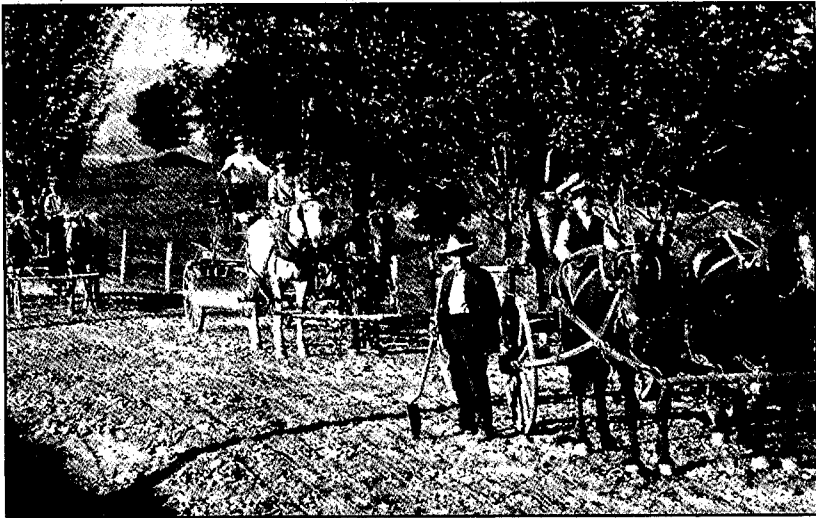


TOWN OF  
**B E R L I N**  
VERMONT

**2004 ANNUAL REPORT**



*Berlin road crew and horses, date unknown*

**PLEASE BRING THIS REPORT  
WITH YOU TO TOWN MEETING  
AT BERLIN ELEMENTARY SCHOOL**

**MARCH 1, 2005**

**BERLIN TOWN OFFICE  
108 SHED ROAD  
BERLIN, VERMONT 05602**

**TOWN PHONE NUMBERS**

Town Clerk .....	229-9298
Treasurer .....	229-9380
Delinquent Tax Collector .....	229-9380
Assessor's Office .....	229-4880
Fax: Town Clerk/Treas/Tax Collector/Assessor .....	229-9530
Town Administrator .....	223-4405
Fax: Town Administrator .....	223-4404
Zoning Administrator .....	229-2529
Sewer Commission Assistant .....	229-0320
Road Superintendent, Town Garage .....	223-7337
Health Officer .....	229-2529
Berlin Elementary School .....	223-2796
Union High School #32 .....	229-0321
Washington Central Supervisory Office .....	229-0553

**Police Department**

Police Emergency .....	911 or 223-4400
Other Business .....	223-4401

**Fire Department**

Fire Emergency .....	911 or 223-5555
Other Business, Station #1 .....	223-5531

**Visit our Website**

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



## Dedication

This year we dedicate the Town Report to

### RUTH TOWNE

Ruth became a Berlin resident in 1950. Her record of public service to the town of Berlin started when she ran for the Union 32 School Board as one of two Berlin representatives. She served for four three-year terms, which included two years as Chairwoman of the Board of Directors.

Following the retirement of Representative Norbert Towne, Ruth ran for his seat and served for 13 terms (26 years). She served 5 (10 years) terms as representative from the Berlin/Montpelier district. She served 5 (10 years) terms as representative in the Berlin/Barre district. In 2002 she again served a two year term in a Berlin/Barre single member district. Ruth served Berlin for 20 years as moderator. She also served 12 years on the Central Vermont Regional Planning Commission as an appointee of the Select Board. She served 8 years on the Berlin Planning Commission.

Ruth has 2 sons, Owen and Bradley, and 3 grandchildren, Nathan, Bethany, and Nicholas.

**We thank Ruth for her many years of service.**

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**TOWN OF BERLIN, VERMONT  
WARNING AND NOTICE  
ANNUAL TOWN MEETING**

The legal voters of the Town of Berlin are hereby warned and notified to meet at 10:00 a.m. at the Berlin Elementary School on Tuesday, March 1, 2005 to vote on the following articles. Articles 1 through 23 shall be voted by Australian ballot. The polls will open at 10:00 a.m. and close at 7:00 p.m. A pre-town meeting to discuss all articles to be voted by Australian ballot is scheduled for 7:00 p.m. on Monday, February 28, 2005 at the town's municipal offices at 108 Shed Road.

The deadline for submitting voter registration applications for this annual meeting is 12:00 noon on Monday, February 21, 2005. Absentee ballots may be obtained by a voter by contacting the town clerk (229-9298) at any time until 5:00 p.m. on Monday, February 28, 2005. Voters wishing to vote by mail 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;
  - One (1) Town Clerk for a three (3) year term;
  - One (1) Town Treasurer/Collector of Current and Delinquent Taxes for a one (1) year term;
  - One (1) Lister for a three (3) year term;
  - One (1) Auditor for a three (3) year term;
  - One (1) Auditor to fill the remaining two years of a three (3) year term;
  - One (1) Auditor to fill the remaining year of a three (3) year term;
  - One (1) Grand Juror for a one (1) year term;
  - One (1) Constable for a one (1) year term;
  - One (1) Town Agent for a one (1) year term;
- Article 2:** Shall the bonds of the Town of Berlin, in the amount not to exceed \$983,258.00 be issued for the purpose of constructing improvements and renovations to the Town's municipal office building, including the police department, vault and emergency operations center?
- Article 3:** Shall the Town appropriate \$93,875.00 to the Berlin Volunteer Fire Department for payment of current expenses from July 1, 2005 through June 30, 2006?
- Article 4:** Shall the voters approve the proposed 2005 amendments to the Berlin Town Charter?

A summary of the proposed amendments follows: an official copy of the proposed amendments is available for inspection at the town clerk's office and copies shall be made available to members of the public upon request:

§ 105-42 and § 105-44: **Terms of elective officers and zoning administrator** Adds or modifies terms of various elected town officers; abolishes office of grand juror and town agent; adopts a three year term for the zoning administrator.

§ 105-101: **Adoption of Administrative Code; Delineation of Powers** Eliminates the requirement of adoption of an administrative code; section amended to include provisions which further delineate the powers of the Selectboard, the Sewer Commission and the voters, allocating to the voters authority over issues of statewide or national significance and, by petition, the authority to vote to adopt ordinances through a town meeting article.

§105-62: **Conflict of Interest** Refines the prohibition against expressing opinions about issues before a vote to clearly apply to exercises of quasi-judicial decision-making, such as zoning, some highway decisions, and tax appeals.

- Article 5:** Shall the town appropriate \$3000.00 to the Berlin Conservation Fund?
- Article 6:** Shall the town appropriate \$2,000.00 to the Central Vermont Council on Aging?
- Article 7:** Shall the town appropriate \$3,500.00 to the Central Vermont Home Health and Hospice, Inc.?
- Article 8:** Shall the town appropriate \$4,500.00 to Kellogg-Hubbard Library for its operating budget?
- Article 9:** Shall the town appropriate \$1,750.00 to Green Mountain Transit Agency?
- Article 10:** Shall the town appropriate \$975.00 to the Battered Women's Services and Shelter?
- Article 11:** Shall the town appropriate \$1,200.00 to Central Vermont Adult Basic Education, Inc.?
- Article 12:** Shall the town appropriate \$500.00 to the Central Vermont Community Action Council?
- Article 13:** Shall the town appropriate \$500.00 to the Montpelier Senior Activities Center?

- Article 14:** Shall the town appropriate \$500.00 to the People's Health & Wellness Clinic?
- Article 15:** Shall the town appropriate \$500.00 to the Vermont Association for the Blind and Visually Impaired?
- Article 16:** Shall the town appropriate \$500.00 to the Washington County Youth Services Bureau?
- Article 17:** Shall the town appropriate \$200.00 to U-32 Project Graduation?
- Article 18:** Shall the town appropriate \$200.00 to the Retired Senior Volunteer Program?
- Article 19:** Shall the town appropriate \$150.00 to Green Up Vermont?
- Article 20:** Shall the town appropriate \$250.00 to Washington County Diversion Program?
- Article 21:** Shall the town appropriate \$500.00 to Central Vermont Crime Stoppers?
- Article 22:** Shall the town appropriate \$355.00 to the Vermont Center for Independent Living?
- Article 23:** Shall the town appropriate \$250.00 to the Berlin Community Connections Program?

The following articles will be voted at the traditional Town Meeting, beginning at 10:00 a.m. on Tuesday, March 1, 2005:

- Article 24:** To elect a Town Moderator for the year ensuing.
- Article 25:** To hear the reports of the town officers for 2004.
- Article 26:** Shall the Town appropriate \$2,001,329.00 for necessary Town expenses for the period July 1, 2005 through June 30, 2006?
- Article 27:** Shall the Town collect its real and personal property taxes, to defray the expenses of the town for the period July 1, 2005 through June 30, 2006 in installments, one-fourth of the taxes due, by delivery or by U.S. mail postmark, on or before August 15, 2005, one-fourth of the taxes due on November 15, 2005, one-fourth of the taxes due on February 15, 2006 and one-fourth due on May 15, 2006, 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 28:** Shall the town authorize the Selectboard to borrow money in anticipation of taxes for the payment of authorized expenditures as required?
- Article 29:** Shall the town authorize the Selectboard, after consultation with the town auditors, to employ certified public accountants to audit the town records and prepare statements for the town report?
- Article 30:** To discuss any other business which may legally come before the meeting.

Dated at Berlin, Vermont this 17th day of January, 2005.

**TOWN OF BERLIN SELECTBOARD**

Otto Kinzel, Chair  
Bradley Towne  
A. Michael Pitonyak  
Donald Blanchette  
Katherine Langlois

Received for posting and recording this 21st day of January, 2005.

Rosemary Morse  
Attest:  
Rosemary Morse, Town Clerk

*June 24th, 1903 Berlin Pond closed for bathing  
and swimming per order of the State Board of  
Health*

**BERLIN TOWN OFFICERS**

**Term  
Expires**

MODERATOR, Paul Gillies.....	2005
TOWN CLERK, Rosemary Morse.....	2005
TOWN TREASURER/DELINQUENT TAX COLLECTOR, Patti Lewis .....	2005

**SELECT BOARD**

Meetings on the 1st & 3rd Mondays of the Month

Otto Kinzel, Chair.....	2005
Donald Blanchette,Vice Chair.....	2006
Kitty Langlois.....	2005
A. Michael Pitonyak, Secretary.....	2005
Brad Towne.....	2007

**BERLIN ELEMENTARY SCHOOL DIRECTORS**

Meetings on the 2nd & 4th Mondays of the Month

Linda C. Beaupre, Chair .....	2006
Linda Couture .....	2005
Cyndi Johnson.....	2005
Michael A. Stridsberg .....	2006
James Catone .....	2007

**UNION 32 HIGH SCHOOL DIRECTORS**

Meetings on the 2nd & 4th Wednesdays of the Month

Thomas R. Williams.....	2005
Mark Berry.....	2006

**LISTERS**

Michael Domingue, Chair.....	2005
Carol FitzPatrick.....	2006
Maurice Willard .....	2007

**AUDITORS**

Marc Metayer, Appointed .....	2005
Roberta Haskin, Appointed .....	2005
Paul Irons, Appointed .....	2005

CONSTABLE, William Jennings .....	2005
-----------------------------------	------

GRAND JUROR, William Jennings.....	2005
------------------------------------	------

APPOINTED

Term  
Expires

BOARD OF SEWER COMMISSIONERS

Meetings on the 2nd & 4th Mondays of the Month

Rob Allen, Chair.....	2005
Henry LaGue, Jr. ....	2005
Norbert Rhinerson.....	2005
Dana Marineau .....	2006
James Hartson.....	2007
ASSISTANT TO BOARD OF SEWER COMMISSIONERS.....	Brian Binaghi

PLANNING COMMISSION

John Hurley .....	2005
Henry LaGue, Jr.....	2006
Kerry Kelley .....	2005
Marilyn Miller, Chair .....	2005
Susan Rich .....	2005
Carl Parton, Vice Chair.....	2007
Jim Hartson .....	2005
Joshua Nicosia, Recording Secretary	

DEVELOPMENT REVIEW BOARD

Robert Wernecke, Chairman.....	2006
Randy Loso, Vice Chair .....	2006
Stevan Parks.....	2006
Shirley Fortier, Alternate .....	2007
John Hurley .....	2006
Robert Manely, Alternate .....	2005
Carla Preston, Recording Secretary	

ZONING ADMINISTRATOR .....	Joshua Nicosia
ROAD SUPERINTENDENT .....	Richard Tetreault
SERVICE OFFICER.....	Susan Rich
FIRE WARDEN .....	Peter Noyes
HEALTH OFFICER .....	Joshua Nicosia
DEPUTY HEALTH OFFICER.....	Raymond Tanguay
POLICE CHIEF.....	William Jennings

GREEN MOUNTAIN TRANSIT AGENCY

Berlin Representative  
Kitty Langlois, Resigned  
Michael Dominique, Alternate

APPOINTED

	Term Expires
CENTRAL VERMONT SOLID WASTE MANAGEMENT	
John Hurley, Town Representative .....	2005
CENTRAL VERMONT REGIONAL PLANNING COMMISSION	
Marilyn Miller, Town Representative.....	2005
Susan Rich, Alternate .....	2005
CENTRAL VERMONT REGIONAL PLANNING TAC	
Robert Wernecke.....	2005
TREE WARDENS	
Beth Daut, Tree Warden .....	2005
Dave Daut, Deputy Tree Warden .....	2005
VERMONT EMERGENCY MANAGEMENT DIRECTOR (STATE)	
Albie Lewis	
CONSERVATION/RECREATION	
Andrea Chandler, Chair	
Ellen Sulek	
Richard Turner	
Nat Shambaugh	
Tom Willard	
Margaret Lessard	
Beth Daut	
Jenn Ingersoll	
Andrew Wellman	
Ellen Drysdale	
John Hurley	
CEMETERY COMMISSION	
Norb Rhinerson	
Greg DuBois	
Randy Herring	
Richard Turner	
Walter Wells	
Henry LaGue, Jr.	
Dana Marineau	
Normand Desrochers – Caretaker	
WATER SUPPLY COMMITTEE	
Meetings on the 2nd and 4th Tuesdays of the Month	
Dan Bagalio	
Lester Toby	
Albie Lewis	
A. Michael Pitonyak	
Otto Kinzel	
Paul Irons, Chair	
Rob Halpert	
Henry LaGue, Jr.	
Larry Spargo	

**JUSTICES OF THE PEACE**

Dorothy Hartman  
1759 Paine Turnpike N.  
Berlin, VT 05602  
802-223-2800

Muriel Morse  
3939 VT Rt 12  
Berlin, VT 05602  
802-223-3670

Shawn Bryan, Chair  
573 Junction Road  
Berlin, VT 05602  
802-223-2027

Grace Rose  
1501 Paine Tpke, N  
Berlin, VT 05602  
802-223-6248

Eleanor Collier  
1011 Scott Hill Rd -Berlin  
Barre, VT 05641  
802-223-3058

John Fitzhugh  
1655 West Hill Road  
West Berlin, VT 05663  
802-229-1733

Katherine Langlois  
376 Hill Street Ext.  
Berlin, VT 05602  
802-223-2432

Robert Lucenti  
1107 Chase Brook Road  
Berlin, VT 05602  
802-223-6905

William Jennings  
1076 Chandler Road  
W. Berlin, VT 05663  
802-229-5867

Kathleen Pelletier  
1815 Paine Turnpike N.  
Berlin, VT 05602  
802-229-0498

## AUDITORS' REPORT

Once again the Town Report reflects the fiscal year end June 30, 2004 and for some reports, the calendar year end December 31, 2004. This is an effort to provide relevant and helpful information.

It was a year of transition with a new treasurer and some new select board members.

Financial information is being provided to the board on a monthly basis utilizing the NEMRC software the town invested in two years ago. There have been 3 auditors the past year and we tried to meet monthly to review the financial reports. We compared the budget to actual expense report and made inquiries as necessary. We reviewed the bank statements. The new computer that immediately posts property tax payments to the proper accounts was installed and has increased speed and accuracy. Overall financial accountability has improved.

All auditors recommended the board employ the services of a professional, independent auditor. The audit was completed during the fall and is part of the Town Report. New this year is a Management's Discussion and Analysis which provides important information. Please take a minute to review it. The scope of the professional audit is broader and more in-depth than we could accomplish in a monthly meeting, therefore we place reliance on this report as a complete picture of the town's financial standing.

All three auditors are not seeking re-election so if anyone is interested please see our town administrator, Ray Tanguay or approach a select board member. If anyone wishes to fill this position we would be happy to help him or her.

Respectfully submitted,  
Roberta Haskin  
Marc Metayer  
Paul Irons

*January 11th, 1786 Moses Smith, third settler to move to Berlin, settles in southeast corner, thinking he has moved to Williamstown*

01/25/05  
04:25 pm

Town of Berlin General Ledger  
Current Yr Pd: 6 Year Budget Status Report  
General Fund

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Account	Budget	Actual	Budget Balance % of Budget	
BERLIN COMMUNITY FESTIVAL	0.00	-50.00	50.00	100.00%
STATE OF VERMONT				
VT Railroad Levy	1,000.00	0.00	1,000.00	0.00%
VT Highway-Summer	52,000.00	27,605.44	24,394.56	53.09%
VT Highway-Winter	48,000.00	27,444.28	20,555.72	57.18%
Total STATE OF VERMONT	101,000.00	55,049.72	45,950.28	54.50%
LICENSES & FEES				
Animal Licenses	1,500.00	272.00	1,228.00	18.13%
Mobile Home Parks	800.00	0.00	800.00	0.00%
Dev & Entertainment	1,800.00	110.00	1,690.00	6.11%
Copier	7,200.00	3,663.80	3,536.20	50.89%
Zoning	10,000.00	6,058.44	3,941.56	60.58%
Town Clerk	40,000.00	15,636.57	24,363.43	39.09%
Highway Fines	15,000.00	8,686.07	6,313.93	57.91%
Excess Weight Permits	700.00	120.00	580.00	17.14%
Peddler's Permits & Tax	300.00	467.32	-167.32	155.77%
Sewer Applications	100.00	60.00	40.00	60.00%
Marriage Licenses	0.00	15.00	-15.00	100.00%
Police/Other	2,000.00	1,272.20	727.80	63.61%
Police - Contract Wages	0.00	403.96	-403.96	100.00%
GRANT - CV REQ. PLANNING	0.00	350.00	-350.00	100.00%
Misc/Other Revenue	0.00	9.00	-9.00	100.00%
Total LICENSES & FEES	79,400.00	37,124.36	42,275.64	46.76%
Property Taxes				
Property Taxes	1,390,360.00	1,388,556.04	1,803.96	99.87%
ST OF VT CURRENT USE	9,912.00	12,934.00	-3,022.00	130.49%
PILOT REVENUE	104,295.00	12,586.00	91,709.00	12.07%
Total Property Taxes	1,504,567.00	1,414,076.04	90,490.96	93.99%
Interest				
Interest Earned Check/Sav	10,000.00	10,309.62	-309.62	103.10%
Delinquent Tax Interest	20,000.00	8,120.33	11,879.67	40.60%
Del Tax Penalties	30,000.00	15,146.12	14,853.88	50.49%
Total Interest	60,000.00	33,576.07	26,423.93	55.96%
Misc Revenue				
Water Pollution Control	3,000.00	0.00	3,000.00	0.00%
Harry's FINAL Proceeds	80,000.00	0.00	80,000.00	0.00%
Total Misc Revenue	83,000.00	0.00	83,000.00	0.00%
Total Revenues	1,827,967.00	1,539,776.19	288,190.81	84.23%

01/25/05  
04:25 pm

Town of Berlin General Ledger  
Current Yr Pd: 6 Year Budget Status Report  
General Fund

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Account	Budget	Actual	Budget Balance % of Budget
<b>GENERAL GOVERNMENT</b>			
<b>ADMINISTRATION</b>			
WAGES - CLERK	28,840.00	14,420.03	14,419.97 50.00%
WAGES - TREASURER	28,840.00	14,420.02	14,419.98 50.00%
WAGES - Auditors	1,200.00	0.00	1,200.00 0.00%
WAGES - Selectboard	3,750.00	3,750.00	0.00 100.00%
WAGES - Admin Assist	15,586.00	7,895.43	7,690.57 50.66%
WAGES - Town Administrator	42,230.00	21,115.09	21,114.91 50.00%
WAGES - Health Officer	1,133.00	0.00	1,133.00 0.00%
CLERK/TREAS - Supplies	5,000.00	2,270.78	2,729.22 45.42%
CLERK/TREAS - Training	750.00	335.68	414.32 44.76%
POSTAGE - ALL DEPTS	4,225.00	1,021.20	3,203.80 24.17%
POSTAGE METER RENTAL	0.00	72.00	-72.00 100.00%
TELEPHONE - ALL DEPTS	8,195.00	992.11	7,202.89 12.11%
CLERK/TREAS Software/Supp	2,500.00	1,663.75	836.25 66.55%
<b>Total ADMINISTRATION</b>	<b>142,249.00</b>	<b>67,956.09</b>	<b>74,292.91 47.77%</b>
<b>LISTERS</b>			
Wages - Lister	31,930.00	13,564.98	18,365.02 42.48%
LISTER - Training	500.00	0.00	500.00 0.00%
LISTER - Supplies/Support	2,300.00	1,502.95	797.05 65.35%
LISTERS - Postage	0.00	548.71	-548.71 100.00%
LISTERS - Telephone	0.00	163.55	-163.55 100.00%
LISTERS - Legal Fees	500.00	0.00	500.00 0.00%
Tax Maps	600.00	41.55	558.45 6.93%
LISTERS - Computer Expens	500.00	135.00	365.00 27.00%
LISTERS - Mileage	400.00	300.00	100.00 75.00%
Reappraisal Fund	34,912.00	0.00	34,912.00 0.00%
<b>Total LISTERS</b>	<b>71,642.00</b>	<b>16,256.74</b>	<b>55,385.26 22.69%</b>
<b>TOWN MEETINGS &amp; ELECTIONS</b>			
MEET & ELECT - Postage	0.00	12.00	-12.00 100.00%
Meeting & Elections	3,500.00	3,196.84	303.16 91.34%
Town Reports	3,000.00	0.00	3,000.00 0.00%
Advertising (Notices)	1,800.00	261.45	1,538.55 14.53%
<b>Total TOWN MEETINGS &amp; ELECT</b>	<b>8,300.00</b>	<b>3,470.29</b>	<b>4,829.71 41.81%</b>
<b>Insurances</b>			
Workers Comp - General	1,350.00	345.90	1,004.10 25.62%
Health/Life Ins - General	650.00	255.96	394.04 39.38%
FICA/MEDI Expense	14,008.00	7,222.54	6,785.46 51.56%
PUTA/SUTA Expense	100.00	37.49	62.51 37.49%
Health Ins Buy Back	15,150.00	7,990.90	7,159.10 52.75%
Pension - General	6,050.00	5,254.06	795.94 86.84%
General Insurance	10,150.00	19,352.00	-9,202.00 190.66%
<b>Total Insurances</b>	<b>47,458.00</b>	<b>40,458.85</b>	<b>6,999.15 85.25%</b>



01/25/05  
04:25 pm

Town of Berlin General Ledger  
Current Yr Pd: 6 Year Budget Status Report  
General Fund

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Account	Budget	Actual	Budget Balance % of Budget
<b>Zoning</b>			
WAGES - Zoning Administra	24,102.00	9,814.09	14,287.91 40.72%
Supplies/Mileage/Training	1,050.00	365.96	684.04 34.85%
ZONING - Postage	0.00	68.89	-68.89 100.00%
Inspection Mileage	500.00	42.48	457.52 8.50%
ZONING - Telephone	0.00	315.82	-315.82 100.00%
ZONING - Legal fees	1,500.00	899.61	600.39 59.97%
ZONING - Advertising	0.00	190.80	-190.80 100.00%
<b>Total Zoning</b>	<b>27,152.00</b>	<b>11,697.65</b>	<b>15,454.35 43.08%</b>
<b>DRB</b>			
WAGES - DRB Secretary/PT	4,000.00	1,363.40	2,636.60 34.09%
Mileage / Training - Zoni	1,000.00	0.00	1,000.00 0.00%
DRB - Postage	0.00	50.75	-50.75 100.00%
DRB -Legal Fees	2,000.00	0.00	2,000.00 0.00%
DRB - Advertising	1,000.00	33.20	966.80 3.32%
<b>Total DRB</b>	<b>8,000.00</b>	<b>1,447.35</b>	<b>6,552.65 18.09%</b>
<b>Planning Commission</b>			
WAGES - Planning Secreter	1,500.00	0.00	1,500.00 0.00%
Supplies/Mileage/Training	1,000.00	191.18	808.82 19.12%
PLANNING - Postage	0.00	104.51	-104.51 100.00%
Mapping (GIS) - Planning	1,500.00	0.00	1,500.00 0.00%
PLANNING - Advertise/Prin	670.00	0.00	670.00 0.00%
PLANNING - Consultant	1,500.00	0.00	1,500.00 0.00%
PLANNING-MUNICIPAL GRANT	0.00	6,900.00	-6,900.00 100.00%
<b>Total Planning Commission</b>	<b>6,170.00</b>	<b>7,195.69</b>	<b>-1,025.69 116.62%</b>
<b>Other Boards</b>			
Recreation Board	4,200.00	1,136.43	3,063.57 27.06%
Conservation Commission	700.00	324.50	375.50 46.36%
<b>Total Other Boards</b>	<b>4,900.00</b>	<b>1,460.93</b>	<b>3,439.07 29.81%</b>
<b>Cemeteries</b>			
Maint - Cemeteries	9,500.00	6,467.78	3,032.22 68.08%
<b>Total Cemeteries</b>	<b>9,500.00</b>	<b>6,467.78</b>	<b>3,032.22 68.08%</b>
<b>Taxes &amp; Assessments</b>			
Animal Control Officer	500.00	0.00	500.00 0.00%
County Tax	33,261.00	30,322.00	2,939.00 91.16%
Ambulance Service (Both)	62,073.00	38,943.66	23,129.34 62.74%
Humane Society	2,500.00	0.00	2,500.00 0.00%
Central Vt Solid Waste	6,086.00	6,086.00	0.00 100.00%
VLCT - Dues	2,334.00	2,334.00	0.00 100.00%

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Account	Budget	Actual	Budget Balance % of Budget
CV Regional Planning	2,434.00	2,434.40	-0.40 100.02%
Total Taxes & Assessments	109,188.00	80,120.06	29,067.94 73.38%
Town Offices			
Janitorial Services	3,060.00	1,155.00	1,905.00 37.75%
Supplies	1,000.00	1,507.78	-507.78 150.78%
ADMIN - Training	500.00	0.00	500.00 0.00%
ADMIN - Supplies	800.00	102.45	697.55 12.81%
ADMIN - Postage	0.00	307.99	-307.99 100.00%
ADMIN - Telephone	0.00	420.96	-420.96 100.00%
ADMIN - Software/Support/	200.00	0.00	200.00 0.00%
Maintenance	7,200.00	1,986.33	5,213.67 27.59%
Heat & Utilities	5,785.00	1,761.50	4,023.50 30.45%
INTERNET	0.00	259.76	-259.76 100.00%
Equipment Contracts	2,100.00	1,018.97	1,081.03 48.52%
Bookbinding	1,000.00	0.00	1,000.00 0.00%
Iron Mtn Storage	324.00	0.00	324.00 0.00%
Total Town Offices	21,969.00	8,520.74	13,448.26 38.79%
General Expenses			
Legal Services	14,000.00	4,458.74	9,541.26 31.85%
CPA Services / Audit	8,500.00	7,875.00	625.00 92.65%
Prof Financial Assist	7,250.00	0.00	7,250.00 0.00%
Fire Warden Training/Mile	300.00	0.00	300.00 0.00%
Tax Refunds/Abatements	11,000.00	15,649.44	-4,649.44 142.27%
Misc/Other - General Exp	500.00	500.00	0.00 100.00%
Total General Expenses	41,550.00	28,483.18	13,066.82 68.55%
Debt Service			
BVPD - Interest	6,250.00	7,826.83	-1,576.83 125.23%
Interest - Short Term	5,000.00	0.00	5,000.00 0.00%
BVPD Truck - Capital	33,750.00	41,468.92	-7,718.92 122.87%
Total Debt Service	45,000.00	49,295.75	-4,295.75 109.55%
Police Services			
Wages FT - Police	252,000.00	120,788.41	131,211.59 47.93%
Wages PT - Police	20,500.00	6,000.00	14,500.00 29.27%
Wages Clerical - Police	27,450.00	15,049.00	12,401.00 44.82%
Workers Comp - Police	15,202.00	5,807.24	9,394.76 38.20%
Health/Life Ins - Police	51,000.00	16,787.97	34,212.03 32.92%
FICA/MEDI Exp - Police	22,946.00	11,049.59	11,896.41 51.85%
FUTA/SUTA - Police	300.00	78.24	221.76 73.92%
Pension - Police	15,000.00	9,099.13	5,900.87 39.33%
Vehicle & Liab Ins-Police	12,470.00	6,235.00	6,235.00 50.00%
Supplies - Police	6,500.00	2,066.22	4,433.78 68.39%
POSTAGE - POLICE	0.00	147.34	-147.34 100.00%

