                                                               | Sum of separately warned articles passed at town meeting                                                                                                                                                                | -                                           | -                                           | -                                                   | -                                                                                   |
| 3.                                                                                                                                                                                                                                                                                                               | Act 144 Expenditures, to be excluded from Education Spending (Meehan & West Windsor only)                                                                                                                               | -                                           | -                                           | -                                                   | -                                                                                   |
| 4.                                                                                                                                                                                                                                                                                                               | <b>Locally adopted or warned budget</b>                                                                                                                                                                                 | <b>\$3,369,186</b>                          | <b>\$3,380,876</b>                          | <b>\$3,450,999</b>                                  | <b>\$3,510,918</b>                                                                  |
| 5.                                                                                                                                                                                                                                                                                                               | Obligation to a Regional Technical Center School District if any                                                                                                                                                        | -                                           | -                                           | -                                                   | -                                                                                   |
| 6.                                                                                                                                                                                                                                                                                                               | Prior year deficit repayment of deficit                                                                                                                                                                                 | -                                           | -                                           | -                                                   | -                                                                                   |
| 7.                                                                                                                                                                                                                                                                                                               | <b>Total Budget</b>                                                                                                                                                                                                     | <b>\$3,369,186</b>                          | <b>\$3,380,876</b>                          | <b>\$3,450,999</b>                                  | <b>\$3,510,918</b>                                                                  |
| 8.                                                                                                                                                                                                                                                                                                               | S.U. assessment (included in local budget) - informational data                                                                                                                                                         | -                                           | -                                           | -                                                   | -                                                                                   |
| 9.                                                                                                                                                                                                                                                                                                               | Prior year deficit reduction (included in expenditure budget) - informational data                                                                                                                                      | -                                           | -                                           | -                                                   | -                                                                                   |
| <b>Revenues</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                         |                                             |                                             |                                                     |                                                                                     |
| 10.                                                                                                                                                                                                                                                                                                              | Offsetting revenues (categorical grants, donations, tuitions, surplus, etc., including local Act 144 tax revenues)                                                                                                      | \$557,032                                   | \$583,994                                   | \$183,568                                           | \$179,217                                                                           |
| 11.                                                                                                                                                                                                                                                                                                              | Capital debt aid for eligible projects pre-existing Act 60                                                                                                                                                              | -                                           | -                                           | -                                                   | -                                                                                   |
| 12.                                                                                                                                                                                                                                                                                                              | All Act 144 revenues, including local Act 144 tax revenue (Meehan & West Windsor only)                                                                                                                                  | -                                           | -                                           | -                                                   | -                                                                                   |
| 13.                                                                                                                                                                                                                                                                                                              | <b>Offsetting revenues</b>                                                                                                                                                                                              | <b>\$557,032</b>                            | <b>\$583,994</b>                            | <b>\$183,568</b>                                    | <b>\$179,217</b>                                                                    |
| 14.                                                                                                                                                                                                                                                                                                              | <b>Education Spending</b>                                                                                                                                                                                               | <b>\$2,812,154</b>                          | <b>\$2,796,882</b>                          | <b>\$3,267,431</b>                                  | <b>\$3,331,701</b>                                                                  |
| 15.                                                                                                                                                                                                                                                                                                              | <b>Equalized Pupils</b>                                                                                                                                                                                                 | <b>179.29</b>                               | <b>176.01</b>                               | <b>186.64</b>                                       | <b>197.23</b>                                                                       |
| 16.                                                                                                                                                                                                                                                                                                              | <b>Education Spending per Equalized Pupil</b>                                                                                                                                                                           | <b>\$15,684.95</b>                          | <b>\$15,890.47</b>                          | <b>\$17,506.60</b>                                  | <b>\$16,892.47</b>                                                                  |
| 17.                                                                                                                                                                                                                                                                                                              | Less ALL net eligible construction costs (or P&I) per equalized pupil                                                                                                                                                   | \$223.10                                    | \$227.26                                    | \$1,491.98                                          | \$1,368                                                                             |
| 18.                                                                                                                                                                                                                                                                                                              | Less share of SpEd costs in excess of \$50,000 for an individual (per egpup)                                                                                                                                            | \$9.06                                      | \$21.19                                     | \$23.83                                             | \$61                                                                                |
| 19.                                                                                                                                                                                                                                                                                                              | Less amount of deficit if deficit is SOLELY attributable to tuitions paid to public schools for grades the district does not operate for new students who moved to the district after the budget was passed (per egpup) | -                                           | -                                           | -                                                   | -                                                                                   |
| 20.                                                                                                                                                                                                                                                                                                              | Less SpEd costs if excess is solely attributable to new SpEd spending if district has 20 or fewer equalized pupils (per egpup)                                                                                          | -                                           | -                                           | -                                                   | -                                                                                   |
| 21.                                                                                                                                                                                                                                                                                                              | Estimated costs of new students after census period (per egpup)                                                                                                                                                         | -                                           | -                                           | -                                                   | -                                                                                   |
| 22.                                                                                                                                                                                                                                                                                                              | Total tuitions if tuitioning ALL K-12 unless electorate has approved tuitions greater than average announced tuition (per egpup)                                                                                        | -                                           | -                                           | -                                                   | -                                                                                   |
| 23.                                                                                                                                                                                                                                                                                                              | Less planning costs for merger of small schools (per egpup)                                                                                                                                                             | -                                           | -                                           | -                                                   | -                                                                                   |
| 24.                                                                                                                                                                                                                                                                                                              | Teacher retirement assessment for new members of Vermont State Teachers' Retirement System on or after July 1, 2015 (per egpup)                                                                                         | \$31.23                                     | -                                           | \$13.43                                             | \$25                                                                                |
| 25.                                                                                                                                                                                                                                                                                                              | Excess spending threshold                                                                                                                                                                                               | Threshold = \$17,153<br><b>\$17,103.00</b>  | Allowable growth<br><b>\$15,891.60</b>      | Threshold = \$17,206<br><b>\$17,386.00</b>          | Threshold = \$17,910<br><b>\$17,816.00</b>                                          |
| 26.                                                                                                                                                                                                                                                                                                              | Excess Spending per Equalized Pupil over threshold (if any)                                                                                                                                                             | -                                           | -                                           | -                                                   | -                                                                                   |
| 27.                                                                                                                                                                                                                                                                                                              | Per pupil figure used for calculating District Equalized Tax Rate                                                                                                                                                       | <b>\$15,685</b>                             | <b>\$15,890</b>                             | <b>\$17,507</b>                                     | <b>\$16,892.47</b>                                                                  |
| 28.                                                                                                                                                                                                                                                                                                              | District spending adjustment (minimum of 100%)                                                                                                                                                                          | 165.820%<br><small>based on \$8,205</small> | 163.802%<br><small>based on \$9,701</small> | 172.309%<br><small>based on yield \$10,100</small>  | 171.637%<br><small>based on yield \$9,842</small>                                   |
| <b>Prorating the local tax rate</b>                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                         |                                             |                                             |                                                     |                                                                                     |
| 29.                                                                                                                                                                                                                                                                                                              | Anticipated district equalized homestead tax rate (to be prorated by line 30)<br>[\$16,892.47 + (\$9,842.00 / \$1,000)]                                                                                                 | <b>\$1,6416</b>                             | <b>\$1,6380</b>                             | <b>\$1,7231</b>                                     | <b>\$1,7164</b>                                                                     |
| 30.                                                                                                                                                                                                                                                                                                              | Percent of Berlin equalized pupils not in a union school district                                                                                                                                                       | 44.07%                                      | 44.26%                                      | 47.83%                                              | 50.66%                                                                              |
| 31.                                                                                                                                                                                                                                                                                                              | Portion of district eq homestead rate to be assessed by town<br>(50.66% x \$1.72)                                                                                                                                       | <b>\$0.7235</b>                             | <b>\$0.7250</b>                             | <b>\$0.8242</b>                                     | <b>\$0.8695</b>                                                                     |
| 32.                                                                                                                                                                                                                                                                                                              | <b>Common Level of Appraisal (CLA)</b>                                                                                                                                                                                  | 104.23%                                     | 104.14%                                     | 105.84%                                             | 102.45%                                                                             |
| 33.                                                                                                                                                                                                                                                                                                              | Portion of actual district homestead rate to be assessed by town<br>(\$0.8695 / 102.45%)                                                                                                                                | <b>\$0.6941</b>                             | <b>\$0.6962</b>                             | <b>\$0.7787</b>                                     | <b>\$0.8487</b>                                                                     |
| If the district belongs to a union school district, this is only a PARTIAL homestead tax rate. The tax rate shown represents the estimated portion of the final homestead tax rate due to spending for students who do not belong to a union school district. The same holds true for the income cap percentage. |                                                                                                                                                                                                                         |                                             |                                             |                                                     |                                                                                     |
| 34.                                                                                                                                                                                                                                                                                                              | Anticipated income cap percent (to be prorated by line 30)<br>[((\$16,892.47 + \$11,862) x 2.00%)]                                                                                                                      | 2.98%<br><small>based on 1.85%</small>      | 2.92%<br><small>based on 2.00%</small>      | 2.92%<br><small>based on 2.30%</small>              | 2.85%<br><small>based on 2.00%</small>                                              |
| 35.                                                                                                                                                                                                                                                                                                              | Portion of district income cap percent applied by State<br>(50.66% x 2.85%)                                                                                                                                             | 1.31%<br><small>based on 1.85%</small>      | 1.29%<br><small>based on 2.00%</small>      | 1.40%<br><small>based on 2.30%</small>              | 1.44%<br><small>based on 2.00%</small>                                              |
| 36.                                                                                                                                                                                                                                                                                                              | Percent of equalized pupils at U32 High School (UHSD #32)                                                                                                                                                               | 55.93%                                      | 55.74%                                      | 52.17%                                              | 49.34%                                                                              |
| 37.                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                         | -                                           | -                                           | -                                                   | -                                                                                   |

- Following current statute, the Tax Commissioner recommended a property yield of \$9,842 for every \$1.00 of homestead tax per \$100 of equalized property value. The Tax Commissioner also recommended an income yield of \$11,862 for a base income percent of 2.0% and a non-residential tax rate of \$1,629. New and updated data will likely change the proposed property and income yields and perhaps the non-residential rate.  
 - Final figures will be set by the Legislature during the legislative session and approved by the Governor.  
 - The base income percentage cap is 2.0%.

# U-32 SCHOOL DISTRICT - WARNING

## U-32 SCHOOL DISTRICT WARNING

The legal voters of the Union High School District No. 32 ("U-32"), a municipal corporation consisting of the Town School Districts of Berlin, Calais, East Montpelier, Middlesex, and Worcester, Vermont, are hereby notified and warned to meet in their respective towns on Tuesday, March 6, 2018, to vote by Australian ballot on Articles 1 through 6 as outlined below.

### Polling Places and Times:

Berlin Elementary School in Berlin Corner – 10:00 AM - 7:00 PM

Calais Elementary School in Calais – 7:00 AM - 7:00 PM

East Montpelier Elementary School in East Montpelier – 7:00 AM – 7:00 PM

Rumney Memorial School in Middlesex – 7:00 AM – 7:00 PM

Doty Memorial School in Worcester – 10:00 AM – 7:00 PM

A public hearing will take place at U-32, Room 128/131 at 6:00 PM on March 5, 2018 to provide information on the articles to be voted by Australian Ballot at the municipalities' respective Town Meetings on Tuesday, March 6, 2018.

The legal voters of U-32 are further notified that voter qualification, registration, and absentee voting relative to said annual meeting shall be as provided in Sections 553 and 706(u) of Title 16, and Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated.

**ARTICLE 1.** To elect a Clerk for a term of one (1) year.

**ARTICLE 2.** To elect a Treasurer for a term of one (1) year.

**ARTICLE 3.** To fix the annual compensation of the Union School District officers.

|           |               |
|-----------|---------------|
| Clerk     | \$500.00      |
| Directors | \$850.00 each |
| Chair     | \$875.00      |
| Treasurer | \$1,500.00    |

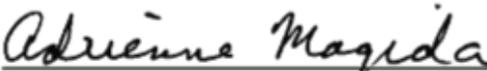
**ARTICLE 4.** Shall the voters of the Union High School District 32 approve the school board to expend \$14,833,943 which is the amount the school board has determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$18,056 per equalized pupil. This projected spending per equalized pupil is 3.90% higher than spending for the current year.

**ARTICLE 5.** Shall the School District authorize the Board of School Directors of Union District No. 32 to hold any audited fund balance as of June 30, 2018 in a reserve fund to be expended under the control and direction of the Board of School Directors for the purpose of operating the school?

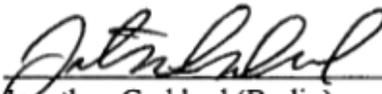
**ARTICLE 6.** Shall the School District authorize the Board of School Directors to borrow money in anticipation of the receipt of revenues for the 2018-2019 school year?

  
\_\_\_\_\_  
Mary Ormsby, Clerk

SCHOOL DIRECTORS

  
\_\_\_\_\_  
Adrienne Magida, Chair (Middlesex)

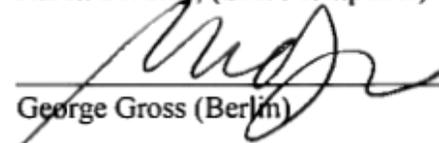
  
\_\_\_\_\_  
Carl Witke, Clerk (Worcester)

  
\_\_\_\_\_  
Jonathan Goddard (Berlin)

  
\_\_\_\_\_  
C. Scott Thompson (Calais)

  
\_\_\_\_\_  
Kari Bradley, Vice Chair (East Montpelier)

  
\_\_\_\_\_  
Karen Bradley, (East Montpelier)

  
\_\_\_\_\_  
George Gross (Berlin)

## U-32 BUDGET SUMMARY

| U-32 BUDGET SUMMARY          | ACTUAL              | BUDGET              | PROJECTED           | BUDGET              |
|------------------------------|---------------------|---------------------|---------------------|---------------------|
|                              | 2016-2017           | 2017-2018           | 2017-2018           | 2018-2019           |
| <b>REVENUES</b>              |                     |                     |                     |                     |
| TUITION                      | 1,102,013           | 911,960             | 1,080,474           | 914,900             |
| INVESTMENT INCOME            | 140,496             | 150,000             | 136,833             | 140,000             |
| EDUCATION SPENDING REVENUES  | 12,327,044          | 12,786,230          | 12,721,915          | 13,245,698          |
| MISCELLANEOUS INCOME         | 258,265             | 123,771             | 151,773             | 146,771             |
| STATE REVENUES-MISC          | 279,661             | 7,500               | 7,500               | 7,500               |
| SPED MAINSTREAM BLOCK GRANT  | 269,473             | 0                   | 0                   | 0                   |
| SPECIAL EDUCATION INCOME     | 1,286,264           | 326,371             | 346,424             | 379,074             |
| FUND BALANCE                 | 0                   | 0                   | 0                   | 0                   |
| <b>SUBTOTAL REVENUES</b>     | <b>\$15,663,216</b> | <b>\$14,305,831</b> | <b>\$14,444,919</b> | <b>\$14,833,943</b> |
| <b>EXPENSES</b>              |                     |                     |                     |                     |
| BUSINESS ED.                 | 168,831             | 173,752             | 172,489             | 174,598             |
| DRIVER ED.                   | 67,359              | 69,334              | 68,535              | 69,413              |
| ENGLISH                      | 797,619             | 791,099             | 821,940             | 831,244             |
| ACTING, DANCE & VISUAL ARTS  | 333,963             | 254,806             | 296,262             | 300,426             |
| FOREIGN LANGUAGE             | 415,256             | 430,022             | 445,683             | 453,595             |
| TECHNOLOGY ED .              | 195,504             | 115,285             | 104,709             | 113,846             |
| LIVING ARTS                  | 75,948              | 86,236              | 43,140              | 42,313              |
| MUSIC                        | 261,915             | 236,321             | 236,134             | 236,170             |
| PHYSICAL ED.                 | 387,259             | 391,563             | 475,340             | 481,770             |
| MATHEMATICS                  | 911,173             | 936,016             | 836,344             | 867,582             |
| SCIENCE                      | 915,327             | 869,410             | 815,498             | 832,244             |
| SOCIAL STUDIES               | 600,337             | 611,352             | 628,687             | 647,279             |
| INSTRUCTIONAL-SCHOOLWIDE     | 366,333             | 417,650             | 445,376             | 408,196             |
| OTHER INSTRUCTION-504        | 3,225               | 11,800              | 11,800              | 11,000              |
| OTHER INSTRUCTIONAL PROGRAMS | 364,323             | 434,127             | 504,994             | 562,395             |
| MIDDLESCHOOL PROGRAMS        | 15,751              | 17,480              | 17,480              | 15,480              |
| GUIDANCE SERVICES            | 605,305             | 631,965             | 634,214             | 651,422             |
| HEALTH SERVICES              | 124,186             | 126,711             | 135,084             | 137,102             |
| CURRICULUM SERVICES          | 104,273             | 116,251             | 120,525             | 141,919             |
| SCHOOL LIBRARY SERVICES      | 227,327             | 236,238             | 237,529             | 243,759             |
| TECHNOLOGY SERVICES          | 522,359             | 591,431             | 591,431             | 639,797             |
| BOARD OF EDUCATION           | 34,001              | 49,853              | 49,854              | 37,215              |
| OFFICE OF SUPERINTENDENT     | 193,376             | 288,578             | 288,578             | 370,923             |
| OFFICE OF PRINCIPAL          | 931,853             | 939,003             | 920,637             | 925,590             |
| FISCAL SERVICES              | 151,158             | 150,281             | 150,281             | 177,658             |
| INTEREST EXPENSE             | 136,929             | 142,280             | 129,113             | 132,280             |
| AUDITING SERVICES            | 6,950               | 7,575               | 7,575               | 0                   |
| OPERATION AND MAINTENANCE    | 1,392,905           | 1,406,990           | 1,459,644           | 1,482,591           |
| STUDENT TRANSPORTATION SV    | 682,874             | 574,483             | 574,483             | 504,602             |
| TRANSFERS TO OTHER FUNDS     | 1,153,325           | 1,088,625           | 1,084,373           | 1,088,625           |
| SPECIAL EDUCATION PROGRAMS   | 461,867             | 582,805             | 618,614             | 676,916             |
| SU ASSESSMENTS SPED          | 2,062,967           | 812,384             | 756,635             | 834,563             |
| ENGLISH LANGUAGE LEARNERS    | 33                  | 0                   | 0                   | 0                   |
| CO-CURRICULAR ACTIVITIES     | 761,291             | 714,126             | 743,941             | 741,430             |