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Account	Budget	Actual	Budget	Balance % of Budget
VIBRS - DBase - PD	3,500.00	2,675.58	824.42	76.45%
Training - Police	4,000.00	926.68	3,073.32	23.17%
Telephone - PD	0.00	1,257.82	-1,257.82	100.00%
Equip Maint - Police	7,500.00	2,884.42	4,615.58	38.46%
Vehicle Replacement	22,000.00	22,980.01	-980.01	104.45%
Gas/Oil - Police	8,000.00	5,715.05	2,284.95	71.44%
Lodging/Prisoners-Police	2,500.00	975.00	1,525.00	39.00%
Other/Misc Exp - Police	0.00	623.15	-623.15	100.00%
<b>Total Police Services</b>	<b>470,868.00</b>	<b>231,145.85</b>	<b>239,722.15</b>	<b>49.09%</b>
<b>Special Projects</b>				
Capital Imp - Bridge	25,000.00	0.00	25,000.00	0.00%
<b>Total Special Projects</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00%</b>
Berlin Bike Path	18,063.00	18,063.00	0.00	100.00%
Town Office Exp: Design/E	10,000.00	10,474.93	-474.93	104.75%
<b>Special Appropriations</b>				
Berlin Fire Department	92,955.00	36,095.31	56,859.69	38.83%
Central Vt Council on Age	2,000.00	2,000.00	0.00	100.00%
Central Vt Home Health	3,500.00	3,500.00	0.00	100.00%
Battered Women Services	975.00	975.00	0.00	100.00%
Central Vt Community Actn	500.00	500.00	0.00	100.00%
Montpelier Senior Activity	500.00	500.00	0.00	100.00%
Peoples Health & Wellness	500.00	500.00	0.00	100.00%
Vt Assoc for Blind	500.00	500.00	0.00	100.00%
Wash Cty Youth Services	500.00	500.00	0.00	100.00%
Project Graduation	200.00	200.00	0.00	100.00%
Retired & Senior Vol Prog	200.00	200.00	0.00	100.00%
Family Ctr of Wash Cty	500.00	500.00	0.00	100.00%
Green Up Vermont	150.00	150.00	0.00	100.00%
Wash Cty Diversion	250.00	250.00	0.00	100.00%
Central Vt Adult Basic Ed	1,200.00	1,200.00	0.00	100.00%
Central Vt Crime Stoppers	500.00	500.00	0.00	100.00%
Berlin Conservation Fund	3,000.00	3,000.00	0.00	100.00%
VT Ctr For Independent Li	355.00	355.00	0.00	100.00%
Central VT Home Share	50.00	50.00	0.00	100.00%
Green Mtn Transit Agency	1,750.00	1,750.00	0.00	100.00%
Kellogg Hubbard Library	4,087.00	4,087.00	0.00	100.00%
<b>Total Special Appropriation</b>	<b>114,172.00</b>	<b>57,312.31</b>	<b>56,859.69</b>	<b>50.20%</b>
<b>Highways</b>				
<b>Summer Roads</b>				
Wages - Summer Roads	74,000.00	47,057.67	26,942.33	63.59%
Roadside Mowing/Tree Trim	4,000.00	3,582.50	417.50	89.56%
Chloride - Summer Roads	14,080.00	13,125.20	954.80	93.22%
Culvert/Materials	4,000.00	1,354.71	2,645.29	33.87%
Equipment - Summer Roads	78,560.00	17,060.19	61,499.81	21.72%

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Account	Budget	Actual	Budget Balance	% of Budget
Total Summer Roads	174,640.00	82,180.27	92,459.73	47.06%
Winter Roads				
Wages - Winter Roads	69,611.00	23,851.46	45,759.54	34.26%
Sand - Winter Roads	50,000.00	35,674.08	14,325.92	71.35%
Salt - Winter Roads	30,900.00	12,363.61	18,536.39	40.01%
Equipment - WINTER	73,410.00	8,338.26	65,071.74	11.36%
Total Winter Roads	223,921.00	80,227.41	143,693.59	35.83%
Highway General				
Resurface/Asphalt/Strip	65,000.00	12,262.24	52,737.76	18.86%
Resurface/Gravel	70,000.00	280.00	69,720.00	0.40%
Bridge Maint	7,000.00	1,097.80	5,902.20	15.68%
Resurface/Special	0.00	183,102.34	-183,102.34	100.00%
Road Signs	625.00	568.33	56.67	90.93%
Guard Rails	4,000.00	4,540.00	-540.00	113.50%
Snow Fence	0.00	29.99	-29.99	100.00%
Total Highway General	146,625.00	201,880.70	-55,255.70	137.69%
Highway Other				
Workers Comp - Highway	12,190.00	4,622.28	7,567.72	37.92%
Health/Life Ins - Highway	35,100.00	19,509.00	15,591.00	55.58%
FICA/MEDI Exp Highway	10,986.00	5,629.80	5,356.20	51.25%
FUTA/SUTA - Highway	150.00	39.12	110.88	26.08%
Pension - Highway	6,543.00	4,755.93	1,787.07	72.69%
General Ins - Highway	7,850.00	3,924.00	3,926.00	49.99%
Supplies	2,000.00	1,036.83	963.17	51.84%
Training - Highway	1,000.00	30.00	970.00	3.00%
HIGHWAY - TELEPHONE	0.00	424.85	-424.85	100.00%
Garage Maint/Utils	7,725.00	2,322.55	5,402.45	30.07%
Trash Removal - Highway	1,000.00	22.88	977.12	2.29%
Street Lights	12,000.00	4,752.09	7,247.91	39.60%
Traffic Lights	500.00	623.76	-123.76	124.75%
Uniforms	4,556.00	2,004.10	2,551.90	43.99%
Total Highway Other	101,600.00	49,697.19	51,902.81	48.91%
Highway Capital Improve				
Total Highway Capital Impro	0.00	0.00	0.00	0.00%
Total Highways	646,786.00	413,985.57	232,800.43	64.01%
Total GENERAL GOVERNMENT	1,827,967.00	1,053,812.76	774,154.24	57.65%
Total Expenditures	1,827,967.00	1,053,812.76	774,154.24	57.65%
Total General Fund	0.00	-485,963.43	485,963.43	100.00%

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Account	Budget		
	Budget	Actual	Balance % of Budget
Total All Funds	0.00	485,963.43	485,963.43 100.00%

**Town of Berlin****Management's Discussion and Analysis  
June 30, 2004**

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**Management's Discussion and Analysis**

Within this section of the Town of Berlin, Vermont annual financial report, the Town's management provides narrative discussion and analysis of the financial activities of the Town for the fiscal year ended June 30, 2004. The Town's financial performance is Discussed and analyzed within the context to the accompanying financial statements and disclosures following this section. Additional information is available in the transmittal letter which precedes Management's Discussion and Analysis. The discussion focuses on the Town's primary government.

**Financial Highlights (dollars are in thousands)**

- \* The Town's assets exceeded its liabilities by \$865,471 (net assets) for the fiscal year reported. This compares to the previous year when assets exceeded liabilities by \$360,800.
- \* Total net assets are comprised of the following:
  - (1) Capital assets, net of related debt, of \$407,117 include property and equipment, net of accumulated depreciation, and reduced for outstanding debt related to the purchase or construction of capital assets.
  - (2) Unrestricted net assets of \$398,324 represent the portion available to maintain the Town's continuing obligations to citizens and creditors.
- \* The Town's governmental funds reported total ending fund balance of \$458,354 this year. This compares to the prior year ending fund balance of \$360,800 showing an increase of \$97,554 during the current year.
- \* At the end of the current fiscal year, unreserved fund balance for the General Fund was \$405,272, or 26% of total General Fund expenditures including transfers and 25% of total General Fund revenues including transfers.
- \* Total liabilities of the Town increased by \$279,701 to \$751,984 during the fiscal year, due in large to the tax escrow established of \$432,376.

## Overview of the Financial Statements

Management's Discussion and Analysis introduces the Town's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. The Town also includes in this report additional information to supplement the basic financial statements.

## Government-wide Financial Statements

The Town's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Town's overall status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in full accrual accounting and elimination or reclassification of internal activities.

The first of these government-wide statements is the *Statement of Net Assets*. This is the Town-wide statement of financial position presenting information that includes all of the Town's assets and liabilities, with the difference reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Town as a whole is improving or deteriorating. Evaluation of the overall economic health of the Town would extend to other nonfinancial factors such as diversification of the taxpayer base or the condition of Town infrastructure in addition to the financial information provided in this report.

The second government-wide statement is the *Statement of Activities* which reports how the Town's net assets changed during the current fiscal year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the financial reliance of the Town's distinct activities or functions on revenues provided by the Town's taxpayers.

Both government-wide financial statements distinguish governmental activities of the Town that are principally supported by taxes and intergovernmental revenues, such as Grants from business-type activities that are intended to recover all or a significant portion of their costs through user fees and charges. Governmental activities include general government, public safety, public services, education, and culture and recreation. Business-type activities include airports, water utilities, solid waste management, stormwater drainage, golf courses, fairgrounds, ground transportation, and parking. Fiduciary activities such as employee pension plans are not included in the government-wide statements since these assets are not available to fund Town programs.

The Town's financial reporting entity includes the funds of the Town (primary government) and organizations for which the Town is accountable. Most of these legally separate organizations operate like Town departments, serve as financing vehicles for Town services or are governed by a board of trustees wholly comprised of the Town's Select Board. These organizations are blended into the primary government for financial reporting purposes. Examples of blended organizations reported as Town's funds include all special and capital funds. A schedule at the Close of Management's Discussion and Analysis lists the Town's non-major funds. More comprehensive information about the Town's non-major funds can be found in the notes to the financial statements.

### **Fund Financial Statements**

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Town uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Town's most significant funds rather than the Town as a whole. Major funds are separately reported while all others are combined into a single, aggregated presentation. Individual fund data for non-major funds is provided in the form of combining statements in the supplementary information section of this report.

The Town has three kinds of funds:

*Governmental funds* are reported in the fund financial statements and encompass essentially the same functions reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements. Providing a distinctive view of the Town's governmental funds. These statements report Short-term fiscal accountability focusing on the use of spendable resources during the year and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental Fund statement of revenues, expenditures, and changes in fund balances provide a Reconciliation to the government-wide statements to assist in understanding the differences between these two perspectives.

Budgetary comparison statements are included in the basic financial statements for the general fund and major special revenue fund. Budgetary comparison schedules for other special revenue funds and the Debt Service Fund can be found in a later section of this report. These statements and schedules demonstrate compliance with the Town's adopted and final revised budget.



*Proprietary Funds* are reported in the fund financial statements and generally report services for which the Town charges customers a fee. There are two kinds of proprietary funds. These are enterprise funds and internal service funds. Enterprise funds essentially encompass the same functions reported as business-type activities in the government-wide statements. Services are provided to customers external to the Town organization such as the water utilities and the Town golf courses. Internal service funds provide services and charge fees to customers within the Town organization such as equipment services (repair and maintenance of Town vehicles) and the print shop (mail and printing services for Town Departments). Because the Town's internal service funds primarily serve governmental functions, they are included within the governmental activities of the government-wide financial statements.

Proprietary fund statements and statements for discretely presented component units (reporting is similar to proprietary funds) provide both long-term and short-term financial information consistent with the focus provided by the government-wide financial statements but with more detail for major enterprise funds and individual component units. Individual fund information for internal service funds and non-major enterprise funds is found in combining statements in a later section of this report.

*Fiduciary funds* such as the employee pension plans are reported in the fiduciary fund financial statements, but are excluded from the government-wide reporting. Fiduciary fund financial statements report resources that are not available to fund Town programs. Fiduciary fund financial statements report similarly to proprietary funds.

#### *Notes to the financial statements*

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin immediately following the basic financial statements.

#### *Other information*

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Town's progress in funding its obligation to provide pension benefits to its employees. Other supplementary information includes detail by fund and component unit for receivables, payables, transfers, and payments within the reporting entity. Supplementary information follows the notes to the financial statements.

Major funds and component units are reported in the basic financial statements as discussed. Combining and individual statements and schedules for non-major and internal service funds are presented in a subsequent section of this report.

**Financial Analysis of the Town as a Whole (dollars are in thousands)**

As year-to-year financial information is accumulated on a consistent basis, changes in net assets may be observed and used to discuss the changing financial position of the Town as a whole.

The Town's net assets at fiscal year-end are \$ 767,251. This is the first year that the capitalization of assets exists in accordance with the newly implemented GASB 34 standards. The following table provides a summary of the Town's net assets at June 30, 2004.

<u>Capital Asset Description</u>	<u>Cost</u>	<u>Current Depr</u>	<u>Net Value</u>
<b>Governmental Activities:</b>			
John Deere Backhoe	\$68,000.00	\$6,800	\$61,200
Ford Super Duty F57 Dump Truck	40,274.00	4,027	36,247
Chevrolet CD - 3093 Pick-up	3,500.00	350	3,150
7600 SBA 6x4 Truck (SF647) Dump Truck	55,228.00	0	55,228
VTEC Fire Rescue-Pumper Truck	<u>269,920.00</u>	<u>17,995</u>	<u>251,925</u>
Total Vehicles	<u>436,922.00</u>	<u>29,172</u>	<u>407,750</u>
Town Office Construction	<u>100,000.00</u>	<u>3,333</u>	<u>96,667</u>
Total Buildings	<u>100,000.00</u>	<u>3,333</u>	<u>96,667</u>
Montpelier Sewage Treatment Plan	<u>143,659.00</u>	<u>4,789</u>	<u>138,870</u>
Total Infrastructure	<u>143,659.00</u>	<u>4,789</u>	<u>138,870</u>
<b>Business-Type Activities:</b>			
Water Pollution Control	71,986.00	2,400	69,586
	<u>56,253.00</u>	<u>1,875</u>	<u>54,378</u>
	<u>128,239.00</u>	<u>4,275</u>	<u>123,964</u>
	<u>\$808,820</u>	<u>\$41,569</u>	<u>\$767,251</u>

The Town of Berlin operated within the approved budget for the year beginning July, 2003 operating through June 2004. During the year, Selectboard members changed and a new Town Treasurer was elected. These changes improved the communications between the Select board and the Treasurer. It led to more accurate financial reports and improved management. Some of the highlights of the year were:

- Consolidation of all banking accounts and services. This improved reporting, enhanced documentation of financial reports, and increased interest earned by 100%.
- Several workstations received new computers and software that permitted networking and on-line updates for all residents accounts. This enhancement reduced the paper consumption required, reduced transaction time, improved data for all residents, and expedited cash flow to the bank.
- The Town received a RFP bid for reappraisal for 2007. There is a budget established for 3 years to offset this one time expense.
- A five year capitalization plan for all highway and police vehicles was established and implemented. Highway vehicles will be replaced every five years, with 50% expensed and 50% financed through a special 4 year loan. Police vehicles will also be replaced every 5 years but will be expensed the year they are acquired. This plan permits both departments to upgrade their equipment and ensure proper maintenance and safety.
- A new roof was installed on the Town garage and funded by reallocating certain budget lines within the highway department.
- The Town revised and issued a Purchasing policy which will streamline the process and set guidelines for all the operating departments.
- The Town has submitted grant and assistance requests for RSMS, Dog River Road traffic count and Crosstown/Hill Street Extension Road Safety Audit Review.

The Town continues to operate within the guidelines and policy set forth in its charter. In the next year, a five year highway plan will be established and reviewed with the State. Coincidentally, the Town will budget a special fund to commence the upgrading of all the Town's roads over the next 10 years. The Planning Commission will finish amending the Town Plan and Zoning regulations for public review and approval. The municipal building has been selected as the Emergency Operation Center for the Town, and an extensive communication system will be installed. Berlin will upgrade its phone system simultaneously to provide better service to the community. There will also be an opportunity to renovate the Town building to improve work flow, ease resident's visits and transactions, and create a more secure environment for the Police department.

**Financial Analysis of the Town's Funds (dollars are in thousands)*****Governmental Funds***

As discussed, governmental funds are reported in the fund statements with a short-term, inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. Governmental funds reported ending fund balances of \$482,228. Of this year-end total, approximately \$261,764 is unreserved indicating availability for continuing Town service requirements.

***Major Governmental Funds***

The General Fund is the Town's primary operation fund and the largest source of day-to-day service delivery. The fund balance of the General Fund increased by \$44,472. Key factors contributing to this increase include the continued increase in town revenue and expense shrinkage. Cost control efforts contained losses to levels reflected in the financial statements. See General Fund Budgetary Highlights for more information.

***Proprietary funds***

The proprietary fund statements share the same focus as the government-wide statements, reporting both short-term and long-term information about financial status.

***Long-term debt***

At the end of the fiscal year, the Town had total debt outstanding of \$338,825. Of this amount, 100 percent is backed by the full faith and credit of the Town (general obligation bonds) with debt service fully funded by voter-approved property taxes.

**Contacting the Town's Financial Management**

This financial report is designed to provide a general overview of the Town's finances, comply with finance-related laws and regulations, and demonstrate the Town's commitment to public accountability. If you have questions about this report or would like to request additional information, contact the Town's Treasure's Office, at 108 Shed Road, Berlin, Vermont 05602.

TOWN OF BERLIN, VERMONT  
AUDIT REPORT AND FINANCIAL STATEMENTS

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## Batchelder Associates, PC

### INDEPENDENT AUDITORS' REPORT

Select Board  
Town of Berlin  
Berlin, Vermont

We have audited the accompanying general purpose financial statements of the Town of Berlin, Vermont, as of and for the eighteen months ended June 30, 2003, as listed in the Table of Contents. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amount and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The Town treats the Water Pollution Control Fund and Equipment Fund as governmental funds. U.S. generally accepted accounting principles require funds financed primarily with user charges to be treated as enterprise funds. This principle requires accounting treatment similar to commercial enterprises such as the capitalization and depreciation of fixed assets and the presentation of a statement of cash flows. Accordingly, the financial statements of the Water Pollution Control Fund and Equipment Fund do not present financial position, results of operations or changes in cash flows in accordance with U.S. generally accepted accounting principles. The effect of this departure is unknown.

A Statement of General Fixed Assets is not included in the general purpose financial statement which is a departure from U.S. generally accepted accounting principles. The amount that should be recorded in the General Fixed Assets Account Group is unknown.

In our opinion, except for the effects of the departure and omission described in the preceding paragraphs, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Berlin, Vermont as of June 30, 2003, and the results of its operations and cash flows of its nonexpendable trust funds for the eighteen months then ended in conformity with U.S. generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplementary schedules listed in the Table of Contents are presented for purposes of additional analysis and are not required parts of the general purpose financial statements of the Town of Berlin. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects to the general purpose financial statements taken as a whole.

*Batchelder Associates, PC*

Bonnie K. Batchelder  
October 1, 2003

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Bonnie K. Batchelder • Certified Public Accountant

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## TOWN OF BERLIN, VERMONT

## STATEMENT OF NET ASSETS

June 30, 2004

	<u>Primary Government</u>		
	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<b><u>ASSETS</u></b>			
Current assets:			
Cash and cash equivalents	\$263,455	\$175,968	\$439,423
Investments	853,003	185,479	1,038,482
Delinquent taxes receivable, net	140,250		140,250
Prepaid expenses	5,329	926	6,255
Unbilled charges receivable, net		250,996	250,996
Due from other funds	50,832	(50,832)	0
Materials inventory	6,175		6,175
Total current assets	<u>1,319,044</u>	<u>562,537</u>	<u>1,881,581</u>
Non-current assets:			
Capital assets, net of depreciation	<u>643,287</u>	<u>123,964</u>	<u>767,251</u>
Total non-current assets	<u>643,287</u>	<u>123,964</u>	<u>767,251</u>
Total assets	<u>\$1,962,331</u>	<u>\$686,501</u>	<u>\$2,648,832</u>
<b><u>LIABILITIES</u></b>			
Current liabilities:			
Accounts payable	\$123,112	\$1,251	\$124,363
Prepaid property taxes	4,385		4,385
Deferred delinquent property taxes	159,616		159,616
Tax escrow payable	432,376		432,376
Deferred revenue	66,495		66,495
Compensated absences	24,058		24,058
Notes payable	10,000	5,320	15,320
Total current liabilities	<u>820,042</u>	<u>6,571</u>	<u>826,613</u>
Non-current liabilities:			
Notes payable	<u>276,818</u>	<u>22,629</u>	<u>299,447</u>
Total liabilities	<u>\$1,096,860</u>	<u>\$29,200</u>	<u>\$1,126,060</u>
<b><u>NET ASSETS</u></b>			
Investment in capital assets, net of related debt	\$407,117	\$96,015	\$503,132
Restricted:			
Police	24,387		24,387
Montpelier Water	273		273
Recreation and parks	7,963		7,963
Newsletter and microfilm	1,527		1,527
Conservation	3,795		3,795
Bike path	22,085		22,085
Unrestricted	398,324	561,286	959,610
Total net assets	<u>\$865,471</u>	<u>\$657,301</u>	<u>\$1,522,772</u>

(See notes to financial statements)



TOWN OF BERLIN, VERMONT  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2004

	Program Revenues		Net (Expenses) Revenues and Changes in Net Assets		
	Expenses	Charge for Services	Governmental Activities	Business-Type Activities	Total
<b>Functions and Programs</b>					
Governmental activities:					
General government	\$448,925	\$136,273	(\$312,652)		(\$312,652)
Police	403,475	90,715	(312,760)		(312,760)
Highways	585,736	108,630	(479,106)		(479,106)
Interest on long-term debt	3,145		(3,145)		(3,145)
Other	266,650	60,971	(205,679)		(205,679)
Depreciation	37,294		(37,294)		(37,294)
Special appropriations	108,435		(108,435)		(108,435)
Total governmental activities	<u>1,853,660</u>	<u>394,589</u>	<u>(1,459,071)</u>		<u>(1,459,071)</u>
Business-type activities:					
Water pollution control	423,611	487,957		64,346	64,346
Depreciation	4,275			(4,275)	(4,275)
	<u>427,886</u>	<u>487,957</u>		<u>60,071</u>	<u>60,071</u>
Total primary government	<u>\$2,281,546</u>	<u>\$882,546</u>	<u>(1,459,071)</u>	<u>60,071</u>	<u>(1,399,000)</u>
General Revenues:					
Property taxes			1,390,542		1,390,542
Unrestricted investment income			13,830		13,830
Total general revenues			<u>1,404,372</u>		<u>1,404,372</u>
Change in net assets			(54,699)	60,071	5,372
Net assets, beginning			<u>920,170</u>	<u>597,230</u>	<u>1,517,400</u>
Net assets, ending			<u>\$865,471</u>	<u>\$657,301</u>	<u>\$1,522,772</u>

(See notes to financial statement)

TOWN OF BERLIN, VERMONT  
BALANCE SHEET - GOVERNMENTAL FUNDS  
JUNE 30, 2004

	General	Capital	Special	Total
<b><u>ASSETS</u></b>				
Cash and cash equivalents	\$46,291	\$119,448	\$97,716	\$263,455
Investments	853,003			853,003
Delinquent taxes receivable, net	140,250			140,250
Prepaid expenses	5,329			5,329
Materials inventory	6,175			6,175
Total assets	<u>\$1,051,048</u>	<u>\$119,448</u>	<u>\$97,716</u>	<u>\$1,268,212</u>
<b><u>LIABILITIES</u></b>				
Accounts payable	\$123,112			\$123,112
Prepaid property taxes	4,385			4,385
Deferred delinquent property taxes	159,616			159,616
Tax escrow payable	432,376			432,376
Deferred revenue	32,495		34,000	66,495
Total liabilities	<u>751,984</u>		<u>34,000</u>	<u>785,984</u>
<b><u>FUND BALANCES</u></b>				
Unreserved				
General Fund	261,764			261,764
Designated for subsequent year	37,300			37,300
Special revenue			63,716	63,716
Capital projects		119,448		119,448
Total fund balances	<u>299,064</u>	<u>119,448</u>	<u>63,716</u>	<u>482,228</u>
Total liabilities and fund balances	<u>\$1,051,048</u>	<u>\$119,448</u>	<u>\$97,716</u>	<u>\$1,268,212</u>

(See notes to financial statements)

TOWN OF BERLIN, VERMONT  
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET ASSETS

JUNE 30, 2004

Total fund balance - total governmental funds	\$482,228
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets of \$680,581, net of accumulated depreciation of (\$37,294), are not financial resources and, therefore, are not reported in the funds.	643,287
Interfund payables are not available to pay current-period expenditures and, therefore, are deferred in the funds.	50,832
Long-term liabilities of (\$310,876) are not due and payable in the current period and are not reported in the funds.	<u>(310,876)</u>
Net assets of governmental activities	<u><u>\$865,471</u></u>

(See notes to financial statements)

## TOWN OF BERLIN, VERMONT

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES - GOVERNMENTAL FUNDS

FOR THE YEAR ENDED JUNE 30, 2004

	General	Capital	Special	Total
<b>REVENUES</b>				
Property taxes	\$1,390,542			\$1,390,542
Fees, licenses, permits	82,810			82,810
Interest and penalties	72,243	1,031		73,274
Highway	106,630			106,630
Public safety			82,765	82,765
User charges/fees	3,000	57,648	2,778	63,426
Total revenue	1,655,225	58,679	85,543	1,799,447
<b>EXPENDITURES</b>				
Highways/bridges	585,736			585,736
General government	448,925			448,925
Public safety	403,475		70,972	474,447
Debt service	56,895	25,000		81,895
Special appropriations and projects	108,435	0		108,435
Other	7,287	131,535	7,798	146,620
Total expenditures	1,610,753	156,535	78,770	1,846,058
Excess (deficiency) of revenues over (under) expenditures	44,472	(97,856)	6,773	(46,611)
<b>OTHER FINANCING SOURCES (USES)</b>				
Long-term debt issued	176,773			176,773
Long-term debt repaid	88,750			
Capital outlays	(245,047)			
Transfers (to) from other funds	(126,684)	71,828	3,686	(51,170)
Net other financing sources (uses)	(106,208)	71,828	3,686	(30,694)
Net change in fund balances	(61,736)	(26,028)	10,459	(77,305)
Fund balances, beginning	360,800	145,476	53,257	559,533
Fund balances, ending	\$ 299,064	\$ 119,448	\$ 63,716	\$482,228

(See notes to financial statement)

## TOWN OF BERLIN, VERMONT

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND FUND BALANCES TO THE STATEMENT OF ACTIVITIES

JUNE 30, 2004

Net changes in fund balances - total governmental funds	(\$77,305)
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Amounts reported for governmental activities in the statements of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their useful lives and reported as depreciation expense. This is the amount by which capital outlays of \$245,047 exceeded depreciation of (\$37,294) in the current period.	207,753
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The proceeds of debt issuance provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets. This is the amount by which debt proceeds of (\$176,773) exceeded repayments of \$88,750.	(88,023)
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Internal service funds are used by management to charge cost of certain activities, such as equipments services, financial services to individual funds. Net expenses of (\$73,036) were allocated to these activities.	(73,036)
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Some expenses reported in the statement of activities do no require the use of current financial resources and are not reported as expenditures in governmental funds. These include net increase in compensated balances of (\$24,058).	<u>(24,058)</u>
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Change in net assets of governmental activities	<u><u>(\$54,669)</u></u>
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(See notes to financial statements)

## TOWN OF BERLIN, VERMONT

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - GENERAL FUND

FOR THE YEAR ENDED JUNE 30, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUE:			
Property taxes	\$1,276,927	\$1,390,542	\$113,615
State of Vermont			
Highways-summer	52,000	52,467	467
Highways-winter	48,000	52,466	4,466
Highways-special projects			
Railroad levy	<u>1,000</u>	<u>1,697</u>	<u>697</u>
Total State of Vermont	<u>101,000</u>	<u>106,630</u>	<u>5,630</u>
Fees, Licenses, Permits			
Animal licenses	0	1,487	1,487
Mobil home parks	800		(800)
Copier fees	7,100	8,124	1,024
Town Clerk fees	30,000	44,958	14,958
Beverage and entertainment licenses	1,800	1,650	(150)
Zoning fees	10,000	9,690	(310)
Highway fines	20,000	7,676	(12,324)
Highway permits	400	780	380
Peddlers' permits	300	465	165
Sewer applications	100	30	(70)
Police/other	<u>1,600</u>	<u>7,950</u>	<u>6,350</u>
Total fees, licenses, permits	<u>72,100</u>	<u>82,810</u>	<u>10,710</u>
Interest and Penalties			
Interest-checking/savings	15,000	13,830	(1,170)
Interest-delinquent taxes	30,000	29,907	(93)
Penalties-delinquent taxes	<u>30,000</u>	<u>28,506</u>	<u>(1,494)</u>
Total interest and penalties	<u>75,000</u>	<u>72,243</u>	<u>(2,757)</u>
Other Revenue			
Water pollution control	3,000	3,000	0
Proceeds - Harry's Building	<u>0</u>	<u></u>	<u>0</u>
Total other revenue	<u>3,000</u>	<u>3,000</u>	<u>0</u>
Total revenue	<u>\$1,528,027</u>	<u>\$1,655,225</u>	<u>\$127,198</u>

(See notes to financial statement)

## TOWN OF BERLIN, VERMONT

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND DEFICIT-  
BUDGET AND ACTUAL - GENERAL FUND

FOR THE YEAR ENDED JUNE 30, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Government			
Administration			
Town Clerk	\$28,000	\$28,538	(\$538)
Town Treasurer	28,000	28,754	(754)
Auditors-Town	1,245	540	705
Select Board	3,750	3,750	0
Administration assistant	15,132	14,974	158
Town Administrator	41,000	41,769	(769)
Expenses/supplies/training	6,250	11,787	(5,537)
Accounting software/support	2,500	3,960	(1,460)
Health Officer	1,100	1,100	0
Total administration	<u>126,977</u>	<u>135,172</u>	<u>(8,195)</u>
Listsers			
Wages	36,000	28,620	7,380
Training	500	260	240
Legal fees	1,000		1,000
Tax maps	600		600
Mileage	450		450
Supplies/software/support	500	1,474	(974)
Total listsers	<u>39,050</u>	<u>30,354</u>	<u>8,696</u>
Meetings and Elections			
Town meetings and elections	1,500	1,915	(415)
Town Reports	2,400	3,049	(649)
Legal notices/advertising	1,800	59	1,741
Total meetings and elections	<u>5,700</u>	<u>5,023</u>	<u>677</u>
Insurance			
Workmen's compensation	4,814	539	4,275
General liability	10,463	6,318	4,145
Health insurance	14,450	19,780	(5,330)
Pension	6,050	7,165	(1,115)
Social security	14,610	12,620	1,990
Unemployment	100	164	(64)
Total insurance	<u>50,487</u>	<u>46,586</u>	<u>3,901</u>

(See notes to financial statement)

## TOWN OF BERLIN, VERMONT

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND DEFICIT-  
BUDGET AND ACTUAL - GENERAL FUND

FOR THE YEAR ENDED JUNE 30, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Zoning			
Admin. Wages	\$31,361	\$15,074	\$16,287
Supplies/mileage/training	500	662	(162)
Postage	500	82	418
Inspection Mileage	400		400
Telephone	600	237	363
Legal Fees	1,000	2,729	(1,729)
Computer equipment	100	25	75
Total zoning	<u>34,461</u>	<u>18,809</u>	<u>15,652</u>
Development Review Board			
Secretary	4,000	3,395	605
Mileage	1,000	302	698
Postage	500	18	482
Legal	2,000	170	1,830
Advertising	1,000	670	330
Total development review board	<u>8,500</u>	<u>4,555</u>	<u>3,945</u>
Planning			
Advertising and Web page	670	298	372
GIS mapping	0	21	(21)
Consultant/Town planning	1,500		1,500
Secretary	3,000	710	2,290
Supplies/mileage/training	500	245	255
Computer expense	500		500
Postage	100		100
Total planning	<u>6,270</u>	<u>1,274</u>	<u>4,996</u>
Town Cemeteries	<u>9,500</u>	<u>4,345</u>	<u>5,155</u>
Recreation Board	<u>3,800</u>	<u>4,159</u>	<u>(359)</u>
Conservation Board	<u>700</u>	<u>538</u>	<u>162</u>

(See notes to financial statement)



TOWN OF BERLIN, VERMONT  
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND DEFICIT-  
BUDGET AND ACTUAL - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Taxes and Assessments</b>			
Washington County assessment	\$31,677	\$31,112	\$565
Animal Control Officer	500		500
Central VT Solid Waste District	6,086	6,086	0
VT League of Cities and Towns	2,169		2,169
Central VT Humane Society	2,500	2,500	0
Ambulance service	51,140	52,700	(1,560)
CVRPC	2,434	2,434	0
<b>Total taxes and assessments</b>	<b>96,506</b>	<b>94,832</b>	<b>1,674</b>
<b>Town Office</b>			
Janitorial services	2,860	2,992	(132)
Heat and utilities	8,000	6,456	1,544
Equipment contracts	2,100		2,100
Advertising	0	3,108	(3,108)
Office supplies	7,000	8,493	(1,493)
Postage	3,000	2,063	937
Copier	5,000	4,468	532
Bookbinding	1,000	554	446
Iron Mountain Storage	324	329	(5)
Building maintenance	6,000	4,052	1,948
<b>Total town office</b>	<b>35,284</b>	<b>32,515</b>	<b>2,769</b>
<b>General expenses</b>			
Legal fees	14,000	12,415	1,585
CPA audit and accounting	8,000	10,475	(2,475)
Professional financial assistant	8,000	6,700	1,300
Computer upgrades		13,705	(13,705)
Fire Warden Training/Mile	300	300	0
Tax refunds-IPP and WCMHS	11,000	26,273	(15,273)
Miscellaneous	500	895	(395)
<b>Total general expenses</b>	<b>41,800</b>	<b>70,763</b>	<b>(28,963)</b>
<b>Total general government</b>	<b>459,035</b>	<b>448,925</b>	<b>10,110</b>
<b>Police</b>			
Wages	254,725	228,082	26,643
Wages - part time	0	9,262	(9,262)
Wages - clerical	26,650	27,170	(520)
Vehicle gas - oil	7,500	9,117	(1,617)
Equipment maintenance	7,000	7,127	(127)
Supplies	5,500	7,019	(1,519)
Training	4,000	1,817	2,183
Vehicle & liability insurance	10,879	12,121	(1,242)
Workmen's compensation	14,939	10,364	4,575
Social security	21,552	20,668	884
Unemployment	300	151	149
Pension	13,061	13,828	(767)
Telephone	4,500	2,732	1,768
Health insurance	60,790	32,516	28,274
Lodging - prisoners	2,500	1,125	1,375
Vehicle replacement	22,000	20,376	1,624
<b>Total police</b>	<b>\$455,896</b>	<b>\$403,475</b>	<b>\$52,421</b>

(See notes to financial statement)

## TOWN OF BERLIN, VERMONT

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND DEFICIT-  
BUDGET AND ACTUAL - GENERAL FUND

FOR THE YEAR ENDED JUNE 30, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Highways - Summer roads			
Wages	\$71,407	\$59,240	\$12,167
Chloride	12,500	6,461	6,039
Culverts/materials	4,000	4,094	(94)
Roadside mowing	3,500	3,500	0
Equipment use - Town	52,000	36,624	15,376
Total summer roads	<u>143,407</u>	<u>109,919</u>	<u>33,488</u>
Highways - Winter roads			
Wages	67,315	89,396	(22,081)
Sand	28,000	41,920	(13,920)
Salt	30,000	30,001	(1)
Equipment use - Town	47,000	38,093	8,907
Total winter roads	<u>172,315</u>	<u>199,410</u>	<u>(27,095)</u>
Highway - general			
Resurfacing - asphalt	55,500	44,924	10,576
Resurfacing - gravel	70,000	68,110	1,890
Resurfacing - special		64,092	(64,092)
Road signs	625	32	593
Bridge maintenance	7,000	1,398	5,602
Guardrails	4,000	4,000	0
Total highways -general	<u>137,125</u>	<u>182,556</u>	<u>(45,431)</u>
Highways - other			
Street lights	12,000	11,444	556
Traffic lights	500	1,236	(736)
Town garage	7,500	10,779	(3,279)
Supplies	1,500	1,171	329
Pension	6,543	4,051	2,492
Uniforms	4,056	3,756	300
Health insurance	43,832	31,458	12,374
Social security	10,612	11,371	(759)
Unemployment	150	79	71
Workmen's compensation	6,636	9,226	(2,590)
General insurance	6,764	7,688	(924)
Training	500	547	(47)
Trash removal	950	1,045	(95)
Capital improvements	0		0
Total highways - other	<u>101,543</u>	<u>93,851</u>	<u>7,692</u>
Total highways	<u>\$554,390</u>	<u>\$585,736</u>	<u>(\$31,346)</u>

(See notes to financial statement)

## TOWN OF BERLIN, VERMONT

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND DEFICIT-  
BUDGET AND ACTUAL - GENERAL FUND

FOR THE YEAR ENDED JUNE 30, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Debt Service			
Interest-short term	\$5,000	\$2,067	\$2,933
BVFD Interest	6,200	549	5,651
BVFD Truck- debt service	33,750	33,750	0
Town Office Building	10,000	20,000	(10,000)
Interest-office	529	529	0
Total debt service	<u>55,479</u>	<u>56,895</u>	<u>(1,416)</u>
Special projects			
Capital improvements - bridge	25,000	9	24,991
Municipal Boundary signs	0	0	0
CVSWMD - Dump Clean ups	0		0
Water Planning		7,278	(7,278)
Total special projects	<u>25,000</u>	<u>7,287</u>	<u>17,713</u>
Special Appropriations			
Battered Women's Services	975	975	0
Berlin Volunteer Fire Department	92,955	92,955	0
Central Vermont Adult Basic Education	1,200	1,200	0
Central Vermont Transportation Assoc.	1,750		1,750
Central Vermont Community Action	0		0
Central Vermont Council on Aging	2,000	2,000	0
Central Vermont Crime Stoppers	1,000	1,000	0
Montpelier Veterans Council	100	100	0
Berlin Conservation Fund	3,000	3,000	0
Family Center	500	500	0
Central Vermont Home Health & Hospice	3,500	3,500	0
Green-Up Vermont	150	150	0
Montpelier Senior Center	500	500	0
Washington County Diversion	0		0
Peoples' Health & Wellness Clinic	500	500	0
Project Independence	355		355
Retired Senior Volunteer Program	200	200	0
Sexual Assault Crisis Team	500	500	0
U-32 Project Graduation	200		200
Vermont Association for the Blind	500	500	0
Vermont Center For Independent Living		355	
Winooski NRCD	0		0
Washington Cty Youth Service Bureau	500	500	0
Total special appropriations	<u>110,385</u>	<u>108,435</u>	<u>2,305</u>
Total expenditures	<u>\$1,660,185</u>	<u>\$1,610,753</u>	<u>\$49,787</u>
Excess revenue (expenditures)	<u>(\$132,158)</u>	<u>\$44,472</u>	<u>\$176,630</u>
Fund balance - July 1, 2003		<u>\$360,800</u>	<u>0</u>
Fund balance - June 30, 2004		<u>\$405,272</u>	<u>0</u>

(See notes to financial statement)

TOWN OF BERLIN, VERMONT  
STATEMENT OF FUND NET ASSETS - PROPRIETARY FUNDS  
JUNE 30, 2004

	Water Pollution
<b><u>ASSETS</u></b>	
Current assets:	
Cash and cash equivalents	\$175,968
Investments	185,479
Delinquent taxes receivable, net	
Prepaid expenses	926
Unbilled charges receivable, net	250,996
Due from other funds	(50,832)
Total current assets	<u>562,537</u>
Non-current assets:	
Capital assets, net of depreciation	<u>123,964</u>
Total non-current assets	<u>123,964</u>
Total assets	<u>\$686,501</u>
<b><u>LIABILITIES</u></b>	
Current liabilities:	
Accounts payable	\$1,251
Notes payable	5,320
Total current liabilities	<u>6,571</u>
Non-current liabilities:	
Notes payable	<u>22,629</u>
Total liabilities	<u>\$29,200</u>
<b><u>NET ASSETS</u></b>	
Investment in capital assets, net of related debt	96,015
Unrestricted	<u>561,286</u>
Total net assets of business-type activities	<u>\$657,301</u>

(See notes to financial statements)

TOWN OF BERLIN, VERMONT  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCES - PROPRIETARY FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2004

	Water Pollution
<b><u>OPERATING REVENUES</u></b>	
User charges/fees	\$480,399
Interest and penalties	846
Other	<u>3,385</u>
Total revenue	<u>484,630</u>
<b><u>OPERATING EXPENDITURES</u></b>	
Personal services	16,179
Maintenance, operations and services	403,004
Supplies and computer expenses	4,428
Depreciation	<u>4,275</u>
Total operating expenses	<u>427,886</u>
Operating income (loss)	<u>56,744</u>
<b><u>NON-OPERATING REVENUE (EXPENSES)</u></b>	
Investment income	<u>3,327</u>
Change in net assets of business-type activities	<u><u>\$60,071</u></u>

(See notes to financial statement)

TOWN OF BERLIN, VERMONT  
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS  
JUNE 30, 2004

Cash flows from operating activities:	
Cash payment for services	\$455,109
Cash payments to suppliers for goods and services	(427,886)
Net cash provided (used) by operating activities	<u>27,223</u>
Cash flows from investing activities	
Interest	<u>3,327</u>
Net cash provided (used) by investing activities	<u>3,327</u>
Net increase (decrease) in cash and cash equivalents	30,550
Cash and cash equivalents, July 1, 2003	<u>145,418</u>
Cash and cash equivalents, June 30, 2004	<u>\$175,968</u>

(See notes to financial statements)

TOWN OF BERLIN, VERMONT  
STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2004

	Cemetery Funds
Assets:	
Cash and cash equivalents	<u>\$ 11,232</u>
Liabilities:	
Interfund transfers	<u>\$ (510)</u>
Net assets held in trust	<u>\$ 10,722</u>

TOWN OF BERLIN, VERMONT  
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN FUND NET ASSETS  
FIDUCIARY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2004

	Cemetery Funds
Revenue:	
Interest	\$55
Expenses	510
Change in net assets	(455)
Total net assets, beginning	11,177
Total net assets, ending	\$10,722



TOWN OF BERLIN, VERMONT  
 STATEMENT OF CASH FLOWS  
 FIDUCIARY FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2004

	Cemetery Fund
Cash flows from operating activities:	
Cash payment for services	\$ (510)
Net cash provided (used) by operating activities	<u>(510)</u>
Cash flows from investing activities	
Interest	55
Net cash provided (used) by investing activities	<u>55</u>
Net increase (decrease) in cash and cash equivalents	(455)
Cash and cash equivalents, July 1, 2003	<u>11,055</u>
Cash and cash equivalents, June 30, 2004	<u>\$ 10,600</u>

(See notes to financial statement)

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

The Town of Berlin, Vermont operates under a five member Select Board form of government and provides the following services: highways and streets, health and social services, culture and recreation, public improvements, planning and zoning, police protection, and general administrative services.

The accounting policies of the Town of Berlin conform to U.S. generally accepted accounting principles as applicable to State and Local Governments. The accounting framework and the more significant principles and practices of the Town of Berlin, Vermont are discussed in subsequent sections of this Note.

The criteria of oversight responsibility, special financial relationships and the scope of public service are used in determining the agencies of entities which comprise the Town for financial reporting purposes. Oversight responsibility is determined by the extent of financial interdependency, control over the selection of the governing authority and management, ability to significantly influence operations and accountability for fiscal matters. Based on these criteria, there are no agencies or entities that should be combined with the financial statements of the Town.

**Government-Wide and Fund Financial Statements**

*Government-Wide Financial Statements*

The government-wide financial statements include the statement of net assets and the statement of activities. These statements report financial information for the Town of Berlin as a whole excluding fiduciary activities such as cemetery funds. The primary government units are presented separately within the financial statements with the focus on the primary government. Individual funds are displayed within the supplementary information, but the statements distinguish governmental activities, generally supported by taxes and Town revenues, from business-type activities, generally financed in whole or in part with fees charged to external customers.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional expenses. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a district functional activity. Program revenues include: (1) charges for services which report fees, fines and forfeitures, and other charges to users of the Town's services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets and include fees to developers. These revenues are subject to externally imposed restrictions to these program uses. Taxes and other revenue sources not properly included with program revenues are reported as general revenues.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):**

*Fund Financial Statements*

Fund financial statements are provided for government, proprietary, and fiduciary funds. Major individual governmental and enterprise funds are reported in separate columns. Non-major funds described in detail below have been included with the major governmental funds for reporting purposes.

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The financial statements of the Town of Berlin, Vermont are prepared in accordance with Generally Accepted Accounting Principles (GAAP). ). The Town's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements and applicable Financial Accounting Standards Boards (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements.

The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting, generally including the reclassification or elimination of internal activity (between or within funds). However, internal eliminations do not include utility services provided to Town's departments. Reimbursements are reported as reductions to expenses. Proprietary and fiduciary fund financial statements of the Town component units also report using this same focus and basis of accounting although internal activity is not eliminated in these statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants are recognized when grantor eligibility requirements are met.

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Town considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for general obligation bond principal and interest, which are reported as expenditures in the year due.

Major revenue sources susceptible to accrual include: sales and use taxes, hotel/motel taxes, franchise taxes (fees), intergovernmental revenues, and investment income. In general, other revenues are recognized when cash is received.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2004

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):**

Operating income reported in proprietary fund financial statements includes revenues and expenses related to the primary, continuing operations of the fund. Principal operating revenues for proprietary funds are charges to customers for sales or services. Principal operating expenses are the costs of providing goods or services and include administrative expenses and depreciation of capital assets. Other revenues and expenses are classified as non-operating in the financial statements.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as needed.

*Fund Accounting*

The accounts of the Town are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operation of each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue and expenditures, or expenses, as appropriate. Town resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, into three (3) broad fund categories and five (5) generic fund types as follows:

*Governmental Funds*

General Fund – The General Fund is the general operating fund of the Town. This fund is used to account for all financial resources, except those required to be accounted for in another fund.

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. These funds include the Highway Equipment Fund, Water Pollution Fund, and other miscellaneous funds.

Capital Projects Funds – Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities or equipment.

*Proprietary Funds*

Water Pollution Fund – Water Pollution Funds are used to account for the expenses and fees charged for the use of such services.

*Fiduciary Funds*

Trust Funds – Trust Funds are used to account for assets held by the Town in a trustee capacity. These include Expendable Trust, and Nonexpendable Trust Funds. Nonexpendable Trust Funds are accounted for in essentially the same manner as Proprietary Funds since capital maintenance is critical. Expendable Trust Funds

## TOWN OF BERLIN, VERMONT

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2004

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):**

are accounted for in essentially the same manner as Governmental Funds. Presently, the Town of Berlin, Vermont has one Fiduciary fund for Cemetery activity.

***Account Groups***

The accounting and reporting treatment applied to fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All Governmental Funds and Expendable Trust Funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental Fund operating statements present increases (revenue and other financing sources) and decreases (expenditure and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Fixed assets used in Governmental Fund Type operations (general fixed assets) should be accounted for in the Equipment Fund Group.

Long-term liabilities expected to be paid from Governmental Funds are accounted for in the General Long-Term Debt Account Group, which is part of the Governmental Funds. The General Long-Term Debt Account Group is not a "fund". It is concerned only with the measurement of financial position. It is not involved with measurement or results of operation.

Because of their spending measurement focus, expenditure recognition for Governmental Fund Types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as Governmental Fund Type expenditures or fund liabilities. They are, instead, reported as liabilities in the General Long-Term Account Group.

***Basis of Accounting***

Basis of accounting refers to when revenue and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting related to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental Fund Types are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt, which is recognized when due.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):**

***Operating Budget***

An operating expenditure budget for the General Fund is presented, discussed, and voted on at the March Town Meeting and the Select Board sets the tax rate based on the education and municipal Grand Lists and the approved General Fund budget. The accounting method used for budget presentation is the same method used for the historical financials.

***Cash and Cash Equivalents***

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

***Property Tax Recognition***

Property taxes are recognized as revenue when they become both measurable and available. The are measurable at the time levied, however are available when paid. Taxes owed at the end of the fiscal year are deferred based on the uncollected balance as of July 31<sup>st</sup> following the year under audit. Property taxes paid in advance of assessment date are considered prepaid taxes.

***Vacation Compensated Absences***

The amount of vacation compensated absences and accrued payroll is recorded in the General Long-Term Debt Account Group as it represents a future liability to the Town.

***Use of Estimates***

The preparation of financial statements in conformity with U.S. Generally Accepted Accounting Principles requires management to make estimates and assumptions that affect certain reported amount and disclosures. Accordingly, actual results could differ from those estimates.

**CASH, INVESTMENTS, AND CATEGORIES OF RISK:**

The Town authorizes the Treasurer to invest excess cash in bank accounts (for example: certificates of deposit); U.S. Treasury notes, bonds, and bills; commercial paper; corporate bonds; and repurchase agreements.

There are three categories of credit risk that apply to a government's bank balances:

1. Insured by the FDIC or collateralized with securities held by the Town or by the Town's agent in the Town's name.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004

**CASH, INVESTMENTS, AND CATEGORIES OF RISK (continued):**

2. Collateralized with securities held by the pledging financial institution's trust department or its agent in the Town's name.
3. Uncollateralized (this includes bank balances collateralized with securities held by the bank's trust department, but not in the Town's name).

The Town's cash balances are categorized below to give an indication of the level of risk assumed by the Town at June 30, 2004:

	<u>Balances</u>
Insured (FDIC) or collateralized	\$1,306,726
Uncollateralized	<u>171,179</u>
Total cash balances	<u>\$1,477,905</u>

***Investments***

The Town's investments are categorized to provide an indication of the level of risk assumed by the town. Category 1 includes investments that are insured or registered or for which the securities are held by the Town or its agent in the Town's name.

Category 1:

Certificates of Deposit – Carrying amount and Market Value	\$ 185,479
Book balances of cash	\$ <u>853,003</u>
Total cash and investments	<u>\$1,038,482</u>

**DEFERRED REVENUE:**

Deferred revenue at June 30, 2004 consists of the following:

Montpelier Filtration Fund	\$ 1,000
Planning Grant	\$ 4,000
Conservation Grant	\$ 33,000
Re-appraisal Funds	\$ 20,272
Road Escrow and Tax Credits	<u>\$ 8,223</u>
	<u>\$ 66,495</u>

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2004

**GENERAL LONG-TERM DEBT:**

General long-term debt at June 30, 2004 consisted of the following:

Note payable to City of Montpelier at variable interest, approximately 7%. Quarterly principal payments of \$1,330 plus interest are due through 2009. These net proceeds were to fund Berlin's share of the joint capital construction costs of the Montpelier sewage treatment plant. \$ 27,949

Note payable to Charter One at 2.65%, due on September 16, 2004. Interest shall be payable on an annual basis due in full upon maturity. \$ 236,170

Due to Institute of Professional Practice, Inc (IPP) for taxes paid under protest. Payments shall be made \$10,000 per year on July 1<sup>st</sup> of each year beginning in 2002. \$ 30,000

Note payable, State of Vermont, due in five annual installments of \$4,129.60 beginning in 2005. These net proceeds were to fund the Water Planning expenditures. \$ 20,648

Compensated balances – Accrued payroll and vacation \$ 24,058  
\$ 338,825

Long-term debt, assuming all short-term debt is refinanced, will mature in the next five years and thereafter, approximately as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2004	\$242,490	\$6,062	\$248,552
2005	19,450	486	19,936
2006	19,450	486	19,936
2007	19,450	486	19,936
2008 and after	<u>37,985</u>	<u>950</u>	<u>38,935</u>
	<u>\$338,825</u>	<u>\$ 8,470</u>	<u>\$347,295</u>

Changes in long-term debt are as follows:

	<u>June 30,</u> <u>2003</u>	<u>Additions</u>	<u>Payments</u>	<u>June 30, 2004</u>
Town Office Building, Chittenden	\$20,000		\$20,000	\$0
Fire Truck	123,875	146,045	33,750	236,170
IPP Tax Litigation	40,000		10,000	30,000
John Deere Backhoe, Charter One	25,000		25,000	0
Water Planning, State of Vermont	1,478	19,170		20,648
Compensated Balances	12,500	11,558		24,058
Sewage Treatment, City of Montpelier	<u>31,939</u>		<u>3,990</u>	<u>27,949</u>
Total	<u>\$254,792</u>	<u>\$176,773</u>	<u>\$92,740</u>	<u>\$338,825</u>



TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004

**INTER-FUND RECEIVABLE AND PAYABLE BALANCES**

Generally, outstanding balances between funds reported as "due to/from other funds" include outstanding charges by one fund to another service for goods, subsidy commitments outstanding at year-end, and other miscellaneous receivables/payables between funds. Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are described as "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non current portion of interfund loans).

Any residual balances outstanding between the governmental activities and business-type activities are reported in the governmental-wide financial statements as "internal balances." Similar activities in which a component unit is a party are captioned as "receivables/payables" for both the current and non-current portions between a component unit and the primary government. Balances to which a fiduciary fund is party are treated as "external" receivables and payables substantially reported as wages and benefits payable (retirement benefits).

The following is a summary of inter-fund receivable and payable balances as of June 30, 2004:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$126,345	
Special Revenue Funds:		
Police		\$ 1,588
Equipment		\$ 72,026
Bike		\$ 54
Long-term debt		\$102,731
Newsletter		<u>\$ 2,043</u>
WPC Allocation	\$ 51,899	
Capital Projects Funds:		
Office addition	<u>\$ 198</u>	
Totals	<u>\$178,442</u>	<u>\$178,442</u>

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004

**PROPERTY TAXES:**

The Town is responsible for assessing and collecting property taxes for both the Town and the Berlin Town School District. Property taxes are assessed based on annual property valuation as of April 1. Property taxes were due in 2002 and 2003 as follows:

25% on August 15, 2003	25% on November 15, 2003
25% on February 15, 2004	25% on May 15, 2004

The School tax rate was \$2.04, the Town tax rate was \$0.53, for a total tax rate of \$2.57. All late payments are subject to an 8.0% penalty, and interest is calculated at 1.0% per month.

For the year ended June 30, 2004, property taxes assessed, payments in lieu of taxes, and other voluntary payments are accounted for as follows:

**Recognition of Property Taxes:**

Property Taxes Billed	\$5,586,899
Add: PILOT's	92,407
Add: Current Use	17,971
Add: Deferred Revenue - July 1, 2003	150,000
Less: Deferred Revenue - June 30, 2003	(159,616)
Less: Adjustments	12,853
Less: Taxes for School District	<u>(4,309,972)</u>

Town Property Taxes Recognized	\$ 1,390,542
	=====

**PENSION PLAN:**

On June 1, 1987 the Town established the Town of Berlin, Vermont Pension Trust for eligible employees. Eligible employees must have completed one year of employment with the Town and be at least twenty-one years old. This is a defined contribution plan, which requires the Town to contribute 5% for 2003 and 5% for 2004 of each eligible employee's annual compensation. Voluntary contributions by employees are not allowed. Participants are fully vested after six years' of service. The plan year ends on May 31. National Pension Service, Inc. administers the plan.

For the year ended June 30, 2004 total pension contributions by the Town were \$11,044, which was fully funded. Covered wages paid under the plan were \$220,872 out of total wages of \$658,711.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004

**COMMITMENTS AND CONTINGENCIES:**

*Commitments*

From time to time the Town enters into finance and maintenance agreements with the State of Vermont and the Agency of Transportation, for various cost-sharing arrangements relating to bridge and road projects. Generally, the Town bears certain percentages of the total costs relating to preliminary and construction engineering costs, right-of-way costs, utility costs, and final construction costs.

The Town has entered into a five year contract with the Town of Barre for emergency medical services. The contract period is from July 1, 1999 through June 30, 2004. The yearly rates will change based on Berlin's population. Barre Town's per capita rate during 2003 was \$19.50 and 2004 was \$20.00 for a total expense to Berlin of \$49,140 and \$50,700, respectively. The contract can be terminated by Berlin by failing to make timely contract payments.

The Town has chosen The Connor Group, Inc. to develop the former "Harry's" building, which the town purchased at tax sale in early 2000. The building was sold to The Connor Group, Inc. for \$400,000, during April, 2003. The Town has also authorized a tax stabilization agreement granting taxation at reduced assessment values from April 1, 2002 through March 31, 2012. On October 6, 2003, the voters approved using the sale proceeds to reduce taxes over the next five year period. The \$400,000 proceeds are represented in the "Designated Fund Balance" for the general fund and will be reduced pro rata over the remaining five years at \$80,000 per year.

*Contingencies*

The Town participates in various federally-assisted and State programs which are subject to audit by the grantors of their representatives. The audits of these programs for or including the year ended June 30, 2004 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 expenditures 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.

Town employees are covered under the Vermont Unemployment Compensation Law using the direct reimbursable method. In lieu of any contribution, the Town is liable to reimburse the Vermont Department of Employment and Training for benefits duly charged to its account. There is no reliable method to measure this potential liability.

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004

**RISK MANAGEMENT:**

The Town is exposed to various risks of loss related to tort; theft of, damage to, and destruction of assets; errors and omission; 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.

**CAPITAL ASSETS AND DEPRECIATION:**

The Town's property, plant, equipment, and infrastructure with useful lives of more than one year are stated at historical cost and comprehensively reported in the government-wide financial statements. The Town will begin to maintain infrastructure asset records consistent with all other capital assets in accordance with the implementation of GASB 34. Proprietary and component unit capital assets are also reported in their respective fund and combining component units financial statements. Donated assets are stated at fair value on the date donated. The Town will generally capitalizes assets with cost of \$1,000 or more as purchase and construction with cost of \$5 thousand or more. The costs of normal maintenance and repairs that do not add to the assets value or materially extend useful lives are not capitalized. Capital assets, including those of non-major funds, are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed for the respective accounts, and the resulting gain or loss is recorded in operations.

Estimated useful lives, in years, for depreciable assets as follows:

Buildings	5-30
Improvements, other than buildings	5-30
Mobile equipment	3-10
Furniture, machinery, and equipment	3-10

TOWN OF BERLIN, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004

**CAPITAL ASSETS AND DEPRECIATION (continued):**

A detail of Capital assets recorded as of June 30, 2004 are below:

<u>Capital Asset Description</u>	<u>Cost</u>	<u>Current Depr</u>	<u>Net Value</u>
<b>Governmental Activities:</b>			
John Deere Backhoe	\$68,000	\$6,800	\$61,200
Ford Super Duty F57 Dump Truck	40,274	4,027	36,247
Chevrolet CD - 3093 Pick-up	3,500	350	3,150
7600 SBA 6x4 Truck (SF647) Dump Truck	55,228	0	55,228
VTEC Fire Rescue-Pumper Truck	<u>269,920</u>	<u>17,995</u>	<u>251,925</u>
Total Vehicles	<u>436,922</u>	<u>29,172</u>	<u>407,750</u>
Town Office Construction	<u>100,000</u>	<u>3,333</u>	<u>96,667</u>
Total Buildings	<u>100,000</u>	<u>3,333</u>	<u>96,667</u>
Montpelier Sewage Treatment Plan	<u>143,659</u>	<u>4,789</u>	<u>138,870</u>
Total Infrastructure	<u>143,659</u>	<u>4,789</u>	<u>138,870</u>
<b>Business-Type Activities:</b>			
Water Pollution Control	71,986	2,400	69,586
	<u>56,253</u>	<u>1,875</u>	<u>54,378</u>
	<u>128,239</u>	<u>4,275</u>	<u>123,964</u>
	<u>\$808,820</u>	<u>\$41,568</u>	<u>\$767,252</u>

**FUND EQUITY**

The governmental fund financial statements report reserved fund balance for amounts not available for appropriation or legally restricted for specified purposes. The General Fund reserve for restricted purposes includes net assets resulting from hotel/motel taxes exclusively restricted from the promotion of convention and tourism development and juvenile court fines restricted to programs addressing juvenile crime.