## U-32 SCHOOL DISTRICT SALARY & BENEFIT PROJECTION

**U-32 School District  
Salary & Benefit Projection  
As of December 1, 2017**

**Benefits include the cost of: Health Insurance, Retirement, Section 125 Plan, Social Security/Medicare, Dental Insurance, Disability Insurance, Workers Compensation Insurance and Unemployment Insurance.**

|                       | <u>Projected<br/>Salaries</u> | <u>Total Salary &amp;<br/>Benefits</u> |
|-----------------------|-------------------------------|----------------------------------------|
| Abbene Laura          | \$63,737                      | \$78,733                               |
| Abbiati Judy          | \$67,415                      | \$81,207                               |
| Albee Brian           | \$60,345                      | \$66,196                               |
| Allison Megan         | \$59,404                      | \$64,675                               |
| Arsenault Peter       | \$57,096                      | \$83,240                               |
| Barrows Stephen       | \$26,206                      | \$28,385                               |
| Bazis David           | \$56,485                      | \$81,347                               |
| Bennett Eric          | \$48,694                      | \$75,720                               |
| Bird Alden            | \$58,687                      | \$71,984                               |
| Blackburn Christopher | \$69,165                      | \$95,146                               |
| Blakely Xiomara       | \$35,914                      | \$61,113                               |
| Boulanger Chantal     | \$36,624                      | \$61,928                               |
| Bove Mary             | \$55,544                      | \$68,563                               |
| Brophy Abigail        | \$45,952                      | \$51,840                               |
| Butts Molly           | \$51,142                      | \$65,026                               |
| Buttura Holly         | \$39,111                      | \$50,679                               |
| Carpenter Kelly       | \$22,100                      | \$32,939                               |
| Chaloux Sandra        | \$60,345                      | \$66,252                               |
| Chambers Michelle     | \$19,631                      | \$30,656                               |
| Chaplin Mark          | \$71,120                      | \$92,499                               |
| Cheeseman Pauline     | \$60,324                      | \$86,777                               |
| Christiana Kendra     | \$45,714                      | \$69,624                               |
| Clark-Warner Heather  | \$28,219                      | \$52,037                               |
| Cook George           | \$74,757                      | \$81,936                               |
| Cook Vicki            | \$25,402                      | \$37,283                               |
| Cooke Ellen           | \$67,415                      | \$81,483                               |
| Crossett Paula        | \$56,485                      | \$81,346                               |
| Cruikshank Donald     | \$24,284                      | \$37,685                               |
| Cueto Linda           | \$27,255                      | \$31,642                               |
| Dalmasse Denise       | \$27,748                      | \$30,055                               |
| David Beatrice        | \$56,485                      | \$69,517                               |
| Davis Elizabeth       | \$25,901                      | \$30,087                               |
| Decker Anne           | \$65,129                      | \$71,407                               |
| Deguzzman Jodi        | \$873                         | \$1,002                                |
| Deiss Williams        | \$40,365                      | \$54,243                               |
| Desch Marguerite      | \$69,368                      | \$83,608                               |
| Devries Aanika        | \$71,575                      | \$92,995                               |
| Divelbliss Brian      | \$78,938                      | \$86,487                               |
| Duquette Samantha     | \$19,631                      | \$30,656                               |
| Dunn Colleen          | \$43,938                      | \$48,729                               |
| Dunn William          | \$45,526                      | \$57,258                               |
| Duprey Jenniffer      | \$41,966                      | \$46,249                               |
| Dy Krista             | \$61,378                      | \$81,897                               |
| Emerson Jody          | \$83,736                      | \$106,139                              |
| Emery Paula           | \$52,412                      | \$63,857                               |
| Falby Meaghan         | \$65,515                      | \$91,159                               |
| Fair Patricia         | \$34,305                      | \$47,507                               |
| Fisher Brian          | \$60,030                      | \$82,856                               |
| Fitch Lesley          | \$54,080                      | \$77,199                               |
| Fournier Dennis       | \$50,922                      | \$66,588                               |

U-32 School District  
Salary & Benefit Projection  
As of December 1, 2017

Benefits include the cost of: Health Insurance, Retirement, Section 125 Plan, Social Security/Medicare, Dental Insurance, Disability Insurance, Workers Compensation Insurance and Unemployment Insurance.

|                        | <u>Projected</u><br><u>Salaries</u> | <u>Total Salary &amp;</u><br><u>Benefits</u> |
|------------------------|-------------------------------------|----------------------------------------------|
| French Adam            | \$69,165                            | \$83,387                                     |
| Gadapee Bonnie         | \$65,515                            | \$86,399                                     |
| Galligan-Baldwin Erin  | \$33,892                            | \$49,966                                     |
| Garand Laura           | \$25,677                            | \$40,662                                     |
| Gauthier Allison       | \$49,701                            | \$63,457                                     |
| George Christiana      | \$26,226                            | \$49,988                                     |
| Gilman Tina            | \$23,461                            | \$35,054                                     |
| Gonzalez Zachary       | \$47,090                            | \$60,615                                     |
| Gora Peter             | \$27,403                            | \$39,581                                     |
| Grace Caroline         | \$80,382                            | \$88,058                                     |
| Grow Roger             | \$52,457                            | \$76,962                                     |
| Guiffre Catherine      | \$65,515                            | \$91,174                                     |
| Gunther Grant          | \$53,030                            | \$65,827                                     |
| Hannigan David         | \$45,581                            | \$67,440                                     |
| Harris Stephen         | \$60,453                            | \$73,906                                     |
| Heintz Benjamin        | \$65,516                            | \$91,174                                     |
| Hilferty John          | \$72,153                            | \$79,102                                     |
| Hill MaryEllen         | \$26,613                            | \$45,658                                     |
| Hoermann Tammy         | \$32,751                            | \$37,954                                     |
| Holquist Nicholas      | \$68,039                            | \$80,057                                     |
| Houston Glenn          | \$56,485                            | \$76,572                                     |
| Ingersoll Jennifer     | \$59,976                            | \$80,371                                     |
| Jarvis Lucas           | \$19,441                            | \$21,504                                     |
| Jones Barrett Nicholas | \$56,485                            | \$76,572                                     |
| Junkins Drew           | \$45,905                            | \$57,313                                     |
| Keefe Brianne          | \$49,755                            | \$69,247                                     |
| Keese Cairsten         | \$52,570                            | \$72,311                                     |
| Keys Margaret          | \$63,737                            | \$89,169                                     |
| Kiefer Julie           | \$75,204                            | \$96,944                                     |
| Koenigbauer Amy        | \$57,094                            | \$70,250                                     |
| Kolva Matt             | \$71,135                            | \$81,679                                     |
| Koretz Debra           | \$53,932                            | \$66,503                                     |
| Lakey John             | \$44,667                            | \$66,390                                     |
| Lakey Sam              | \$38,879                            | \$45,268                                     |
| Lang Roderick          | \$20,779                            | \$38,958                                     |
| LaPlante Lisa          | \$96,166                            | \$119,667                                    |
| LaBonte Jessica        | \$51,143                            | \$75,532                                     |
| Leiberman Karen        | \$31,274                            | \$34,359                                     |
| Lewton Sherry          | \$41,625                            | \$47,175                                     |
| Lovitz Nathan          | \$47,090                            | \$60,615                                     |
| Magoon Heather         | \$29,460                            | \$48,927                                     |
| Martin Christiana      | \$45,763                            | \$66,155                                     |
| Martin Tracy           | \$45,816                            | \$67,709                                     |
| McCann Katherine       | \$71,120                            | \$97,219                                     |
| McGinnis Devan         | \$33,178                            | \$46,212                                     |
| McKellar Kimberly      | \$27,805                            | \$30,104                                     |
| McMahon William        | \$36,624                            | \$50,169                                     |
| McNaulty William       | \$38,106                            | \$51,871                                     |
| Molina Amanda          | \$87,583                            | \$115,581                                    |
| Monti Amanda           | \$23,395                            | \$40,559                                     |
| Mooney Erin            | \$67,487                            | \$93,320                                     |

U-32 School District  
Salary & Benefit Projection  
As of December 1, 2017

Benefits include the cost of: Health Insurance, Retirement, Section 125 Plan, Social Security/Medicare, Dental Insurance, Disability Insurance, Workers Compensation Insurance and Unemployment Insurance.

|                      | <u>Projected Salaries</u> | <u>Total Salary &amp; Benefits</u> |
|----------------------|---------------------------|------------------------------------|
| Occaso Carla         | \$21,607                  | \$31,628                           |
| Orellana Riena       | \$32,531                  | \$52,454                           |
| Pagel Heather        | \$47,534                  | \$74,457                           |
| Papineau Amy         | \$29,968                  | \$34,758                           |
| Pate Stephen         | \$115,515                 | \$140,600                          |
| Powelson David       | \$51,034                  | \$64,908                           |
| Rackliff Matthew     | \$26,235                  | \$48,424                           |
| Randall Nanci        | \$29,072                  | \$41,497                           |
| Rice Lisa            | \$46,061                  | \$51,738                           |
| Richardson Mindi     | \$19,779                  | \$29,639                           |
| Rimmer Paula         | \$27,715                  | \$30,739                           |
| Roberts Caitlin      | \$39,329                  | \$50,916                           |
| Rosenberg Kara       | \$61,076                  | \$66,909                           |
| Roy Georgia          | \$46,990                  | \$59,254                           |
| Saunders Kathryn     | \$19,631                  | \$30,656                           |
| Scarzello Dylan      | \$63,231                  | \$88,688                           |
| Schaeffer Nicolle    | \$64,249                  | \$70,500                           |
| Sheeler Stephen      | \$52,570                  | \$78,338                           |
| Slade Jodie          | \$22,041                  | \$45,182                           |
| St. Peter Hollis     | \$60,345                  | \$66,251                           |
| Stevens Debra        | \$23,395                  | \$41,962                           |
| Thomas Gillian       | \$69,370                  | \$83,610                           |
| Towne Stephen        | \$65,515                  | \$91,174                           |
| VanDeren Lauren      | \$44,624                  | \$59,357                           |
| Van Orman Henry III  | \$67,059                  | \$92,838                           |
| Verchereau Suzanne   | \$43,263                  | \$57,241                           |
| Wade-Keeney Adrian   | \$49,701                  | \$73,341                           |
| Walker Katherine     | \$74,980                  | \$82,179                           |
| Weinstein Robert     | \$45,566                  | \$72,197                           |
| Wiese Kathy          | \$71,120                  | \$92,499                           |
| Williams Christopher | \$68,751                  | \$89,263                           |
| Willis James         | \$26,877                  | \$44,533                           |
| Wilson Carolyn       | \$65,515                  | \$91,174                           |
| Wolf Sara            | \$26,580                  | \$30,867                           |
| Wysolmeski Erin      | \$47,191                  | \$60,725                           |
| Yun Kathleen         |                           |                                    |
|                      | <b>\$6,660,712</b>        | <b>\$8,768,578</b>                 |

# WCSU SUPERINTENDENT'S OFFICE REPORT

## WASHINGTON CENTRAL SUPERVISORY UNION

Superintendent's Office Report

January 16, 2018

I am pleased to have this opportunity to report on the educational and financial status of Washington Central Supervisory Union (WCSU). WCSU is comprised of Berlin, Calais, Doty, East Montpelier, and Rumney Elementary Schools, as well as U-32 Middle and High School.

As a supervisory union, our mission is:

*Washington Central Supervisory Union exists to nurture and inspire in all students the passion, creativity, and power to contribute to their local and global communities.*

We do this by providing quality educational opportunities for the 1,500 students we serve in PreK through grade 12, and ensuring that we are preparing our students for their future. To meet these goals, we remain focused on: improving curriculum, instruction, assessment, and professional development; providing high-quality early education programs and special education services; providing transportation services; grant, and construction management; improving technology and financial services to our member schools; and recruiting and retaining high caliber staff. Below I have highlighted some of our work and accomplishments over the past year.

### **Budget Impacts of Assessment Allocation Change**

For the 2018-2019 school year, three significant line items: WCSU-Operations, Special Education, and Transportation were affected by an accounting change for WCSU assessments. This year, the Washington Central Supervisory Union budget allocation changed to use equalized pupils (weight count of pupils based on their characteristics) instead of average daily membership and direct billing for Special Education and Transportation. The formula change will result in more consistent budgeting for WCSU schools as a two-year student average is used versus a single year. The new formula is consistent with the tax formula used, and by town, there is little change.

### **Board Goals, Student Learning Outcomes, and Implementation Plan**

As many of you know, in May of 2016, the boards created the WCSU Mission and Student Learning Outcomes (SLO) to define what we wanted all children to know and be able to do when they receive a U-32 diploma. The Washington Central Full Board tasked the Leadership Team of the supervisory union to develop an Implementation Plan to support each student in obtaining all the Student Learning Outcomes. The Leadership Team's Theory of Action for this plan is:

*If we provide high-quality instruction and interventions that are responsive to learners' needs and interests, based on clear learning targets, and measured by a comprehensive and balanced assessment system, then we will close achievement gaps and ensure that all students achieve proficiency in our WCSU Student Learning Outcomes.*

This past October, the six boards of Washington Central used their unified mission and Student Learning Outcomes (SLO) for our PreK – 12 school system to set a baseline for student performance in a student monitoring report. We are starting to see some improvement in student achievement in some schools and grade levels that are focusing on providing a multi-tier system of supports for students. In these grade levels and classes we are seeing a closing of the achievement gap between students at risk and the overall population of children. The board has asked us to ensure that all students are meeting our SLO.

### **Curriculum, Instruction, Assessment and Professional Development**

Jen Miller-Arsenault, Director of Curriculum, Instruction, and Assessment, oversees curriculum, instruction, assessment, and professional development for our school system. Ms. Miller-Arsenault works with administrators and teachers throughout our schools to review student assessment results, provide ongoing professional development opportunities to improve teaching and learning, and coordinate curriculum development PreK-Graduation. This work is mainly robust as we transition to a proficiency-based learning system.

As you may know, Vermont's new Education Quality Standards went into effect in 2014. They call for all students to graduate under a proficiency-based system starting with this year's tenth graders. Local school boards determine the proficiency-based graduation requirements. Our school boards responded by adopting our WCSU Student Learning Outcomes in May 2016. All of the work that Ms. Miller-Arsenault facilitates regarding the five components of a proficiency-based system (curriculum, instruction, assessment, scoring, and reporting) is aligned to our Student Learning Outcomes and is a reflection of our community's values.

Our teachers play an integral role in articulating our expectations for students. To ensure that teachers across the school system have the opportunity to engage in professional learning that is aligned to our Student Learning Outcomes and is coherent PreK-Graduation, Ms. Miller-Arsenault has established what we in WCSU have fondly dubbed "Curriculum Camp" for teachers. Shortly after our students' school year ends in June, teachers are invited to participate in Curriculum Camp. Teachers deepen their learning about aspects of proficiency-based learning systems and create frameworks for curriculum, instruction, and assessment practices. This work is supported primarily with grant funds.

### **Special Services**

Kelly Bushey, Director of Special Services, works closely with administrators and case managers to oversee the continuum of services and supports for approximately 230 students with disabilities ages birth to 22, assuring compliance with state and federal laws. This work includes managing contracted services for state placed students as well as out of district placements.

Throughout this current school year, Ms. Bushey and Ms. Miller-Arsenault have been collaborating to provide professional development to the special educators across the supervisory union. The special educators meet about one time per month for a half day. The focus of this professional development has been around aligning Individualized Education Plans (IEP) to the Proficiency Based Graduation Requirement System (PBGR) as well as aligning this work to the new report card system.

You may notice that the overall number of students that are eligible for special education has increased over the past several years. Ms. Bushey has spent a significant amount of time analyzing this increase and has been collaborating with our other agency partners to purpose ways to provide supports and services to students and schools in a more efficient way. Ms. Bushey is currently leading a group of her colleagues through the development of a WCSU alternative program on the U-32 campus. The overall goal of this is to keep our students in the supervisory union, rather than sending them to alternative programs throughout Washington County.

### **Early Education Programs**

Helping our youngest learners to be ready for kindergarten is an essential step in assuring school success. Each of our five WCSU elementary schools has pre-kindergarten program that serves 3 and four year olds from their towns for 10 hours per week. All of the programs have met high STARS accreditation scores. WCSU currently serves 100 students in our pre-kindergarten programs. These programs are funded by a combination of funds from the local school budget and state supports.

Additionally, we are fully implementing Act 166, Vermont's universal pre-kindergarten law. Act 166 is designed to provide access to high-quality pre-kindergarten for all students. Across our five towns, 40 students are enrolled in private, pre-qualified programs.

WCSU continues to provide programs and supports for our pre-kindergarten children with disabilities and our youngest students who are at risk of school failure across our five towns. We also partner with organizations who support children from birth-3 years who have disabilities in order to ensure a smooth transition to our school system.

### **Technology**

This year was another excellent year for the WCSU Technology Department. We continue to support student learning through the use of a one-to-one computer-to-student project from grades 4 through 12. By using Google Chromebooks, we have been able to dedicate a computing device to each student and teachers have been able to increase the integration of technology in their classes. To support the use of the Google Chromebooks we have completed our transition to a fully Google based education system. All of our e-mail, calendars and online classroom document system are managed through Google-based technology. The convergence of all of these systems into the Google domain has made it easier for the teachers and students to use technology to support the learning.

### **Fiscal Services**

Lori Bibeau, Business Administrator, manages and oversees all WCSU fiscal and business operations. Last year, the total funds processed through WCSU, including school budgets, grants, food programs, capital improvement funds and construction projects, totaled \$46.3 million. As required by law, each year WCSU conducts an outside audit of all schools, central office and fiscal operations. Annually, we receive accolades for our outstanding fiscal operations with either no or only minor audit findings.

For the past several years, most of our budgets have shown modest level or below level increases. When looking at the total tax rate impacts for all of our towns, our changes this year increase the rate between 3.9 cents to 16.3 cents per \$100 dollars of assessed value. To see the amount for your town, please see your town report. In the current fiscal year, the state used \$26.4 million in one-time funds to reduce taxes. Because these funds are no longer available, the Tax Commissioner is projecting an average increase of 9-9.5 cents throughout the state. The state-wide tax impacts, along with changes to the Common Level of Appraisal, are the major contributors to the local increase in taxes. The legislature will finalize this information in the spring of 2018. In developing budgets for FY19, each school board looked closely at their per pupil costs, reduced some staffing and found other areas where they could cut costs, while still continuing to meet the needs of our students. WCSU continues to look at ways to enhance efficiencies across the supervisory union and to collaborate with neighboring schools.

### **High-Quality Staff and Parent and Community Involvement**

Credit for the many accomplishments of our supervisory union goes to the efforts and commitment of our outstanding professional and support staff, as well as to our Leadership Team.

Parent and community involvement is vital to quality schools and school improvement. Our schools are fortunate to have so many parents, community and board members involved in the education of our students. On behalf of the students and staff, I wish to thank you for the continued support of our schools and students.

Respectfully submitted,  
William Kimball  
Superintendent of Schools

SUMMARY REPORT OF THE FINANCIAL CONDITION OF WCSU  
**SUMMARY REPORT OF THE FINANCIAL CONDITION  
OF  
THE WASHINGTON CENTRAL SUPERVISORY UNION**

Submitted to the board for the school districts of Berlin, Calais, East Montpelier, Middlesex, Worcester and U-32.

On behalf of the Board of Directors of the Washington Central Supervisory Union, I hereby submit the following summary report of the financial operations of the supervisory union.

For the year ending June 30, 2017, the Washington Central Supervisory Union operated on approved general fund and special education budgets totaling \$7,068,933. The supervisory union ended fiscal year 2017 with a \$450,069 reserved fund balance. This fund balance is reserved as follows: \$213,018 operations, \$0 special education, \$143,097 office equipment and technology, \$84,370 building capital fund and \$9,584 administrative fiscal agent fees.

For fiscal year 2018, the supervisory union budgets total \$8,452,586 and it is anticipated that the year will end in balance.

For fiscal year 2019, it is anticipated that the supervisory union budgets will total \$8,914,555 which consists of \$2,615,143 for operations and \$6,299,412 for special education and transportation services.

William Kimball  
Superintendent of Schools

**ATTENTION RESIDENTS OF BERLIN, CALAIS, EAST MONTPELIER, MIDDLESEX  
AND WORCESTER**

Washington Central Supervisory Union (WCSU) offers special education services to eligible children three through twenty-one and early intervention for children birth to age three.

Eligible students with disabilities are entitled to receive a free, appropriate, public education.