TOWN OF BERLIN, VERMONT

COMBINING BALANCE SHEET - INCLUDED IN GOVERNMENTAL ACTIVITIES  
STATEMENT OF NET ASSETS

SPECIAL REVENUE

JUNE 30, 2004

	Special Police Fund	COPS Grant Fund	Recreation and Parks Fund	Conservation Fund	Newsletter/ Microfilm Fund	Montpelier Filtration Fund	Bike Path Fund	Total
ASSETS								
Cash	\$24,651	\$1,325	\$7,963	\$36,795	\$3,568	\$1,273	\$22,141	\$97,716
Accounts receivable								
Due-federal government								
Unbilled charges receivable								
Due from other funds								
Total assets	\$24,651	\$1,325	\$7,963	\$36,795	\$3,568	\$1,273	\$22,141	\$97,716

LIABILITIES AND  
FUND BALANCES

Liabilities								
Due to other funds	\$1,588				\$2,044	1,000	\$56	\$3,688
Deferred revenue				33,000				34,000
Total liabilities	1,588			33,000	2,044	1,000	56	37,688
Fund Balances								
Reserved	23,063	1,325	7,963	3,795	1,524	273	22,085	60,028
Total fund balances	23,063	1,325	7,963	3,795	1,524	273	22,085	60,028
Total liabilities and fund balances	\$24,651	\$1,325	\$7,963	\$36,795	\$3,568	\$1,273	\$22,141	\$97,716

(See notes to financial statement)

## TOWN OF BERLIN, VERMONT

COMBINING SCHEDULE OF REVENUE, EXPENDITURES AND FUND BALANCE  
INCLUDED IN GOVERNMENTAL ACTIVITIES - STATEMENT OF ACTIVITIES

## SPECIAL REVENUE

JUNE 30, 2004

	Special Police Fund	COPS Grant Fund	Recreation and Parks Fund	Conservation Fund	Newsletter/ Microfilm Fund	Montpelier Filtration Fund	Bike Path Fund	Total
REVENUE								
User charges/fees	\$ 82,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,595
Donations and other					1,620			1,620
Interest and penalties	164	6	148	143	620	7	240	1,328
Total revenue	82,759	6	148	143	2,240	7	240	85,543
EXPENDITURES								
Public Safety	70,972						0	70,972
General Government				1,000	2,221		4,579	7,800
Total expenditures	70,972			1,000	2,221		4,579	78,772
EXCESS REVENUES (EXPENDITURES)	11,787	6	148	(857)	19	7	(4,339)	6,771
FUND BALANCE-JULY 1, 2003	11,276	1,319	7,815	4,652	1,505	266	26,424	53,257
FUND BALANCE-JUNE 30, 2004	\$ 23,063	\$ 1,325	\$ 7,963	\$ 3,795	\$ 1,524	\$ 273	\$ 22,085	\$ 60,028

(See notes to financial statement)

## Town of Berlin, Vermont

Combining Balance Sheet - Included in Governmental Activities  
Statement of Net Assets

## Capital Projects

June 30, 2004

	Equipment Fund	Bridge Fund	Office Addition Fund	Road Project Fund	Total
<b>ASSETS</b>					
Cash and investments	\$45,983	\$19,269	\$0	\$54,196	\$119,448
Due from other funds	(72,026)	0	199	0	(71,827)
Fixed assets, net	643,287				643,287
<b>Total assets</b>	<b>\$617,244</b>	<b>\$19,269</b>	<b>\$199</b>	<b>\$54,196</b>	<b>\$690,908</b>
<b>FUND BALANCES</b>					
Fund balances Reserved	\$617,244	\$19,269	\$199	\$54,196	\$690,908

(See notes to financial statement)



## TOWN OF BERLIN, VERMONT

COMBINING SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE  
INCLUDED IN GOVERNMENTAL ACTIVITIES - STATEMENT OF ACTIVITIES

## CAPITAL PROJECTS

FOR THE YEAR ENDED JUNE 30, 2004

	Equipment Fund	Bridge Fund	Office Addition Fund	Road Project Fund	Total
REVENUE					
Interest	\$802	\$106	\$0	\$439	\$1,347
Fees	57,333	0	0	0	57,333
Total revenue	58,135	106	0	439	58,680
EXPENDITURES					
Capital improvements	156,534	0	0	0	156,534
EXCESS REVENUE (EXPENDITURES)	(98,399)	106	0	439	-97,854
FUND BALANCE-JULY 1, 2003	715,643	19,163	199	53,757	788,762
FUND BALANCE-JUNE 30, 2004	\$617,244	\$19,269	\$199	\$54,196	\$690,908

(See notes to financial statement)

**TOWN OF BERLIN  
TAXES RECEIVABLE  
June 30, 2004**

*Abbey, Leonard	\$897.50	Erdos-Cicarelli, J.	365.77
*Adams, Jean	2,022.43	Fleury, James A.	505.98
*Alexander, Jeff	132.66	Franz, Jane	3,565.75
*Alden, Cheryl A.	757.90	Geisler, Albert	448.70
*American Express	693.76	Gladden, Bernard	6,126.62
*Ash, Tatum	363.20	*Granger, Allen	97.41
Associates Corp of North	44.58	Graybar Financial	56.16
Backman, Annette	2,156.36	Green, Travis	58.98
Barr, Mark	542.57	*Harris, Helen Gail	4,369.34
Bayer Corp.	291.31	*Haskell, Marylou	91.80
BB&B Automotive	428.81	*Hass, Gary	1,202.38
*BB&B Automotive	11,905.24	*Henes, Todd	116.17
Benoit's Race & Custom	346.18	*Hurley, Dennis	2,905.98
*Bilodeau, Michael	942.64	Hutchins, Karen	379.83
*Bilodeau, Michael	287.86	*Icon Cash Flow	34.45
*Bishop, Thomas	33.11	*Jancaitis, Joseph	94.89
Blodgett, William	170.58	Kay-Bee Toys	485.08
*Boski, Ruth	215.33	*Kerr, Elizabeth	30.30
Boulanger, Andy	405.76	*Kilkelly, Gail	746.77
*Boulevard Gardens	22.06	*Kinzel, Otto III	606.00
*Brickey, Jan	307.61	Lavigne, Debra	77.72
*Brickey, Jan	240.84	*Lee, Dewey	174.71
Bryant, Robert	125.89	Lorimer, Bruce	1,538.15
Buck, Eric	141.20	*Loso, Randall	2,333.23
*Burnham, Ellen	1,565.70	*Lyon Financial	27.79
Bushey, Reed	1,401.90	*Markham Florestine	86.99
Campbell, Albert	75.60	Marshall, Todd	1,994.51
Campbell, Clint	348.41	*Mattson, Allan	1,724.36
Carter, Porter	246.74	Matty, Theodore	376.94
*Chartrand, Craig	1,847.22	*Maxwell, Veanne	83.33
Chateauvert, Melissa	1,474.30	*McGinnis, Frank	95.41
Clough, Jason	133.87	*Meaney, Christopher	327.34
*Colette, John	89.13	Merit Behavioral	468.58
*Conseco Bank	236.83	Miller, Jon	177.83
Conseco Finance	732.73	*Minzer Brothers	391.05
Conseco Finance	230.95	Mountain Cable Co.	2,315.90
Conseco Finance	1,042.05	*Olson, Cecile	674.88
Cullum, Benny	840.60	Otis, Bobbi Jo	609.31
*Currier, Sylia	87.22	*Partridge Parcels	211.82
*Danka Office Imag.	32.64	Perry, Christopher	645.50
*Davis Wendell O.	1,437.03	Picker Financial	1,985.83
*Davison, Jeremy	198.64	Posey, Stephanie	351.14
*Dowen, Brad	23.38	*Powers, Scott	1,656.72
*Emmons, Michael	129.65	R&G Prop II	1,087.09

R&G Prop II	7,829.52
R&G Prop III	1,993.50
R&G Prop III	1,143.45
R&G Prop III	1,928.23
R&G Prop III	5,146.39
R&G Prop III	2,285.54
*Ran-Mar, Inc.	30,096.88
*Ran-Mar, Inc.	197.31
*Richardson, Burton	320.62
*Richardson, Ricky	317.46
*Richardson, Russell	452.34
*Richardson, Russell	884.97
Riverton Gen. Store	88.53
*Rollins, Eileen	481.82
Saben, Stanley	3,309.99
Sambel's Rest.	141.33
*Schober, Thomas	837.25
Shepard, Gloria	269.51
*Smith, Susan	632.30
Stacey, Margaret	881.38
Stacey, Margaret	69.78
Stacy, Cathy	4,896.76
*Stockbridge, Willis	38.09
*Straight, Rodney	171.73
Summit Funding	21.45
Taco Bell	296.75
*Thresher, Donald	441.46
*Thresher, Donald	647.55
Thurber, Donald	216.85
Truman, Vernon	2,124.15
*Turner, Lisa Lovely	157.05
*Village Homes	27.50
*Vitagliano, Geno	1,208.71
*Wagner, Floyd	201.88
*Ward, Allen	414.42
Washburn, Eric	365.34
*Weight Watchers	50.11
*Wester, Peter	1,311.53
*Wheeler, Jeannette	1,066.84
*White, David	894.47
*Williams, Philip	263.67
*Winter, Linda	473.26
*Wright, Donna	302.68
Accts. With Balances of \$20 or less	77.69
<b>TOTAL DELINQUENT</b>	<b>\$152,332.50</b>

\*Taxes paid partially or in full as of 12/31/04.

DOG FUND

FOR THE YEAR ENDED DECEMBER 31, 2004

317 Dogs Licensed.....	\$1,730.00
Minus 317 \$1.00 per dog to Support Vermont Rabies Program	-317.00
Minus 47 \$2.00 per dog spaying & neutering surcharge	<u>- 94.00*</u>
	\$1,319.00

\*As of July 1, 2004

*February 9th, 1848      Gold discovered in  
California, (Berliners head west)*

**DELINQUENT SEWER ACCOUNTS**  
**2004**

Adelphia Cable/Montpelier.....	190.19*
Backman, Annette.....	425.62*
Barr, Mark.....	957.22
Blodgett, William.....	257.02
Boulanger, Andre & Karen.....	1,256.44*
Bouyea-Fassetts, Inc.....	159.11
Callahan, Peter.....	412.42
Codling, Joanne.....	1,432.42
Das, Peter.....	1,519.37*
Developers Diversified.....	181.62*
Developers Diversified.....	1,506.57*
Dion, Mark & Michelle.....	398.80
Florucci, Gary/Laprade, Lorena.....	41.41*
Haskell, Marilou & Steve.....	367.31*
Herring, Rhonda.....	320.66*
Jones, Eric.....	222.68
Lawrence, Michael.....	221.58*
Lyford, Craig & Kathy.....	228.03*
Marshall, Todd.....	364.40
Miller, Jon.....	431.79
Perry, Jen.....	405.51
Powers, Scott & Karen.....	1,410.18*
R&G Properties.....	12,896.53*
Ran-Mar, Inc.....	456.75*
Roy, Diana.....	28.14*
Sidney, Katie.....	699.87
Sweeney, Rose.....	310.18*
Wheeler, Mark.....	239.30
Wright, Donna.....	625.00*
<b>TOTAL.....</b>	<b>\$27,966.12</b>

\*Paid partially or in full as of 1/14/2005

## TOWN CLERK

To the residents of Berlin:

During this past year I have been spending some time on the Electronic Records Keeping Legislative Committee. Last spring, thanks to the efforts of then Berlin Representative, Ruth Towne, Berlin was chosen as one of five pilot towns. The committee has been studying the products available for electronic record keeping. Berlin, along with Brandon, Hartford, Colchester, and Richford will be having equipment set up in their offices to actually test storing and indexing various types of documents by scanning them into a computer software program. As of this writing, all five Towns are waiting for the contract process with the State to be completed. Berlin and Hartford are also waiting for the company chosen for us to obtain its Vermont Tax ID. As soon as that all happens, Berlin will have the use of soft-ware and scanning equipment to experiment with for three months. Hopefully it will all be in place by Town Meeting and I will be able to give you an update then. Once the three month test is over, the Committee will write a report to the Legislature with minimum standard recommendations for this type of record keeping. The Committee doesn't see this as a replacement for the paper document, but as a better way to make them available to the public. Having them available for use in electronic form means Clerks can store the originals of permanent documents, in a different way that will better preserve them. Records that are not permanent records can be stored electronically without the need for space to store as much paper.

The ballot counting machine Berlin received from the Secretary of State's Office last year, worked very well for the General Election. With the very large voter turn-out it was nice to push a button and have the machine do the tally. Only the write-ins had to be physically counted. All the election workers were very glad to get home at an early hour. This Town Meeting election should be an early evening also, compared to last Town Meeting when we finished counting at 1AM.

Another year has passed and it brings me to the end of my first 3 year term as your Town Clerk. It has been quite a learning experience to say the least. Three years ago when I came into the office on the day after Town Meeting, I wasn't quite sure just what to expect. With a teacher like Dorothy Hartman, learning this job was made much easier. I have tried over the past three years to do the job with her same high standards. Sometimes this has not always been the popular way, but you the voters of Berlin elected me to do a job for you. I believe I have done it in a manner that is consistent with my beliefs in the truth and the law as it is written, not as we might wish it were written. I have enjoyed being your Town Clerk for the past three years. You,

the people of Berlin continue to make it a rewarding and fun job.

What follows is a summary of a few of the documents processed and filed in the Town Clerk's Office this past year.

ROSEMARY MORSE  
*Town Clerk*

- 406 Birth certificates from Central Vermont Hospital
  - 19 were Berlin residents
  - 10 Berlin babies were born at other hospitals
  - 406 copies of certificates were sent to the State
  - 387 copies of certificates were sent to Towns of Residence
- 13 Adoption certificates
  - 13 copies of certificates sent to the State
- 56 Corrected Birth Certificates
  - 56 copies of certificates were sent to the State
  - 53 copies of certificates were sent to Towns of Residence
- 282 Death Certificates filed
  - 42 were Berlin residents (29 of these were actually in the two nursing homes, and listed as Berlin residents)
  - 1 Berlin resident passed away in another Town
  - 282 copies of certificates were sent to State
  - 242 copies of certificates were sent to Towns of Residence
- 19 Marriage Licenses issued
  - 7 marriages actually performed in Berlin
  - 19 copies of certificates sent to the State
- 1 Civil Union License issued
- 8 First Class Restaurant Liquor Licenses
- 3 First Class Cabaret Liquor Licenses
- 1 First Class Hotel Liquor License
- 6 Second Class Liquor Licenses (stores)
- 8 Tobacco Licenses
- 8 Mobile Home Park Licenses
- 94 Excess Weight Permits
- 317 Dog Licenses
- 623 Documents received for recording into the Land Records
  - (These ranged from 1 page to 51 pages long.)
- 148 Property Transfers
- 15 Survey mylars
- 2000 Certified birth, death, and marriage certificates were done.
  - (Approximately)

## **SELECT BOARD REPORT**

The Town of Berlin operated within the approved budget for the year beginning July, 2003 operating through June 2004. During the year, Select board members changed and a new Town Treasurer was elected. These changes improved the communications between the Select board and the Treasurer. It led to more accurate financial reports and improved management. Some of the highlights of the year were:

Consolidation of all banking accounts and services. This improved reporting, enhanced documentation of financial reports, and increased interest earned by 100%.

Several workstations received new computers and software that permitted networking and on-line updates for all residents accounts. This enhancement reduced the paper consumption required, reduced transaction time, improved data for all residents, and expedited cash flow to the bank.

The Town received a RFP bid for reappraisal for 2007. There is a budget established for 3 years to offset this one time expense.

A five year capitalization plan for all highway and police vehicles was established and implemented. Highway vehicles will be replaced every five years, with 50% expensed and 50% financed through a special 4 year loan. Police vehicles will also be replaced every 5 years but will be expensed the year they are acquired. This plan permits both departments to upgrade their equipment and ensure proper maintenance and safety.

A new roof was installed on the Town garage and funded by reallocating certain budget lines within the highway department.

The Town revised and issued a Purchasing policy which will streamline the process and set guidelines for all the operating departments.

The Town has submitted grant and assistance requests for RSMS, Dog River Road traffic count and Crosstown/Hill Street Extension Road Safety Audit Review.

The Town continues to operate within the guidelines and policy set forth in its charter. In the next year, a five year highway plan will be established and reviewed with the State. Coincidentally, the Town will budget a special fund to commence the upgrading of all the Town's roads over the next 10 years. The Planning Commission will finish amending the Town Plan and Zoning Regulations for public review and approval. The municipal building has been selected as the Emergency Operation Center for the Town, and an extensive communication system will be installed. Berlin will upgrade its phone system simultaneously to provide better service to the community. There will also be an opportunity to renovate the town's municipal building to



improve work flow, ease residents visits and transactions, and create a more secure environment for the Police department.

Throughout the year, the community is served by a hard working and dedicated staff. The Selectboards job is enhanced by these individuals and also all the people who serve on the various other boards to support the Town of Berlin. Special thanks to the Highway staff for all their long hours to ensure the safety of our roads, to the Police force for maintaining a safe environment 24/7, to the Town Treasurer and Town Clerk for providing outstanding customer and informational service to everyone, to the Zoning Administrator for enhancing all requests and permits, to the Listers for maintaining all the property records, and finally to the town Administrator for managing the overall process in an efficient and timely manner.

OTTO KINZEL, Chair  
DON BLANCHETTE, Vice Chair  
MIKE PITONYAK, Secretary  
KITTY LANGLOIS  
BRAD TOWNE

*March 4th, 1969    Town votes to build town office*

## NOTES FROM THE TREASURER

This has been a great year! I've met so many of my Berlin neighbors, and learned a lot more about our town.

Some positive changes have taken place and there is more to follow. I believe we've developed a team spirit here and can't help but think it can only get better. As a team we've accomplished many things. The Selectboard and Town Administrator as well as department heads and all that work here have been very helpful and supportive. I've personally made an effort to attend every Selectboard meeting. This allows for open lines of communications for everyone.

This year the computers were networked and a new cash receipts program installed. This enabled me to record tax payments as they arrived and give prompt printed receipts to all who requested them. As well, each tax account was updated and funds deposited daily. With assistance from NEMRC staff I've worked to utilize the software systems more efficiently and produce more accurate account reporting. I've set aside time to organize files and filing systems in order to accommodate a smoother audit process and efficient use of time. I will continue this process with past years records as well.

Also the town's banking accounts and loans were consolidated to one bank, Banknorth, NA. A committee was established to do comparisons of the proposals received. After reviewing each proposal and listening to each oral presentation, Banknorth offered the best service, locale and rate structure. As of December, the town had already earned more interest in the first 6 months than projected for the year.

Working groups have been established to review everything from the building expansion and telephone systems to benefit packages for town employees among other things. We are all trying to make improvements with everyone in mind, taxpayers and employees alike. I've been glad to be part of each of these groups.

Best of all, it has been a pleasure to get to know more of my neighbors and to offer the best service that I can. Please don't hesitate to call or stop by if you have any questions.

PATTI J. LEWIS

*July 29th, 1830 Major flood of Winooski, all Dog River bridges lost*

## EMERGENCY MEDICAL SERVICES

Call volume increased this year to 3,379 calls, compared to 2,970 calls for service in 2002/2003. Barre Town EMS is continuing to grow in other areas of calls-for-service, especially in the area of long-distance transfers with 416 calls for service. Local transfers increased to 1,348 from 1,012; emergency calls increased from 1,960 to 2,031. Mutual aid responses decreased slightly this year from 204 to 181 calls; this is indicative of difficulties that smaller volunteer services continue to have in recruiting daytime coverage.

EMS responded to 381 calls in Berlin this year. There were 178 patients not transported, usually from minor motor vehicle accidents. There were 92 motor vehicle accidents. Another important statistic was the 111 serious/critical medical patients that were transported, more than half of the patients transported.

24-hour Paramedic coverage began in August of 2004. Three full-time medics are currently working; one in Berlin and two in the East Barre station. A fourth medic is scheduled to complete perception in January, 2005, and will be assigned to the Berlin station. The goal is to have six medics; one in each station each of the three shifts.

The critical care transport service continues to evolve into a much needed service to the Central Vermont area. The MICU began service to CVMV in April, 2003. MICU run volume is down in its first full year of operation while the scheduling of service continues to be adjusted according to need. This comprehensive service utilizes advanced life support equipment and specially trained personnel. The unit is staffed by a critical care nurse, critical care paramedic, and an EMT driver. The ambulance is staffed part-time 8 a.m. to 8 p.m. Monday through Friday.

The increase in transfer run volume prompted a revamping of the daytime operations two years ago. The third crew was established to handle the increased volume occurring during the weekdays. This crew handles most of the local transfers during the hours of 8am to 6pm Monday through Friday, and has become invaluable in the delivery of care for the service. The addition of this crew also increased the availability of the two regular duty crews for emergency calls, while volume has increased, emergencies also increased and the Auxiliary Crew has been able to provide the necessary back-up to the regular duty crews.

The Explorer Post established two years ago has ten teenagers working hard at training and riding along with the crews. The post charter requires that they be completely self-sufficient; the Town only supplies the meeting place and the medical training. They conducted a very successful fund raiser last year to purchase equipment and uniforms for themselves. They also donated several pieces of equipment to the service. Anyone 14 years or older, and having completed the eighth grade are welcome to attend a meeting and

see what EMS Exploring is all about.

Vermont EMS instituted an upgrade in the EMT-Intermediate training this year. The training will allow the Intermediate to use more advanced drug therapies and procedures for respiratory, cardiac and diabetic patients, making these personnel a more valuable asset to the EMS Department.

The EMS Department received two Homeland Security Grants this year. The first grant for \$19,500 allowed us to purchase a second Life Pac 12 defibrillator in anticipation of the introduction this year of Paramedics. The second grant was awarded for \$34,000 toward the department's purchase of a third Life Pac 12 for the second paramedic unit stationed in Berlin, as well as, a Mass Casualty Incident trailer capable of administering care to 75 patients (50 adult, 25 child). The MCI trailer will be of great benefit to the department as well as the Central Vermont area. EMS will concentrate on new communication equipment for the ambulances and various types of advanced life support equipment as other grant opportunities come up.

DAVID JENNINGS, *EMS Director*

*March 6th, 1894    Old town meeting house first  
used, (top of Turner Hill)*

## HIGHWAY REPORT

The summer of 2004 was a busy one. We did a large construction job on Crosstown Road, which involved a lot of blasting in order to open up the ditch to give water somewhere to go. We hired Dubois Construction to do the ditching and Davey's Tree Service did the tree cutting at no cost to the town. We used 1 1/2" granite mixed with 3/4" granite for gravel, which seems to hold much better and does not turn to soup. We did some test spots on the bottom of Crosstown Road, Junction Road and Paine Turnpike South with this mix. We decided to use this material on Crosstown Road because of the way it held up so well in the other spots. We are going to continue to use this material on all our roads instead of gravel. The result in years to come should be a much better road surface, which means less mud and less grading.

We have received many very good responses regarding Crosstown Road and the way it has turned out. There have been a few negative responses, but the good outweigh the bad by a great deal. We do hope to do more road projects this coming summer similar to the one on Crosstown Road.

The town purchased its first 10-wheel dump truck and this has proven a great addition to the fleet. The truck saves time because of the larger loads it can haul while ditching, sanding and transporting loads of material from different pits. We are hoping to buy another 10-wheel truck this coming year to replace one of our 6-wheel trucks. This will give us two 10-wheelers, which should work out well for the Town and the Highway Department.

We needed to put a new roof on the town garage back in March of 2004.

Richard Freeman resigned from the town and went to Barre City. Gerry Markham has rejoined the Town Highway Department and has been a great addition.

The start of this winter has been strange with a lot of small snow showers and lots of rain. The roads have fared well through most of the weather. We are using a different sand, which seems to have more stone in it and gives better traction.

I would like to thank the Select Board for all their help. It has been a pleasure working with such a great group of people.

I also need to thank Scott, Gerry and Andre` for the great job they do and for making my job that much easier. I can't forget to thank my wife, Cindy, for her patience and help.

I truly enjoy serving the town of Berlin and the residents and hope to do so for many years to come.

**RICHARD TETREAULT**  
*Road Superintendent*

**BERLIN POLICE DEPARTMENT**

During the year I prepare monthly reports for the Selectboard, these reports detail in a very limited fashion, the events of the previous month's activities. I will remove excerpts of these reports and include them in this document. As always, the report will follow with the statistical information generated during the year. However, it should be noted that this information does not completely document all the activities the officers and staff are involved with during the year.

**January 2004**

As you note in this monthly report accidents reported have increased nearly one hundred percent from the average monthly totals. The information documented during the month indicates that operator inattention, traveling at an excessive rate of speed with existing conditions and poor weather conditions led to the majority of the increased accident totals. However, it should be noted, the road conditions due to the extremely low temperatures, windy conditions and limited sunshine additionally contributed to our increased average total collisions.

In the spirit of the continuing saga of employee staffing, we presently are one position short of full officer staffing. As previously advised we now have Jeff Strock working full-time. He was a part-time officer that completed his field training and academy through our agency. We are in the process of attempting to fill the open slot through a newspaper ad and by use of the Vermont Police Academy web site. We have had numerous inquiries and are in the process of reviewing the applicants. Hopefully, we will have filled the open slot with an experienced officer with limited academy participation necessary.

In the past, I have not listed the fraud investigations in the monthly report. I plan on detailing this information as it is time consuming and requires detailed investigation for a complete report to be forwarded for successful prosecution. I presently have SSG Leary assigned to this task, during his twenty-hour week. His expertise and knowledge have been very beneficial in a timely closure in many of the cases. Many of the businesses located in town request assistance in investigation, as they do not have the resources to contract additional investigative sources (private sector).

**February 2004**

As reported over the past year, Cpl. James Bell did leave our employ as of March 6, 2004, to begin his new assignment working with DynCorp in the Middle East (Iraq). The assignment is to assist local officials in law enforcement development. Jim is the second member of our department to assist in United Nations Law Enforcement Services.

We did have the good fortune to have a certified law enforcement officer (Vermont) apply just prior to the leaving of Cpl. Bell. He (Officer Jeffrey Cirignano) has worked for several years here in Vermont as a Deputy Sheriff (general road patrol – contract services – Lamoile County). He completed our lengthy hiring process and is now on duty working evening shift.

As you will note by the above list of complaints (please note this is not the complete list but a small snapshot of the events) accident/collision totals (43) is still are above average (one accident/collision daily). There additionally, was a noted increase in disorderly behavior from domestic complaints to family disturbances and citizen disputes.

We have increased our road patrol activities in an attempt to lower the speed and operator inattention noted to be on the increase. Inattention and speed is a direct cause of the recent surge in motor vehicle accidents/collisions. As always, the weather additionally plays a large part in the higher incidence of all vehicular operation control issues.

### **March 2004**

It was a great relief that the weather changed as we found a dramatic decrease in collision investigations (56 January, 43 February) in March we investigated 21 Collisions and no reports of any serious injuries. I attribute the weather change and an increased presence of the officers on selected high-ways during the peak commuting hours for the reduction.

We are in the process of updating our employment search for new applicants. The Vermont Police Academy web site has been used in the past and has resulted in the recruitment of several good applicant prospects. As I advised last month we did sustain the departure of Cpl. James Bell. The department is in the need of a replacement as soon as possible. Hopefully, we can accomplish this task early this spring. A replacement is essential as summer approaches, vacations and training times increase. We additionally have to prepare for the departure of Officer J. Strock, as he leaves to attend the full-time officer's academy in early August. He will be at the police academy for approximately sixteen weeks.

The Central Vermont Medical Center's contract was passed onto the management and recently has returned signed. We presently are in the process of assisting CVMC with the development of their emergency procedure plans. The plans developed have assisted both CVMC staff and the emergency responders in various scenarios as they occur on campus. We have assisted in the development in the past and have found the use of the plans to be extremely beneficial in the time of need.

### **April 2004**

Our total complaints for the month cover a large variety of areas from "Smash and Grabs" (larceny from a motor vehicles, usually by breaking glass

to gain entry-forced), Driving while impaired (DUI), Motor vehicle collisions, Retail thefts (Shoplifting) and a multitude of other complaints.

During the month we also received several items of equipment from the Governor's Highway Safety Office. The items were received due to our proactive participation in several different events. Our officers have been and remain active in area DUI checkpoints, START Patrols (Underage Task Force – a program in the reduction of underage alcohol consumption) and "Click It Or Ticket" operations. The office of the Governor's Highway Safety will offer equipment that at times could not be within our budget, especially for the smaller police agencies. The items received are usually centered on motor vehicle enforcement and officer safety needs.

Item 1: LTI handheld laser for traffic enforcement and also a great tool for at scene collision investigation. The laser is used to precisely measure collision scenes for later documentation. Additionally, the proper use and deployment offers a safe alternative to the use of moving Doppler radar and allows for pinpoint accuracy in medium to heavy motor vehicle patterns. This piece of equipment would have cost our community approximately \$3800.00 Dollars.

Item 2: Kustom In-Car Video System. The system received is an in vehicle mounted video camera system that has multiple components that record not only video but also remote wireless sound. The system allows the officers the ability to record the information and secure the video and sound onto videocassettes that are placed into evidence for future use. The information is a great tool that is used for officer safety improvements, officer community contact involvement's, court documentation and the reduction of frivolous civilian complaint filings. All vehicles in our community have the in-car video systems in operation daily except the vehicle that I operate (System requirements and budgetary constraints). These systems have been a great asset on many occasions and circumstances that have occurred. This piece of equipment would have cost our community approximately \$5,000.00 Dollars.

In closing, I have attached written correspondence from the Governor's Highway Safety Office that details our efforts in the Vermont Law Enforcement Challenge (2003). This program is an overall review in multiple areas of motor vehicle highway safety concerns. The areas evaluated include, education, enforcement activities, community involvement's, regional participation and others areas. We are in category 2 agencies that have staffing levels of 6 – 15 officers. We placed second in the state of all the agencies that participate. I commend all the officers in our police department, they have continued to demonstrate the desire to excel and develop new avenues of community involvement in the reduction of motor vehicle related injuries and loss of life. The involvement in all community-based programs have a long lasting positive effect and a safer community for all of us.



**May 2004**

Our spring-summer incidents (types) are on the increase as the weather improves. The increased complaint areas include Family Disturbances, Motor Vehicle Disturbances, Burglary Alarm activation's and Property Watches. You will note that our motor vehicle collisions have dropped significantly.

We recently have learned that several of our grant applications have been approved. We applied for a federal grant for personal protection vests (Body armor-bullet resistant vests). This grant award will provide 50% of the total project cost of \$10,230. We will receive \$5,115.00 from the federal government. The monies received will enable us to upgrade and distribute new vests to the officers of the department.

We additionally have received a block grant from the Department of Homeland Security for the purchase of a variety of items from new portable radios, surveillance systems for both this building and crime scenes, field computer systems, etc. The total grant received is \$44,010.95. These funds are awarded with no match from the town.

We will continue to pursue all grant opportunities available to improve our officer safety systems and continue to improve on our ability to provide the safest environment possible for our citizens.

**June 2004**

A continuation of my report dated April 2004 in reference to the Chief's Challenge. In that monthly report I advised the following. I have attached written correspondence from the Governor's Highway Safety Office that details our efforts in the Vermont Law Enforcement Challenge (2003). This program is an overall review in multiple areas of motor vehicle highway safety concerns. The areas evaluated include, education, enforcement activities, community involvement's, regional participation and others areas. We are in category 2 agencies that have staffing levels of 6 – 15 officers. We placed second in the state of all the agencies that participated. I have attached a certificate from the International Association of the Chiefs of Police. On June 21, 2004 we received written correspondence and a formal certificate advising of an honorable mention for our application. This is the first honorable mention received at the national level. We have in the past received first place honors at the state level and did not receive an honorable mention at that time. We additionally, received a personal invitation to attend the Highway Safety Reception being held in Los Angeles at the annual meeting (November 2004) of the IACP.

It appears that Officer J. Strock is set for his training at the Vermont Police Academy. He will be attending the 78th Basic Class beginning the first week of August. He will be scheduled for the sixteen-week residency, returning during November. We presently are one officer under staffed. As you will

note that means we will effectively with his (Strock's) absence be two positions short. We have been in the process of filling the vacant position with little success, as the applicant pool appears small. Additionally, applicants when interviewed and advised of the current benefit package are concerned with the health insurance start date (Six-month delay), no dental program, retirement and salary levels.

### **July 2004**

We experienced several major events over the month of July. Additionally, you will note in the monthly statistics that motor vehicle collisions are again on the increase.

Our office continues to investigate fraud complaints at an ever-increasing rate. The investigative complexities and the detailed documentation required for successful fraud complaint prosecution is formidable. I presently have SSGT. Leary assigned to this task. In next month's report I plan on briefing you on details of an investigation that is underway involving investigative resources from Federal, State and Local Police Agencies. The theft of checks through the US Mail covers several Counties in the Central Vermont area.

On July 16, 2004 at approximately 0046 hours, the Berlin Police, Berlin Fire/Rescue, and Barre Town Ambulance responded to a single motorcycle accident on Scott Hill Road near the Four Corners Cemetery. Upon arrival it was determined that the operator of a 1993 Kawasaki Ninja motorcycle had lost control approaching a curve and collided with guardrails. The operator (18 YOA) was transported to the Central Vermont Medical Center and transferred to Fletcher Allen in Burlington. The operator later died at Fletcher Allen from his injuries.

It appears that speed was a factor in this accident. Approximately one half mile north of the accident scene the motorcycle was clocked by radar traveling at 99 miles per hour in a 40 zone. The officer that clocked the motorcycle was transporting a prisoner and therefore did not attempt to stop it.

At approximately 6:15 PM on Sunday July 25, 2004 the Berlin Police Department responded with Barre Town EMS to a report of a person, unconscious, in a motor vehicle in the Price Chopper parking lot on US RT 302 in Berlin, Vermont. The subject, James Bryant (22 YOA), was treated at the scene by Barre Town EMS and was transported to Central Vermont Medical Center and later transferred to Fletcher Allen Health Care in Burlington, Vermont.

In closing, at Tate's request we have loaned the Highway Department the use of the 2 1/2 ton cargo (military truck) truck for highway maintenance purposes.

**August 2004**

Last month I advised that I would write in reference to several recently completed investigations involving the theft of checks and personal items (wallet-purses). The thefts of personal items and checks are unfortunately quite common in the Central Vermont region. I first would like to brief you on the crime and how better to avoid being a victim. These thefts can and do cause major problems in the victims credit history reports and at times it can take years to recover from the initial event. The thefts have recently occurred from mailboxes and motor vehicles.

1: The thieves will remove mail from your rural mailbox after either being placed by the victim or after the mail has been delivered. The red flag on your mailbox is a great indicator that you have placed outgoing mail that often includes credit card payments and various other documents that contain personal credit history information. The thieves will use this information and gain access to your personal credit accounts.

To avoid this type of theft it is best avoided by placing your mail in an approved U.S. Mail box or by bringing the correspondence to the local post office.

2: The most common theft of personal items in our area is what we in the law enforcement circles refer to as a "Smash and Grab" or "Larceny from a Motor Vehicle". These thefts often occur in rural parking areas with limited observation by passerby's and often after dark in unlit areas.

To avoid these types of thefts, park in well-lit areas after dark, place your personal items in the trunk. Do not leave personal items in the passenger areas covered by newspaper or other items (jacket, sweater, etc). These are indicators that items remain for possible theft. Please be aware that with the new motor vehicles, many vehicles have remote access to the trunk areas (power release). When in doubt and not of any immediate need leave the item at home.

I have documented two cases of identity theft and larcenies below for your review, they are just a few of multiple events that we will receive and investigate during this year.

Case One involved a crime/forgery spree in which 250 checks were stolen from the mail and 13 forged checks were cashed throughout Washington, Chittenden, Orange and Windsor county areas. The total theft was of \$2000.00. This investigation involved the coordinated effort of 16 Law Enforcement Officers from 9 different agencies such as, the Vermont State Police, Barre Town and Waterbury PD, U.S. Postal Inspectors Service, Vermont Department of Corrections and the Security Agencies for Banknorth and Wal\*Mart. The Vermont Department of Public Safety Crime Lab also played a pivotal role in positive identification of one of the perpetrators.

Additionally, the investigation involved interviewing 18 individuals with links to this case and acquiring video security photos from several businesses that were victims of the fraud. The investigation took from Nov 2003 to April 2004 when all of the perpetrators were finally arraigned in the Barre Criminal Court. You should note that the victims in these thefts are still in the process of recovering, as their credit history has been damaged and multiple hours and contacts are necessary to correct this unfortunate event.

Case Two involved crime /forgery spree in which 250 checks were also stolen from the U.S. Mail and 13 were again cashed throughout Central Vermont. Additionally, a debit card was stolen and used to purchase items from a pharmacy located in Berlin. The total dollar value was \$3642.00. This investigation involved eight law enforcement officers and 5 law enforcement agencies, including the US Postal Inspectors Service, Barre Town PD and Randolph PD. Additionally, the investigation involved interviewing 17 individuals with links to this case. This investigation occurred over a two-month period of June and July 2004.

The investigative time and expertise needed to complete these cases are essential ingredients in our battle to professionally investigate and prosecute these types of incidents.

### **September 2004**

As noted in the complaint totals of September, is the continual pesky problem of accidental (employee error) and faulty (mechanical problem) alarm activation's. This has been a continual problem, that at times, places the responding officer and others in unnecessary jeopardy. The total of burglary alarms 911 hang-ups and false alarms (panic type alarms at business's) generated twenty-four complaints in September alone. The total complaint numbers average in the mid- twenties throughout the year. It should be noted that a portion of the alarm activation's occurring are habitual at several businesses after hours. Without a false alarm ordinance we have no options available to enforce the need for repair. The introduction of the proposed ordinance will be a great asset and a necessary tool to be used in the reduction of false alarm responses. As always, the police department has and will continue to assist in a cooperative manner all homeowners and business's in the proper use of their security systems. We will continue to react with a prompt response to active burglary alarm activations.

Additionally, during the month Officer Strock returned from the fulltime police academy to be recycled due to a medical issue. Due to this medical issue, the police academy has extended to us one open (coveted) slot for the next two academy cycles February 05 and August 05.

At the present-time we still have one open slot for a fulltime officer. We have continued to use newspaper ads and employment website options. It is my intent to locate and hire prior to the next academy in February. It should

be noted that almost all the agencies in the surrounding area continue to struggle with employee retention. However, it is of great concern for the smaller agencies as we have a higher rate of employee attrition and are effected with a higher percentage of employee vacancies.

#### **October-November 2004**

We have continued the hiring process and are in the final stages. We have three candidates for two positions open. I hope to have made the final selection by late December for their attendance at the Vermont Police Academy in early February 2005. As always, this begins the long journey of training (over six month average time needed). This is dependent on the candidate's ability to perform in the field after the academic process of the academy.

As you will note in the statistical information accidents are on the increase, primarily due to the change in weather (snow and ice). Additionally, noted is the direct relationship of increased mall traffic during the holiday shopping time period and LSA accidents (Leaving the Scene - Failure to Report).

In Closing, over the past several months we have been actively pursuing federal and state grants.

We received a Homeland Security Grant of over \$44,000.00. This grant has given us the resources to upgrade our portable radio (individual officer) system (10 radios that complete our portable and police vehicles system). The radio system now allows us an operational (vehicle and patrol officer) and secure (scrambled in house system). The secure channels are indispensable in critical emergency incidents. Additionally, we are in the process of completing our purchase, installation and issuance of lap top computers assigned to all the fulltime officers. These units, additionally, will have docking stations for in field use. Other equipment was purchased through this grant that will enhance our field investigations and low light capabilities.

During November we completed and will receive a LLEBG Grant (Local Law Enforcement Block Grant) that will be used to reduce our expense in the purchase of emergency responder equipment. The grant total was \$1665.00. This grant is a direct match grant (our share 10%). In the past we have used these monies to purchase emergency equipment, uniforms or other related equipment needs. This grant has been used to improve our equipment with limited impact on our tax payers.

#### **December 2004**

As we close out the final month we have filled our seventh officer position. A candidate has been selected and we are in the final process (PT Test entrance exam). The police academy begins in early February. Our newly hired employee begins his employment with the Town during the first week of February 2005. The academy is sixteen weeks in length with approximately

two to three weeks of related subject courses (DWI, VIN, Etc). After attendance and successful completion, the officer returns to our agency and begins the field training process. This (commonly referred to as FTO) training is in the field and is a hands on training experience with a certified field training officer. This training is approximately two to six months in length dependant on the trainee's learning curve. As you will note from the first day at the Vermont Police Academy to final completion of a fully functional (trained - certified) officer is between twenty-nine to thirty three weeks.

It should noted that over the past several years the average age of our full-time officers (patrol) has steadily increased from the youngest being twenty-six to the eldest being forty-eight. With the increased age the officers experience and training increases. Additionally, with the proposed salary structure changes we will be in the median pay range of the surrounding area departments. We presently are at the bottom of the salary range of all area departments. The intent of equalizing the pay scale is improvement of officer longevity of employment

During the first week of December I was out of town assisting with training an international police force. I was invited to the island nation of Anguilla, West Indies. The training encompassed installation and operations of newly acquired Doppler Radar Units. The new radar units were the first installation of this type of motor vehicle mounted speed enforcement devise ever used by the Royal Anguillan Police Force.

We have, throughout the year, maintained our contract with the Central Vermont Medical Center. The contracted service is presently set at seven days a week, eight hours daily. This mutual relationship has been a great benefit to both organizations. It has allowed for a timely response in emergencies (officer onsite) and the reduction in emergency responses to CVMC. This alone reduces the risk of injuries and unnecessary risks in responding to emergency calls in police vehicles.

In closing, the request for the police and town government building renovation and expansion is again on the ballot for March town meeting. With this in mind, I would briefly like to touch on several points of the police department's proposed new space. Currently, we maintain a space that was constructed with the most recent addition (1990) to the municipal building. After several years we found it necessary to gain additional space. The select board agreed and we enlarged into the main meeting area. Temporary office panels were erected. We presently are utilizing this space beyond its safe functionality. I will touch briefly on a few of the areas of concern.

There are multiple issues in the current facility. Public and officer safety is of the utmost concern. Presently officers, victims and the accused use the same entrance. This is unavoidable after hours. At times the victim and the accused have come face to face while in our office, primarily due to the lack of

secured office areas. This not only is unsafe, but raises concern for the mental state and condition of the parties involved.

As earlier advised, we maintain through the use of erected office partition panels space in the main meeting area. At times our office is busy and this space is utilized for interviews and conversations with victims, witnesses and suspects. Bearing this in mind it has been noted over the past several years that we have matters confidential in nature discussed in an open area with only limited or no confidentiality.

On to evidence storage and office supply storage areas. We presently maintain an offsite storage unit for our police supply room as we have no space available at the municipal building. If we have a new officer coming on line we go offsite to retrieve equipment. This, additionally, occurs on a routine basis even for sometimes day to day equipment needs. Evidence on the other hand, with today's technologies, requires longer storage periods, sometimes for decades. The space should be secure, heat, water and light protected. We presently are using a space that is less than 31 square feet of area. We have found it necessary to use a storage contained offsite to maintain long-term evidence storage. This space is inadequate and a potential problem in the future.

I hope this brief review is beneficial and helpful information for you. The information documented in this report is only a limited view of the events that have occurred over the past year.

In closing, I would like to thank all of you (citizens, fellow employees and governmental staff) for the assistance, guidance and support you have extended the police department throughout the year. I would additionally extend a heartfelt thanks to the other public safety organizations in the area, especially the Berlin Volunteer Fire Department and Barre Town Ambulance service.

Respectfully Submitted

WILLIAM JENNINGS

*Chief of Police*

*August 1st, 1909 K. W. Morse goes swimming in  
Berlin Pond and is arrested*

**INCIDENTS REPORTED**

Observed Offense	Total Incidents
[No code entered]	31
Consent Search	1
Suicide	1
SEX OFFENSE, FORCIBLE SODOMY	1
SEX OFFENSE, ASLT WITH OBJECT	1
SEX OFFENSE, FORCIBLE FONDLING	1
SEX OFF, CHILD MOLESTATION	1
SEX OFFENSE, OTHER (Forcible)	1
AG ASSAULT W/KNIFE	1
AG ASSAULT W/OTHER WEAPON	2
AG ASSAULT NO WEAPON	2
ASSAULT SIMPLE, NOT AGGRAVATED	25
AG ASSAULT POLICE NO WEAPON	1
ASLT POLICE, NOT AGGRVTD	1
ASSAULT INTIMIDATION	5
BURGLARY FORCE RESIDENCE	1
BURGLARY FORCE NON-RESIDENCE	7
BURGLARY NO FORCE RESIDENCE	2
BURGLARY NO FORCE NON-RESIDENC	1
BURGLARY ATTEMPT RESIDENCE	1
BURGLARY ATTEMPT NON-RESIDENCE	2
LARCENY POCKET PICKING	1
LARCENY PURSE SNATCHING	11
LARCENY SHOPLIFTING	44
LARCENY FROM MOTOR VEHICLE	20
LARCENY AUTO PARTS/ACCESSORIES	7
LARCENY FROM BUILDING	10
LARCENY ALL OTHER	55
LARCENY ATTEMPT SHOPLIFTING	2
LARCENY ATT FROM MOTOR VEHICLE	1
THEFT AUTOMOBILE	3
FORGERY, CHECK	2
COUNTERFEIT COINS, BONDS, ETC.	5
FRAUD, INSUFFICIENT FUNDS CHK	130
FRAUD, CHECKS CLOSED ACCOUNTS	22
FRAUD, CHECKS OTHER	1
FRAUD, IMPERSONATION	1
FRAUD, FALSE Pretenses/Swindle	5
FRAUD, FALSE TOKEN	2
FRAUD, EVADE LODGING BILL	1
FRAUD, THEFT OF SERVICES OTHR	1
FRAUD, OTHER	2
ATTEMPTED FRAUD	1
FRAUD, CR CARD, TELLER MACHINE	2
EMBEZZLEMENT	1
VANDALISM OF MOTOR VEHICLES	24
VANDALISM, COMMERCIAL BUILDING	1
VANDALISM OF RESIDENCE	10
VANDALISM - MISC.	14
PROSTITUTION, OPERATING	1
CONT SUBST/POSSESS MARIJUANA	7
CONT SUBST/POSSESS OTHER	1
Poss. / Sale of Heroin	1
MISTREATMENT OF A CHILD	2
CONTRIBUTING TO MINORS	1
RUNAWAY JUVENILE	20
DOMESTIC ABUSE ORDER VIOLATION	5
DUI OF LIQUOR	29
PROCURING LIQUOR FOR A MINOR	1
ILLEGAL POSSESSION BY A MINOR	1
OTHER LIQUOR LAW VIOLATIONS	2
QUARRELS	1



FAMILY DISTURBANCE	40
DISORDERLY CONDUCT OTHER	16
IMPEDING POLICE OFFICER	1
ANNOYING, HARRASS, SUSP PHONEC	5
Obscene Phone Calls	1
ANNOYMOUS PHONE CALLS	1
THREATENING PHONE CALLS	3
False Information To Police	1
PROBATION-PAROLE VIOLATION	1
PUBLIC NUISANCE OR PRANKS	1
TRESPASSING VIOLATION	8
Cruelty To Animals	1
Vagrancy	1
ARREST ON WARRANT - POLICE CHK	5
Accident-Fatal (Traffic)	1
Accident-Injury-DMV Report	22
Accident-Damage - DMV Report	188
MOTOR VEHICLE, DISTURBANCES	93
Careless Negligent Motor Veh	2
Attempting To Elude Police	1
DLS Criminal	11
LSA Motor Vehicle	102
Littering	12
Fire Alarms	1
Sick Wild Animal	1
Car-Deer 10-50 Adult Male	1
Car-Deer 10-50 Unknown	1
Abandoned Vehicle	16
ALAR Alarm	11
AMAS Ambulance or Medical Assist	2
ANPR Animal Problem	55
ASST Agency Assist	224
ATSU Attempted Suicide	3
ATV ATV Incident	1
BACK Background Investigation	8
BRGA Burglary Alarm	151
CDIS Citizen Dispute	56
CITA Citizen Assist	79
COMM Communications Offense	3
DBOD Dead Body	2
E911 E911 Hangup	97
FALS False Alarm	7
FORG Forgery	3
INTP Intoxicated Person	17
JUVP Juvenile Problem	32
LFPR Lost or Found Property	43
LOCK Residence or Vehicle Lockout	44
MAST Motorist Assistance	82
MENT Mental Health Assistance	25
MESS Message Delivered	1
MPER Missing Person	2
NC Not Classified	62
NDIS Noise Disturbance	8
OSC DLS - Civil	1
PARK Parking Problem	11
PNA Plates no Assigned	1
PSB Passing school bus	1
PSC Suspicious Person/Circumstance	289
PWAT Property Watch	864
SNOW Snowmobile Incident	1
THAZ Traffic Hazard	26
THRE Threatening	8
TOFF Traffic Offense	1
UNSP Unsecure Premises	58
VIN Vehicle Serial # Inspection	21
WELF Welfare Check	16
Total Incidents for This Report:	3393

## HEALTH OFFICER REPORT

As the Town Health Officer, I am responsible for a wide variety of issues pertaining to the health of Berlin's citizens. My main duty as the Health Officer is to investigate and abate any existing or potential health hazards here in Berlin. Some of my responsibilities include investigating rental complaints, safely dealing with animal control issues, as well as certifying septic designs and issuing septic system permits. There were thirteen septic system permits issued this past year; a significant increase from the eight issued in 2003.

I look forward to working with members of the Berlin community throughout the upcoming years. Please feel free to stop by or give me a call at 229-2529 if you have any questions or concerns. My office hours are Monday through Friday, 8:30-4:30pm.

### Useful Contact Information:

Vermont Rabies Hotline: 1-800-472-2437 (800-4-RABIES)  
Vermont Lead Surveillance Program: 1-800-439-8550  
Vermont Department of Health: 1-800-640-4374  
Health Officer, Town of Berlin, VT: 1-802-229-2529

JOSHUA NICOSIA  
*Health Officer*

*March 11th, 1822 Town votes to hold town meetings on First Tuesday in March in future*

## **BERLIN VOLUNTEER FIRE DEPARTMENT FIRE CHIEF'S REPORT**

I am now in my second year serving as your fire chief. During 2004 we continued to aggressively pursue federal grants, unfortunately we were not as successful this year. We requested a "Quint" ladder/pumper to replace our 1968 model ladder truck. Although the current ladder truck is still serviceable, a combination ladder/pumper truck allows us to provide a single apparatus to accomplish both pumping operations and ladder operations thus reducing our manpower and equipment requirements. Unfortunately we were not successful in receiving federal monies to support this purchase. We were successful with being granted Homeland Security funds for a number of smaller equipment purchases which has resulted in improving our rescue capabilities.

Our total emergency calls for this year were 317 up from 289 last year. We also had an additional 10 public assistance (non-emergency) calls for a total of 327 calls. Total time spent in volunteer emergency response was approximately 2568 hours. Our members also volunteered additional training time learning the skills necessary to respond to Hazardous Materials incidents, high angle rescues, automobile extrication, ice/water rescue and the wide assortment of other emergency calls we have to be prepared for. A total of approximately 1800 hours were spent in training and approximately 1500 hours spent in maintaining equipment and facilities. Many additional hours are spent in administrative duties such as bookkeeping, plans review, school and community outreach and fundraising that are not included in these volunteer hours. This represents over 5860 hours volunteered by our members for the fire department. I want to publicly recognize these volunteers for all these efforts and sacrifices made for our community. Many of these volunteers (almost 2/3) are not Berlin residents yet still put in the tremendous amount of effort to make us so successful.

We continue with our dry-hydrant program to station hydrant systems supplied by ponds and streams in key locations around our community. If you are building or own a pond and would like to have a dry-hydrant located there, please contact us. Many insurance companies provide discounts for these types of installations.

If you have the time and would like to volunteer with the fire department we are always looking for new members. This includes positions for non-fire-fighting duties such as administrative work, bookkeeping, maintenance, and volunteering with the ladies auxiliary.

You are invited to visit us at the firehouse at anytime we are there or during our work or training nights every Tuesday evening. Please stop in to thank your volunteers and get to know them and take a tour of the firehouse.

On behalf of the firefighters and officers of the Berlin Volunteer Fire department we thank you for all your support.

**OFFICERS**

Chief.....	Albie Lewis
Deputy Chief .....	Billy Clifford
Assistant Chief.....	Rod Cyr
Assistant Chief.....	Paul Charron
Captain .....	Bob Simon
Captain .....	Bryan Nykiel
Captain .....	Nick Garbacik
Lieutenant .....	Scott Bagg
Lieutenant .....	Miles Silk
Lieutenant .....	Ian Lacasse
Fire Warden.....	Peter Noyes

Respectfully Submitted  
Albie Lewis, Chief

**EMERGENCY CALL RECORD FOR 2004**

TYPE	NO. OF CALLS\
Alarm Activations .....	79
Gas/Odor Investigations.....	15
Grass/Brush Fire.....	15
Hazardous Materials .....	6
Investigations (power lines etc) .....	6
Medical Assists.....	8
Motor Vehicle Accidents.....	138
Other calls (Ice rescues, high angle rescues, etc) .....	6
Public Assist .....	10
Structure Fires.....	26
Vehicle Fires .....	18
TOTAL CALLS.....	327

## **BERLIN FIRE DEPARTMENT TREASURER'S REPORT**

The following is a summarization of the Town and Volunteer Fire Department funds expended from July 1, 2003 to June 30, 2004. These expenditures included normal debts in the regular operation of the department, to include vehicle repair, insurance, building maintenance, and equipment maintenance. Our focus during this period was to finalize the purchase of a new Rescue-Engine for our department and the new equipment to be placed on it.

We have been fortunate to be awarded Homeland Security funds HSU 2003 PART 1 FOR \$28,186.21 and HSU 2003 PART 2 for \$10,886.30. This has allowed our department to purchase new equipment and provide training that would never be possible through normal funding resources. Though an emphasis must be placed on the fact that these grants do not support daily operational expenses and cannot be used to supplant town funding, we have been fortunate to be able to expand our capabilities and level of protection with this new equipment and training.

We continue to face increasing costs in insurance, utilities (heat, electric, fuel, etc.), and monthly operational expenses. For the first time in 4 years, we have a very modest budget increase of 1.4% for the sum of \$93,875.

The financial operation has become increasingly challenging for our department. To writing, submitting, and managing various grants; to constantly balancing budget expenditures; to following up on outstanding invoices has required more from this position than over the last few years. But, the credit of our department success must go to our fellow citizens. Without your continued overwhelming support, we would not be able to be the fine department that has the honor to serve the Town of Berlin.

If you have any questions, I encourage you to contact the department (802) 223-5531. We also invite you to come to the station on any Tuesday night, where any member would be pleased to give anyone a tour of our station, our equipment, and our members. The members of the Berlin Fire Department thank our fellow citizens for their continued support.

**BUTCH MORRISSETTE**

*Treasurer*

Berlin Vol. Fire Dept., Inc.

**BERLIN VOLUNTEER FIRE DEPARTMENT****July 1, 2003 to June 30, 2004****OPERATIONAL EXPENDITURES**

CATEGORIES	DEPT	%	TOWN	TOTAL
Building Maintenance	\$1,647.62	39.36%	\$2,538.38	\$4,186.00
Communication	\$1,662.92	36.04%	\$2,951.48	\$4,614.40
Dispatch	\$2,019.96	25.00%	\$6,059.88	\$8,079.84
Dry Hydrant	\$474.99	37.08%	\$806.11	\$1,281.10
Dues – Membership	\$125.00	100.00%	\$0.00	\$125.00
Education, Safety	\$338.11	100.00%	\$0.00	\$338.11
Electric	\$2,772.76	60.41%	\$1,817.22	\$4,589.98
Equipment Maintenance	\$2,728.36	58.45%	\$1,939.33	\$4,667.69
Equipment Purchase	\$6,315.77	36.85%	\$10,822.40	\$17,138.17
Food	\$955.28	100.00%	\$0.00	\$955.28
Heating	\$4,478.33	53.04%	\$3,964.67	\$8,443.00
Insurance	\$3,901.32	20.56%	\$15,073.03	\$18,974.35
Miscellaneous	\$41,909.94	100.00%	\$0.00	\$41,909.94
New Truck Expenditures	\$149,359.26	100.00%	\$0.00	\$149,359.26
Office Supplies	\$2,005.83	100.00%	\$0.00	\$2,005.83
Photography	\$3.40	100.00%	\$0.00	\$3.40
Plowing	\$820.00	100.00%	\$0.00	\$820.00
Retirement	\$2,032.76	10.00%	\$18,294.84	\$20,327.60
Rubbish	\$424.35	100.00%	\$0.00	\$424.35
Scholarship	\$600.00	100.00%	\$0.00	\$600.00
Ship/Postage	\$47.57	100.00%	\$0.00	\$47.57
Soda & Drinks	\$1,112.74	100.00%	\$0.00	\$1,112.74
Telephone	\$525.34	32.85%	\$1,073.97	\$1,599.31
Training	\$1,295.65	43.76%	\$1,665.30	\$2,960.95
Vehicle Fuel	\$1,003.45	33.89%	\$1,957.61	\$2,961.06
Vehicle Repair	\$10,113.78	33.58%	\$20,006.24	\$30,120.02
Wildland Fire	\$134.45	100.00%	\$0.00	\$134.45
<b>SUBTOTAL</b>	<b>\$238,808.94</b>	<b>72.86%</b>	<b>\$88,970.46</b>	<b>\$327,779.40</b>
<b>FEDERAL &amp; STATE GRANT EXPENDITURES</b>				
HSU 2003 Part I Grant	\$28,186.21	100.00%	\$0.00	\$28,186.21
HSU 2003 Part II Grant	\$10,886.30	100.00%	\$0.00	\$10,886.30
<b>FEDERAL FIRE ACT</b>				
Grant	\$61,870.88	93.95%	\$3,984.54	\$65,855.42
<b>OTHER GRANTS</b>	<b>\$5,600.00</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$5,600.00</b>
<b>SUBTOTAL</b>	<b>\$106,543.39</b>	<b>98.49%</b>	<b>\$3,984.54</b>	<b>\$110,527.93</b>
<b>GRAND TOTAL</b>	<b>\$345,352.33</b>	<b>78.79%</b>	<b>\$92,955.00</b>	<b>\$438,307.33</b>

## PLANNING COMMISSION

The Planning Commission completed a review of both the Town Plan and Zoning Regulations, presented proposed amendments at public hearings, and are hopeful these changes will be approved. Changes consist of statutory requirements of Chapter 117 passed during the 2004 Legislative Session, inclusion of a town center district, input from residents and recommendations from the Development Review Board.