WCSU may not be aware of all resident children and youth with a disability. If you know of a child who has a disability and is not in school, homeless, attending an independent school, enrolled in home study or not otherwise being educated at public expense, please notify us by contacting your local school principal or by calling or writing:

Kelly Bushey  
Director of Special Services  
Washington Central Supervisory Union  
1130 Gallison Hill Road  
Montpelier, VT 05602  
802-229-0553 X 303

# WCSU BUDGET

## Washington Central Supervisory Union Budget Summary

Final

|                                                    | FY 2017<br>Actual  | FY 2018<br>Budget  | FY 2018<br>Projected | FY 2019<br>Budget  | Increase<br>(Decrease) |
|----------------------------------------------------|--------------------|--------------------|----------------------|--------------------|------------------------|
| <b>Revenues:</b>                                   |                    |                    |                      |                    |                        |
| Assessments                                        | \$1,761,616        | \$2,054,485        | \$2,054,485          | \$2,255,842        | \$201,357              |
| Earnings on Investments                            | \$10,928           | \$7,600            | \$7,600              | \$7,600            | \$0                    |
| Shared Services Assessments & Miscellaneous Income | \$0                | \$62,710           | \$62,710             | \$62,710           | \$0                    |
| SPED Reimbursements                                | \$74,903           | \$262,388          | \$262,388            | \$288,991          | \$26,603               |
| State Reimbursements                               | \$720,539          | \$1,000,000        | \$1,010,905          | \$1,105,100        | \$105,100              |
| School SPED Programs-(No Paraeducators)            | \$3,541,763        | \$3,686,396        | \$3,668,981          | \$3,789,482        | \$103,086              |
| Student Transportation Services                    | \$1,124,225        | \$1,364,007        | \$1,364,007          | \$1,404,830        | \$40,823               |
| <b>Subtotal</b>                                    | <b>\$7,233,974</b> | <b>\$8,437,586</b> | <b>\$8,431,076</b>   | <b>\$8,914,555</b> | <b>\$476,969</b>       |
| Fund Balance Usage                                 | \$15,000           | \$15,000           | \$15,000             | \$0                | -\$15,000              |
| <b>Total Revenues</b>                              | <b>\$7,248,974</b> | <b>\$8,452,586</b> | <b>\$8,446,076</b>   | <b>\$8,914,555</b> | <b>\$461,969</b>       |

## Expenditures:

|                                                       |                    |                    |                    |                    |                  |
|-------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------|
| Instruction Develop. Services                         | \$146,502          | \$177,220          | \$156,398          | \$218,924          | \$41,704         |
| Technology Services                                   | \$358,932          | \$651,399          | \$665,241          | \$690,000          | \$38,601         |
| Superintendent's Office, Board & Audit Services       | \$385,556          | \$518,411          | \$554,746          | \$585,689          | \$67,278         |
| Preschool Administration                              | \$6,624            | \$11,335           | \$0                | \$0                | -\$11,335        |
| Fiscal Services                                       | \$315,694          | \$390,270          | \$389,162          | \$415,471          | \$25,201         |
| Operation & Maintenance of Bldg.                      | \$14,662           | \$25,036           | \$25,036           | \$25,210           | \$174            |
| Debt Service                                          | \$0                | \$0                | \$0                | \$0                | \$0              |
| Fund Transfers-Capital, Building & Financial Software | \$35,000           | \$135,000          | \$135,000          | \$145,000          | \$10,000         |
| Instructional Svcs-State Placed Students & Case Mgm   | \$778,926          | \$1,000,000        | \$1,010,905        | \$1,105,100        | \$105,100        |
| Special Education Summer Program & Eval Team          | \$287,434          | \$303,130          | \$288,890          | \$330,157          | \$27,027         |
| Special Area Admin. Services                          | \$188,019          | \$190,382          | \$195,295          | \$204,692          | \$14,310         |
| School SPED Programs-(No Paraeducators)               | \$3,541,763        | \$3,686,396        | \$3,668,981        | \$3,789,482        | \$103,086        |
| Student Transportation Services                       | \$1,124,225        | \$1,364,007        | \$1,364,007        | \$1,404,830        | \$40,823         |
| <b>Total Expenditures</b>                             | <b>\$7,183,337</b> | <b>\$8,452,586</b> | <b>\$8,453,661</b> | <b>\$8,914,555</b> | <b>\$461,969</b> |
| <b>Fund Balance Increase(Decrease)</b>                | <b>\$65,637</b>    | <b>\$0</b>         | <b>-\$7,585</b>    | <b>\$0</b>         | <b>\$0</b>       |

**Assessment Summary for Special Education and Student Transportation Services**

**Final Budget Allocated Using Equalized Pupils**

Special Education Budget FY1819 Summary by School:

|              | Local Budgets<br>Paraeducators | WCSU Budget        | Total<br>Expenses  | Revenues           | Net Cost<br>To Taxpayers |
|--------------|--------------------------------|--------------------|--------------------|--------------------|--------------------------|
| Berlin       | \$244,430                      | \$507,790          | \$752,220          | \$450,551          | \$301,669                |
| Calais       | \$106,535                      | \$291,790          | \$398,325          | \$239,903          | \$158,422                |
| E.Montpelier | \$188,056                      | \$500,212          | \$688,268          | \$414,300          | \$273,968                |
| Middlesex    | \$236,115                      | \$416,843          | \$652,958          | \$389,715          | \$263,243                |
| Worcester    | \$66,438                       | \$185,684          | \$252,122          | \$151,905          | \$100,217                |
| U32          | \$676,917                      | \$1,887,163        | \$2,564,080        | \$1,544,804        | \$1,019,275              |
| <b>Total</b> | <b>\$1,518,491</b>             | <b>\$3,789,482</b> | <b>\$5,307,973</b> | <b>\$3,191,178</b> | <b>\$2,116,794</b>       |

Special Education Budget FY1819 Summary by School(WCSU ONLY):

|              | Local Budgets<br>Paraeducators | WCSU Budget        | Total<br>Expenses  | Revenues           | Net Cost<br>To Taxpayers |
|--------------|--------------------------------|--------------------|--------------------|--------------------|--------------------------|
| Berlin       | \$0                            | \$507,790          | \$507,790          | \$313,670          | \$194,120                |
| Calais       | \$0                            | \$291,790          | \$291,790          | \$180,243          | \$111,547                |
| E.Montpelier | \$0                            | \$500,212          | \$500,212          | \$308,989          | \$191,223                |
| Middlesex    | \$0                            | \$416,843          | \$416,843          | \$257,491          | \$159,352                |
| Worcester    | \$0                            | \$185,684          | \$185,684          | \$114,700          | \$70,984                 |
| U32          | \$0                            | \$1,887,163        | \$1,887,163        | \$1,165,731        | \$721,432                |
| <b>Total</b> | <b>\$0</b>                     | <b>\$3,789,482</b> | <b>\$3,789,482</b> | <b>\$2,340,824</b> | <b>\$1,448,658</b>       |

**With New Bus Contract**

Student Transportation Budget FY1819 Summary by School:

|              | WCSU Budget        | Revenues         | Net Cost<br>To Taxpayers |
|--------------|--------------------|------------------|--------------------------|
| Berlin       | \$188,247          | \$58,607         | \$129,640                |
| Calais       | \$108,172          | \$33,677         | \$74,495                 |
| E.Montpelier | \$185,438          | \$57,733         | \$127,705                |
| Middlesex    | \$154,531          | \$48,110         | \$106,421                |
| Worcester    | \$68,837           | \$21,431         | \$47,406                 |
| U32          | \$699,605          | \$217,807        | \$481,798                |
| <b>Total</b> | <b>\$1,404,830</b> | <b>\$437,365</b> | <b>\$967,465</b>         |

## WCSU OFFICE SUMMARY & BES SHARE

### WCSU Central Office Budget and Berlin Elementary School Share

The Central Office budget is paid for by all the member schools, and appears in each school's budget. Each school's share is determined by its equalized pupils. Using the equalized pupils, the allocation for Berlin Elementary School is 13.4% for FY2018-2019. The total assessment for Berlin Elementary is \$305,847 which is an increase of \$2,209 over 2017-2018. The increase of \$2,209 represents a 0.06% increase to the Berlin budget. The full budget detail is available from the WCSU Central Office.

#### **Summary of Services Received From WCSU Central Office:** **Function & Services (not an exclusive list)**

**Administration Services**- SU leadership, planning & coordination; background checks; contract administration; legal issues; legislation; school quality standards; SU calendar; oversight of teacher and principal evaluation; new required accounting & software standards.  
Berlin share is \$99,978

**Curriculum Services**- Curriculum planning, implementing and evaluating; technology integration; state and local assessments planning and results reporting; job-embedded professional development across the SU; grant writing.  
Berlin share is \$27,583

**Technology Services**- Technology planning; supervision of tech staff; network administration and support; SU wide purchases; system development and implementation; and integration of technology into SU operations are included in this total. Berlin share is \$92,662

**Fiscal Services**- Budget development for all schools; monthly financial reports; accounts payable, purchase orders; payroll and benefits; SU wide bidding; investments and loans; bus contract; oversight of audits, food services, Community Connections and all grants.  
Berlin share is \$47,886

**Student Special Services** - Oversight, planning, implementation, tracking and funding of all students with disabilities PreK-12 plus homeschoolers, private school students and homeless students, special education summer programs and evaluation team are included in this total.  
Berlin share is \$30,493

**Preschool Administration**- Planning, coordination and implementation of the preschool program, systems, practices and support for all schools; preparation for accreditation.  
Berlin share is \$7,245

**Special Education** – All Special Education costs are included in the WCSU Budget (except paraeducators.) Berlin share is \$194,120

**Student Transportation** –All student transportation costs to/from school are included in the WCSU budget. Berlin share is \$129,640

## WCSU SALARY & BENEFIT PROJECTION

**Washington Central Supervisory Union  
Salary & Benefit Projection  
As of December 1, 2017**

**Section 125 Plan, Social Security/Medicare, Dental  
Insurance, Disability Insurance, Workers Compensation  
Insurance and Unemployment Insurance.**

|                    | <b>Projected<br/>Salaries</b> | <b>Total Salary &amp;<br/>Benefits</b> |
|--------------------|-------------------------------|----------------------------------------|
| Banks Mark         | \$13,884                      | \$15,050                               |
| Bibeau Lori        | \$116,016                     | \$150,851                              |
| Blondin Patricia   | \$57,566                      | \$81,603                               |
| Bohn Jamie         | \$51,088                      | \$61,631                               |
| Breer Virginia     | \$58,923                      | \$87,963                               |
| Brett Michelle     | \$49,136                      | \$57,076                               |
| Brigitte Kalat     | \$67,770                      | \$93,628                               |
| Bushey Kelly       | \$100,189                     | \$124,345                              |
| Carter Anne        | \$55,496                      | \$76,274                               |
| Carter Robert      | \$46,324                      | \$57,972                               |
| Carr Ann           | \$49,444                      | \$65,505                               |
| Caswell Jane       | \$41,622                      | \$48,193                               |
| Chevalier Candy    | \$78,180                      | \$110,750                              |
| Chouinard Bonnie   | \$34,905                      | \$59,954                               |
| Conforti Andrew    | \$62,140                      | \$88,754                               |
| Dawkins Margaret   | \$69,370                      | \$95,369                               |
| Deiss William      | \$40,365                      | \$53,866                               |
| Dentith Susan      | \$69,370                      | \$83,610                               |
| Dorsey Ellen       | \$46,950                      | \$62,987                               |
| Doyle Shawn        | \$7,976                       | \$9,320                                |
| Easterbrooks Brian | \$24,965                      | \$34,225                               |
| Fair Renee         | \$48,650                      | \$76,629                               |
| Feeser Gretchen    | \$49,861                      | \$63,631                               |
| Gauthier Emily     | \$44,570                      | \$57,621                               |
| Griggs Janine      | \$43,316                      | \$56,508                               |
| Hodgson Lisa       | \$42,092                      | \$51,840                               |
| Holden Kerra       | \$63,488                      | \$91,543                               |
| Howe Dana          | \$21,121                      | \$22,893                               |
| Kimball William    | \$123,817                     | \$139,931                              |
| Kittredge Matthew  | \$48,003                      | \$62,861                               |
| Ksepka Michelle    | \$57,149                      | \$85,891                               |
| Lamberti Sheryl    | \$40,486                      | \$68,962                               |
| Mankoff Joanne     | \$69,371                      | \$97,878                               |
| Marineau Craig     | \$58,871                      | \$73,625                               |
| Mayette Sue Anne   | \$69,370                      | \$90,560                               |
| Meachum Michelle   | \$22,948                      | \$31,147                               |
| Metivier Krista    | \$48,254                      | \$74,533                               |

12/12/2017

**Washington Central Supervisory Union  
Salary & Benefit Projection  
As of December 1, 2017**

**Section 125 Plan, Social Security/Medicare, Dental  
Insurance, Disability Insurance, Workers Compensation  
Insurance and Unemployment Insurance.**

|                           |                    |                    |
|---------------------------|--------------------|--------------------|
| McLeod Sarah              | \$33,674           | \$55,682           |
| McGlynn Margrith          | \$67,415           | \$78,147           |
| McLane Megan              | \$54,952           | \$67,866           |
| Miller-Arsenault Jennifer | \$100,136          | \$120,534          |
| Morse Amanda              | \$62,436           | \$76,064           |
| Nathanson Theodore        | \$52,570           | \$72,311           |
| Newberry Holly            | \$69,371           | \$99,756           |
| Nicholas-Fleming James    | \$69,370           | \$95,369           |
| O'Brien Michael           | \$57,208           | \$70,471           |
| Ognibene Susan            | \$52,457           | \$78,215           |
| Paris Maria               | \$67,415           | \$81,483           |
| Pauley William            | \$55,544           | \$75,547           |
| Perry Brittany            | \$72,250           | \$83,374           |
| Paterson Sheila           | \$65,515           | \$91,174           |
| Powers Bess               | \$67,415           | \$98,457           |
| Pryce Susan               | \$56,485           | \$69,587           |
| Rhodes Sonya              | \$33,708           | \$46,656           |
| Richardson Sarah          | \$63,873           | \$77,292           |
| Smart Stephanie           | \$54,226           | \$67,046           |
| Taffel Patricia           | \$55,496           | \$64,234           |
| Toffel-Murray Michele     | \$35,077           | \$40,323           |
| Vanderlip Elizabeth       | \$67,415           | \$93,241           |
|                           | <b>\$3,307,054</b> | <b>\$4,367,808</b> |

**NOTE: This information is not comparable from year to year as several positions listed above are paid by grants and other funding sources. These funding sources vary in amount on an annual basis.**

12/12/2017

BERLIN SCHOOL DISTRICT FINANCIAL STATEMENTS

**Audited Financial Statements  
and Other Financial Information**

**Berlin School District**

June 30, 2017



*Proven Expertise and Integrity*

BERLIN SCHOOL DISTRICT

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JUNE 30, 2017

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Berlin School District  
Montpelier, Vermont

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Berlin School District as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Berlin School District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these 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 involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Berlin School District as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information and pension information on pages 4 through 11 and 54 through 57 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Berlin School District's basic financial statements. The Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund and capital asset schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund and capital asset schedules are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting

and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund and capital asset schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 3, 2017, on our consideration of the Berlin School District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Berlin School District's internal control over financial reporting and compliance.

*RHR Smith & Company*

Buxton, Maine  
Vermont Registration No. 092.0000697  
November 3, 2017

**REQUIRED SUPPLEMENTARY INFORMATION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2017**

**(UNAUDITED)**

The following management's discussion and analysis of the Berlin School District's financial performance provides an overview of the School District's financial activities for the fiscal year ended June 30, 2017. Please read it in conjunction with the School District's financial statements.

**Financial Statement Overview**

The School District's basic financial statements include the following components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also includes required supplementary information which consists of the general fund budgetary comparison schedule and pension information, and other supplementary information which includes combining and other schedules.

**Basic Financial Statements**

The basic financial statements include financial information in two differing views: the government-wide financial statements and the fund financial statements. These basic financial statements also include the notes to financial statements that explain in more detail certain information in the financial statements and also provide the user with the accounting policies used in the preparation of the financial statements.

**Government-Wide Financial Statements**

The government-wide financial statements provide a broad view of the School District's operations in a manner that is similar to private businesses. These statements provide both short-term as well as long-term information in regards to the School District's financial position. These financial statements are prepared using the accrual basis of accounting. This measurement focus takes into account all revenues and expenses associated with the fiscal year regardless of when cash is received or paid. The government-wide financial statements include the following two statements:

The Statement of Net Position – this statement presents *all* of the government's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference being reported as net position.

The Statement of Activities – this statement presents information that shows how the government's net position changed during the period. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows.

Both of the above mentioned financial statements have separate columns for the two different types of School District activities. The types of activities presented for the School District are:

- *Governmental activities* – The activities in this section are mostly supported by intergovernmental revenues (federal and state grants), support from the town and charges for services. Most of the School District's basic services are reported in governmental activities, which include direct services, support services, fiscal services, operations and maintenance and transportation.
- *Business-type activities* – These activities are normally intended to recover all or a significant portion of their costs through user fees and/or charges to external users for goods and/or services. The activity for the School District includes the food service fund.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The School District, like other local governments uses fund accounting to ensure and demonstrate compliance with financial related legal requirements. All of the funds of the School District can be classified into three categories: governmental funds, proprietary funds and fiduciary funds.

*Governmental funds:* Most of the basic services provided by the School District are financed through governmental funds. Governmental funds are used to account for essentially the same functions reported in governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental fund financial statements focus on near-term inflows and outflows of spendable resources. They also focus on the balance of spendable resources available at the end of the fiscal year. Such information will be useful in evaluating the government's near-term financing requirements. This approach is known as the current financial resources measurement focus and the modified accrual basis of accounting. Under this approach, revenues are recorded when cash is received or when susceptible to accrual. Expenditures are recorded when liabilities are incurred and due. These statements provide a detailed short-term view of the School District's finances to assist in determining whether there will be adequate financial resources available to meet the current needs of the School District.

Because the focus of governmental funds is narrower than that of government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this

comparison between governmental funds and governmental activities. These reconciliations are presented on the page immediately following each governmental fund financial statement.

The School District presents four columns in the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances. The School District's major funds are the general fund, the special revenue fund, the capital projects fund and the bond sinking fund. There are no nonmajor funds.

The general fund is the only fund for which the School District legally adopted a budget. The Budgetary Comparison Schedule – Budgetary Basis – Budget and Actual – General Fund provides a comparison of the original and final budget and the actual expenditures for the current year.

*Proprietary Funds:* The School District maintains one proprietary fund, the food service fund. This fund is used to show activities that operate more like those of commercial enterprises. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. Like the government-wide financial statements, proprietary fund financial statements use the accrual basis of accounting. No reconciliation is needed between the government-wide financial statements for business-type activities and the proprietary fund financial statements.

*Fiduciary Funds:* These funds are used to account for resources held for the benefit of parties outside the Berlin School District. These funds are not reflected in the government-wide financial statements because the resources of these funds are not available to support the School District's own programs. The accounting used for fiduciary funds are much like that of proprietary funds. They use the accrual basis of accounting.

### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the Government-Wide and the Fund Financial Statements. The Notes to Financial Statements can be found following the Statement of Net Position – Fiduciary Funds.

### **Required Supplementary Information**

The basic financial statements are followed by a section of required supplementary information, which includes a Budgetary Comparison Schedule – Budgetary Basis – Budget and Actual – General Fund.

### **Other Supplementary Information**

Other supplementary information follows the required supplementary information. These combining and other schedules provide information in regards to capital asset activity and other detailed budgetary information for the general fund.

### **Government-Wide Financial Analysis**

Our analysis below focuses on the net position, and changes in net position of the School District's governmental activities. The School District's total net position for governmental activities increased by \$67,719 from \$823,544 to \$891,263. For business-type activities, the School District's total net position increased by \$25,971 from \$36,518 to \$62,489.