The Berlin Mall Village Master Plan/Location Viability Study, funded by the Vermont Department of Housing and Community Affairs and E.P.A., provided more detailed information which was utilized in reviewing the Town Plan and Zoning Regulations.

As of this writing, 2005 goals include review of our Subdivision Regulations and creation of a sign ordinance.

Zoning Administrator Josh Nicosia has proven to be an invaluable asset in re-writing the Town Plan and Zoning Regulations, analyzing and successfully reorganizing administrative planning processes and documents, upgrading technical equipment, and extending hours of availability to town residents.

Public input is encouraged and appreciated. If you are interested in the future of the Town of Berlin, we urge you to contact the Select Board about serving on the Planning Commission.

MARILYN MILLER, *Chair*  
CARL PARTON  
SUE RICH  
HENRY LAGUE  
JOHN HURLEY

*May 4th, 1829 Town meeting to settle with Rev.  
James Hobart becomes disorderly; moderator  
refuses to continue*

## BERLIN CONSERVATION COMMISSION

Our Commission was awarded \$34,000 by the Supplemental Environmental Program to help fund the Irish Hill Preservation Initiative. The Irish Hill ridgeline/Berlin Pond watershed is considered an environmental and recreational resource in our town and efforts to protect it from development and erosion are ongoing. In the past year VYCC and VASA have worked to protect the trails from run-off and the Ben & Jerry's community work crew have cleared the old Stewart farm and barn cellar holes for viewing. A sign explaining the history of the farm will be erected in the spring at the site. We are grateful to Ben & Jerry's for a \$1,000 donation to further enhance the farm site. A sign-board with trail information and maps will be erected at the Brookfield Road trailhead in the spring.

A Natural Community mapping project is underway for the Berlin Pond watershed. A field ecologist is assembling a digital map with background inventory information and field work information.

Our Commission sponsored a community snowshoe last February and an Irish Hill hike for the Berlin Community Festival in September but our annual May kayak was canceled due to inclement weather. Our commission members stained the ice skating rink warming hut this summer.

Respectfully submitted,  
ANDREA CHANDLER, *Chair*  
BETH DAUT  
ELLEN DRYSDALE  
JOHN HURLEY  
JENN INGERSOLL  
NAT SHAMBAUGH  
ELLEN SULEK  
RICHARD TURNER  
ANDREW WELLMAN  
TOM WILLARD

*August 11th, 1968  
dedicated*

*Central Vermont Hospital*



## **ZONING ADMINISTRATOR'S REPORT**

It is with much anticipation and excitement that I accepted the position of Zoning Administrator this past October. The Zoning Office has undergone a great deal of changes this past year and I hope to bring a sense of stability for many years to come. I would like to thank Ray Tanguay, Town Administrator for helping me through the initial weeks of my employment, answering countless questions and being supportive of my transition to the position of Zoning Administrator.

In 2004 there were a total of 135 permits issued. Of those, 37 were reviewed by the Development Review Board. The Zoning Office has been very busy since I started here in October. Some of the various duties of the Zoning Administrator include enforcing and upholding the Zoning Regulations, overseeing the processing of permit applications, performing site visits, assisting the Development Review Board with their hearings, assisting the Planning Commission with implementing the proposed 2005 Zoning Regulations and Town Plan, as well as aiding members of the public with the permitting process.

My goals for the upcoming year are simple—to increase efficiency through the use of GIS software and a new permitting database. The use of these tools will enable the Zoning Office to respond to inquiries more efficiently and will greatly contribute to the planning process. The Town has recently received a grant from the Department of Housing and Community Affairs which will enable us to digitize our Zoning and Tax maps. This will result in a finished product that will aid in the planning and zoning processes.

I have regular office hours Monday through Friday from 8:30 am to 4:30 pm. For those who are unable to make these hours and prefer to meet in the evenings, I have evening hours on the nights that the Planning Commission and Development Review Board hold meetings. These are generally the 1st and 3rd Tuesday and Thursday of the month. For those days, I will be available from 11:00 am to 7:00 pm. Please feel free to stop by or give me a call at 229-2529 if you have any questions.

Respectfully Submitted,

**JOSHUA NICOSIA**  
*Zoning Administrator*

## DEVELOPMENT REVIEW BOARD

During Calendar Year 2004, the Development Review Board met twenty (20) times. A total of thirty-two (32) applications were referred to the Board for review. The majority of these applications (18) were subdivisions, mostly two lot residential. The remaining consisted of Site Plan Reviews, Conditional Use Applications and Signs.

During the year the Board saw several personnel changes including the resignation of regular member Glenn Schellinger. The Board wishes to thank Glenn for his years of service to the town. His participation will be missed. We also wish to thank our alternates, Shirley Fortier and Robert Manley, for filling in for Glenn this year. We are still looking for one more regular member to fill the vacancy created by Glenn's resignation.

We also experienced several changes (3) in Zoning Administrator during the course of the year. We look forward to working with our new Zoning Administrator, Joshua Nicosia, who took over in October. Finally, we saw a change in Recording Secretary and feel very fortunate to have Carla Preston back on the team.

Respectfully Submitted,

ROBERT J. WERNECKE, Chair  
RANDY LOSO, Vice-Chair  
JOHN HURLEY, member  
STEVAN PARKS, member  
SHIRLEY FORTIER, Alternate  
ROBERT MANLEY, Alternate

*October 7th, 1884 Berlin Pond water first turned  
on for use in Montpelier*

### SEWER COMMISSION REPORT

During the past year the Sewer Commission continued with our maintenance schedule of cleaning sewer lines and repairing manholes. We have realized substantial reduction in treatment cost (about \$46,000) due to eliminating infiltration, thus lower flows to the Montpelier treatment plant. Repairing more than 25 manholes along the Lavinsky line leading to the airport in 2003 is the factor that accounts for our savings.

In 2004, we replaced a 300 feet section of sewer line along RT 302 by Evergreen Drive. This was an old section of pipe where we were also getting significant infiltration. The new water tight section will, as well, lower our overall cost of treatment and eliminate other potential problems.

The Town of Berlin Sewer Commission is composed of five members of the community appointed by the Select Board to operate the municipal sewer system. We meet on the second and fourth Monday of each month at 7 PM at the Town Offices. Our administrative assistant works part-time. Our telephone number is 229-0320.

ROBIN ALLEN, *Chair*

DANA MARINEAU, *Vice Chair*

NORBERT RHINERSON, *Secretary / Treasurer*

JIM HARTSON, *Member*

HENRY LAGUE, JR., *Member*

May 27th, 1949    Barre-Montpelier Road drive-in  
theatre opens

## CEMETERY COMMITTEE

The Berlin Cemetery Committee had another great year making improvements to our Cemeteries.

Planning continued for the Johnston-Sawyer Cemetery. Granite posts are at the site ready to be installed along the frontage of the Cemetery. The remaining three sides will need new wire fencing and wood posts, and hopefully this can be done next year.

The Committee again contracted Norman Desrochers for the 2004 season to mow the Cemeteries and we look forward to his excellent work for the 2005 season.

The Cemetery mapping project did involve the survey of the Colby Cemetery late this fall. All of the headstones were located but we did not have the time or the warm weather to record the names off of the headstones. This is one of our more unique and beautiful cemeteries with some extreme contours and one that is not on a well traveled road.

The unused area within the East Road Cemetery was discussed as a potential site for a 240-niche Columbarium. Jeff Martell of Granite Industries of Vermont prepared a conceptual plan of a 240-niche Columbarium. The Committee received a cost estimate of approximately \$120,000.00 for the construction and installation of the Columbarium. The Committee will meet next year to prepare a request for proposal for additional bids.

The fence on the west side of East Road Cemetery was straightened this fall. The remaining perimeter fence will also need some straightening in the future. Considerable winds at this location are a problem. There are several monuments here that need to be repaired or replaced.

The Commission is considering how this might be appropriately done and what it will cost.

New fencing and a new gate were installed at the Cox Brook Cemetery in the fall.

This cemetery will require straightening of the monuments there in the future.

Special thanks to the Selectboard and the Town of Berlin Taxpayers for a budget which allows these Historical Cemeteries to receive the care, maintenance and improvements they deserve.

The members of the Committee this year were Norbert Rhinerson, Chairman, Greg DuBois, Secretary and members Henry Lague, Randy Herring and Dana Marineau.

**BERLIN RECREATION BOARD**

The Berlin Recreation Board manages the Berlin public skating rink located at the town office. The skating rink is maintained solely by volunteers. Anyone willing to help out with the flooding and snow blowing should contact one of our members or our town administrator, Ray Tanguay.

We wish to thank Peter Schober of Catamount Construction for his donation of the electricity which runs the water pumps to the ice rink. The Recreation Board meets jointly with the Conservation Commission on the first Wednesday of alternate months. We welcome and need new members and hope you can join us to find out how you can help serve our community.

Respectfully submitted,  
*Berlin Recreation Board*  
ANDREA CHANDLER  
ELLEN DRYSDALE  
JENN INGERSOLL  
MARGARET LESSARD  
NAT SHAMBAUGH  
ANDREW WELLMAN

*August 23rd, 1932      Clyde Lee begins trans-  
Atlantic flight from Berlin airport, lost east of  
Newfoundland*

**WATER SUPPLY COMMITTEE**

In July 2003, the Selectboard and the Water Supply Committee accepted a Municipal Water Supply Study Final Report submitted by the engineering firm of Dufrense and Associates, PC. The Study was made possible through a Revolving Loan Fund Grant from the State of Vermont. The Committee is in the process of reviewing the findings and recommendations of the Study. A major focus of the Selectboard and the Water Supply Committee is to secure financial assistance and to develop a financial plan. If you are interested in learning more about the Study or wish to assist the committee, please contact the Committee Chair or the Town Administrator's office at 223-4405.

PAUL IRONS, *Chair*  
DAN BAGALIO  
OTTO KINZEL  
HENRY LAGUE, JR.  
ALBIE LEWIS  
MIKE PITONYAK  
LARRY SPARGO

*October 20th, 1791   Second Berlin Town Meeting*

## BERLIN HISTORICAL SOCIETY

Our society has had another interesting year. We have made many additions to our Collection of Berlin memorabilia as well as participating in several events. We are now connected to the Town of Berlin's computer network and have an e-mail address: [historicalsociety@berlinvt.org](mailto:historicalsociety@berlinvt.org)

Some of this years additions to our growing collection are: old Berlin Town Reports, stereoviews and photographs of Berlin scenes, Berlin postcards, a sampler that was made in 1818 by Sally Knapp who was born in Berlin in 1805, a pass to the Barre and Montpelier Traction Co. trolley that ran along the Barre-Montpelier Road during the early 1900's, and audiotape of Berlin reminiscences made by Dan Perry a Berlin auctioneer during the early to mid 1900's and much more.

We have improved our list of the 139 Berlin men who fought in the Civil War to include casualties and periods of service.

On July 10th, a ceremony was held at the Berlin Comer Cemetery at the graveside of Ira Hobart Evans. Ira was a recipient of the Congressional Medal of Honor for valor during his service in the Civil War. He spent much of his childhood in Berlin with his mother who was a Berlin native. The ceremony was conducted by the Texas division of the Sons of the American Revolution, which was founded by Ira in the late 1800's. Several descendants of Ira and more than 30 Texans were in attendance as part of the large crowd.

We again participated in the Berlin Community Day that was held at the Berlin Elementary School in September. Our display consisted of "Before and After" pictures of scenes around Berlin, several artifacts that belonged to Sally Knapp who was born in Berlin as stated above and a scrapbook of this years newspaper stories and pictures that we collect on a continuing basis.

We continue to receive requests from people for information about their Berlin ancestors. We now have many Berlin family names on a genealogical program on our computer as well as file folders with pictures and memorabilia. With these resources at hand we have been able to supply information in many cases.

While we have been successful in acquiring additions to our collection, we need much more. We welcome pictures, artifacts, genealogical records, stories, in short anything related to Berlin. If you do not wish to part with your treasures, please let us copy or photograph them. We now have a safe place in the town office building to store our things and what better place could there be for all future generations to be able to enjoy.

The public is welcome to come to any and all of our meetings. We generally meet at the town office building on the fourth Tuesday of each month. Membership is \$10 a year. If you would like to be included on our e-mail notification list, please contact us at our e-mail address above.

**BERLIN HISTORICAL SOCIETY  
FINANCIAL STATEMENT  
2004**

**RECEIPTS**

Gifts and Donations	25.00
Dues	140.00
Interest	1,440.48
Sales	122.00
Other	0.00

**TOTAL RECEIPTS** **1,727.48**

**DISBURSEMENTS**

Postage	37.00
Dues	35.00
Supplies	78.74
Other	1,088.48

**TOTAL DISBURSEMENTS** **1,239.25**

**CASH ON HAND DEC 31, 2004**

VSECU	Shares	27.30
	Share Draft	41.52
	Money Market	3,095.89
	1 Year CD	37,916.60
	3 Year CD	31,069.33

**TOTAL** **72,150.64**

*October 28th, 1799    Paine turnpike chartered –  
first turnpike in Vermont*



**BERLIN BIKE PATH COMMITTEE**

Berlin's Segment A of the CV Regional Path (Montpelier to the Ames Shopping Plaza light) had an Act 250 hearing in May. In November a Land Use Permit was issued. As of this writing, motions to alter were filed but an appeal is not anticipated to slow the planning process. It is hoped construction of this long-awaited project will begin in 2006. A Conceptual Alignment Analysis of Berlin's Segment B of the CV Regional Path (Ames Shopping Plaza light to Barre City town line and then to the Barre Granite Museum as well as a bridge across the Stevens Branch River in back of the old Grand Union shopping plaza) was completed by Wilbur Smith Associates. The Rotary Club offered to donate and maintain a park bench with plantings which would be sited along the path.

Respectfully submitted  
*Berlin Bike Path Committee*  
ANDREA CHANDLER  
SHIRLEY FORTIER  
TOM WILLARD

*October 24th, 1788    First property tax levied on  
Berlin land, two pence per acre for roads and  
bridges*

## BATTERED WOMEN'S SERVICES AND SHELTER

Fiscal year 2004 has been a year of growth and change for BWSS. Our shelter addition and renovation project is nearly complete and we will soon be able to shelter more families as well as being completely handicapped accessible. Last year, staff and volunteers responded to 3,416 hot line calls, and increase of calls by 10% from the previous year. Shelter services were provided to 19 women and 19 children for a total of 1,029 person nights. Our schools program, "*Violence-Free Relationships Project*" reached a total of 978 students in Washington County, over 300 more students than the previous year. BWSS provided community presentations to 127 individuals. Advocates provided support for 169 plaintiffs during Final Relief from Abuse Hearings. Attendance at Court Education Programs was 132. A total of 1,529 people received direct services from our staff and volunteers. Support groups allowed 27 women to come together on a weekly basis to process feelings and receive peer support. Our 25 dedicated volunteers contributed over 10,000 hours to the work of BWS S.

Our services include:

**SHELTER:** women and their children fleeing domestic abuse are offered respite from violence in a safe home-like environment. Families are provided information about domestic violence and community resources, referrals and advocacy to social services and courts.

**SHELTER YOUTH PROGRAM:** Available to children staying in Shelter.

**24-HOUR TOLL FREE HOT LINE (1-877-543-9498):** Staff and trained volunteers maintain a 24-hour hotline to offer support, intervention, information and referrals for victims of domestic violence.

**COURT EDUCATION PROGRAM:** educating plaintiffs about the dynamics of domestic abuse and the process followed at the Final Abuse Hearing, as well as providing an advocate to be present at the hearings.

**EMERGENCY, CIVIL and CRIMINAL COURT ADVOCACY:** Accessed information and referrals through the Hotline.

**SUPPORT GROUPS:** 8-10 week programs with provided childcare.

**VIOLENCE-FREE RELATIONSHIP PROGRAM:** offered to middle and high school students in Washington County.

**NOBODY LIKE ME!:** Arts-based violence prevention and intervention group for young children.

**EDUCATIONAL PRESENTATIONS:** are offered to civic organizations and Businesses upon request.

**INFORMATION AND REFERRAL:** services available through our 24-hour Hotline.

## CENTRAL VERMONT HUMANE SOCIETY

Now available to all Berlin residents: low-cost dog spay/neuter for \$50. Includes surgery, rabies/distemper/kennel cough vaccines, flea/worm treatment, id tag. To apply, go to our website at [www.cvhumane.com](http://www.cvhumane.com) or send a SASE to CVHS, ATTN Paul, PO Box 687, Montpelier, VT 05601-0687

### Berlin Services For 2004

Low-Income Spay/Neuter Program	2 dogs, 8 cats
Strays from Citizens	5 dogs, 15 cats
Strays from PD/Animal Control	12 dogs
Owner Surrenders	2 dogs, 16 cats
Animal Neglect/Cruelty Investigations	5
<ul style="list-style-type: none"> <li>• 1 cow poor health – resulted in euthanasia</li> <li>• 5 dogs, 1 cat abandoned – resulted in relinquishment of dogs</li> <li>• 1 dog outdoors all the time – no legal violations, owner moved out of town</li> <li>• Multiple cows poor conditions – no legal violations, is acceptable agricultural practice</li> <li>• 1 dog no food/water/shelter, outdoors all the time – unfounded complaint, no issues</li> </ul>	

Contract Fee To CVHS Fiscal Year 2004/5 \$2,500.00

Contract Fee to CVHS Fiscal Year 2005/6 \$2,575.00

Cat Neuter Clinic Friday, March 25th at the Barre City Auditorium. Vaccinations and surgery for \$25.00. Contact Paul at 476-3811 ext. 24 to pre-register!

See Animals Available For Adoption at [www.cvhumane.com](http://www.cvhumane.com)

- Adoption Fee Includes: spay/neuter, vaccinations, flea/worm treatment, id tag, collar/leash/carrier, free vet visit.
- Adoption Fees For Cats \$75-95
- Adoption Fees For Dogs \$80-100
- Small Animals \$15-35

CVHS business hours 1-6 Tues-Fri, 11-4 Sat, closed Sun, Mon

**CENTRAL VERMONT ADULT BASIC EDUCATION IN BERLIN****Local Partnerships in Learning**

Berlin adults and youth over 16 years of age who want help with learning basic reading, writing, math and English as another language may receive that help through a free program of instruction provided by Central Vermont Adult Basic Education. Students enrolled in the program also have the opportunity to study for their high school equivalency exam (GED) or the adult diploma program.

Students and teachers meet in classes, one-to-one, and/or small group sessions to complete an individual learning program which suits the requirements of each adult student. This "school without walls" ties together basic literacy and math skills with practical interest areas. Helping children with homework, budgeting, filling out forms and applications, beginning computer skills, studying for a driver's permit or a Commercial Driving License, reading work related texts or writing reports are just a few of the many areas for which adults seek help.

Eleven adults from Berlin were enrolled in CVABE's free programs last year. Volunteers from the community helped make this education service accessible to all Berlin residents.

Central Vermont Adult Basic Education has served the people of Washington County for nearly forty years. For more information about Central Vermont Adult Basic Education services, please contact:

Central Vermont Adult Basic Education  
Barre Learning Center  
46 Washington St. – Suite 100  
Barre, Vermont 05641  
(802) 476-4588

Central Vermont Adult Basic Education  
The Depot Youth Education Center  
46 Washington St. – Suite 200  
Barre, Vermont 05641  
(802) 476-6086

**CENTRAL VERMONT COMMUNITY ACTION COUNCIL (CVCAC)**

Since 1965, the Central Vermont Community Action Council, Inc. has served low-income residents of Lamoille, Orange and Washington Counties and nine communities in Windsor, Addison and Rutland Counties. CVCAC's programs and services are designed to help families work toward better lives and to improve the overall quality of life in their communities. This year, CVCAC worked with 9,123 individuals in 4,150 households through Head Start/Early Head Start, our Child Care Food Program, Community Economic Development programs, Family/Community Support Services, Winterization assistance, Crisis Fuel resources, and Community Action Motors.

In our most recently completed program this year, Central Vermont Community Action helped 169 individuals in 64 Berlin families with emergency assistance and comprehensive program services designed to teach important skills and help people access the resources they need to build better futures.

Here are some CVCAC program statistics for Berlin:

- \* 35 households (including 90 family members) received emergency assistance with food donations, shelter, Crisis Fuel, and other basic needs. An additional 4 people received assistance through Wellness on Wheels, our mobile outreach project.
- \* 12 households participated in Head Start and Early Head Start programs that supported 25 family members.
- \* 6 households were issued a donated vehicle for free benefiting 11 family members.
- \* 4 daycare providers participated in our Child Care Food Program to provide nutritious meals to the 32 children in their care.
- \* 1 person received training and technical assistance from our Micro Business Development program and 2 women participated in programs of the Vermont Women's Business Center to start or expand small businesses.

**Central Vermont Community Action Council is supported in part by  
the towns we serve!**

**CENTRAL VERMONT COUNCIL ON AGING  
REPORT OF SERVICES TO THE TOWN OF BERLIN  
OCTOBER 1, 2003 – SEPTEMBER 30, 2004**

The Central Vermont Council on Aging (CVCOA) is a private, nonprofit organization that assists elders to remain independent as long as possible in their own homes and communities. The Council uses federal, state, and local funds to provide a variety of programs and services for elders, either directly or under contract with local groups and organizations.

CVCOA requests funding from the communities it serves in order to support its case management program. Case managers are trained to work with elders in their own homes to assess needs and develop individualized care plans. By connecting elders with public benefits programs and other community and state resources, case managers aid elders in making life choices. The case manager for Berlin is Robin Bradley. She can be reached at 476-2666.

Other services provided directly or under contract are: information and assistance; community and home delivered meals; food stamp outreach; rides to doctors, grocery stores, and a variety of essential destinations; legal services; health insurance counseling; home sharing; companionship; assistance with household tasks; nutrition education; caregiver support services and grants; successful aging initiatives; support for senior center activities; mental health services; and the Silver Voice newsletter. The Council involves a number of community volunteers by hosting programs such as Neighbor-to-Neighbor AmeriCorps, Senior Companion, Home Share, and the Retired Senior Volunteer Program (RSVP).

**More information on all Council initiatives can be obtained by calling the toll-free Senior Help Line: 1-800-642-5119. Please don't hesitate to call for more information or assistance.**

The Central Vermont Council on Aging recognizes and appreciates the valuable support for case management for central Vermont elders provided by Berlin.

## **CENTRAL VERMONT HOME HEALTH & HOSPICE**

Central Vermont Home Health and Hospice (CVHHH) is a 93-year-old 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 comprehensive, high-quality home health and hospice care to all Central Vermonsters, regardless of their illness, diagnosis, geographic remoteness, or ability to pay. 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 and caregiver support. In addition to direct patient care, our hospice program offers comprehensive bereavement services and volunteer training.

### **Twelve Month Report of CVHHH Services to the Town of Berlin**

**September 2003 – August 2004**

	# of Visits
<b>Home Health Care</b>	
Skilled and High-Technology Nursing	1,539
Home Health Aide Service	1,774
Physical Therapy	312
Occupational Therapy	52
Speech Therapy	5
Medical Social Service	77
<b>Hospice Care</b>	
Nursing	566
Aide Service	149
Therapy	4
Bereavement	18
<b>Long Term Care</b>	
Care Management	30
Aide and Attendant Care	1,623
Homemaker	394
<b>Maternal Child Health Care</b>	774
<b>TOTAL VISITS</b>	<b>7,317</b>
<b>TOTAL PATIENTS</b>	<b>147</b>

Town funding will help ensure CVHHH can continue these services in Berlin through 2005 and beyond.

For more information, contact Eileen Blake, RN, MHSA, CVHHH President and CEO, or Barbara Butler, Community Relations Director, at 223-1878.

## **CENTRAL VERMONT CRIME STOPPERS**

Central Vermont Crime Stoppers is a non-profit organization to solely support the community and Law Enforcement agencies by providing an anonymous tip line for use by all citizens so they may report crime anonymously.

Citizens can call the tip line with information they have pertaining to a crime. The information is then disseminated to the appropriate Law Enforcement agency to assist in solving that crime.

**TIPLINE: 1-800-529-9998**

An individual calling the tip line is never asked for information concerning their identity. The tip line is a non-traceable, non-recordable phone line. When a call comes in, a code is given to the caller (tipster) so they may call back to give additional information concerning the crime, check the status of the tip information and to see if an arrest has been made based on the information they gave.

If an arrest was made based on the tip information, then the board of directors of Crime Stoppers sets a reward based on the seriousness of the crime and the amount of aid the information was to the police.

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

A program called ALERT provides information to local businesses and gathering places concerning crimes in their area. This is a flyer that is produced by Crime Stoppers with specific details concerning a crime. The flyers are posted at local businesses and around the area asking citizens to call the police or Crime Stoppers with information. Crime Stoppers also submits press releases to local newspapers, radio stations and television stations.

Central Vermont Crime Stoppers is a member of Crime Stoppers International organization (C.S.I.). The Crime Stopper program originated in Albuquerque, New Mexico in 1978 and currently operates in 48 countries. The board of directors for Central Vermont Crime Stoppers is made up of citizens in good standing in the community who have volunteered their time to ensure the program is successful.

**COUNTIES SERVED: Washington County, Lamoille County and 3 towns in Orange County**

The success of the program depends on the support of community businesses and citizens. Central Vermont Crime Stoppers does not receive funds through State or Federal sources.

We appreciate the support given to Central Vermont Crime Stoppers by the residents of Berlin and look forward to continuing the partnership to create a safer community.



## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

The Central Vermont Regional Planning Commission (CVRPC) is a consortium of 23 towns and cities in Washington County and western Orange County. CVRPC provides a forum in which municipalities work together to address regional issues and opportunities. It also offers its member communities professional assistance with local planning efforts through its experienced and knowledgeable staff, including amendments to Chapter 117, Vermont's Planning and Development law, and how to implement those amendments that affect the Town's bylaws.

This past year, the Commission focused on implementing goals contained in the 2003 Regional Plan and the Regional Transportation Plan. The Commission's Transportation Advisory Committee continued to evaluate the regional inter-modal transportation needs and problems and make recommendations to the State Transportation Agency on projects that should be included in the Agency's five-year capital program. The Commission was also involved in the review of regionally significant Act 250 development projects. The Commission continues to work on the development of regional and local pre-disaster mitigation plans, population and housing growth projections, and review and approval of town plans. CVRPC also began its Brownfields assessment program and had initial assessments done on two sites in the Region. The Commission is looking for additional commercial/industrial sites that may be contaminated and would qualify for a Brownfields assessment. In conjunction with the Central Vermont Economic Development Corporation and the Central Vermont Chamber of Commerce, CVRPC updated the bike route maps and added several new routes.

CVRPC assisted the Town with the review of its subdivision bylaws, mapping of conservation areas, review of Act 250 projects, bike and pedestrian path work, transportation infrastructure inventory and traffic counts, and mapping for the pre-disaster mitigation plan.

CVRPC continues to work with local officials to provide GIS mapping, including planning maps for a variety of projects and municipal plans, bicycle and pedestrian path suitability maps, and maps of the region's natural resources. CVRPC provides model bylaws, such as the telecommunication facilities bylaws that can be used as a stand-alone ordinance or as an amendment to existing zoning bylaws. CVRPC continues to maintain its web-based planning tools that guide officials in updating town plans and zoning ordinances and finding additional resources related to planning. Additional information about the Commission can be found at [www.centralvtplanning.org](http://www.centralvtplanning.org).

Thank you for your continued support. We look forward to another year of serving our member communities and the Central Vermont Region.

SUSAN M. SINCLAIR, *Executive Director*  
MARILYN MILLER, *Commissioner*

## CENTRAL VERMONT SOLID WASTE MANAGEMENT DISTRICT

The Central Vermont Solid Waste Management District provides leadership, education and services for residents and business in reducing and managing their solid waste in order to protect public health and the environment to the greatest extent feasible.

From July 1, 2003 through June 30, 2004, the District worked to create a Five Year Workplan to help the region reach the goal of Zero Waste that we set out in our new Solid Waste Implementation Plan (SWIP) in FY 2003.

The Five Year Workplan is a practical, working guide, identifying activities and programs the District will undertake in the first five years of our SWIP to set a foundation from which the Zero Waste goal can be achieved. The outcome of our Workplan will be a region-wide infrastructure of facilities and services through which municipalities, residents and business can drastically eliminate waste.

With Zero Waste, the goal is to no longer produce "trash" requiring disposal, but instead be able to utilize it as a resource for the production of something new and needed. For example, the District's Commercial Composting Project that got underway in April 2004 diverted 6.8 tons of food "waste" from April through June to a local composting company for use as chicken feed and the production of compost for area farmers. The number of participants began with four and grew to seven by the end of June 2004; 13 restaurants and schools are currently participating.

We are excited about the possibilities this new plan provides, and we encourage you to review our new Solid Waste Implementation Plan and accompanying Five Year Plan documents for yourself. Please contact the District for copies, at (802)229-9383 or [comments@cvswwmd.com](mailto:comments@cvswwmd.com).

Here are some of the highlights of the District's FY 2004 program work:

- **Illegal Dumping Prevention-** Five new sites were cleaned and adopted in the District in FY 2004. Between newly adopted sites and the monitoring of existing sites throughout the District, 86 volunteers logged 123 hours in FY 2004.
- **Illegal Burning Prevention-** Educational program which explain the dangers of burning to human and environmental health. Materials were distributed throughout member communities via point-of-purchase displays, radio and print advertisements and flyers.
- **Recycling-** During FY2004, more than 820 tons of recyclables were collected at District run and/or underwritten recycling depots, in addition to 66 tons of tires; 351 tons of metal; 7,330 yards of cardboard; 254 appliance freon units; 50 lbs. Of PCB's; 2,980 gallons of oil; and 1,047 tons of trash.
- **Hazardous Waste-** 543 households (151 more households than the previ-

ous year) and 21 businesses utilized the nine collections held during May through October 2004. Educational materials were distributed at the events to help residents reduce the quantity of hazardous material used, and to reduce disposal fees and quantities.