Unrestricted net position - the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements - increased for governmental activities to a balance of \$285,172 at the end of the fiscal year. For business-type activities, the balance increased to a balance of \$52,210.

**Table 1**  
**Berlin School District**  
**Net Position**  
**June 30,**

|                                       | Governmental Activities |                    | Business-type Activities |           |
|---------------------------------------|-------------------------|--------------------|--------------------------|-----------|
|                                       | 2017                    | 2016<br>(Restated) | 2017                     | 2016      |
| <b>Assets:</b>                        |                         |                    |                          |           |
| Current Assets                        | \$ 3,088,465            | \$ 702,495         | \$ 54,289                | \$ 27,150 |
| Capital Assets                        | 1,413,753               | 798,502            | 10,279                   | 11,218    |
| Total Assets                          | \$ 4,502,218            | \$ 1,500,997       | \$ 64,568                | \$ 38,368 |
| <b>Liabilities:</b>                   |                         |                    |                          |           |
| Current Liabilities                   | \$ 183,458              | \$ 65,741          | \$ -                     | \$ -      |
| Long-term Debt Outstanding            | 3,422,497               | 605,838            | -                        | -         |
| Total Liabilities                     | \$ 3,605,955            | \$ 671,579         | \$ -                     | \$ -      |
| <b>Deferred Inflows of Resources:</b> |                         |                    |                          |           |
| Unearned Revenues                     | \$ 5,000                | \$ 5,874           | \$ 2,079                 | \$ 1,850  |
| Total Deferred Inflows of Resources   | \$ 5,000                | \$ 5,874           | \$ 2,079                 | \$ 1,850  |
| <b>Net Position:</b>                  |                         |                    |                          |           |
| Net Investment in Capital Assets      | \$ 186,041              | \$ 192,664         | \$ 10,279                | \$ 11,218 |
| Restricted                            | 420,050                 | 631,923            | -                        | -         |
| Unrestricted (Deficit)                | 285,172                 | (1,043)            | 52,210                   | 25,300    |
| Total Net Position                    | \$ 891,263              | \$ 823,544         | \$ 62,489                | \$ 36,518 |

### Revenues and Expenses

Revenues for the School District's governmental activities increased by 3.61%, while total expenses increased by 9.62%. The increase in revenues was mainly due to an increase in grants and contributions not restricted to specific programs. The increase in expenses was mainly due to direct services and program expenses.

Revenues for the School District's business-type activities decreased by 0.96%, while total expenses decreased by 6.67%.

**Table 2**  
**Berlin School District**  
**Changes in Net Position**  
**For the Years Ended June 30,**

|                                                              | <u>Governmental Activities</u> |                   | <u>Business-type Activities</u> |                  |
|--------------------------------------------------------------|--------------------------------|-------------------|---------------------------------|------------------|
|                                                              | <u>2017</u>                    | <u>2016</u>       | <u>2017</u>                     | <u>2016</u>      |
| <b>Revenues</b>                                              |                                |                   |                                 |                  |
| <i>Program Revenues:</i>                                     |                                |                   |                                 |                  |
| Charges for services                                         | \$ -                           | \$ -              | \$ 36,067                       | \$ 104,233       |
| Operating grants and contributions                           | 420,435                        | 328,861           | 63,203                          | -                |
| <i>General Revenues:</i>                                     |                                |                   |                                 |                  |
| Grants and contributions not restricted to specific programs | 3,404,235                      | 3,272,299         | -                               | -                |
| Miscellaneous                                                | 113,203                        | 60,730            | 3,958                           | -                |
| <b>Total Revenues</b>                                        | <u>3,937,873</u>               | <u>3,661,890</u>  | <u>103,228</u>                  | <u>104,233</u>   |
| <b>Expenses</b>                                              |                                |                   |                                 |                  |
| Direct services                                              | 2,297,822                      | 2,140,242         | -                               | -                |
| Support services:                                            |                                |                   | -                               | -                |
| Student services                                             | 159,293                        | 169,512           | -                               | -                |
| Instructional staff services                                 | 225,362                        | 190,136           | -                               | -                |
| General administrative services                              | 64,778                         | 60,382            | -                               | -                |
| Area administrative services                                 | 213,063                        | 268,521           | -                               | -                |
| Fiscal services                                              | 84,920                         | 84,514            | -                               | -                |
| Operations and maintenance                                   | 281,208                        | 305,897           | -                               | -                |
| Transportation                                               | 124,195                        | 127,386           | -                               | -                |
| Other support services                                       | -                              | 15,989            | -                               | -                |
| On-behalf payments                                           | 143,927                        | -                 | -                               | -                |
| Program expenses                                             | 230,572                        | -                 | 117,257                         | 125,643          |
| Interest on long-term debt                                   | 5,014                          | -                 | -                               | -                |
| <b>Total Expenses</b>                                        | <u>3,830,154</u>               | <u>3,362,579</u>  | <u>117,257</u>                  | <u>125,643</u>   |
| Transfers                                                    | <u>(40,000)</u>                | <u>(41,474)</u>   | <u>40,000</u>                   | <u>41,474</u>    |
| Change in Net Position                                       | 67,719                         | 257,837           | 25,971                          | 20,064           |
| Net Position - July 1, Restated                              | <u>823,544</u>                 | <u>565,707</u>    | <u>36,518</u>                   | <u>16,454</u>    |
| Net Position - June 30                                       | <u>\$ 891,263</u>              | <u>\$ 823,544</u> | <u>\$ 62,489</u>                | <u>\$ 36,518</u> |

### Financial Analysis of the School District's Fund Statements

*Governmental funds:* The financial reporting focus of the School District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information may be useful in assessing the School District's financial requirements. In particular, unassigned fund balance may serve as a useful measure of a government's financial position at the end of the year, and the net resources available for spending.

**Table 3**  
**Berlin School District**  
**Fund Balances - Governmental Funds**  
**June 30,**

|                             | <b>2017</b>  | <b>2016</b> |
|-----------------------------|--------------|-------------|
| Major Funds:                |              |             |
| General Fund:               |              |             |
| Unassigned                  | \$ 287,800   | \$ 290,081  |
| Total General Fund          | \$ 287,800   | \$ 290,081  |
| Capital Projects Fund:      |              |             |
| Restricted                  | \$ 2,581,500 | \$ 174,928  |
| Total Capital Projects Fund | \$ 2,581,500 | \$ 174,928  |
| Bond Sinking Fund:          |              |             |
| Restricted                  | \$ 190,214   | \$ 166,914  |
| Total Bond Sinking Fund     | \$ 190,214   | \$ 166,914  |

The general fund total fund balance decreased by \$2,281 from the prior fiscal year. The capital projects fund total fund balance increased by \$2,406,572 from the prior fiscal year. The bond sinking fund total fund balance increased by \$23,300 from the prior fiscal year.

### **Budgetary Highlights**

There was no difference between the original and final budget for the general fund.

The general fund actual revenues exceeded budgeted revenues by \$154,290 primarily due to special education reimbursements.

The general fund actual expenditures were over budget by \$156,571. This is due to the Board transferring \$50,000 to the Capital Projects Fund and the additional special education programs costs.

### **Capital Asset and Long-Term Debt Activity**

#### **Capital Assets**

As of June 30, 2017, the net book value of capital assets recorded by the School District increased by \$614,312. This increase was due to current year capital additions of \$666,892 less current year depreciation expense of \$52,580.

**Table 4**  
**Berlin School District**  
**Capital Assets (Net of Depreciation)**  
**June 30,**

|                                                           | <b>2017</b>  | <b>2016<br/>(Restated)</b> |
|-----------------------------------------------------------|--------------|----------------------------|
| Construction in progress                                  | \$ 437,086   | \$ -                       |
| Buildings, building improvements<br>and land improvements | 792,506      | 605,097                    |
| Infrastructure                                            | 84,791       | 86,557                     |
| Furniture and equipment                                   | 109,649      | 118,066                    |
| Total                                                     | \$ 1,424,032 | \$ 809,720                 |

**Debt**

Obligations for the School District at June 30, 2017 had \$3,571,038 in bonds and notes outstanding versus \$605,838 last year. Other obligations include capital leases payable and accrued sick and vacation time. Refer to Note 6 of Notes to Financial Statements for more detailed information.

**Currently Known Facts, Decisions, or Conditions**

**Economic Factors and Next Year's Budgets and Rates**

The 2017-2018 budget could be severely impacted by the reduction of funding from the State.

**Contacting the School District's Financial Management**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the School District's finances and to show the School District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the School District at 1130 Gallison Hill Road, Montpelier, Vermont 05602.

BERLIN SCHOOL DISTRICT  
STATEMENT OF NET POSITION  
JUNE 30, 2017

STATEMENT A

|                                                                                       | Governmental<br>Activities | Business-type<br>Activities | Total               |
|---------------------------------------------------------------------------------------|----------------------------|-----------------------------|---------------------|
| <b>ASSETS</b>                                                                         |                            |                             |                     |
| Current assets:                                                                       |                            |                             |                     |
| Cash and cash equivalents                                                             | \$ 2,935,597               | \$ -                        | \$ 2,935,597        |
| Investments                                                                           | 179,130                    | -                           | 179,130             |
| Accounts receivable (net of allowance for uncollectibles)                             | 23,413                     | -                           | 23,413              |
| Due from other governments                                                            | -                          | 2,185                       | 2,185               |
| Inventory                                                                             | -                          | 2,429                       | 2,429               |
| Internal balances                                                                     | (49,675)                   | 49,675                      | -                   |
| <b>Total current assets</b>                                                           | <b>3,088,465</b>           | <b>54,289</b>               | <b>3,142,754</b>    |
| Noncurrent assets:                                                                    |                            |                             |                     |
| Capital assets:                                                                       |                            |                             |                     |
| Land and other assets not being depreciated                                           | 437,086                    | -                           | 437,086             |
| Buildings, building improvements and other assets,<br>net of accumulated depreciation | 976,667                    | 10,279                      | 986,946             |
| <b>Total noncurrent assets</b>                                                        | <b>1,413,753</b>           | <b>10,279</b>               | <b>1,424,032</b>    |
| <b>TOTAL ASSETS</b>                                                                   | <b>\$ 4,502,218</b>        | <b>\$ 64,568</b>            | <b>\$ 4,566,786</b> |
| <b>LIABILITIES</b>                                                                    |                            |                             |                     |
| Current liabilities:                                                                  |                            |                             |                     |
| Accounts payable                                                                      | \$ 17,861                  | \$ -                        | \$ 17,861           |
| Due to other governments                                                              | 6,090                      | -                           | 6,090               |
| Current portion of long-term obligations                                              | 159,507                    | -                           | 159,507             |
| <b>Total current liabilities</b>                                                      | <b>183,458</b>             | <b>-</b>                    | <b>183,458</b>      |
| Noncurrent liabilities:                                                               |                            |                             |                     |
| Noncurrent portion of long-term obligations:                                          |                            |                             |                     |
| Bonds payable                                                                         | 3,347,602                  | -                           | 3,347,602           |
| Notes payable                                                                         | 70,539                     | -                           | 70,539              |
| Capital leases payable                                                                | 4,356                      | -                           | 4,356               |
| <b>Total noncurrent liabilities</b>                                                   | <b>3,422,497</b>           | <b>-</b>                    | <b>3,422,497</b>    |
| <b>TOTAL LIABILITIES</b>                                                              | <b>3,605,955</b>           | <b>-</b>                    | <b>3,605,955</b>    |
| <b>DEFERRED INFLOWS OF RESOURCES</b>                                                  |                            |                             |                     |
| Deferred revenue                                                                      | 5,000                      | 2,079                       | 7,079               |
| <b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>                                            | <b>5,000</b>               | <b>2,079</b>                | <b>7,079</b>        |
| <b>NET POSITION</b>                                                                   |                            |                             |                     |
| Net investment in capital assets                                                      | 186,041                    | 10,279                      | 196,320             |
| Restricted                                                                            | 420,050                    | -                           | 420,050             |
| Unrestricted                                                                          | 285,172                    | 52,210                      | 337,382             |
| <b>TOTAL NET POSITION</b>                                                             | <b>891,263</b>             | <b>62,489</b>               | <b>953,752</b>      |
| <b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES<br/>AND NET POSITION</b>          | <b>\$ 4,502,218</b>        | <b>\$ 64,568</b>            | <b>\$ 4,566,786</b> |

See accompanying independent auditors' report and notes to financial statements.

STATEMENT B

BERLIN SCHOOL DISTRICT

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2017

| Functions/Programs              | Program Revenues |                         |                                     |                                   | Net (Expense) Revenue & Changes<br>in Net Position |                                  |                |
|---------------------------------|------------------|-------------------------|-------------------------------------|-----------------------------------|----------------------------------------------------|----------------------------------|----------------|
|                                 | Expenses         | Charges for<br>Services | Operating Grants<br>& Contributions | Capital Grants &<br>Contributions | Governmental<br>Activities                         | Business -<br>type<br>Activities | Total          |
| Governmental activities:        |                  |                         |                                     |                                   |                                                    |                                  |                |
| Direct services                 | \$ 2,297,822     | \$ -                    | \$ -                                | \$ -                              | \$ (2,297,822)                                     | \$ -                             | \$ (2,297,822) |
| Support services:               |                  |                         |                                     |                                   |                                                    |                                  |                |
| Student services                | 159,293          | -                       | -                                   | -                                 | (159,293)                                          | -                                | (159,293)      |
| Instructional staff services    | 225,362          | -                       | -                                   | -                                 | (225,362)                                          | -                                | (225,362)      |
| General administrative services | 64,778           | -                       | -                                   | -                                 | (64,778)                                           | -                                | (64,778)       |
| Area administrative services    | 213,063          | -                       | -                                   | -                                 | (213,063)                                          | -                                | (213,063)      |
| Fiscal services                 | 84,920           | -                       | -                                   | -                                 | (84,920)                                           | -                                | (84,920)       |
| Operations and maintenance      | 281,208          | -                       | -                                   | -                                 | (281,208)                                          | -                                | (281,208)      |
| Transportation                  | 124,195          | -                       | 51,597                              | -                                 | (72,598)                                           | -                                | (72,598)       |
| Program expenses                | 230,572          | -                       | 224,911                             | -                                 | (5,661)                                            | -                                | (5,661)        |
| On-behalf payments              | 143,927          | -                       | 143,927                             | -                                 | -                                                  | -                                | -              |
| Interest on long-term debt      | 5,014            | -                       | -                                   | -                                 | (5,014)                                            | -                                | (5,014)        |
| Total governmental activities   | 3,830,154        | -                       | 420,435                             | -                                 | (3,409,719)                                        | -                                | (3,409,719)    |
| Business-type activities:       |                  |                         |                                     |                                   |                                                    |                                  |                |
| Food service                    | 117,257          | 36,067                  | 63,203                              | -                                 | -                                                  | (17,987)                         | (17,987)       |
| Total business-type activities  | 117,257          | 36,067                  | 63,203                              | -                                 | -                                                  | (17,987)                         | (17,987)       |
| Total government                | \$ 3,947,411     | \$ 36,067               | \$ 483,638                          | \$ -                              | \$ (3,409,719)                                     | \$ (17,987)                      | \$ (3,427,706) |

STATEMENT B (CONTINUED)  
BERLIN SCHOOL DISTRICT

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2017

|                                                                 | <u>Governmental<br/>Activities</u> | <u>Business-type<br/>Activities</u> | <u>Total</u>       |
|-----------------------------------------------------------------|------------------------------------|-------------------------------------|--------------------|
| Changes in net position:                                        |                                    |                                     |                    |
| Net (expense) revenue                                           | <u>(3,409,719)</u>                 | <u>(17,987)</u>                     | <u>(3,427,706)</u> |
| General revenues:                                               |                                    |                                     |                    |
| Grants and contributions not restricted<br>to specific programs | 3,404,235                          | -                                   | 3,404,235          |
| Miscellaneous                                                   | 113,203                            | 3,958                               | 117,161            |
| Transfers                                                       | <u>(40,000)</u>                    | <u>40,000</u>                       | <u>-</u>           |
| Total general revenues and transfers                            | <u>3,477,438</u>                   | <u>43,958</u>                       | <u>3,521,396</u>   |
| Change in net position                                          | 67,719                             | 25,971                              | 93,690             |
| NET POSITION - JULY 1, RESTATED                                 | <u>823,544</u>                     | <u>36,518</u>                       | <u>860,062</u>     |
| NET POSITION - JUNE 30                                          | <u>\$ 891,263</u>                  | <u>\$ 62,489</u>                    | <u>\$ 953,752</u>  |

See accompanying independent auditors' report and notes to financial statements.

STATEMENT C

BERLIN SCHOOL DISTRICT

BALANCE SHEET – GOVERNMENTAL FUNDS  
JUNE 30, 2017

|                                                                           | General Fund      | Special Revenue Fund | Capital Projects Fund | Bond Sinking Fund | Total Governmental Funds |
|---------------------------------------------------------------------------|-------------------|----------------------|-----------------------|-------------------|--------------------------|
| <b>ASSETS</b>                                                             |                   |                      |                       |                   |                          |
| Cash and cash equivalents                                                 | \$ 359,215        | \$ -                 | \$ 2,565,298          | \$ 11,084         | \$ 2,935,597             |
| Investments                                                               | -                 | -                    | -                     | 179,130           | 179,130                  |
| Accounts receivable (net of allowance for uncollectibles)                 | 22,413            | 1,000                | -                     | -                 | 23,413                   |
| Due from other funds                                                      | -                 | 4,000                | 16,202                | -                 | 20,202                   |
| <b>TOTAL ASSETS</b>                                                       | <b>\$ 381,628</b> | <b>\$ 5,000</b>      | <b>\$ 2,581,500</b>   | <b>\$ 190,214</b> | <b>\$ 3,158,342</b>      |
| <b>LIABILITIES</b>                                                        |                   |                      |                       |                   |                          |
| Accounts payable                                                          | \$ 17,861         | \$ -                 | \$ -                  | \$ -              | \$ 17,861                |
| Due to other governments                                                  | 6,090             | -                    | -                     | -                 | 6,090                    |
| Due to other funds                                                        | 69,877            | -                    | -                     | -                 | 69,877                   |
| <b>TOTAL LIABILITIES</b>                                                  | <b>93,828</b>     | <b>-</b>             | <b>-</b>              | <b>-</b>          | <b>93,828</b>            |
| <b>DEFERRED INFLOWS OF RESOURCES</b>                                      |                   |                      |                       |                   |                          |
| Unearned revenue                                                          | -                 | 5,000                | -                     | -                 | 5,000                    |
| <b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>                                | <b>-</b>          | <b>5,000</b>         | <b>-</b>              | <b>-</b>          | <b>5,000</b>             |
| <b>FUND BALANCES</b>                                                      |                   |                      |                       |                   |                          |
| Nonspendable                                                              | -                 | -                    | -                     | -                 | -                        |
| Restricted                                                                | -                 | -                    | 2,581,500             | 190,214           | 2,771,714                |
| Committed                                                                 | -                 | -                    | -                     | -                 | -                        |
| Assigned                                                                  | -                 | -                    | -                     | -                 | -                        |
| Unassigned                                                                | 287,800           | -                    | -                     | -                 | 287,800                  |
| <b>TOTAL FUND BALANCES</b>                                                | <b>287,800</b>    | <b>-</b>             | <b>2,581,500</b>      | <b>190,214</b>    | <b>3,059,514</b>         |
| <b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b> | <b>\$ 381,628</b> | <b>\$ 5,000</b>      | <b>\$ 2,581,500</b>   | <b>\$ 190,214</b> | <b>\$ 3,158,342</b>      |

See accompanying independent auditors' report and notes to financial statements.

BERLIN SCHOOL DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
 TO THE STATEMENT OF NET POSITION  
 JUNE 30, 2017

|                                                                                                                                                         | <u>Total<br/>Governmental<br/>Funds</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Total Fund Balances                                                                                                                                     | \$ 3,059,514                            |
| Amounts reported for governmental activities in the Statement of Net Position are different because:                                                    |                                         |
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds, net of accumulated depreciation | 1,413,753                               |
| Long-term liabilities shown below are not due and payable in the current period and therefore are not reported in the funds shown above:                |                                         |
| Bonds payable                                                                                                                                           | (3,497,476)                             |
| Notes payable                                                                                                                                           | (73,562)                                |
| Capital leases payable                                                                                                                                  | (8,338)                                 |
| Accrued compensated absences                                                                                                                            | <u>(2,628)</u>                          |
| Net position of governmental activities                                                                                                                 | <u>\$ 891,263</u>                       |

See accompanying independent auditors' report and notes to financial statements.

## STATEMENT E

## BERLIN SCHOOL DISTRICT

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2017

|                                                         | General<br>Fund   | Special<br>Revenue<br>Fund | Capital<br>Projects<br>Fund | Bond<br>Sinking<br>Fund | Total<br>Governmental<br>Funds |
|---------------------------------------------------------|-------------------|----------------------------|-----------------------------|-------------------------|--------------------------------|
| <b>REVENUES</b>                                         |                   |                            |                             |                         |                                |
| Intergovernmental revenues                              | \$ 3,455,832      | \$ 224,911                 | \$ -                        | \$ -                    | \$ 3,680,743                   |
| Interest income                                         | 45,173            | -                          | 4,908                       | 16,404                  | 66,485                         |
| Miscellaneous revenues                                  | 34,161            | 4,023                      | -                           | 8,534                   | 46,718                         |
| <b>TOTAL REVENUES</b>                                   | <b>3,535,166</b>  | <b>228,934</b>             | <b>4,908</b>                | <b>24,938</b>           | <b>3,793,946</b>               |
| <b>EXPENDITURES</b>                                     |                   |                            |                             |                         |                                |
| Current:                                                |                   |                            |                             |                         |                                |
| Direct services                                         | 2,285,593         | -                          | -                           | -                       | 2,285,593                      |
| Support services:                                       |                   |                            |                             |                         |                                |
| Student services                                        | 158,631           | -                          | -                           | -                       | 158,631                        |
| Instructional staff services                            | 218,318           | -                          | -                           | -                       | 218,318                        |
| General administrative services                         | 64,778            | -                          | -                           | -                       | 64,778                         |
| Area administrative services                            | 212,910           | -                          | -                           | -                       | 212,910                        |
| Fiscal services                                         | 84,920            | -                          | -                           | -                       | 84,920                         |
| Operations and maintenance                              | 267,088           | -                          | -                           | -                       | 267,088                        |
| Transportation                                          | 124,195           | -                          | -                           | -                       | 124,195                        |
| Program expenses                                        | -                 | 228,934                    | -                           | 1,638                   | 230,572                        |
| Debt service:                                           |                   |                            |                             |                         |                                |
| Principal                                               | 26,000            | -                          | -                           | -                       | 26,000                         |
| Interest                                                | 5,014             | -                          | -                           | -                       | 5,014                          |
| Capital outlay                                          | -                 | -                          | 645,812                     | -                       | 645,812                        |
| <b>TOTAL EXPENDITURES</b>                               | <b>3,447,447</b>  | <b>228,934</b>             | <b>645,812</b>              | <b>1,638</b>            | <b>4,323,831</b>               |
| <b>EXCESS OF REVENUES OVER<br/>(UNDER) EXPENDITURES</b> | <b>87,719</b>     | <b>-</b>                   | <b>(640,904)</b>            | <b>23,300</b>           | <b>(529,885)</b>               |
| <b>OTHER FINANCING SOURCES (USES)</b>                   |                   |                            |                             |                         |                                |
| Bond proceeds                                           | -                 | -                          | 2,997,476                   | -                       | 2,997,476                      |
| Transfers in                                            | -                 | -                          | 50,000                      | -                       | 50,000                         |
| Transfers (out)                                         | (90,000)          | -                          | -                           | -                       | (90,000)                       |
| <b>TOTAL OTHER FINANCING SOURCES<br/>(USES)</b>         | <b>(90,000)</b>   | <b>-</b>                   | <b>3,047,476</b>            | <b>-</b>                | <b>2,957,476</b>               |
| <b>NET CHANGE IN FUND BALANCES</b>                      | <b>(2,281)</b>    | <b>-</b>                   | <b>2,406,572</b>            | <b>23,300</b>           | <b>2,427,591</b>               |
| <b>FUND BALANCES - JULY 1</b>                           | <b>290,081</b>    | <b>-</b>                   | <b>174,928</b>              | <b>166,914</b>          | <b>631,923</b>                 |
| <b>FUND BALANCES - JUNE 30</b>                          | <b>\$ 287,800</b> | <b>\$ -</b>                | <b>\$ 2,581,500</b>         | <b>\$ 190,214</b>       | <b>\$ 3,059,514</b>            |

See accompanying independent auditors' report and notes to financial statements.

## BERLIN SCHOOL DISTRICT

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
 TO THE STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED JUNE 30, 2017

|                                                                                                                                                                                         |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Net change in fund balances - total governmental funds (Statement D)                                                                                                                    | <u>\$ 2,427,591</u> |
| Amounts reported for governmental activities in the Statement of Activities<br>(Statement B) are different because:                                                                     |                     |
| Governmental funds report capital outlays as expenditures while governmental activities<br>report depreciation expense allocated to those expenditures over the life of the assets:     |                     |
| Capital asset acquisitions                                                                                                                                                              | 666,892             |
| Depreciation expense                                                                                                                                                                    | <u>(51,641)</u>     |
|                                                                                                                                                                                         | <u>615,251</u>      |
| Debt proceeds provide current financial resources to governmental funds, but<br>issuing debt increases long-term liabilities in the Statement of Net Position                           | <u>(3,010,476)</u>  |
| Repayment of long-term debt principal is an expenditure in the governmental<br>funds, but the repayment reduces long-term liabilities in the Statement of<br>Net Position               | <u>36,938</u>       |
| Some expenses reported in the Statement of Activities do not require the use<br>of current financial resources and therefore are not reported as expenditures in<br>governmental funds: |                     |
| Accrued compensated absences                                                                                                                                                            | <u>(1,585)</u>      |
| Change in net position of governmental activities (Statement B)                                                                                                                         | <u>\$ 67,719</u>    |

See accompanying independent auditors' report and notes to financial statements.

## BERLIN SCHOOL DISTRICT

STATEMENT OF NET POSITION – PROPRIETARY FUNDS  
JUNE 30, 2017

|                                                                          | <u>Enterprise Fund</u><br><u>Food</u><br><u>Service</u> |
|--------------------------------------------------------------------------|---------------------------------------------------------|
| <b>ASSETS</b>                                                            |                                                         |
| Current assets:                                                          |                                                         |
| Cash and cash equivalents                                                | \$ -                                                    |
| Due from other governments                                               | 2,185                                                   |
| Inventory                                                                | 2,429                                                   |
| Due from other funds                                                     | 49,675                                                  |
| Total current assets                                                     | <u>54,289</u>                                           |
| Noncurrent assets:                                                       |                                                         |
| Capital assets:                                                          |                                                         |
| Building improvements                                                    | 24,588                                                  |
| Equipment                                                                | 33,560                                                  |
| Less: accumulated depreciation                                           | (47,869)                                                |
| Total noncurrent assets                                                  | <u>10,279</u>                                           |
| <b>TOTAL ASSETS</b>                                                      | <u>\$ 64,568</u>                                        |
| <b>LIABILITIES</b>                                                       |                                                         |
| Current liabilities:                                                     |                                                         |
| Accounts payable                                                         | \$ -                                                    |
| Due to other funds                                                       | -                                                       |
| Total current liabilities                                                | <u>-</u>                                                |
| <b>TOTAL LIABILITIES</b>                                                 | <u>-</u>                                                |
| <b>DEFERRED INFLOWS OF RESOURCES</b>                                     |                                                         |
| Unearned revenue                                                         | <u>2,079</u>                                            |
| <b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>                               | <u>2,079</u>                                            |
| <b>NET POSITION</b>                                                      |                                                         |
| Net investment in capital assets                                         | 10,279                                                  |
| Unrestricted                                                             | 52,210                                                  |
| <b>TOTAL NET POSITION</b>                                                | <u>62,489</u>                                           |
| <b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b> | <u>\$ 64,568</u>                                        |

See accompanying independent auditors' report and notes to financial statements.

## BERLIN SCHOOL DISTRICT

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
 PROPRIETARY FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2017

|                                        | <u>Enterprise Fund</u><br><u>Food</u><br><u>Service</u> |
|----------------------------------------|---------------------------------------------------------|
| OPERATING REVENUES                     |                                                         |
| Intergovernmental                      | \$ 63,203                                               |
| Charges for services                   | 36,067                                                  |
| Miscellaneous                          | 3,958                                                   |
| TOTAL OPERATING REVENUES               | <u>103,228</u>                                          |
| OPERATING EXPENSES                     |                                                         |
| Salaries                               | 45,768                                                  |
| Benefits                               | 25,259                                                  |
| Repairs and maintenance                | 304                                                     |
| Supplies and food                      | 44,433                                                  |
| Depreciation                           | 939                                                     |
| Other                                  | 554                                                     |
| TOTAL OPERATING EXPENSES               | <u>117,257</u>                                          |
| OPERATING INCOME (LOSS)                | <u>(14,029)</u>                                         |
| NONOPERATING REVENUES (EXPENSES)       |                                                         |
| Transfers in                           | 40,000                                                  |
| Transfers (out)                        | -                                                       |
| TOTAL NONOPERATING REVENUES (EXPENSES) | <u>40,000</u>                                           |
| CHANGES IN NET POSITION                | 25,971                                                  |
| NET POSITION - JULY 1                  | <u>36,518</u>                                           |
| NET POSITION - JUNE 30                 | <u>\$ 62,489</u>                                        |

See accompanying independent auditors' report and notes to financial statements.

## BERLIN SCHOOL DISTRICT

STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2017

|                                                                                                       | <u>Enterprise Fund</u><br><u>Food</u><br><u>Service</u> |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                                                           |                                                         |
| Receipts from customers                                                                               | \$ 40,025                                               |
| Intergovernmental receipts                                                                            | 62,057                                                  |
| Internal activity - receipts (payments) from/to other funds                                           | (25,733)                                                |
| Payments to suppliers                                                                                 | (116,349)                                               |
| <b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>                                               | <u>(40,000)</u>                                         |
| <b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>                                                |                                                         |
| Transfers in (out)                                                                                    | 40,000                                                  |
| <b>NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES</b>                                    | <u>40,000</u>                                           |
| <b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>                                           | -                                                       |
| <b>CASH AND CASH EQUIVALENTS - JULY 1</b>                                                             | <u>-</u>                                                |
| <b>CASH AND CASH EQUIVALENTS - JUNE 30</b>                                                            | <u>\$ -</u>                                             |
| <b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:</b> |                                                         |
| Operating income (loss)                                                                               | \$ (14,029)                                             |
| Adjustments to reconcile operating income to net cash provided (used) by operating activities:        |                                                         |
| Depreciation expense                                                                                  | 939                                                     |
| Changes in operating assets, liabilities and deferred inflows of resources:                           |                                                         |
| (Increase) decrease in due from other governments                                                     | (1,146)                                                 |
| (Increase) decrease in inventory                                                                      | (260)                                                   |
| (Increase) decrease in due from other funds                                                           | (25,733)                                                |
| (Decrease) increase in deferred revenue                                                               | 229                                                     |
| <b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>                                               | <u>\$ (40,000)</u>                                      |

See accompanying independent auditors' report and notes to financial statements.

BERLIN SCHOOL DISTRICT  
STATEMENT OF NET POSITION – FIDUCIARY FUNDS  
JUNE 30, 2017

|                            | <u>Agency Funds</u><br><u>Student</u><br><u>Activities</u> |
|----------------------------|------------------------------------------------------------|
| ASSETS                     |                                                            |
| Due from other governments | \$ 6,090                                                   |
| TOTAL ASSETS               | <u>\$ 6,090</u>                                            |
| LIABILITIES                |                                                            |
| Accounts payable           | \$ -                                                       |
| Deposits held for others   | <u>6,090</u>                                               |
| TOTAL LIABILITIES          | <u>\$ 6,090</u>                                            |

See accompanying independent auditors' report and notes to financial statements.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Reporting Entity**

Berlin School District was incorporated under the laws in the State of Vermont. The School District operates under the Board of Directors-superintendent form of government and provides the following services: direct services, support services, fiscal services, operations and maintenance and transportation.

The School District's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

The School District's combined financial statements include all accounts and all operations of the School District. We have determined that the School District has no component units as described in GASB Statement No. 14 and amended by GASB Statements No. 39 and No. 61.

**Implementation of New Accounting Standards**

During the year ended June 30, 2017, the following statements of financial accounting standards issued by the Governmental Accounting Standards Board became effective:

Statement No. 73, "*Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*". The objective of the Statement is to improve financial reporting by instituting a single framework for the presentation of information about pensions, thereby expanding the comparability of pension-related information reported by state and local governments. Management has determined that this Statement is not applicable.

Statement No. 74, "*Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*". The objective of the Statement is to improve the disclosure of information about benefits other than pensions (other postemployment benefits or OPEB) included in financial statements of state and local governments. This Statement will improve financial reporting through enhanced note disclosures and schedules of required supplementary information that will be presented by OPEB plans that are administered through trusts that meet specified criteria. Management has determined the impact of this Statement is not material to the financial statements.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Statement No. 77, "*Tax Abatement Disclosures*". The objective of the Statement is to improve disclosure of information about the nature and magnitude of tax abatements, making these transactions more transparent to financial statement users. As such, users will be better equipped to understand (1) how tax abatements affect a government's future ability to raise resources and meet its financial obligations and (2) the impact those abatements have on a government's financial position and economic condition. Management has determined that this Statement is not applicable.

Statement No. 80, "*Blending Requirements for Certain Component Units*". The objective of this Statement is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. The additional criterion requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The additional criterion does not apply to component units included in the financial reporting entity pursuant to the provisions of Statement No. 39, *Determining Whether Certain Organizations Are Component Units*. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 81, "*Irrevocable Split-Interest Agreements*". The objective of this Statement is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. Split-interest agreements are a type of giving agreement used by donors to provide resources to two or more beneficiaries, including governments. Split-interest agreements can be created through trusts or other legally enforceable agreements with characteristics that are equivalent to split-interest agreements—in which a donor transfers resources to an intermediary to hold and administer for the benefit of a government and at least one other beneficiary. Examples of these types of agreements include charitable lead trusts, charitable remainder trusts, and life-interests in real estate. As such, this Statement requires that a government that receives resources pursuant to an irrevocable split-interest agreement recognize assets, liabilities, and deferred inflows of resources at the inception of the agreement. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 82, "*Pension Issues*". The objective of this Statement is to address certain issues that have been raised with respect to Statements No. 67, *Financial Reporting for Pension Plans*, No. 68, *Accounting and Financial Reporting for Pensions*, and No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. Specifically, this Statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information, (2) the selection of assumptions and the treatment of

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements. Management has determined the impact of this Statement is not material to the financial statements.

**Government-Wide and Fund Financial Statements**

The School District's basic financial statements include both government-wide (reporting the School District as a whole) and fund financial statements (reporting the School District's major funds).

Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The School District's food service fund is categorized as a business-type activity. All other activities of the School District are categorized as governmental.

In the government-wide Statement of Net Position, both the governmental and business-type activities columns are (a) presented on a consolidated basis by column, and (b) are reported on a full accrual, economic resources basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The School District's net position is reported in three parts - net investment in capital assets; restricted net position; and unrestricted net position. The School District first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the School District's functions and business-type activities (instruction, administration, etc.). The functions are also supported by general government revenues (support from the School District, certain intergovernmental revenues, miscellaneous revenues, etc.). The Statement of Activities reduces gross expenses by related program revenues, operating and capital grants. Program revenues must be directly associated with the function or a business-type activity. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. For the most part, the interfund activity has been eliminated from these government-wide financial statements.

The net costs (by function) are normally covered by general revenue (taxes, certain intergovernmental revenues and charges for services, etc.).

The School District does not allocate indirect costs. All costs are charged directly to the corresponding departments.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The government-wide focus is more on the sustainability of the School District as an entity and the change in the School District's net position resulting from the current year's activities.

**Measurement Focus - Basic Financial Statements & Fund Financial Statements**

The financial transactions of the School District are reported in the individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balances, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements. The following fund types are used by the School District:

1. Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the School District:

**Major Funds:**

- a. The General Fund is the general operating fund of the School District. It is used to account for all financial resources except those required to be accounted for in another fund.
- b. The Special Revenue Fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
- c. The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities or equipment.
- d. The Bond Sinking Fund is used to account for or report financial resources that are restricted, committed or assigned to pay debt principal and interest.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Proprietary Funds

The focus of proprietary fund measurement is upon determination of operating income, changes in net position, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Operating revenues include charges for services, intergovernmental reimbursements and other miscellaneous fees which are a direct result of the proprietary activity. Non-operating revenues are any revenues which are generated outside of the general proprietary activity, i.e. interest income. The following is a description of the proprietary funds of the School District:

- a. Enterprise Funds are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) established fees and charges based on a pricing policy designed to recover similar costs.

3. Fiduciary Funds:

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support the School District's programs. The reporting focus is on net position and changes in net position and is reported using accounting principles similar to proprietary funds. Component units that are fiduciary in nature have been excluded from these financial statements.

The School District's fiduciary funds are presented in the fiduciary fund financial statements by type (agency). Since by definition these assets are being held for the benefit of a third party (other local governments, private parties, etc.) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide financial statements.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Nonmajor funds by category are summarized into a single column. GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenses of either the fund category or the governmental and enterprise combined) for the determination of major funds. The School District has no nonmajor funds.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

1. Accrual

Governmental activities in the government-wide financial statements and fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

2. Modified Accrual

The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

**Budget**

The School District's policy is to adopt an annual budget for operations. The budget is presented on the modified accrual basis of accounting which is consistent with generally accepted accounting principles.

The following procedures are followed in establishing budgetary data reflected in the financial statements:

1. Early in the first half of the year the School District prepares a budget for the fiscal year beginning July 1. The operating budget includes proposed expenditures and the means of financing them.
2. A meeting of the inhabitants of the Town School District was called for the purpose of adopting the proposed budget after public notice of the meeting was given.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. The budget was adopted subsequent to passage by the inhabitants of the Town School District.
4. The School District does not adopt budgets for Special Revenue Funds.

**Deposits and Investments**

The District's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

It is the School District's policy to value investments at fair value. None of the School District's investments are reported at amortized cost. For purposes of the statement of cash flows, all highly liquid investments with a maturity of three months or less when purchased are considered to be a cash equivalent. The School District Treasurer is authorized by State Statutes to invest all excess funds in the following:

- Obligations of the U.S. Government, its agencies and instrumentalities.
- Certificates of deposits and other evidences of deposits at banks, savings and loan associations, and credit unions.
- Repurchase agreements
- Money market mutual funds

The Berlin School District has no formal investment policy but instead follows the State of Vermont Statutes.

**Receivables**

Receivables include amounts due from governmental agencies and local businesses. All receivables are current and therefore due within one year. Receivables are reported net of an allowance for uncollectible accounts and revenues net of uncollectibles. Allowances are reported when accounts are proven to be uncollectible. Allowances for uncollectible accounts netted with accounts receivable were \$25,598 for the year ended June 30, 2017. The allowance for uncollectible accounts is estimated to be \$0 as of June 30, 2017.