- **Non-Toxics Education-** Seven elementary schools throughout the District took part in the 10-week DeTox Family Program for parents and school staff. The program aims to help reduce the use of toxic products in the home and schools. Four schools have also taken the DeTox Pledge to reduce the use of toxic cleaning products in their schools. Education staff also developed a video version of our DeTox workshop titled, Look What's Lurking Under Your Sink! Copies will be sent to all schools that have participated in the program and it will be used in place of the workshop where evening programs are not well attended.
- **Speakers Bureau-** Led 24 Art & 3Rs Workshops, ranging from our own Cabin Fever Craft Day in January to programs via community centers, alternative education programs, after-school programs throughout the District, the Barre Recreation Department and daycare centers.
- **Reuse-** The Clothing Drop 'N Swap diverts tons of clothing from disposal; about 1,000 District residents take part in each event. The District held two events in FY 2004, one in September and one in May.
- **Junk Car Assistance-** The District offers assistance with the free removal of junk cars from member towns. The data for FY 2004 shows we helped 58 residents recycle up to 68 vehicles.
- **Green Up Day Grants-** 19 member communities requested and received reimbursement for Green Up Day activities in FY 2004. The average reimbursement per town was \$279.97.
- **Electronics Collections-** The District collected 47,395 pounds (23.6 tons) of electronics for recycling through an on-going collection at the Barre Town Recycling Depot and three special collections held in conjunction with satellite household hazardous waste collections.

## BERLIN COMMUNITY CONNECTIONS

Community Connections is a bridge between schools and communities in Central Vermont. Funded initially by a federal 21st Century Community Learning Center grant, Community Connections has provided high quality out-of-school time programs for youth and adults at school-sited learning centers in Montpelier, Berlin, Calais, East Montpelier, Middlesex, and Worcester for the past 3 ? years. Each learning center offers a balance of educational, enrichment, and life-skill building programming. Last year, Community Connections served over 1650 school children (62% of students from the Washington Central and Montpelier school systems). Programs included reading and homework help, theater, computers, cooking, snowboarding, canoeing, rock climbing, Spanish, guitar, Lego league, knitting, painting, field trips, summer camp and more.

In addition to out-of-school time programming, Community Connections spearheads key youth-mentoring initiatives. Community Connections collaborates with the Central Vermont New Directions Coalition to run the Girls First/Boyz First! Mentoring Program. Last year, 31 youth between the ages of ten and fourteen were matched with community volunteers and met regularly once each week. Community Connections' Youth Outreach Coordinator works with out-of-school youth, and those who are at risk of dropping out of school, exploring alternative education options and employment opportunities, and guiding them in making healthy life choices.

The Berlin Community Connections program continues to flourish. Each day, five days per week during the school year and school vacations, between 15 and 30 families participate in a variety of educational programs including homework club, swimming, clay creations, indoor and outdoor sports, holiday crafts, reading club, cheerleading, science, soccer, board games, hip hop dance, CSI, running, model making, and much more. Community education programs are equally popular including cooking, computer, and music courses. Demonstration of the program's popularity is the fact that more than 140, (58%) of Berlin Elementary's total student body participated in after-school and school vacation programs last year. 72 students participated in summer programs at BES, which ran five days per week for six weeks. It's the goal of Community Connections to ensure that programs are accessible to all families. Scholarship opportunities are available to students in need upon request.

We appreciate Berlin's commitment to the provision of quality out-of-school time programming. For more information, please contact Kelly MacMartin, Community Connections Coordinator, at 223-4088, ext. 345, or via email at [kmacmartin@u32.org](mailto:kmacmartin@u32.org).

## FAMILY CENTER OF WASHINGTON COUNTY

The Family Center of Washington County fosters the positive growth and development of young children and their families. The Family Center's array of services includes: infant & toddler, preschool and after school child care programs, playgroups for children from birth to five, parent education and outreach activities for mothers and fathers, training for child care providers, assistance to parents in finding and paying for child care, and planning and coordinating the Central Vermont Early Childhood Council's region-wide programs for parents as first teachers of their children.

**Among the 139 individuals in Berlin who benefited from the Family Center's programs and services from July 1, 2003 – June 30, 2004 were:**

- \* **25** who consulted our **Child Care and other Resource & Referral services** to receive assistance in finding suitable childcare to meet their needs, answer questions related to child care and child development and receive information about other community resources available for them.
- \* **26** who received **assistance paying for child care**.
- \* **9 children and 5 adults** who participated in various **Playgroups**. Playgroups, located at sites in several communities, 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.
- \* **8** child care providers who consulted our **provider support services** and received monthly newsletters and training on a wide variety of topics through home visits, conferences and workshops.
- \* **33** who participated in our **community events**.
- \* **4 adults and 3 children** who **participated in Parent Education Workshops or Support Groups**.
- \* **13** who were served by one of our specialized **Home Visiting programs**.
- \* **8 community members and child care professionals** who planned local and regional **Early Childhood Council** activities.
- \* **2 children** who attended our **Infant/Toddler program**.
- \* **3 children** who received **transportation assistance through our van**.

We are grateful for the support shown by the voters of Berlin. For more information about any of our programs, please contact Lee S. Lauber, Executive Director, at 828-8765 or e-mail [familycenter@fcwcv.org](mailto:familycenter@fcwcv.org)

## **GREEN MOUNTAIN TRANSIT AGENCY**

The Green Mountain Transit Agency (GMTA) is a Vermont private not-for-profit agency that was created in April of 2003 for the purpose of providing a range of public transportation services in Washington County and the towns of Orange, Williamstown and Washington in Orange County. GMTA is a full service public transportation provider offering such services as fixed route and deviated fixed route bus services, demand response, commuter routes, ridematch, shopping shuttles, Medicaid transportation, transportation services for the elderly and the disabled and a county-wide ridesharing program.

The Town of Berlin is served by several of GMTA's services. Our fixed routes in Berlin consist of the Barre Hospital Hill and the Montpelier Hospital Hill. These operate 6 days per week totaling 34,619 trips in FY 04. GMTA's Rideshare program is another resource for residents to explore alternatives to the use of single occupancy vehicles as a primary mean of transportation.

GMTA's Volunteer Driver Program which is designed to address some of the different transportation needs that persons with disabilities and the elderly may have by providing assistance with arranging and paying for the ride is another valuable transportation service GMTA provides to Berlin residents. Primary funding for this program is obtained through grants that are managed on behalf of the Council on Aging. Additionally, Medicare, PATH and various other third parties are used to finance this important service. In the last fiscal year GMTA provided 229 Berlin residents with more than 3,300 one-way trips to appointments and other life activities that are necessary for residents to maintain normalcy despite difficult life issues.

GMTA appreciates the financial assistance given by the voters of Berlin to support transit programs and initiatives and we look forward to another year of serving your residents with transportation solutions. For information please call (802) 223-7287 or visit our website [www.gmtaride.org](http://www.gmtaride.org)

**GREEN UP VERMONT****GREEN UP DAY, MAY 7, 2005 - 35th ANNIVERSARY!**

Thirty-four years strong, "Green Up Day" is a special day when Vermonters clean and spruce up their communities. We were the first state in our nation to designate a day for such cleaning of the entire state. Working together, we can keep our unique Green Up spirit growing for Vermont.

Green Up Vermont is the not-for-profit 501 c(3) organization that works to enhance our state's natural landscape and waterways and the livability of our communities by involving people in Green Up Day and raising public awareness about the benefits of a litter free environment.

Well over 15,000 Vermonters participated in Green Up Day 2004, using over 35,000 Green Up bags, collecting hundreds of tons of trash, piles of mixed metals and tires. Green Up Vermont arranged widespread promotional support in excess of \$25,000.

The success of Green Up for Vermont depends upon two essential ingredients. One is the combined efforts of individuals and civic groups who volunteer to make it all possible; and two, the financial support given by the public and private sectors throughout Vermont.

With your town's help, we can continue our unique annual Vermont tradition of, taking care of our beautiful landscape and promoting civic pride so our children grow up with Green Up.

Careful use of resources minimizes Green Up's costs. The State appropriates funds that cover about 10 percent of our budget. The rest comes from gifts from towns, individuals and businesses. These funds pay for supplies, promotion and services of two part-time Employees. We ask your community to contribute, according to population, to keep Green Up growing for Vermont.

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

[greenup@greenupvermont.org](mailto:greenup@greenupvermont.org)

**KELLOGG-HUBBARD LIBRARY**

Since the Kellogg-Hubbard's founding 110 years ago, the role of public libraries in the world has expanded greatly. Now offering such things as audio books, videos, Internet access, our library catalog on the Web, public meeting space, and online access to periodical articles, the Kellogg-Hubbard Library has continued to make its old-fashioned, friendly service and wonderful collection of books a priority. All Berlin residents are entitled to a free library card. If you don't yet have one, stop in and register!

**2004 Statistics****Materials borrowed:****2000: 172,643****2001: 192,215****2002: 221,296****2003: 260,389****2004: 275,340****Internet use: 2003: 26,045 2004: 28,973****Meeting room reservations: 2003: 1,270 2004: 1,356****Children coming to the library after school: 135 per day****Reference questions answered: 33,381****Attendance at library-sponsored programs: 13,145****Library cards issued: Almost 12,000****Library Funding**

At its 2003 strategic planning meeting, the Board of Trustees developed a new funding formula, which addressed concerns that were expressed in the Community Advisory Committee meetings headed by trustee, Charlie Phillips. Our fiscal request to each municipality in our service area is now based upon that town's library use. On Town Meeting day in 2004, all six towns in our service area voted to grant the Kellogg-Hubbard its full request. While libraries in Vermont get an average of 70.6% of their operating income from tax support, the Kellogg-Hubbard only requests 26% of operating income from our towns.

In order to help relieve the tax burden on the towns in our legal service area (Montpelier, E. Montpelier, Calais, Berlin, Middlesex, and Worcester), we charge all patrons who do not live in the legal service an annual fee to use the library. In accordance with Vt. Department of Libraries regulations, that fee



is based upon the per-capita tax support we receive from Montpelier. The anticipated income from this charge is deducted from our municipal requests. With the end of Freeman grant funding, we have some challenging years ahead of us. The Board is making every effort to find new funding sources. Your generosity to our fundraising appeals has been heartening!

### **Van Go Bookmobile**

The Kellogg-Hubbard Library has partnered with U-32, Community Connections, and with other agencies to offer this mobile library service to people who find it difficult to come to the library. The use of this service has almost doubled over last year. In Berlin, we have focused bookmobile services on stops at the Berlin Town Offices and home daycares. The Van Go also serves Berlin residents of the Berlin Health and Rehabilitation Center and seniors who have moved to Westview Meadows. The Van Go is always open to suggestions for new stops. The bookmobile is the only library access for over 30% of Van Go patrons. Items checked out in 2003: 3,888 Items checked out in 2004: 6,327

### **Thank you!**

Heartfelt thanks to the residents of Berlin for their strong support, to our volunteers from Berlin, and to your Berlin Library Trustee, Catherine Donnis. We also thank the angel who dropped off the harp and inspired our ongoing raffle!

HILARI FARRINGTON, *Director*

**MONTPELIER SENIOR CENTER**  
**58 Barre Street**  
**Montpelier, Vermont 05602**  
**802-223-2518**

The Montpelier Senior Activity Center is bustling these days. A new Program Director, Dianne Turenne, took Andrea Taylor's position at the end of March. The fall special mailing informing members of the new policies, dues and benefits drew old members back and many new members. Our "low fee" diversified programs include painting, swimming, bowling, rug hooking, yoga, tai chi, jazzercise, senior fit, PACE for arthritics and line dancing. The most recent free classes offered are writing, computer tutoring and Mah Jongg. Other free ongoing classes are knitting, bridge and the Strong Living Program. Once a month the Savoy Theatre runs a free movie of our choice for all seniors. Our computer lab is on-line with free usage and printing for members. Our one new and one like-new pool tables are available for the experienced. New players are always welcome.

Tuesday noontime meals continue to be the hub of our community with dancing to our "Swingin' Over Sixty" band with sometimes as many as 16 musicians! Music and dancing is from 12:30 – 1:30. After this session they travel to different nursing homes each week to entertain the residents. The band also provides music for area events especially around the Christmas holiday. We have once-a-month socials celebrating birthdays and showcasing a variety of entertainment and interesting presentations. Thursdays we serve soup and sandwiches and there is a jam session for anyone who wants to play music.

Keeping seniors healthy and informed about their health is priority, thus we have bi-monthly health clinics for blood pressure, diabetes, cholesterol and flu shots to help folks in between doctor visits. We have a monthly foot clinic and a discounted massage day too.

Traveling keeps things exciting for some members. Last year we went to Quebec City, Boston for the Lion King, a whale watch from Hampton Beach, Soiree Canadienne at the Indian Head Resort, the ECHO Museum and lake cruise on the Spirit of Ethan Allen III, Proctor's Theatre for "Crazy for You", a foliage trip to The Balsams and The Radio City's Christmas show in Boston.

In 2004, we had two fund-raisers, a rummage sale in the spring and a holiday bazaar in the fall.

There's never a dull moment at the center and we encourage everyone to visit the facility and pick up the current newsletter. Persons 55 and older are eligible to join us and participate in all the programs we offer. If you have any questions please come by at 58 Barre Street between 9am-4pm Monday through Friday. If you prefer, feel free to call us at 223-2518. We are interested in meeting you and serving you as best we can.

DIANNE A. TURENNE, *Program Director*

**NORTHERN VERMONT RESOURCE CONSERVATION &  
DEVELOPMENT COUNCIL**

**Rural Development – People Making Things Happen**

The Northern Vermont Resource Conservation and Development Council is a 30-year-old network of volunteers dedicated to identifying problems and designing solutions, which fit the needs of its own communities. RC&D is a unique program that helps people care for and protect natural resources in a way that will improve the area's economy, environment and living standards. We serve our clients by coordinating and facilitating technical and financial assistance to local communities who initiate, sponsor, plan and implement projects.

**Technical assistance through the RC&D is available, at no cost to the community.** We would be happy to work with you on problems and challenges your community is facing and work together to find solutions. **We are glad to be a part of the Rural Fire Protection Dry Hydrant Grant Program, Better Backroads Grant Program and Natural Resources Education initiatives, which have had significant impact on communities in Northern Vermont this past year.** Eligible projects cover many different areas including: community development; improvements to infrastructure and water quality; parks and recreation; and development of a diversified forest and agriculture industry. **The RC&D can also assist with finding financial resources and grant requests to carry out planned projects.**

Respectfully Submitted,  
Christine Kaiser, Secretary-Treasurer

**617 Comstock Rd., Suite 2  
Berlin, Vermont 05602-8498  
(802) 828-4595**

## PEOPLE'S HEALTH & WELLNESS CLINIC

Ten years ago the People's Health & Wellness Clinic (PHWC) opened its doors in order to provide primary and preventive health care to the uninsured and underinsured of Central Vermont. Little did we know at that time that the health care system would continue to be in such shambles, that today we would be so very busy, or that it would become one of the biggest crisis issues in the country.

Over the past two years the PHWC has seen a dramatic increase in the numbers of people needing our services. This is due to three major upheavals in our society: sharp increases (over 15%) in health insurance premiums, forcing many of our businesses to eliminate this benefit to their employees; widespread unemployment or under-employment; and severe cuts in Medicaid and VHAP qualifications and benefits.

In 2004 the PHWC added 314 new patients to our patient base of over 3500, with over 600 patient visits, continuing an alarming growth rate. These are our neighbors – farmers, mechanics, carpenters, aides, clerks, waitstaff, self-employed, part-timers, full-time low wage earners, workers who are seasonal or temporary and others. Over 80 health care practitioners volunteer their time and expertise to ensure that these community members receive the quality health care they need in order to continue to be productive community members. We added additional medical doctors, nurse practitioners, nurses, massage therapists, and others to our volunteer base in order to provide for the increased numbers of patients. Of course, along with these increases come increased costs for medical supplies and equipment, pharmaceuticals and other costs in running this free clinic; we appreciate the continued support from our central Vermont towns.

For more information on scheduling an appointment or volunteering, call the PHWC office Monday through Thursday from 9:00 a.m. through 3:00 p.m. at 479-1229. Actual clinic hours are from 5:30 p.m. to 8:30 p.m. by appointment.

## **RETIRED AND SENIOR VOLUNTEER PROGRAM FOR CENTRAL VERMONT AND NORTHEAST KINGDOM**

Volunteers are essential to the delivery of services in the area we serve. Vermont citizens, of all ages, are crucial to helping meet community needs. Without RSVP volunteers many organizations would find it difficult to maintain the services needed by our friends and neighbors. Where would the hospitals, schools, food pantries and many other organizations be without the services of volunteers?

In the past 12 months 1,328 RSVP volunteers have donated over 101,710 hours of their time to 151 organizations. We calculate that RSVP volunteers have provided an extra \$1,569,385 of services that otherwise would not have been available.

The money collected from towns is used to help offset the cost of supporting a volunteer. These costs are travel expenses, insurance, training, recognition and coordination time.

**P.O. Box 433**

**Barre, VT 05641**

**Phone: (802) 828-4770**

**Fax: 828-5476**

## **VERMONT ASSOCIATION FOR THE BLIND AND VISUALLY IMPAIRED**

The Vermont Association for the Blind and Visually Impaired (VABVI) greatly appreciates the Town of Berlin for including a contribution to VABVI in their budget.

Founded in 1926, VABVI pursues a mission to enable Vermonters with vision problems, whether blindness or impairment, to achieve and maintain independence. All of our services are provided without charge to the client, to ensure that no one is excluded due to financial concerns. During the 2004 fiscal year, we served nearly 1,400 clients from all fourteen counties in Vermont, including 2 children and 2 adults from the Town of Berlin.

The 2 children that we serve in your community receive a variety of support and services from VABVI. We provide the support, tools and materials necessary for students to succeed in school, at home, and in the community. Our itinerant Teachers of the Visually Impaired (TVI) begin work with infants, children and their families as soon as visual impairment is discovered. Some skills and services that TVI's teach include:

- Instruction in Braille, as well as obtaining textbooks in Braille, large print, and on audiotape so visually impaired children have the same materials as their sighted peers;

- Orientation and mobility training;

- A Transition Program to help teens successfully move from high school to college or the workplace;

- An Intense Residential Life Experiences (IRLE) education program, which provides opportunities for our youngest clients to learn independence, and self-esteem, and meet others coping with vision loss.

The 2 visually impaired adults from the Town of Berlin also receive a variety of support and services from VABVI. From reading, writing and cooking, to hobbies, recreation and travel, we help visually impaired adults maintain their independence and dignity. Services for adults include:

- Orientation and mobility training, including white cane instruction;

- We offer home adaptation and recommendations, training and procurement of aids and appliances;

- Adult Service Providers (ASP's) help our clients to continue performing daily tasks and activities that may have become difficult;

- The Central Vermont Mini Center, a training facility for consumers coping with vision loss;

Peer Assisted Learning and Support (PALS) groups that meet monthly in eleven locations around the state for peer education, group support, coping skills, ways to modify and handle everyday tasks, group interaction skills, and an opportunity for involvement in the community.

Volunteers are an important part of our organization. Last year 253 volunteers drove 199,672 miles and donated 14, 036 hours of service – the equivalent of seven and a half full time employees – either by driving, reading, walking, shopping, brailleing, providing companionship, working in our offices or other capacities. It is in large part because of these volunteers that we spent 88 cents out of every dollar on direct services in your community last year.

Children and adults alike need to realize that there is no reason they cannot succeed in life provided they have the right tools and positive motivation they need to help make that success a reality. In 1930 Helen Keller said it best. "What really counts in life is the quiet meeting of every difficulty with the determination to get out of it all the good there is." As direct service providers, VABVI believes that independence should never be compromised. To become a volunteer or to learn more about our services, contact us at (800) 639-5861, [general@vabvi.org](mailto:general@vabvi.org) or visit our website at [www.vabvi.org](http://www.vabvi.org).

## THE VERMONT CENTER FOR INDEPENDENT LIVING

The Vermont Center for Independent Living (VCIL) teaches people with significant disabilities how to gain more control over their lives and how to access tools and services to live more independently. We also conduct public education and systems change activities that promote the full inclusion of disabled people into community life.

An estimated one in five Vermonters has a disability. VCIL, a private non-profit organization, is Vermont's first and only cross-disability center for independent living and the first organization in the state to be directed and staffed by a majority of people with diverse disabilities.

Statewide, from October 1, 2003 through September 30, 2004, VCIL responded to over **2,000** requests from individuals, agencies and community groups for information and referrals on a broad range of subjects related to living with a disability. We provided one-on-one peer counseling to **355** individuals to help increase their independent living skills and life opportunities; provided **401** households with financial and technical assistance for making their bathrooms and entrances accessible to a disabled family member; provided over **345** with personal assistance, and/or assistive technology; provided communications equipment to **76** Deaf, hard-of-hearing or speech-impaired individuals through the Vermont Equipment Distribution Program, and delivered meals to almost **555** Vermonters through VCIL's Meals on Wheels program for Individuals Under 60 with Disabilities.

VCIL's central office is located in Montpelier with three regional offices in Bennington, Brattleboro and Burlington. The Montpelier office houses a disability resource library and the toll-free information line, through which answers to disability-related questions are provided to callers from every Vermont community. Our locally based Peer Advocacy Counselors are available to people with disabilities in every municipality in Vermont.

During FY 2004, VCIL provided direct services to **10** residents of the Town of Berlin utilizing the following services/programs:

- Information & Referral
- Meals on Wheels for people with disabilities under age 60
- Home and Community Access Program
- Sue Williams Freedom Fund
- VT Equipment Distribution Program

**To learn more about VCIL, call toll-free at 1-800-639-1522**



## VERMONT LEAGUE OF CITIES AND TOWNS

The Vermont League of Cities and Towns' mission is to serve and strengthen Vermont local government. Vermonters use more local government services and interact more with their local government officials on a daily basis than with any other level of government. These governmental services include highways, police, fire, recreation, sewer and water. Vermont municipal officials are responsible for raising and expending nearly one-half of the non-federal taxes raised in the state. In all but a very few municipalities, the property tax is the sole option a municipality has for raising revenue to fund its municipal and school responsibilities.

In large part, volunteer elected and appointed municipal officials lead local governments. VLCT provides the following services to its member cities and towns to serve and strengthen the ability of municipal officials to provide quality services at affordable costs:

Training, municipal assistance and publications to strengthen the ability of municipal officials to serve their communities. In the past year, we have responded to more than 3,000 telephone and e-mail inquiries. Our Municipal Assistance Center and Group Services staffs provided over 750 workshops and small group training sessions attended by municipal officials. VLCT distributed more than 575 copies of local government publications and distributed more than 3,200 hard copies or electronic mail versions of VLCT's Weekly Legislative Report to municipal officials each week during the legislative session.

Advocacy representation before the State Legislature, administration and judiciary ensuring that municipalities have the resources and authority to serve their citizens. VLCT is a leader in the education finance debate, in land use discussions and in securing revenues for town highway and bridge maintenance programs.

Purchasing opportunities to provide needed services at the lowest cost. These include an array of municipal insurance programs, among many others. Examples of how this saves local taxpayers dollars are the securing of municipal employee health insurance and liability coverage for town operations. The VLCT Health Trust represents the most affordable option available to provide health insurance to municipal employees. The value of VLCT PACIF to all our members is realized daily as members take advantage of loss prevention training and assistance as well as reasonable insurance rates.

All 246 Vermont cities and towns are members of VLCT, along with 140 other municipal entities including villages and fire districts. Membership dues are \$.72 per capita plus a \$500 service fee per year. These funds support much of the work of the VLCT Municipal Assistance Center. VLCT maintains its offices in Montpelier and employs 42 staff members. It has an annual operating budget of approximately \$3.2 million. Individuals interested in finding out more about the Vermont League of Cities and Towns, including reviewing its audited financial statements, can visit the VLCT Website at [www.vlct.org](http://www.vlct.org).

**WASHINGTON COUNTY DIVERSION PROGRAM****Annual Report - FY 2004****WHO WE ARE AND WHAT WE DO**

We are a local program that addresses unlawful behavior, supports victims of crime & promotes a healthy community.

Court Diversion is the community alternative to court for first offenders in Washington County.

Our volunteer boards hear both adult and juvenile cases referred from court by the state's attorney.

We also administer the Alcohol Safety Program (ASP), a program created by the legislature in 2000 to deal with a crackdown in enforcement of underage drinking laws.

It is our philosophy that ordinary citizens who volunteer their time and energy are more effective in confronting those who have committed crimes than our court system can be, especially the first time that an offender is charged with an illegal act. Our volunteers have the same perspective as those who are victimized by illegal acts, and they are committed to:

**OUR GOALS**

- to see that the victim is made whole to the extent possible through restitution, apology or service by the offender;
- to see that the community is compensated through service by the offender for the harm it has suffered;
- to help the offender realize the true human consequences and impact of his or her actions; and
- to direct the offender toward activities/services that will increase his or her chances of being crime free (Diversion) or choosing to remain substance free (ASP) in the future.

**IN FY 04 (July 1, 2003 - June 30, 2004):**

We received 154 referrals to Diversion and 323 ASP tickets, for a total of 477 clients served in the period. (15 were Berlin residents.)

Our clients performed 5965 hours of community service to various community organizations in Washington County. Some of the sites included the American Red Cross, Central Vermont Food Bank, Central Vermont Hospital, American Cancer Society, Washington Co. Youth Service Bureau, CV Humane Society, and local school systems.

Money paid back to crime victims (\$10,373) and donations to charities (\$753) amounted to \$11,126.00 for the year.

### **SINCE THE BEGINNING**

Since Diversion's inception in this county in 1982, over 3900 diversion clients have successfully paid back their victims and the community for their offenses and have been given a fresh start with a clean record, and a total of 1240 crime victims have received compensation totaling over for their losses amounting to over \$315,059.00.

### **FUNDING**

As a community based, non-profit program and United Way Agency in FY 04, Diversion got 61% of its funds from the Attorney General's office; 24% from client fees, 8% from the United Way and the remaining 7% from other local sources like towns and cities. Our total cost per case last year averaged \$275.00 per case. That is hundreds of dollars less per case than any alternative where the offender goes to court.

**Many thanks to the voters for your consistent support for Diversion over the years.**

**We continue to need — and deeply appreciate — your assistance!**

**PO Box 1026, Montpelier, VT 05601**

**wedp@adelphia.net**

**802-828-0600**

**THE WASHINGTON COUNTY YOUTH SERVICE BUREAU /  
BOYS & GIRLS CLUB**

**Is An Important Resource To The Residents of Berlin**

During the past fiscal year (July 1, 2003 – June 30, 2004) the Washington County Youth Service Bureau/Boys & Girls Club provided the following services to young people and family members in Berlin:

- 13 Youths and Their Families** were assisted by the **Country Roads Program** that provides crisis intervention and counseling for youths and families, assists runaway and homeless youths, and provides temporary, emergency shelter for young people.
- 6 Teens** were provided with **Substance Abuse Treatment** counseling and support.
- 14 Teens** participated in the **Basement Teen Center** in Montpelier that provides supervised drop-in time, leadership opportunities, and a variety of activities and events. **9 Teens** also participated in concerts, First Night, and other special events sponsored by the Basement.
- 6 Family Members** (4 teen parents and 2 children) participated in the **Teen Parent Program** that helps teen parents and pregnant teens build parenting and life skills, continue their education, and create healthy homes for their children.
- 7 Teens** participated in the **Transitional Living Program** that helps homeless young people make the transition to independent living.
- 3 Teens** were provided with information, activities, and referrals to services through the **Peer Outreach Program**.
- 6 Teens and Other Community Members** were served through the Community Assistance Program that works with community groups to help youths avoid substance abuse or make connections with treatment services.
- 6 Teens** participated in **special events and activities** sponsored by the Bureau.
- 7 Residents** were served through the **30th Annual Community Thanksgiving Dinner** organized by the Youth Service Bureau/Boys & Girls Club.

Referrals to the Washington County Youth Service Bureau/Boys & Girls Club come from parents, teachers and other school personnel, other area organizations, the Vermont Department of Social and Rehabilitative Services, the Vermont Department of Corrections, churches, police officers, and young people themselves. Many referrals are received through the agency's 24-Hour Crisis Response Service.

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 such as Trees for Teens.