**Inventories**

Inventories consist of expendable supplies held for consumption and are valued at cost which approximate market, using the first-in, first-out (FIFO) method. The costs

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

of inventories are recorded as expenditures when used (consumption method). The food service fund inventory consists of school lunch supplies and food on hand at the end of the year.

**Interfund Receivables and Payables**

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds." While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Any residual balances outstanding between governmental activities and business-type activities are reported in the governmental-wide financial statements as "internal balances".

**Transactions Between Funds**

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of both Governmental and Proprietary Funds.

**Capital Assets**

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Infrastructure such as streets, traffic signals, and signs are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives.

The assets are valued at historical cost when available and estimated historical cost where actual invoices or budgetary data was unavailable. Donated fixed assets are valued at their estimated fair market value on the date received. All retirements have been recorded by eliminating the net carrying values.

Infrastructure assets include roads, bridges, underground pipe (other than related to independently owned utilities), traffic signals, etc. These infrastructure assets are likely to be the largest asset class of the School District. The School District has not retroactively recorded infrastructure.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Estimated useful lives are as follows:

|                         |                |
|-------------------------|----------------|
| Buildings               | 20 - 50 years  |
| Infrastructure          | 50 - 100 years |
| Machinery and equipment | 3 - 50 years   |

**Long-term Obligations**

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental and business-type resources is reported as liabilities in government-wide statements. The long-term debt consists of bonds and notes payable, capital leases payable and accrued compensated absences.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for proprietary funds is the same in the fund statements as it is in the government-wide statements.

**Compensated Absences**

The District's policies regarding vacation and sick time do permit employees to accumulate earned but unused vacation and sick leave. The liability for these compensated absences is recorded as long-term debt in the government-wide financial statements. In the fund financial statements, governmental funds report only the compensated absence liability payable from expendable available financial resources, while the proprietary funds report the liability as it is incurred. As of June 30, 2017, the School District's liability for compensated absences is \$2,628.

**Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Vermont State Teachers' Retirement System (VSTRS) Plan and additions to/deductions from the VSTRS Plan's fiduciary net position have been determined on the same basis as they are reported by the VSTRS Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Net Position**

Net position represents the difference between all other elements in a statement of financial position. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for those assets, and adding back unspent proceeds. Net position is reported as restricted when there are limitations imposed on its use either through enabling legislations adopted by the School District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Unrestricted net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or restricted net position.

**Fund Balance**

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the School District is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned and unassigned.

**Nonspendable** – This includes amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.

**Restricted** – This includes amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

**Committed** – This includes amounts that can be used only for specific purposes determined by a formal action of the inhabitants of the School District. The inhabitants of the School District through School District meetings are the highest level of decision-making authority of the School District. Commitments may be established, modified, or rescinded only through a School District meeting vote.

**Assigned** – This includes amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. The authority for assigning fund balance is expressed by the Board of Directors.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Unassigned – This includes all other spendable amounts. The general fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the general fund can only report a negative unassigned fund balance amount.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available, the School District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the School District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the School District meeting vote has provided otherwise in its commitment or assignment actions.

**Deferred Outflows and Inflows of Resources**

In addition to assets, the statement of financial position and/or balance sheet will at times report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The School District currently has no deferred outflows of resources.

In addition to liabilities, the statement of financial position and or balance sheet will at times report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has only one type of item, unearned revenues, which is reported in both the statements of net position and governmental funds balance sheet. All items in this category are deferred and recognized as an inflow of resources in the period that the amounts become available.

**Program Revenues**

Program revenues include all directly related income items applicable to a particular program (charges to customers or applicants for goods, services, or privileges provided, operating or capital grants and contributions, including special assessments).

**Operating/Non-Operating Proprietary Fund Revenues**

Operating revenues consist mainly of direct revenue sources and/or charges for services applicable to that fund's ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Encumbrance Accounting**

Encumbrances are not liabilities and, therefore, are not recorded as expenditures until receipt of material or service. For budgetary purposes, appropriations lapse at fiscal year-end. The School District does not utilize encumbrance accounting for its general fund.

**Use of Estimates**

During the preparation of the School District's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosure of contingent items as of the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results may differ from these estimates.

NOTE 2 - DEPOSITS AND INVESTMENTS

**Deposits:**

The School District's investment policies, which follow state statutes, authorize the School District to invest in obligations of the U.S. Treasury, agencies and instrumentalities, other states and Canada, provided such securities are rated within the three highest grades by an approved rating service of the State of Vermont, corporate stocks and bonds within statutory limits, financial institutions, mutual funds and repurchase agreements. These investment policies apply to all School District funds.

Custodial credit risk for deposits is the risk that, in the event of a failure of a depository financial institution, the School District will not be able to recover its deposits or will not be able to recover collateral securities that are in possession of an outside party. The School District does not have a policy covering custodial credit risk.

At June 30, 2017, the School District's cash balance of \$2,935,597 was comprised of bank deposits of \$3,057,410. Of these bank deposits, \$24,925 were fully insured by federal depository insurance and consequently were not exposed to custodial credit risk. The remaining balance of \$3,032,485 was collateralized with securities held by the financial institution in the School District's name.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

| Account Type         | Bank<br>Balance |
|----------------------|-----------------|
| Checking accounts    | \$ 10,000       |
| Repurchase agreement | 3,032,485       |
| ICS                  | 3,841           |
| Money market fund    | 11,084          |
|                      | \$ 3,057,410    |

**Investments:**

Custodial credit risk for investments is that, in the event of failure of the counterparty, the School District will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. Currently, the School District does not have a policy for custodial credit risk for investments.

At June 30, 2017, the School District had the following investments and maturities:

| Investment Type        | Fair Value | Not<br>Applicable | Less than<br>1 Year | 1 - 5 Years |
|------------------------|------------|-------------------|---------------------|-------------|
| U.S. agency securities | \$ 52,385  | \$ 52,385         | \$ -                | \$ -        |
| Corporate bonds        | 126,745    | 126,745           | -                   | -           |
|                        | \$ 179,130 | \$ 179,130        | \$ -                | \$ -        |

At June 30, 2017, of the School District's investments of \$179,130 of fixed income securities were covered by the Securities Investor Protection Corporation (SIPC).

**Fair Value Hierarchy**

The School District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The School District has the following recurring fair value measurements as June 30, 2017:

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

|                                                               | June 30, 2017<br>Total | Fair Value Measurements Using                                              |                                                            |                                                      |
|---------------------------------------------------------------|------------------------|----------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------|
|                                                               |                        | Quoted Prices in<br>Active Markets<br>for Identical<br>Assets<br>(Level I) | Significant<br>Other<br>Observable<br>Inputs<br>(Level II) | Significant<br>Unobservable<br>Inputs<br>(Level III) |
| <u>Investments by fair value level</u>                        |                        |                                                                            |                                                            |                                                      |
| Debt securities:                                              |                        |                                                                            |                                                            |                                                      |
| U.S. agency securities                                        | \$ 52,385              | \$ -                                                                       | \$ 52,385                                                  | \$ -                                                 |
| Corporate bonds                                               | 126,745                | -                                                                          | 126,745                                                    | -                                                    |
| Total debt securities                                         | 179,130                | -                                                                          | 179,130                                                    | -                                                    |
| Total investments by fair value level                         | 179,130                | \$ -                                                                       | \$ -                                                       | \$ -                                                 |
| <u>Cash equivalents measured at the net asset value (NAV)</u> |                        |                                                                            |                                                            |                                                      |
| Money market fund                                             | 11,084                 |                                                                            |                                                            |                                                      |
| Total cash equivalents measured at the NAV                    | 11,084                 |                                                                            |                                                            |                                                      |
| Total investments and cash equivalents measured at fair value | \$ 190,214             |                                                                            |                                                            |                                                      |

Equity securities classified in Level I of the fair value hierarchy are valued using prices quoted in active markets for those securities. Debt securities classified in Level 2 of the fair value hierarchy are valued from publicly reliable sources or using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. The School District has no Level 3 investments. The fair value of money market mutual funds that are measured at NAV per share (or its equivalent) is calculated as of June 30, 2017 in a manner consistent with the Financial Accounting Standards Board's measurement principles for investment companies.

Credit risk – Statutes for the State of Vermont authorize the School District to invest in obligations of the U.S. Treasury, agencies and instrumentalities, other states and Canada, provided such securities are rated within the three highest grades by an approved rating service of the State of Vermont, corporate stocks and bonds within statutory limits, financial institutions, mutual funds and repurchase agreements. The School District does not have an investment policy on credit risk. Generally, the School District invests excess funds in savings accounts and various insured certificates of deposit.

Interest rate risk – is the risk that changes in interest rates will adversely affect the fair value of an investment. The School District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from fluctuations in interest rates.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 3 - INTERFUND RECEIVABLES AND PAYABLES

Interfund balances at June 30, 2017 consisted of the following individual fund receivables and payables:

|                       | Receivables<br>(Due from) | Payables<br>(Due to) |
|-----------------------|---------------------------|----------------------|
| General Fund          | \$ -                      | \$ 69,877            |
| Special Revenue Fund  | 4,000                     | -                    |
| Capital Projects Fund | 16,202                    | -                    |
| Food Service Fund     | 49,675                    | -                    |
|                       | \$ 69,877                 | \$ 69,877            |

NOTE 4 - CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended June 30, 2017:

|                                 | Balance,<br>7/1/16<br>(Restated) | Additions  | Disposals | Balance<br>6/30/17 |
|---------------------------------|----------------------------------|------------|-----------|--------------------|
| <u>Governmental activities:</u> |                                  |            |           |                    |
| Non-depreciated assets:         |                                  |            |           |                    |
| Construction in progress        | \$ -                             | \$ 437,086 | \$ -      | \$ 437,086         |
|                                 | -                                | 437,086    | -         | 437,086            |
| Depreciated assets:             |                                  |            |           |                    |
| Buildings                       | 407,744                          | -          | -         | 407,744            |
| Building improvements           | 862,668                          | 215,128    | -         | 1,077,796          |
| Infrastructure                  | 88,324                           | -          | -         | 88,324             |
| Furniture and equipment         | 234,493                          | 14,678     | -         | 249,171            |
|                                 | 1,593,229                        | 229,806    | -         | 1,823,035          |
| Less: accumulated depreciation  | (794,727)                        | (51,641)   | -         | (846,368)          |
|                                 | 798,502                          | 178,165    | -         | 976,667            |
| Net governmental capital assets | \$ 798,502                       | \$ 615,251 | \$ -      | \$ 1,413,753       |

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 4 - CAPITAL ASSETS (CONTINUED)

|                                            | Balance<br>7/1/16 | Additions       | Disposals   | Balance<br>6/30/17 |
|--------------------------------------------|-------------------|-----------------|-------------|--------------------|
| <u>Business-type activities:</u>           |                   |                 |             |                    |
| Depreciated assets:                        |                   |                 |             |                    |
| Building improvements                      | \$ 24,588         | \$ -            | \$ -        | \$ 24,588          |
| Furniture and equipment                    | 33,560            | -               | -           | 33,560             |
|                                            | 58,148            | -               | -           | 58,148             |
| Less: accumulated depreciation             | (46,930)          | (939)           | -           | (47,869)           |
| Net business-type capital assets           | <u>\$ 11,218</u>  | <u>\$ (939)</u> | <u>\$ -</u> | <u>\$ 10,279</u>   |
| <u>Current year depreciation:</u>          |                   |                 |             |                    |
| Direct services                            |                   |                 |             | \$ 29,662          |
| S.S. - students                            |                   |                 |             | 662                |
| S.S. - staff                               |                   |                 |             | 7,044              |
| S.S. - area adm                            |                   |                 |             | 153                |
| Operations & maintenance                   |                   |                 |             | 14,120             |
| Total governmental activities depreciation |                   |                 |             | <u>51,641</u>      |
| Food service                               |                   |                 |             | 939                |
| Total depreciation expense                 |                   |                 |             | <u>\$ 52,580</u>   |

NOTE 5 - SHORT-TERM DEBT

Short-term debt activity for the year ended June 30, 2017, was as follows:

|                               | Balance,<br>7/1/16 | Additions           | Reductions            | Balance,<br>6/30/17 |
|-------------------------------|--------------------|---------------------|-----------------------|---------------------|
| Tax/revenue anticipation note | \$ -               | \$ 1,393,755        | \$ (1,393,755)        | \$ -                |
| Totals                        | <u>\$ -</u>        | <u>\$ 1,393,755</u> | <u>\$ (1,393,755)</u> | <u>\$ -</u>         |

On July 1, 2016, the School District issued a tax/revenue anticipation note through Union Bank in anticipation of revenues to meet its operating obligations during the fiscal year. The note allowed principal draws up to \$1,393,755 at 2.75% interest with a maturity date of June 30, 2017. On June 30, 2017, the note was paid in full. Interest expense for the note was \$38,223.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 6 - LONG-TERM DEBT

The following is a summary of changes in the long-term debt for the year ended June 30, 2017:

|                                 | Balance,<br>7/1/16<br>(Restated) | Additions           | Deletions          | Balance,<br>6/30/17 | Current Year<br>Portion |
|---------------------------------|----------------------------------|---------------------|--------------------|---------------------|-------------------------|
| Bonds payable                   | \$ 500,000                       | \$ 2,997,476        | \$ -               | \$ 3,497,476        | \$ 149,874              |
| Notes payable                   | 105,838                          | -                   | (32,276)           | 73,562              | 3,023                   |
| Capital lease payable           | -                                | 13,000              | (4,662)            | 8,338               | 3,982                   |
| Accrued compensated<br>absences | 1,043                            | 1,585               | -                  | 2,628               | 2,628                   |
| <b>Total</b>                    | <b>\$ 606,881</b>                | <b>\$ 3,012,061</b> | <b>\$ (36,938)</b> | <b>\$ 3,582,004</b> | <b>\$ 159,507</b>       |

The following is a summary of the bond payable as of June 30, 2017:

Bonds payable:

\$500,000 General Obligation bond, no interest, principal due at maturity on March 1, 2027; originally borrowed \$500,000 on August 2, 2010. Sinking fund irrevocably pledged to secure payment of general obligation bond payable at its stated maturity. Sinking fund, 1.0% annual fee paid semi-annually on February 2nd and August 2nd of each year until 2027.

\$ 500,000

\$2,997,476 Merchants Bank bond payable, with principal payments due in annual installments of \$149,874. Interest of 2.99% paid semi-annually. The proceeds from the note were used for school building improvements. The bond matures on December 31, 2036.

2,997,476

Total bonds payable

3,497,476

Notes payable:

\$81,340 Vermont Municipal Bond Bank Vermont Environmental Protection Agency Drinking Water State Revolving Fund note payable, due in annual principal, interest and administrative fee installments of \$3,787 through April of 2037. Interest of 1.00% and administrative fees of 2.00% payable annually through September of 2037. In fiscal year 2017, \$25,000 of the principal balance of the loan was forgiven. Proceeds were originally borrowed for a municipal water connection project.

56,340

Total notes payable

56,340

Total bonds and notes payable

\$ 3,553,816

BERLIN SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2017

NOTE 6 - LONG-TERM DEBT (CONTINUED)

The following is a summary of outstanding bond and note principal and interest requirements for the following fiscal years ending June 30:

| Year Ending<br>June 30, | Principal           | Interest            | Total<br>Debt Service |
|-------------------------|---------------------|---------------------|-----------------------|
| 2018                    | \$ 152,897          | 98,796              | \$ 251,693            |
| 2019                    | 152,987             | 92,260              | 245,247               |
| 2020                    | 153,081             | 87,685              | 240,766               |
| 2021                    | 153,177             | 83,316              | 236,493               |
| 2022                    | 152,234             | 78,127              | 230,361               |
| 2023-2027               | 1,262,274           | 322,469             | 1,584,743             |
| 2028-2032               | 764,329             | 183,334             | 947,663               |
| 2033-2037               | 762,837             | 68,884              | 831,721               |
|                         | <u>\$ 3,553,816</u> | <u>\$ 1,014,871</u> | <u>\$ 4,568,687</u>   |

The following is a summary of the capital lease outstanding as of June 30, 2017:

Berlin School District entered into a capital lease with Conway Office Products, LLC for two copiers under a non-cancelable lease agreement dated July 18, 2016. Interest is at 9.44% per annum, with 3 annual payments of principal and interest of \$4,767, and a maturity date of August of 2018.

Future minimum payments, for the years ending June 30, are as follows:

| Year Ending<br>June 30:                        |                 |
|------------------------------------------------|-----------------|
| 2018                                           | \$ 4,767        |
| 2019                                           | 4,767           |
| Total minimum lease payments                   | <u>9,534</u>    |
| Less amount representing interest              | <u>(1,196)</u>  |
| Present value of future minimum lease payments | <u>\$ 8,338</u> |

NOTE 7 - OPERATING LEASES

A summary of the outstanding operating lease payable is as follows:

Berlin School District leases a postage meter from MailFinance, a Neopost USA Company, under a lease agreement dated January 20, 2016. The lease term is for 60 months ending in December of 2020. Monthly payments are \$67.

BERLIN SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2017

NOTE 7 - OPERATING LEASES (CONTINUED)

Future minimum lease payments at June 30, 2017, are as follows:

| Year Ending<br>June 30: |    |       |
|-------------------------|----|-------|
| 2018                    | \$ | 804   |
| 2019                    |    | 804   |
| 2020                    |    | 804   |
| 2021                    |    | 402   |
| Total lease payments    | \$ | 2,814 |

NOTE 8 - RESTRICTED FUND BALANCES

At June 30, 2017, the School District had the following restricted fund balances:

|                      |              |
|----------------------|--------------|
| Capital project fund | \$ 2,581,500 |
| Bond sinking fund    | 190,214      |
|                      | \$ 2,771,714 |

NOTE 9 - FINANCIAL INFORMATION

The detailed budget to actual report can be found on Schedules 1, A and B.

NOTE 10 - DEFINED BENEFIT PENSION PLANS

VERMONT STATE TEACHERS' RETIREMENT SYSTEM

**Plan Description**

All of the teachers employed by the District participate in the Vermont State Teachers' Retirement System ("VSTRS"), a cost-sharing multiple-employer defined benefit pension plan with a special funding situation, covering nearly all public day school and nonsectarian private District teachers and administrators as well as teachers in schools and teacher training institutions within and supported by the State of Vermont that are controlled by the State Board of Education. Membership in the system for those covered classes is a condition of employment. During the year ended June 30, 2016 (the most recent period available), the retirement system consisted of 288 participating employers.

BERLIN SCHOOL DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017

NOTE 10 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

The plan was established effective July 1, 1947, and is governed by *Title 16, V.S.A. Chapter 55*. Subsequent Vermont state legislation, *Act 74*, which became effective on July 1, 2010, contained numerous changes to the plan benefits available to current and future members, as well as a change in access to health care coverage after retirement, resulting from a multi-party agreement to provide sustainability of quality pension and retiree health benefits for Vermont teachers.

The general administration and responsibility for formulating administrative policy and procedures of the retirement System for its members and their beneficiaries is vested in the Board of Trustees consisting of six members. They are the Secretary of Education (ex-officio); the State Treasurer (ex-officio), the Commissioner of Financial Regulation (ex-officio); two members and one alternate elected by active members of the System under rules adopted by the Board; and one retired member and one alternate elected by the board of directors of Association of Retired Teachers of Vermont. The Chair is elected by the Board and acts as executive officer of the Board.

All assets are held in a single trust and are available to pay retirement benefits to all members. Benefits available to each group are based on average final compensation (AFC) and years of creditable service. The Vermont State Agency of Administration issues a publicly available Comprehensive Annual Financial Report (CAFR) that includes financial statements and required supplementary information for the VSTRS. That report may be viewed on the State's Department of Finance & Management website at: [http://finance.vermont.gov/reports\\_and\\_publications/cafr](http://finance.vermont.gov/reports_and_publications/cafr).

**Benefits Provided**

The VSTRS provides retirement, and disability benefits, annual cost-of-living adjustments, health care and death benefits to plan members and beneficiaries. There are two levels of contributions and benefits in the System: Group A - for public school teachers employed within the State of Vermont prior to July 1, 1981 and elected to remain in Group A; and Group C - for public school teachers employed within the State of Vermont on or after July 1, 1990. Group C also includes those teachers hired prior to July 1, 1990 and were in Group B on July 1, 1990. When *Act 74* became effective on June 30, 2010, Group C was further bifurcated into Groups #1 and #2. Group #1 contains members who were at least 57 years of age or had at least 25 years of service, and Group #2 contains members who were less than 57 years of age and had less than 25 years of service.

BERLIN SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2017

NOTE 10 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

Benefits available to each group are based on average final compensation (AFC) and years of creditable service, and are summarized below:

| <b>VSTRS</b>                                         | <b>Group A</b>                                                                               | <b>Group C –<br/>Group # 1</b>                                                                         | <b>Group C –<br/>Group # 2</b>                                                                             |
|------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Normal service retirement eligibility (no reduction) | Age 60 or 30 years of service                                                                | Age 62 or with 30 years of service                                                                     | Age 65 or when the sum of age and service equals 90                                                        |
| Average Final Compensation (AFC)                     | Highest 3 consecutive years, including unused annual leave, sick leave, and bonus/incentives | Highest 3 consecutive years, excluding all payments for anything other than service actually performed | Highest 3 consecutive years, excluding all payments for anything other than service actually performed     |
| Benefit formula – normal service retirement          | 1.67% x creditable service x AFC                                                             | 1.25% x service prior to 6/30/90 x AFC + 1.67% x service after 7/1/90 x AFC                            | 1.25% x service prior to 6/30/90 x AFC + 1.67% x service after 7/1/90 x AFC, 2.0% after attaining 20 years |
| Maximum Benefit Payable                              | 100% of AFC                                                                                  | 53.34% of AFC                                                                                          | 60% of AFC                                                                                                 |
| Post-Retirement COLA                                 | Full CPI, up to a maximum of 5% after 12 months of retirement; minimum of 1%                 | 50% CPI, up to a maximum of 5% after 12 months of retirement or with 30 years; minimum of 1%           | 50% CPI, up to a maximum of 5%, minimum of 1% after 12 months of normal retirement or age 65               |
| Earl Retirement Eligibility                          | Age 55 with 5 years of service                                                               | Age 55 with 5 years of service                                                                         | Age 55 with 5 years of service                                                                             |
| Early Retirement Reduction                           | Actuarial reduction                                                                          | 6% per year from age 62                                                                                | Actuarial reduction                                                                                        |

BERLIN SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2017

NOTE 10 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

Other post-employment benefits are available to all plan members include the following:

| <b>VSTRS</b>     | <b>Group A</b>                                  | <b>Group C –<br/>Group # 1</b>                  | <b>Group C –<br/>Group # 2</b>                  |
|------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Medical Benefits | Health subsidy based on member's service credit | Health subsidy based on member's service credit | Health subsidy based on member's service credit |
| Dental           | Members pays full premium                       | Members pays full premium                       | Members pays full premium                       |

**Contributions**

VSTRS is a cost-sharing public employee retirement system with one exception: all risks and costs are not shared by the District but are the liability of the State of Vermont. VSTRS is funded through State and employee contributions and trust fund investment earnings; and the District has no legal obligation for paying benefits. Required contributions to the System are made by the State of Vermont based upon a valuation report prepared by the System's actuary, which varies by plan group. The Vermont State Teachers Retirement System estimates the contributions on behalf of the District's employees included in the teacher's retirement plan which approximates \$143,927 or 11.59% of total payroll for employees covered under the plan.

Employee contribution rates by plan group follow:

| <b>VSTRS</b>           | <b>Group A</b>       | <b>Group C –<br/>Group # 1</b>                                                                                                       | <b>Group C –<br/>Group # 2</b>                                                                                                       |
|------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Employee Contributions | 5.5% of gross salary | 5.0% of gross salary with 5 or more years of service as of 7/1/14; 6.0% of gross salary if less than 5 years of service as of 7/1/14 | 5.0% of gross salary with 5 or more years of service as of 7/1/14; 6.0% of gross salary if less than 5 years of service as of 7/1/14 |

Employee contributions totaled \$63,924 during the year and were paid by the District to the State of Vermont. The District has no other liability under the plan. The District's total payroll for all employees covered under this plan was \$1,241,824 for the year ended June 30, 2017.

BERLIN SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2017

NOTE 10 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

**Pension Liabilities**

*VSTRS Plan*

The State is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of member employers. Therefore these employers are considered to be in a special funding situation as defined in GASB No. 68 and the State is treated as a nonemployer to VSTRS. Since the District does not contribute directly to VSTRS, no net pension liability was recorded at June 30, 2017. The State's portion of the collective net pension liability that was associated with the District was as follows:

|                                                                                       |    |                  |
|---------------------------------------------------------------------------------------|----|------------------|
| District's proportionate share of the net pension liability                           | \$ | -                |
| State's proportionate share of the net pension liability associated with the District |    | <u>2,321,970</u> |
| Total                                                                                 | \$ | <u>2,321,970</u> |

The State of Vermont's proportionate share of the net pension liability associated with the District is equal to the collective net pension liability, actuarially measured as of June 30, 2016, multiplied by the District's proportionate share percentage. The District's proportionate share percentage was based on its reported salaries to the total reported salaries for all participating employers. At June 30, 2016, the District's proportion was 0.17731%, which was a decrease of 0.0110% from its proportion measured as of June 30, 2015.

**Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

For the year ended June 30, 2017, the District recognized pension expense of \$240,967 and revenue of \$240,967 for support provided by the State of Vermont for the VSTRS plan. At June 30, 2017, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 10 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

|                                                                                                      | VSTRS                             |                                  |
|------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------|
|                                                                                                      | Deferred Outflows<br>of Resources | Deferred Inflows<br>of Resources |
| Differences between expected and actual experience                                                   | \$ -                              | \$ -                             |
| Changes of assumptions                                                                               | -                                 | -                                |
| Net difference between projected and actual earnings on pension plan investments                     | -                                 | -                                |
| Changes in proportion and differences between contributions and proportionate share of contributions | -                                 | -                                |
| Contributions subsequent to the measurement date                                                     | -                                 | -                                |
| <b>Total</b>                                                                                         | <b>\$ -</b>                       | <b>\$ -</b>                      |

\$0 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

|                          | VSTRS |
|--------------------------|-------|
| Plan year ended June 30: |       |
| 2017                     | \$ -  |
| 2018                     | -     |
| 2019                     | -     |
| 2020                     | -     |
| 2021                     | -     |
| Thereafter               | -     |

**Significant Actuarial Assumptions and Methods**

The total pension liability for the June 30, 2016 measurement date was determined by an actuarial valuation as of June 30, 2015 rolled forward to June 30, 2016 using the actuarial assumptions outlined below. These assumptions were selected on the basis of the experience study that was performed for the five-year period ending June 30, 2014:

BERLIN SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2017

NOTE 10 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

*Investment Rate of Return:* For the VSTRS plan, 7.95% per annum.

*Inflation:* the separately stated assumptions for investment return, salary increases and cost of living adjustments for both plans are consistent with an expected annual inflation rate of 3.00% to 3.25% per year.

*Salary Increases:* Representative values of the assumed annual rates of future salary increases for the VSTRS plan are as follows:

| Age | Annual Rate of Salary Increase |
|-----|--------------------------------|
| 25  | 8.15%                          |
| 30  | 6.84%                          |
| 35  | 5.97%                          |
| 40  | 5.29%                          |
| 45  | 4.80%                          |
| 50  | 4.46%                          |
| 55  | 4.22%                          |
| 60  | 4.12%                          |
| 64  | 4.12%                          |

*Deaths After Retirement:* The VSTRS plan used the RP-2000 Mortality Tables projected to 2029 using Scale BB for terminated vested members and beneficiaries and retirees; the RP-2000 Disabled Life Table with projection to 2020 using Scale AA for disabled retirees. The tables used contain a margin to reflect anticipated mortality improvement after the valuation date.

*Spouse's Age:* For the VSTRS plan, husbands are assumed to be three years older than their wives.

*Cost-of-Living Adjustments:* For the VSTRS plan, adjustments are assumed to occur on January 1 following one year of retirement at the rate of 3% per annum for Group A members and 1.5% per annum for Group C members (beginning at age 62 for Group C members who elect reduced early retirement).

*Actuarial Cost Method:* For the VSTRS plan is the Entry Age Normal – Level Percentage of Pay.

For the VSTRS plan, the *asset valuation method* used equals the preliminary asset value plus 20% of the difference between the market and preliminary asset values. The preliminary asset value is equal to the previous year's asset value (for

BERLIN SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2017

NOTE 10 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

valuation purposes) adjusted for contributions less benefit payments and expenses and expected investment income. If necessary, a further adjustment is made to ensure that the valuation assets are within 20% of the market value.

The *long-term expected rate of return* on the VSTRS plan investments was determined using best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) developed for each major asset class using an econometric model that forecasts a variety of economic environments and then calculates asset class returns based on functional relationships between the economic variable and the asset classes. These best estimate ranges were combined to produce forecasts of the short, intermediate, and longer term horizons by weighting the expected future nominal rates of return by the target asset allocation percentage. The various time horizons in the forecast are intended to capture more recent economic and capital market conditions as well as other plausible environments that could develop in the future over economic cycles.

Best estimates of arithmetic rates of return for each major asset class included in the target asset allocation as of June 30, 2016 are summarized in the following table:

| <u>Asset Class</u> | <u>Long-term<br/>Expected<br/>Real Rate of<br/>Return</u> |
|--------------------|-----------------------------------------------------------|
| Equity             | 8.54%                                                     |
| Fixed income       | 2.36%                                                     |
| Alternative        | 8.35%                                                     |
| Multi-strategy     | 4.90%                                                     |

Nominal long-term expected rates of return for these asset classes are equal to the sum of the above expected long-term real rates and the expected long-term inflation rate of 3.0%.

**Discount Rate**

The discount rate used to measure the total pension liability was 7.95% for the VSTRS plan. The projection of cash flows used to determine the discount rate assumed that contributions will continue to be made in accordance with the current funding policy. Based on these assumptions, the fiduciary net position was projected to be available to

BERLIN SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2017

NOTE 10 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

make all projected future benefit payments to current System members. The assumed discount rate has been determined in accordance with the method prescribed by GASB 68.

**Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the School District's proportionate share of the net pension liability calculated using the discount rate of 7.95% for the VSTRS plan, as well as what the School District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.95%) or 1 percentage point higher (8.95%) than the current rate:

|                                                                | 1%<br>Decrease | Discount<br>Rate | 1%<br>Increase |
|----------------------------------------------------------------|----------------|------------------|----------------|
| <u>VSTRS:</u>                                                  |                |                  |                |
| Discount rate                                                  | 6.95%          | 7.95%            | 8.95%          |
| District's proportionate share of<br>the net pension liability | \$ -           | \$ -             | \$ -           |

**Pension Plan Fiduciary Net Position**

The schedule of employer allocations and schedule of pension amounts by employer are prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles. The schedules present amounts that are elements of the financial statements of the VSTRS or their participating employers. VSTRS does not issue stand-alone financial reports, but instead is included as part of the State of Vermont's Comprehensive Annual Financial Report (CAFR). The CAFR can be viewed on the State's Department of Finance & Management website at: [http://finance.vermont.gov/reports\\_and\\_publications/cafr](http://finance.vermont.gov/reports_and_publications/cafr)

NOTE 11 - RISK MANAGEMENT

The School District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees, students and guests; as well as natural disasters for which the School District either carries commercial insurance, participates in a public entity risk pool, or is effectively self-insured. There have been no significant reductions in coverage from the prior year. Management believes such coverage is sufficient to preclude any significant uninsured losses to the School District.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 11 - RISK MANAGEMENT (CONTINUED)

The School District is a member of the Vermont School Boards Association. The Association has set up two insurance Trusts; Vermont School Boards Insurance Trust, Inc. (VSBIT) for worker compensation, multi-line intermunicipal school program, and unemployment compensation program, and the Vermont Education Health Initiative (VEHI) for medical benefits. VSBIT and VEHI are nonprofit corporations formed to provide insurance and risk management programs for Vermont School Districts and is owned by the participating Districts. The Trusts are not licensed insurance carriers and members are not protected by the Vermont Insurance Guaranty Association.

To provide insurance coverage, VEHI has established a self-funded fully insured program in conjunction with Blue Cross and Blue Shield (BCBS). A portion of member contributions is used to purchase reinsurance and to fund a reserve required by the reinsurance. Contributions in excess of claims requirements, reserve fund requirements, reinsurance and administrative costs are returned to participants. The pooling agreement does not permit the pool to make additional assessments to its members.

Multi-Line Intermunicipal School Program provides coverage for property; inland marine and boiler and machinery; crime; commercial general liability; automobile/garagekeepers; and educators legal liability. Annual contributions are based upon appropriate rates applicable to each member; such rates are set based on recommendations of a qualified actuary, plus a proportionate share of all operational and administrative cost including excess reinsurance premiums incurred by the trust. In the event that total contributions assessed to and made by all members result in an actual or projected financial deficit and VSBIT is unable to meet its required obligations, the program will be terminated with each member assessed their proportionate share of the deficit.

NOTE 12 - CONTINGENCIES

With regard to pending legal claims or any unasserted claims, it is not feasible at this time to predict or determine their outcome. Management believes, however, that settlement amounts, if any, will not have a material adverse effect on the School District's financial position.

The School District participates in various intergovernmental grant programs which may be subject to future program compliance audits by the grantors or their representatives. Accordingly, the School District's compliance with applicable grant requirement may be established at some future date. The amount, if any, of any liabilities arising from the disallowance of expenditures or ineligibility of grant revenues cannot be determined at this time.

BERLIN SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

NOTE 13 - RELATED ORGANIZATION

The School District has an ongoing financial responsibility to Washington Central Supervisory Union as defined in GASB 14, paragraph 71. Through Washington Central Supervisory Union's assessment process, the School District's assessment can be increased to cover a share of any prior year deficits and decreased to share in any prior year surpluses. Separate financial statements on Washington Central Supervisory Union are available from Washington Central Supervisory Union.

NOTE 14 - COMPARATIVE DATA/RECLASSIFICATIONS

Comparative total data for the prior year have been presented in selected sections of the accompanying financial statements in order to provide an understanding of the changes in the School District's financial position and operations. Also, certain amounts presented in the prior year's data have been reclassified to be consistent with the current year's presentation.

NOTE 15 - SUBSEQUENT EVENT

On July 3, 2017, the School District issued a tax/revenue anticipation note through Union Bank in anticipation of revenues to meet its operating obligations during the 2018 fiscal year. The note allows principal draws up to \$1,420,376 at 2.79% interest per annum with a maturity date of June 30, 2018.

NOTE 16 - RESTATEMENT

The beginning net position of the governmental activities was restated as of July 1, 2016 for corrections to capital assets and long-term debt balances. Capital asset balances were reduced by \$6,408 and long-term debt balances were increased by \$18,973 for a net restatement of (\$25,381). This reduced the beginning balance of the net position for governmental activities from \$848,925 to \$823,544.

### Required Supplementary Information

Required supplementary information includes financial information and disclosures that are required by the Government Accounting Standards Board but are not considered a part of the basic financial statements. Such information includes:

- Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund
- Schedule of Proportionate Share of the Net Pension Liability
- Schedule of Contributions
- Notes to Required Supplementary Information

SCHEDULE 1

BERLIN SCHOOL DISTRICT

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS  
 BUDGET AND ACTUAL - GENERAL FUND  
 FOR THE YEAR ENDED JUNE 30, 2017

|                                       | Budgeted Amounts  |                   | Actual<br>Amounts | Variance<br>Positive<br>(Negative) |
|---------------------------------------|-------------------|-------------------|-------------------|------------------------------------|
|                                       | Original          | Final             |                   |                                    |
| Budgetary Fund Balance, July 1        | \$ 290,081        | \$ 290,081        | \$ 290,081        | \$ -                               |
| Resources (Inflows):                  |                   |                   |                   |                                    |
| Intergovernmental:                    |                   |                   |                   |                                    |
| State/Town support                    | 2,796,882         | 2,796,882         | 2,796,882         | -                                  |
| Other                                 | 550,689           | 550,689           | 658,950           | 108,261                            |
| Interest income                       | 30,305            | 30,305            | 45,173            | 14,868                             |
| Miscellaneous                         | 3,000             | 3,000             | 34,161            | 31,161                             |
| Transfers from other funds            | -                 | -                 | -                 | -                                  |
| Amounts Available for Appropriation   | <u>3,670,957</u>  | <u>3,670,957</u>  | <u>3,825,247</u>  | <u>154,290</u>                     |
| Charges to Appropriations (Outflows): |                   |                   |                   |                                    |
| Direct services                       | 2,093,689         | 2,093,689         | 2,285,593         | (191,904)                          |
| Support services:                     |                   |                   |                   |                                    |
| Student services                      | 174,649           | 174,649           | 158,631           | 16,018                             |
| Instructional staff services          | 207,858           | 207,858           | 218,318           | (10,460)                           |
| General administrative services       | 60,920            | 60,920            | 64,778            | (3,858)                            |
| Area administrative services          | 218,733           | 218,733           | 212,910           | 5,823                              |
| Fiscal services                       | 87,002            | 87,002            | 84,920            | 2,082                              |
| Operations and maintenance            | 337,760           | 337,760           | 267,088           | 70,672                             |
| Transportation                        | 123,265           | 123,265           | 124,195           | (930)                              |
| Debt service:                         |                   |                   |                   |                                    |
| Principal                             | 26,000            | 26,000            | 26,000            | -                                  |
| Interest                              | 11,000            | 11,000            | 5,014             | 5,986                              |
| Transfers to other funds              | 40,000            | 40,000            | 90,000            | (50,000)                           |
| Total Charges to Appropriations       | <u>3,380,876</u>  | <u>3,380,876</u>  | <u>3,537,447</u>  | <u>(156,571)</u>                   |
| Budgetary Fund Balance, June 30       | <u>\$ 290,081</u> | <u>\$ 290,081</u> | <u>\$ 287,800</u> | <u>\$ (2,281)</u>                  |

See accompanying independent auditors' report and notes to financial statements.

SCHEDULE 2

BERLIN SCHOOL DISTRICT

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY  
LAST 10 FISCAL YEARS\*

|                                                                                                  | <u>2017</u>         | <u>2016</u>         | <u>2015</u>         | <u>2014</u>         |
|--------------------------------------------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <u>VSTRS:</u>                                                                                    |                     |                     |                     |                     |
| Proportion of the net pension liability                                                          | 0.18%               | 0.19%               | 0.23%               | 0.23%               |
| District's proportionate share of the net pension liability                                      | \$ -                | \$ -                | \$ -                | \$ -                |
| State's proportionate share of the net pension liability associated with the District            | <u>2,321,970</u>    | <u>2,233,759</u>    | <u>2,164,564</u>    | <u>\$ 2,315,704</u> |
| Total                                                                                            | <u>\$ 2,321,970</u> | <u>\$ 2,233,759</u> | <u>\$ 2,164,564</u> | <u>\$ 2,315,704</u> |
| Covered-employee payroll                                                                         | \$ 1,148,637        | \$ 1,049,963        | \$ 1,280,207        | \$ 1,290,975        |
| Proportionate share of the net pension liability as a percentage of its covered-employee payroll | 0.00%               | 0.00%               | 0.00%               | 0.00%               |
| Plan fiduciary net position as a percentage of the total pension liability                       | 55.31%              | 58.22%              | 64.02%              | 60.59%              |

\* The amounts presented for each fiscal year were determined as of June 30, and are for those years for which information is available.

See accompanying independent auditors' report and notes to financial statements.

SCHEDULE 3

BERLIN SCHOOL DISTRICT  
 SCHEDULE OF CONTRIBUTIONS  
 LAST 10 FISCAL YEARS\*

|                                                                      | <u>2017</u>  | <u>2016</u>  | <u>2015</u>  | <u>2014</u>  |
|----------------------------------------------------------------------|--------------|--------------|--------------|--------------|
| <u>VSTRS:</u>                                                        |              |              |              |              |
| Contractually required contribution                                  | \$ -         | \$ -         | \$ -         | \$ -         |
| Contributions in relation to the contractually required contribution | <u>-</u>     | <u>-</u>     | <u>-</u>     | <u>-</u>     |
| Contribution deficiency (excess)                                     | <u>\$ -</u>  | <u>\$ -</u>  | <u>\$ -</u>  | <u>\$ -</u>  |
| Covered-employee payroll                                             | \$ 1,241,824 | \$ 1,148,637 | \$ 1,049,963 | \$ 1,280,207 |
| Contributions as a percentage of covered-employee payroll            | 0.00%        | 0.00%        | 0.00%        | 0.00%        |

\* The amounts presented for each fiscal year are for those years for which information is available.

See accompanying independent auditors' report and notes to financial statements.

BERLIN SCHOOL DISTRICT  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2017

**Changes of Assumptions**

The actuarial assumptions regarding the incidence of mortality, terminations, retirements, and disabilities were changed in accordance with the findings of an experience study covering the five-year period ending June 30, 2014 for VSTRS and VMERS plans.

See accompanying independent auditors' report and notes to financial statements.

### Other Supplementary Information

Other supplementary information includes financial statements and schedules not required by the Government Accounting Standards Board, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

- Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues
- Schedule of Departmental Operations - General Fund
- Schedule of General Capital Assets by Function
- Schedule of Changes in General Capital Assets by Function

## BERLIN SCHOOL DISTRICT

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS  
 BUDGET AND ACTUAL - GENERAL FUND REVENUES  
 FOR THE YEAR ENDED JUNE 30, 2017

|                                     | Original<br>Budget  | Final<br>Budget     | Actual<br>Amounts   | Variance<br>Positive<br>(Negative) |
|-------------------------------------|---------------------|---------------------|---------------------|------------------------------------|
| Resources (Inflows):                |                     |                     |                     |                                    |
| Intergovernmental revenues:         |                     |                     |                     |                                    |
| Education spending grant            | \$ 2,796,882        | \$ 2,796,882        | \$ 2,796,882        | \$ -                               |
| Transportation aid                  | 52,639              | 52,639              | 51,597              | (1,042)                            |
| Mainstream block grant              | 64,997              | 64,997              | 64,997              | -                                  |
| Special education reimbursement     | 365,754             | 365,754             | 389,784             | 24,030                             |
| Extraordinary reimbursement         | 34,157              | 34,157              | 107,798             | 73,641                             |
| E-rate                              | 4,700               | 4,700               | 16,332              | 11,632                             |
| Essential early education           | 28,442              | 28,442              | 28,442              | -                                  |
| Interest income                     | 30,305              | 30,305              | 45,173              | 14,868                             |
| Miscellaneous:                      |                     |                     |                     |                                    |
| Case management                     | -                   | -                   | 21,710              | 21,710                             |
| Other receipts                      | 3,000               | 3,000               | 12,451              | 9,451                              |
| Transfers in                        | -                   | -                   | -                   | -                                  |
| Amounts Available for Appropriation | <u>\$ 3,380,876</u> | <u>\$ 3,380,876</u> | <u>\$ 3,535,166</u> | <u>\$ 154,290</u>                  |

See accompanying independent auditors' report and notes to financial statements.

SCHEDULE B

BERLIN SCHOOL DISTRICT

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2017

|                                        | Original<br>Budget | Final<br>Budget  | Actual           | Variance<br>Positive<br>(Negative) |
|----------------------------------------|--------------------|------------------|------------------|------------------------------------|
| <b>Direct services -</b>               |                    |                  |                  |                                    |
| Instructional services                 |                    |                  |                  |                                    |
| Salaries                               | \$ 832,638         | \$ 832,638       | \$ 840,048       | \$ (7,410)                         |
| Benefits                               | 272,446            | 272,446          | 269,440          | 3,006                              |
| Professional services                  | 5,000              | 5,000            | 33,141           | (28,141)                           |
| Repairs and maintenance                | -                  | -                | 359              | (359)                              |
| General supplies                       | 27,925             | 27,925           | 25,619           | 2,306                              |
| Books and periodicals                  | 9,535              | 9,535            | 4,576            | 4,959                              |
| Equipment                              | -                  | -                | 15,205           | (15,205)                           |
| Dues and fees                          | -                  | -                | 359              | (359)                              |
| Preschool program                      |                    |                  |                  |                                    |
| Salaries                               | 56,286             | 56,286           | 58,158           | (1,872)                            |
| Benefits                               | 18,217             | 18,217           | 34,859           | (16,642)                           |
| Tuition                                | 33,296             | 33,296           | 18,549           | 14,747                             |
| General supplies                       | 900                | 900              | 274              | 626                                |
| Special education                      |                    |                  |                  |                                    |
| Salaries                               | 168,407            | 168,407          | 181,674          | (13,267)                           |
| Benefits                               | 76,318             | 76,318           | 66,761           | 9,557                              |
| Other professional services            | -                  | -                | 2,416            | (2,416)                            |
| SU assessments                         |                    |                  |                  |                                    |
| SU shared services - special education | 508,892            | 508,892          | 648,651          | (139,759)                          |
| SU services - special education        | 64,404             | 64,404           | 64,404           | -                                  |
| SU services - EEE program              | 9,252              | 9,252            | 9,252            | -                                  |
| English language learner               | 10,173             | 10,173           | 11,848           | (1,675)                            |
|                                        | <u>2,093,689</u>   | <u>2,093,689</u> | <u>2,285,593</u> | <u>(191,904)</u>                   |
| <b>Support services -</b>              |                    |                  |                  |                                    |
| Students -                             |                    |                  |                  |                                    |
| Guidance services                      |                    |                  |                  |                                    |
| Salaries                               | 64,292             | 64,292           | 64,695           | (403)                              |
| Benefits                               | 27,755             | 27,755           | 27,992           | (237)                              |
| General supplies                       | 100                | 100              | 105              | (5)                                |
| Books and periodicals                  | 150                | 150              | -                | 150                                |
| Health services                        |                    |                  |                  |                                    |
| Salaries                               | 57,308             | 57,308           | 57,334           | (26)                               |
| Benefits                               | 22,991             | 22,991           | 7,208            | 15,783                             |
| Repairs and maintenance                | -                  | -                | 199              | (199)                              |
| General supplies                       | 1,965              | 1,965            | 1,098            | 867                                |
| Books and periodicals                  | 88                 | 88               | -                | 88                                 |
|                                        | <u>174,649</u>     | <u>174,649</u>   | <u>158,631</u>   | <u>16,018</u>                      |

SCHEDULE B (CONTINUED)  
BERLIN SCHOOL DISTRICT

SCHEDULE OF DEPARTMENTAL OPERATIONS – GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2017

|                                       | Original<br>Budget | Final<br>Budget | Actual         | Variance<br>Positive<br>(Negative) |
|---------------------------------------|--------------------|-----------------|----------------|------------------------------------|
| <b>Support services (continued) -</b> |                    |                 |                |                                    |
| Instructional staff -                 |                    |                 |                |                                    |
| Curriculum assessment                 | 19,218             | 19,218          | 19,218         | -                                  |
| Library services                      |                    |                 |                |                                    |
| Salaries                              | 38,089             | 38,089          | 37,973         | 116                                |
| Benefits                              | 5,046              | 5,046           | 3,882          | 1,164                              |
| General supplies                      | 435                | 435             | 974            | (539)                              |
| Books and periodicals                 | 4,750              | 4,750           | 5,752          | (1,002)                            |
| Computer software                     | -                  | -               | 427            | (427)                              |
| Technology services                   |                    |                 |                |                                    |
| Salaries                              | 22,339             | 22,339          | 22,885         | (546)                              |
| Benefits                              | 2,420              | 2,420           | 2,239          | 181                                |
| Other professional services           | 2,100              | 2,100           | -              | 2,100                              |
| SU services                           | 45,657             | 45,657          | 45,657         | -                                  |
| Repairs and maintenance               | 1,000              | 1,000           | 2,231          | (1,231)                            |
| Rental and leases - copier            | 5,000              | 5,000           | 4,767          | 233                                |
| Communications                        | 13,500             | 13,500          | 18,575         | (5,075)                            |
| General supplies                      | 5,000              | 5,000           | 5,382          | (382)                              |
| Computer software                     | 13,554             | 13,554          | 16,949         | (3,395)                            |
| Equipment                             | 29,750             | 29,750          | 31,407         | (1,657)                            |
|                                       | <u>207,858</u>     | <u>207,858</u>  | <u>218,318</u> | <u>(10,460)</u>                    |
| General administration -              |                    |                 |                |                                    |
| Board of Education                    |                    |                 |                |                                    |
| Salaries                              | 751                | 751             | 1,536          | (785)                              |
| Benefits                              | 58                 | 58              | 166            | (108)                              |
| Other professional services           | -                  | -               | 1,283          | (1,283)                            |
| Legal services                        | 1,500              | 1,500           | 2,791          | (1,291)                            |
| Advertising                           | 2,000              | 2,000           | 2,710          | (710)                              |
| Travel                                | 100                | 100             | -              | 100                                |
| General supplies                      | 400                | 400             | 166            | 234                                |
| Dues and fees                         | 1,750              | 1,750           | 1,765          | (15)                               |
| Office of the superintendent          | 54,361             | 54,361          | 54,361         | -                                  |
|                                       | <u>60,920</u>      | <u>60,920</u>   | <u>64,778</u>  | <u>(3,858)</u>                     |
| Area administration -                 |                    |                 |                |                                    |
| Office of the principal               |                    |                 |                |                                    |
| Salaries                              | 151,644            | 151,644         | 146,570        | 5,074                              |
| Benefits                              | 58,664             | 58,664          | 58,827         | (163)                              |
| Repairs and maintenance               | 1,000              | 1,000           | -              | 1,000                              |
| Communications/postage                | 2,500              | 2,500           | 3,764          | (1,264)                            |
| Travel                                | 400                | 400             | 279            | 121                                |
| General supplies                      | 4,000              | 4,000           | 3,046          | 954                                |
| Books and periodicals                 | -                  | -               | 44             | (44)                               |
| Dues and fees                         | 525                | 525             | 380            | 145                                |
|                                       | <u>218,733</u>     | <u>218,733</u>  | <u>212,910</u> | <u>5,823</u>                       |

SCHEDULE B (CONTINUED)  
BERLIN SCHOOL DISTRICT

SCHEDULE OF DEPARTMENTAL OPERATIONS – GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2017

|                                      | Original<br>Budget  | Final<br>Budget     | Actual              | Variance<br>Positive<br>(Negative) |
|--------------------------------------|---------------------|---------------------|---------------------|------------------------------------|
| <b>Fiscal services -</b>             |                     |                     |                     |                                    |
| Supervisory union services           | 42,147              | 42,147              | 42,147              | -                                  |
| Interest expense                     | 40,305              | 40,305              | 38,223              | 2,082                              |
| Audit services                       | 4,550               | 4,550               | 4,550               | -                                  |
|                                      | <u>87,002</u>       | <u>87,002</u>       | <u>84,920</u>       | <u>2,082</u>                       |
| <b>Operations and maintenance -</b>  |                     |                     |                     |                                    |
| Salaries                             | 120,253             | 120,253             | 109,578             | 10,675                             |
| Benefits                             | 54,857              | 54,857              | 41,929              | 12,928                             |
| SU shared services asbestos          | 1,000               | 1,000               | 1,163               | (163)                              |
| Shared SU services - U32             | -                   | -                   | 1,731               | (1,731)                            |
| Water and sewer                      | 7,500               | 7,500               | 7,375               | 125                                |
| Disposal services                    | 2,650               | 2,650               | 3,346               | (696)                              |
| Snow plowing services                | 3,200               | 3,200               | 5,691               | (2,491)                            |
| Repairs and maintenance              | 26,000              | 26,000              | 20,274              | 5,726                              |
| Insurance                            | 9,500               | 9,500               | 9,389               | 111                                |
| Travel                               | 800                 | 800                 | 126                 | 674                                |
| General supplies                     | 10,000              | 10,000              | 10,397              | (397)                              |
| Energy                               | 98,000              | 98,000              | 56,089              | 41,911                             |
| Equipment                            | 4,000               | 4,000               | -                   | 4,000                              |
|                                      | <u>337,760</u>      | <u>337,760</u>      | <u>267,088</u>      | <u>70,672</u>                      |
| <b>Transportation -</b>              |                     |                     |                     |                                    |
| Shared SU services                   | 120,265             | 120,265             | 120,265             | -                                  |
| Student transportation services      | -                   | -                   | 628                 | (628)                              |
| Student transportation - field trips | 3,000               | 3,000               | 3,302               | (302)                              |
|                                      | <u>123,265</u>      | <u>123,265</u>      | <u>124,195</u>      | <u>(930)</u>                       |
| <b>Debt service -</b>                |                     |                     |                     |                                    |
| Principal                            | 26,000              | 26,000              | 26,000              | -                                  |
| Interest                             | 11,000              | 11,000              | 5,014               | 5,986                              |
|                                      | <u>37,000</u>       | <u>37,000</u>       | <u>31,014</u>       | <u>5,986</u>                       |
| <b>Transfers to other funds -</b>    |                     |                     |                     |                                    |
| Food service fund                    | 40,000              | 40,000              | 40,000              | -                                  |
| Capital projects funds               | -                   | -                   | 50,000              | (50,000)                           |
|                                      | <u>40,000</u>       | <u>40,000</u>       | <u>90,000</u>       | <u>(50,000)</u>                    |
| <b>TOTAL DEPARTMENTAL OPERATIONS</b> | <u>\$ 3,380,876</u> | <u>\$ 3,380,876</u> | <u>\$ 3,537,447</u> | <u>\$ (156,571)</u>                |

See accompanying independent auditors' report and notes to financial statements.

### General Capital Assets

General capital assets are those assets related to activities reported in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net position.

## SCHEDULE C

## BERLIN SCHOOL DISTRICT

SCHEDULE OF GENERAL CAPITAL ASSETS BY FUNCTION  
JUNE 30, 2017

|                                     | Land and<br>Non-depreciable<br>Assets | Buildings,<br>Building Improvements<br>& Land Improvements | Furniture,<br>Fixtures,<br>Equipment<br>& Vehicles | Infrastructure   | Total               |
|-------------------------------------|---------------------------------------|------------------------------------------------------------|----------------------------------------------------|------------------|---------------------|
| Direct Services                     | \$ -                                  | \$ 1,069,256                                               | \$ 139,545                                         | \$ -             | \$ 1,208,801        |
| S.S. - Students                     | -                                     | 55,534                                                     | -                                                  | -                | 55,534              |
| S.S. - Staff                        | -                                     | 104,588                                                    | 42,851                                             | -                | 147,439             |
| S.S. - Area Adm                     | -                                     | 12,886                                                     | -                                                  | -                | 12,886              |
| Operations & Maintenance            | 437,086                               | 243,276                                                    | 66,775                                             | 88,324           | 835,461             |
| Food Service                        | -                                     | 24,588                                                     | 33,560                                             | -                | 58,148              |
| <b>Total General Capital Assets</b> | <b>437,086</b>                        | <b>1,510,128</b>                                           | <b>282,731</b>                                     | <b>88,324</b>    | <b>2,318,269</b>    |
| Less: Accumulated Depreciation      | -                                     | (717,622)                                                  | (173,082)                                          | (3,533)          | (894,237)           |
| <b>Net General Capital Assets</b>   | <b>\$ 437,086</b>                     | <b>\$ 792,506</b>                                          | <b>\$ 109,649</b>                                  | <b>\$ 84,791</b> | <b>\$ 1,424,032</b> |

See accompanying independent auditors' report and notes to financial statements.

SCHEDULE D

BERLIN SCHOOL DISTRICT

SCHEDULE OF CHANGES IN GENERAL CAPITAL ASSETS BY FUNCTION  
FOR THE YEAR ENDED JUNE 30, 2017

|                                       | General<br>Capital<br>Assets<br>7/1/16<br>(Restated) | Additions         | Deletions   | General<br>Capital<br>Assets<br>6/30/17 |
|---------------------------------------|------------------------------------------------------|-------------------|-------------|-----------------------------------------|
| Direct Services                       | \$ 1,194,123                                         | \$ 14,678         | \$ -        | \$ 1,208,801                            |
| S.S. - Students                       | 55,534                                               | -                 | -           | 55,534                                  |
| S.S. - Staff                          | 147,439                                              | -                 | -           | 147,439                                 |
| S.S. - Area Adm                       | 12,886                                               | -                 | -           | 12,886                                  |
| Operations & Maintenance              | 183,247                                              | 652,214           | -           | 835,461                                 |
| Food Service                          | 58,148                                               | -                 | -           | 58,148                                  |
| <b>Total General Capital Assets</b>   | <b>1,651,377</b>                                     | <b>666,892</b>    | <b>-</b>    | <b>2,318,269</b>                        |
| <b>Less: Accumulated Depreciation</b> | <b>(841,657)</b>                                     | <b>(52,580)</b>   | <b>-</b>    | <b>(894,237)</b>                        |
| <b>Net General Capital Assets</b>     | <b>\$ 809,720</b>                                    | <b>\$ 614,312</b> | <b>\$ -</b> | <b>\$ 1,424,032</b>                     |

See accompanying independent auditors' report and notes to financial statements.



***Proven Expertise and Integrity***

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
Berlin School District  
Montpelier, Vermont

We have audited, in accordance with the 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, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Berlin School District as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Berlin School District's basic financial statements, and have issued our report thereon dated November 3, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Berlin School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Berlin School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Berlin School District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Berlin School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 or other matters that are required to be reported under *Government Auditing Standards*.

#### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*RHR Smith & Company*

Buxton, Maine  
Vermont Registration No. 092.0000697  
November 3, 2017



*Proven Expertise and Integrity*

November 3, 2017

Board of Directors  
Berlin School District  
Montpelier, Vermont

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Berlin School District for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 6, 2017. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Findings**

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Berlin School District are described in Note 1 of Notes to Financial Statements. We noted no transactions entered into by Berlin School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the governmental activities and general fund, information of the Berlin School District's financial statements was (were):

- Allowance for uncollectible accounts
- Depreciation expense which is based on the estimated useful lives of capital assets

Management's process for determining the above estimates is based on firm concepts and reasonable assumptions of both historical and future events. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are of particular importance because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are reflected in the deposits and investments, capital assets, long-term liabilities and fund balance footnotes.

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*Qualitative Aspects of Accounting Practices (Continued)*

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not identify or propose any adjustments of misstatements as a result of audit procedures that were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 11, 2017.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Berlin School District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Berlin School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

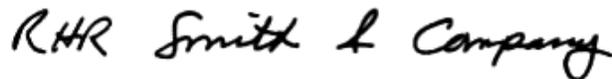
We applied certain limited procedures to the Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining financial statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the School Board and management of Berlin School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very Best,

A handwritten signature in cursive script that reads "RHR Smith & Company".

RHR Smith & Company, CPAs