**For Information and Assistance Call  
The Washington County Youth Service Bureau/Boys & Girls Club  
229-9151  
24 Hours A Day – 7 Days A Week**

**TOWN OF BERLIN STAFF**  
**Calendar Year 2004**

	Total Wages	Benefits	Spec Detail
Alexander, Amy .....	3,785.25		
Barnett, Rosemary .....	27,885.00	6,076.41	
Bell, James III .....	6,776.00	2,976.72	3,744.00
Blanchette, Donald .....	1,068.75		
Canavan, Christine .....	7,641.00		
Ciampi, Scott .....	36,403.05	13,620.11	
Cirigano, Jeff .....	30,478.92	2,761.42	9,515.25
Dimick, Leslie .....	2,224.00		3,896.00
Dion, RonaLD .....	35,926.00	11,096.58	
Domingue, Michael .....	19,200.00		
Ducas, Andre .....	33,185.16	11,123.90	
Fitzgerald, Carol .....	3,000.00		
Freeman, Richard .....	6,585.80	778.28	
Gilman, Shari .....	93.50		
Haskin, Roberta .....	395.00		
Holmsten, Meaghan .....	1,214.00	176.00	
Irons, Paul .....	356.25		
Jennings, Marie .....	283.50		
Jennings, William .....	45,114.42	8,737.35	1,964.00
Kelly, Greg .....	681.00		168.00
Kinzel, Otto III .....	1,256.25		
LaCasse, Ian .....	286.00		6,468.00
Langlois, Katherine .....	712.50		
Leary, Robert .....	16,640.00	832.00	
Lewis, Patti .....	23,573.84	6,359.38	
Markham, Gerry .....	27,948.35	11,238.82	
Monness, Carol .....	2,502.50		
Monteith, Mark .....	37,139.58	7,300.25	14,639.00
Morse, Rosemary .....	28,419.99	6,469.52	
Nagle, Michael .....	550.02		
Nicosia, Joshua .....	6,028.84	158.64	
Niles, Justin .....			336.00
Pitonyak, A. Michael .....	1,068.75		
Plude, Laura .....	450.00		
Preston, Carla .....	1,220.40		
Radke, Ginger .....	34,673.52	7,086.36	7,577.00
Reed, David .....	3,990.00		6,144.00
Rose, Grace .....	300.00		
Rotondi, Robert .....	168.00		
Strock, Jeffrey .....	29,345.25	184.68	7,586.00
Tanguay, Raymond .....	41,615.05	7,216.75	
Tetreault, Richard .....	39,227.28	4,818.27	
Towne, Bradley .....	712.50		
Tracey, Joadi .....	5,061.52	1,185.12	
Willard, Maurice .....	5,074.98		
Yahyazadeh, Diana .....	15,377.03		
<b>Total .....</b>	<b>585,638.75</b>	<b>110,196.56</b>	<b>62,037.25</b>

## BERLIN TOWN SCHOOL DISTRICT WARNING

The legal voters of the Berlin Town School District are hereby warned to meet at the Berlin Elementary School at 372 Paine Turnpike North on March 1, 2005 at 10 A.M. to act on the following:

The polls for articles to be voted on by Australian ballot will open at 10 A.M. and close at 7 P.m. (17 VSA § 2561).

- ARTICLE 1.** To elect a Moderator for the year ensuing [16 VSA § 562(2)].
- ARTICLE 2.** To elect the following School Directors by Australian ballot (16 VSA § 423 and 706k):
- |                         |                     |
|-------------------------|---------------------|
| 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 3.** To hear and act upon the report of the Town School Directors [16 VSA § 563(10) and (11)].
- ARTICLE 4.** Will the School District adopt a budget not to exceed \$2,359,169.00 for the operation of the school for the ensuing year? [16 VSA § 428]
- ARTICLE 5.** Will the School District authorize the Board of School Directors to hold any audited fund balance as of June 30, 2005 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? [24 VSA § 2804]
- ARTICLE 6.** Will the School District authorize the Board of School Directors to borrow money in anticipation of the receipt of revenues for the school year? [16 VSA § 562(9)]
- ARTICLE 7.** To transact any other business that may legally come before the meeting.

A meeting will be held on Monday, February 28, 2005 to provide information on the articles to be voted by Australian ballot at Town Meeting. The meeting [as required by 17 V.S.A. § 2680(g)] will be held at the Berlin Town Office at 7 P.M.

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.

ATTEST: BOARD OF SCHOOL DIRECTORS  
BERLIN TOWN SCHOOL DISTRICT

LINDA BEAUPRE, *Chair*  
LINDA COUTURE, *Vice Chair*  
MIKE STRIDSBERG

CYNDI JOHNSON, *Clerk*  
JAMES E. CATONE

**WARNING  
BERLIN TOWN SCHOOL DISTRICT  
SPECIAL MEETING  
MARCH 1, 2005**

The legal voters of the Berlin Town School District, Vermont, are hereby notified and warned to meet at the Berlin Elementary School in the Town of Berlin on Tuesday, March 1, 2005, between the hours of ten o'clock (10:00) in the forenoon (a.m.), at which time the polls will open, and seven o'clock (7:00) in the afternoon (p.m.), at which time the polls will close, to vote by Australian ballot upon the following Article of business:

**ARTICLE I**

Shall general obligation bonds of the Berlin Town School District in an amount not to exceed Three Million Dollars (\$3,000,000), subject to reduction from available construction grants-in-aid and state appropriations, be issued for the purpose of financing the District's share of making certain public improvements, viz; construction of school building additions and renovations to the Berlin Elementary School Building, such improvements estimated to cost Three Million Dollars (\$3,000,000)?

The legal voters and residents of the Berlin Town School District are further warned and notified that an informational meeting will be held at Town Office Building on Shed Road in the Town of Berlin on Monday, February 28, 2005 at seven o'clock (7:00) in the evening (p.m.) for the purpose of explaining the subject proposed school building improvements and the financing thereof.

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

Adopted and approved at a regular meeting of the Board of School Directors of the Berlin Town School District held on January 17, 2005. Received for record and recorded in the records of the Berlin Town School District on January 18, 2005.

**ATTEST: BOARD OF SCHOOL DIRECTORS  
BERLIN TOWN SCHOOL DISTRICT**

LINDA BEAUPRE, *Chair*  
LINDA COUTURE, *Vice Chair*  
CYNDI JOHNSON, *Clerk*  
JAMES E. CATONE  
MIKE STRIDSBERG

RESOLUTION CERTIFICATE

I, Rosemary Morse, certify that I am the duly elected and qualified Clerk of the Berlin Town School District, a municipal corporation located in the County of Washington, State of Vermont; that I have custody of the books, records and seal of said District; and that the following is a true and exact copy of a Resolution adopted at regular meeting of the Board of School Directors of the said Berlin Town School District, duly called, noticed and held on January 17, 2005, at which a quorum of members was present and voting; and that the same remains in full force and effect, and has not been amended, rescinded, abridged, modified or contested in any way:

RESOLVED, that the public interest and necessity demand that certain public improvements be made, viz: renovations and additions to the Berlin Elementary School Building, all at an estimated cost of Three Million Dollars (\$3,000,000); and

BE IT FURTHER RESOLVED, that the cost of completing said public improvements, after application of funds from the United States of America and/or the State of Vermont, will be too great to be paid out of the ordinary annual income and revenue of the Berlin Town School District; and

BE IT FURTHER RESOLVED, that a proposal for providing such improvement and the issuance of general obligation bonds of the Berlin Town School District in an amount not to exceed Three Million Dollars (\$3,000,000), subject to reduction from available school construction grants-in-aid, to pay for its costs of the same should be submitted to the legal voters of the District at a special meeting thereof to be duly called and held on March 1, 2005; and

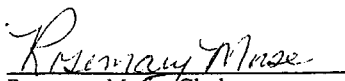
BE IT FURTHER RESOLVED, that all acts relating to the proposition of incurring bonded indebtedness and the issuance of general obligations bonds of the Berlin Town School District for the purpose of financing such improvements, as well as the maintenance and operation of financing such improvements within the corporate limits of the District, be in accordance with the provisions of Chapter 9 of Title 16, and Chapter 53 of Title 24, Vermont Statutes Annotated; and

BE IT FURTHER RESOLVED, that the attached Warning and form of Ballot be adopted for use in connection with consideration of the above-stated proposition of incurring bonded indebtedness.

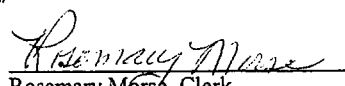
Dated: January 18, 2005

ATTEST:

SEAL

  
Rosemary Morse, Clerk  
Berlin Town School District

Received for record and recorded this 18<sup>th</sup> day of January, 2005, in the records of the Berlin Town School District.

  
Rosemary Morse, Clerk  
Berlin Town School District

REC'D JAN 14 2005



Berlin School District  
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For The Year Ended June 30, 2004

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**ANGOLANO & COMPANY**

CERTIFIED PUBLIC ACCOUNTANTS

P. O. BOX 639  
SHELBURNE, VERMONT 05482LOCATED AT:  
2834 SHELBURNE ROADTELEPHONE (802) 985-8992  
(800) 540-8992  
FAX (802) 985-9442DAVID H. ANGOLANO, CPA  
HEATHER L. ANGOLANO, CPA  
DAVID J. ANGOLANO

## Independent Auditors' Report

To The School Board  
Berlin School District

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 Berlin School District, Vermont, as of and for the year ended June 30, 2004, which collectively comprise the School District's basic financial statements as listed in the table of contents. We have also audited the financial statements of each of the School District's nonmajor governmental, nonmajor enterprise, and fiduciary funds presented as supplementary information in the accompanying combining and individual fund financial statements as of and for the year ended June 30, 2004, as listed in the table of contents. These financial statements are the responsibility of Berlin School District's management. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our 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 Berlin School District, Vermont, as of June 30, 2004, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America. In addition, in our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each nonmajor governmental, nonmajor enterprise, and fiduciary fund of Berlin School District, as of June 30, 2004, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the School District has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, as of June 30, 2004.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 22, 2004 on our consideration of Berlin School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The Management's Discussion and Analysis and budgetary comparison information on page 4 and 29 through 35 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Berlin School District's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements, and statistical tables are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual nonmajor fund financial statements have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory section and statistical tables have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

*Angolano & Company*

Angolano & Company  
Shelburne, Vermont  
Firm Registration Number 92-0000141

July 22, 2004

MANAGEMENT DISCUSSION AND ANALYSIS REPORT  
for the  
BERLIN SCHOOL DISTRICT  
Fiscal Year ended June 30, 2004

*Prepared and submitted by  
Lori T. Bibeau  
Business Administrator*

July 1, 2004

To the School Board of the Berlin School District and the citizens of the Town of Berlin.

Presented herewith please find the Management Discussion & Analysis Report for the Berlin School District, Berlin Vermont for the fiscal year ending June 30, 2004. Responsibility for both the accuracy of the data, and the completeness and fairness of this presentation (including all disclosures) rests with management. To the best of our knowledge and belief, the data contained herein is accurate in all material respects. This data is reported in a manner designed to fairly present the District's financial position, and the result of operations of the various funds and account groups of the District. All disclosures necessary to enable the reader to gain an accurate understanding of the District's financial activities have been included.

This Management Discussion & Analysis Report covers Berlin School District's financial performance for the twelve-month fiscal period, July 1, 2003, through June 30, 2004. The introductory section includes this transmittal letter, the District's organization chart, a listing of administrative officials, and *a drawing that shows the location of the Berlin School District within the state of Vermont*. The financial section contains the general-purpose financial statements and the combining and individual fund and account group financial statements and schedules, as well as the auditor's report on the financial report and schedules. This is followed by a discussion of selected financial and demographic information.

This report covers all funds and account groups of the Berlin School District, that by law or other fiduciary obligation, the District administers in connection with its responsibility in providing services.

Lori T. Bibeau  
Business Administrator

Lowell VanDerlip  
Principal of Berlin School District

THE COMMUNITY

A largely rural community that enjoys a substantial tax base and the region's highest ratio of employment to residents, Berlin is host to the Central Vermont Medical Center, Edward F. Knapp Airport, the Berlin Mall, restaurants and hotels in addition to businesses located along Route 302. Berlin is also home to farms located along the river valleys and in a few suitable highland locations.

It is estimated that Berlin will see a 23% increase in population from 2000 to 2020. Combined with the changing household sizes, however, it will take 492 more housing units – a 44% increase – to allow residents to find reasonably priced housing.

SCHOOL BOARD

School officials for the fiscal year 2003-2004

Linda Beaupre	Term Expires 2006
Cyndi Johnson	Term Expires 2005
Linda Couture	Term Expires 2005
James Catone	Term Expires 2007
Mike Stridsberg	Term Expires 2006

The five members of the School Board are elected to two-year and three-year overlapping terms, so that no more than three new members are elected to the board in any one-year.

ADMINISTRATION

Superintendent	Robbe Brook
Business Administrator	Lori T. Bibeau
Director of Special Services	Nancy Thomas
Director of Curriculum, Instruction & Assessment	Tim Flynn
Principal	Lowell VanDerlip

THE SCHOOL

The Berlin School District has an elementary school housing grades PK to 6 with an enrollment of approximately 243 children, largest of the elementary schools in the U-32 District. The Berlin School was opened in 1969 as a K-8 school. With the completion of U-32 in 1971, Berlin became K-6. In 1993 the school underwent a substantial renovation to its mechanical systems

replacing an electric heating system with a combination wood and oil system and replacing the school's lighting with energy efficient full spectrum lighting. More recently the school has renovated space within the school to provide teaching space for intensive needs special education students and additional instructional space for various aspects of the school program. Most recently (2003) the school roof was replaced. In April of 2004, the school board charged a Facilities Committee to research and plan for future school program needs. Berlin Elementary is conveniently located just off of exit 7 on I-89 making it a desired location for meetings and providing academic course work. The building has been well maintained over the years and is used extensively by the community for multiple purposes.

The school district employs 25 full and part time professional staff, 1 administrator, and 19 support staff.

### FINANCIAL INFORMATION

The School District Administration is responsible for establishing an accounting and internal control structure designed to ensure that the physical, data, informational, intellectual and human resource assets of the District are protected from loss, theft and misuse, and to ensure that adequate accounting information is maintained and reported in conformity with generally accepted accounting principles (GAAP). Additionally, management strives to ensure that these assets are put to good and effective use. The internal control structure is designed to provide reasonable, but not absolute, assurances that these objectives are attained. The concept of reasonable assurance recognizes that: (1) the cost of any control should not exceed the benefit likely to be derived; (2) the valuation of cost and benefits requires judgments by management.

### SUMMARY OF FINANCIAL OPERATIONS – ALL FUNDS As of June 30, 2004.

#### Revenues:

Overall, revenues were below budget by (\$10,181).

This was due to a shortfall of (\$27,600) in Interest Income. This deficit was offset by additional revenues from tuition \$7,935, State Transportation Aid \$5,244 and Miscellaneous Revenues \$4,240.

#### Expenses:

Overall, expenses were under budget by \$49,098.

Staff Salaries and Benefits were under budget by \$51,485 due to staff turnover and benefit changes. Contracted services with Washington County Mental Health were over budget by (\$18,500). The bond was refinanced at a lower interest rate this saved \$3,598. Student Transportation Services were under budget by \$9,267. The remaining \$3,248 was from savings from books and supplies.

**ADOPTED BUDGET**

The annual budget for the District is adopted in March by voice vote of the residents of the District.

**MAJOR INITIATIVES****READING****Communication**

- Provide opportunities for staff reflection in curriculum, instruction and assessment in our literacy program.
- Develop agreement on the means and schedule of communication with students, parents, and other teachers.

**Time and Space**

- Effective use of school personnel and facilities to support quality literacy instruction for students of varying needs.

**CLIMATE****Improve student behavior**

- Non-academic/low structured settings-buses, lunchroom and recess.
- Responsive Classroom Training for Paraprofessionals.
- Newly hired teaching faculty will receive Responsive Classroom training.

**ALL DAY KINDERGARTEN**

After research by a study committee, recommendation to the school board, and passage of the 2004-05 budget, Berlin school will begin full day kindergarten sessions in the fall of 2004.

**MATH**

The school will pilot the Math Connections program in 5th and 6th grade in 2004-05.

Teachers will work with the WCSU Math Committee to develop consistent grade level expectations relative to math concepts and skills and common assessments to determine student learning. Training will be provided teachers in both the Math Connections program and in using differentiated instruction as a teaching strategies for supporting students of different math aptitudes.

**STUDENT AND STAFF ACHIEVEMENT HIGHLIGHTS**

Two of Berlin teachers have completed training as trainers in Responsive Classroom methods. These two teachers have provided Responsive Classroom training for approximately 40 of their colleagues in the WCSU district this year.

Berlin Elementary prides itself in being a Responsive Classroom school, with virtually all staff trained and the principles of this approach used throughout the school day.

Two Berlin teachers have distinguished themselves through earning National Board Certification.

In Berlin's Literacy Program all students work in groups for a full 90 minutes with instruction provided by a well qualified, professional teacher.

Berlin students and families are served by our Kidwatch Program which has provided before and after school care for the past 15 years and by Community Connections which offers after school and vacation programs to extend student learning opportunities.



Berlin School District  
Statement of Net Assets  
Government-Wide  
June 30, 2004

## EXHIBIT I

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS:</b>			
Cash and Cash Equivalents	\$ 20,403	\$ 100	\$ 20,503
Accounts Receivable - State	25,300	3,879	29,179
Accounts Receivable - Other		356	356
Due From Other Funds	3,560		3,560
Inventory		1,045	1,045
Capital Assets, net (Note 13)	12,751	8,065	20,816
Total Assets	<u>62,014</u>	<u>13,445</u>	<u>75,459</u>
<b>LIABILITIES:</b>			
Accounts Payable - Supervisory Union	39		39
Accounts Payable - Other LEAs	3,201		3,201
Accounts Payable - Other	5,489		5,489
Accrued Expenses	5,557		5,557
Career Change Program Payable	15,570		15,570
Due To Other Funds		3,560	3,560
Deferred Revenue	1,750	830	2,580
Long-Term Liabilities (Note 5):			
Due Within One Year	20,000		20,000
Due in More Than One Year	90,000	-	90,000
Total Liabilities	<u>141,606</u>	<u>4,390</u>	<u>145,996</u>
<b>NET ASSETS:</b>			
Investment in Capital Assets, net of related debt	(97,249)	8,065	(89,184)
Restricted for Capital Projects	(97,605)		(97,605)
Unrestricted	115,262	990	116,252
Total Net Assets	<u>\$ (79,592)</u>	<u>\$ 9,055</u>	<u>\$ (70,537)</u>

The accompanying notes are an integral part of these financial statements

## EXHIBIT II

Berlin School District  
Statement of Activities  
Government-Wide  
For The Year Ended June 30, 2004

	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Assets		
		Charges for Services	Operating Grants	Governmental Activities	Business-Type Activities	Total
Instructional:	\$ 4,042,286	\$	\$ 109,050	\$ (3,933,236)		\$ (3,933,236)
Direct Services:						
Support Services:						
Student Services:	75,611			(75,611)		(75,611)
Instructional Services:	127,576			(127,576)		(127,576)
General Administrative Services:	40,790			(40,790)		(40,790)
Area Administrative Services:	180,112			(180,112)		(180,112)
Fiscal Services:	28,824			(28,824)		(28,824)
Building Operations and Maintenance:	182,828			(182,828)		(182,828)
Transportation:	113,911			(113,911)		(113,911)
Other Support Services:	310,934			(310,934)		(310,934)
Operation of Noninstructional Services:					\$ (8,638)	(8,638)
Food Services:	66,022	\$ 57,384				
Facilities Acquisition and Construction Services:						
Construction Services:	139,470	-	41,865	(97,605)	-	(97,605)
Total:	\$ 5,308,364	\$ 57,384	\$ 150,915	(5,091,427)	(8,638)	(5,100,065)
General Revenues:						
Property Taxes:				1,623,388		1,623,388
Tuition:				14,035		14,035
State Revenues not Restricted to Specific Programs:				3,344,615		3,344,615
Private Revenues not Restricted to Specific Programs:				3,726		3,726
Investment Earnings:				25,754		25,754
Investment Expenses:				(33,352)		(33,352)
Miscellaneous:				3,312		3,312
Total General Revenues:				4,981,478		4,981,478
Excess (Deficiency) of Revenues Over Expenses:				(109,949)	(8,638)	(118,587)
Net Assets - Beginning:				225,211	9,628	234,839
Net Assets - Ending:				\$ 115,262	\$ 990	\$ 116,252

The accompanying notes are an integral part of these financial statements

Berlin School District  
Combined Balance Sheet  
All Fund Types - Fund Base  
June 30, 2004

EXHIBIT III

	Governmental Fund Type			Proprietary Fund Type	Fiduciary Fund Type	Totals (Memorandum Only)
	General Fund	Special Revenue Fund	Capital Project Fund	Enterprise Fund	Agency Fund	
<b>ASSETS:</b>						
Current Assets:						
Cash	\$ 20,403			\$ 100	\$ 8,495	\$ 28,998
Accounts Receivable - State	25,300			3,879		29,179
Accounts Receivable - Other				356		356
Due From Other Funds	101,165	\$ 1,750				102,915
Inventory	-	-	-	1,045	-	1,045
Total Current Assets	<u>146,868</u>	<u>1,750</u>	<u>\$ -</u>	<u>5,380</u>	<u>8,495</u>	<u>162,493</u>
Other Assets:						
Fixed Assets	-	-	-	8,065	-	8,065
Total Other Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,065</u>	<u>-</u>	<u>8,065</u>
<b>TOTAL ASSETS</b>	<u>\$ 146,868</u>	<u>\$ 1,750</u>	<u>\$ -</u>	<u>\$ 13,445</u>	<u>\$ 8,495</u>	<u>\$ 170,558</u>
<b>LIABILITIES &amp; FUND EQUITY:</b>						
Liabilities:						
Accounts Payable - Supervisory Union	\$ 39					\$ 39
Accounts Payable - Other LEAs	3,201					3,201
Accounts Payable - Other	5,489					5,489
Accrued Expenses	1,134					1,134
Due to Other Funds	1,750		\$ 97,605	\$ 3,560		102,915
Deferred Revenue		\$ 1,750		830		2,580
Amount Held for Agency Funds	-	-	-	-	\$ 8,495	8,495
Total Liabilities	<u>11,613</u>	<u>1,750</u>	<u>97,605</u>	<u>4,390</u>	<u>8,495</u>	<u>123,853</u>
Fund Equity:						
Fund Balances:						
Unreserved			(97,605)			
Reserved	135,255					135,255
Retained Earnings	-	-	-	9,055	-	9,055
Total Fund Equity	<u>135,255</u>	<u>-</u>	<u>(97,605)</u>	<u>9,055</u>	<u>-</u>	<u>46,705</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u>\$ 146,868</u>	<u>\$ 1,750</u>	<u>\$ -</u>	<u>\$ 13,445</u>	<u>\$ 8,495</u>	<u>\$ 170,558</u>

The accompanying notes are an integral part of these financial statements

Berlin School District  
Reconciliation of the Balance Sheet to the Statement of Net Assets  
Governmental Funds  
June 30, 2004

Fund Balances – total governmental funds	\$ 37,650
Amounts reported for governmental activities in the Statement of Net Assets are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds:	
Governmental capital assets	652,883
Less accumulated depreciation	(640,132)
Bonds payable and contractual obligations have not been included in the governmental fund financial statements	(110,000)
Accrued liabilities have not been reflected in the governmental fund financial statements:	
Career Change Program Payable	(15,570)
Vested Vacation Payable	<u>(4,423)</u>
Net Assets of Governmental Activities	<u>\$ (79,592)</u>

Berlin School District  
Combined Statement of Revenues, Expenditures  
and Changes in Fund Balances  
All Governmental Fund Types - Fund Base  
For The Year Ended June 30, 2004

EXHIBIT IV

	General Fund	Special Revenue Fund	Capital Project Fund	Debt Service Fund	Totals (Memorandum Only)
REVENUES:					
Property Taxes	\$ 1,623,388				\$ 1,623,388
Tuition	14,035				14,035
Earnings on Investments	25,754				25,754
Investment Expense	(33,352)				(33,352)
Miscellaneous	3,312				3,312
Private	3,726				3,726
State	3,344,615		\$ 41,865		3,386,480
Federal	-	\$ 109,050	-	-	109,050
<b>TOTAL REVENUES</b>	<b>4,981,478</b>	<b>109,050</b>	<b>41,865</b>	<b>\$ -</b>	<b>5,132,393</b>
EXPENDITURES:					
Direct Services	3,914,629	109,050			4,023,679
Support Services:					
Students	75,360				75,360
Instructional Staff	127,103				127,103
General Administration	40,790				40,790
Area Administration	175,631				175,631
Fiscal Services	28,824				28,824
Operation & Maintenance of Building	181,875				181,875
Transportation	113,911				113,911
Construction Services			139,470		139,470
Debt Service:					
Interest Payment				3,504	3,504
Principal Payment				20,000	20,000
Other Outlays	310,934	-	-	-	310,934
<b>TOTAL EXPENDITURES</b>	<b>4,969,057</b>	<b>109,050</b>	<b>139,470</b>	<b>23,504</b>	<b>5,241,081</b>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	12,421	-	(97,605)	(23,504)	(108,688)
OTHER FINANCING SOURCES (USES):					
Transfers In (Out)	(23,504)	-	-	23,504	-
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(11,083)	-	(97,605)	-	(108,688)
FUND BALANCE, JULY 1, 2003	146,338	-	-	-	146,338
FUND BALANCE JUNE 30, 2004	\$ 135,255	\$ -	\$ (97,605)	\$ -	\$ 37,650

The accompanying notes are an integral part of these financial statements

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Berlin School District  
Statement of Revenues, Expenses and Changes  
in Retained Earnings - Proprietary Fund Type  
Enterprise Fund - Food Program  
For The Year Ended June 30, 2004

## EXHIBIT V

Operating Revenue:		
Local Sources:		
Food Service Sales	\$ 31,994	
Total Operating Revenue		\$ 31,994
Operating Expenses:		
Personnel Services	29,229	
Employee Benefits	6,334	
Repairs and Maintenance	788	
Travel	84	
Supplies	1,670	
Food	23,671	
Depreciation	996	
Commodities	3,250	
Total Operating Expenses		66,022
Operating Income (Loss)		(34,028)
Non-Operating Revenue (Loss)		
State Sources:		
Restricted Grants		
Lunch Match	924	
Breakfast Match	210	
Federal Sources:		
Restricted Grants		
School Breakfast Program	18,758	
School Lunch Program	2,248	
Commodities	3,250	
Total Non-Operating Revenue		25,390
Net Income (Loss)		(8,638)
Retained Earnings, July 1, 2003		17,973
Prior Period Adjustment		(280)
Retained Earnings, June 30, 2004		\$ 9,055

The accompanying notes are an integral part of these financial statements

Berlin School District  
Statement of Cash Flows  
Proprietary Fund Type - Enterprise Fund  
Food Program  
For The Year Ended June 30, 2004

EXHIBIT VI

Cash Flows From Operating Activities:		
Received From Customers	\$ 33,169	
Payments To Employees and Fringe Benefits	(35,563)	
Payments To Vendors and Supplies	<u>(29,008)</u>	
Net Cash Used By Operating Activities		\$ (31,402)
Cash Flows From Noncapital Financing Activities:		
State Aid Received	25,390	
Noncapital Grants Received	<u>7,439</u>	
Net Cash Used By Noncapital Financing Activities		32,829
Cash Flows From Capital and Related Financing Activities:		
Acquisition of Capital Assets		(1,427)
Cash Flows From Investing Activities:		
None		<u>-</u>
Net Increase (Decrease) in Cash		-
Cash, July 1, 2003		<u>100</u>
Cash, June 30, 2004		<u>\$ 100</u>

The accompanying notes are an integral part of these financial statements



Berlin School District  
Notes to Financial Statements  
For The Year Ended June 30, 2004

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

Berlin School District ("School District") is organized, according to State law, under the governance of the Board of School Directors to provide public education to the School District. Except where noted, the accounting policies conform to generally accepted accounting principles, as applicable to governmental units.

The general-purpose financial statements of the School District have been prepared with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the authoritative standard-setting body for the establishment of governmental accounting and financial reporting principles. The more significant of these accounting policies follow.

**Reporting Entity:**

This report includes all of the services provided by the School District to residents. In evaluating the School District's reporting entity in accordance with GASB Statement No. 14, the Financial Reporting Entity, management has included all of the funds and account groups relevant to the operation of School District and that make up the School District's legal entity. Consistent with applicable guidance, the criteria used by the School District are financial accountability and the nature and significance of the relationship. The general-purpose financial statements herein do not include any other governmental entity since none are considered to meet these criteria.

**Basis Financial Statements – Government-Wide 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' funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type.

In the government-wide Statement of Net Assets, both the governmental and business-type activities columns are (1) presented on a consolidated basis by column, and (2) are reported on a full accrual, economic resource basis, which recognized all long-term assets and receivables as well as long-term debt and obligations. The School District's net assets are reported in four parts – invested in capital assets, net of related debt; restricted for capital projects; restricted for other purposes; and unrestricted net assets. 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. The functions are also supported by general government revenues (property taxes, certain intergovernmental revenues, and charges, etc.) The Statement of Activities reduces gross expenses (including depreciation) by related

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

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

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.

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

The government-wide focus is more on the sustainability of the School District as an entity and the change in the School District's assets resulting from the current year's activities.

**Basic Financial Statements - Fund Financial Statements:**

The financial transactions of the School District 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, reserves, fund equity, 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

**Governmental Fund Types:**

Governmental Fund Types are used to account for the ongoing general government activities of the School District that are financed with general government revenues.

**General Fund** – The General Fund accounts for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds** – Special Revenue Funds are used to account for the proceeds except for major capital projects) of specific revenue sources that are restricted or designated for expenditures for specified purposes.

**Capital Project Fund** – The Capital Project Fund is used to account for all resources to be used for acquisition, construction or improvement of major capital facilities, infrastructure and equipment. Separate capital projects are reported as separate funds.

**Debt Service Fund** – The Debt Service Fund is used to account for the servicing of general long-term debt principal, interest and related costs.

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

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

**Proprietary Fund Types:**

Proprietary Fund – The Proprietary Fund types are used to account for activities on a fee-for-service basis in a manner similar to private commercial enterprises. The proprietary fund's Enterprise Fund consists of the Food Program.

**Fiduciary Funds (Agency Funds):**

Agency Funds – The Agency Funds are used to account for assets held by the School District as an agent for individuals, private organizations, other funds and/or governmental units. Agency funds are custodial in nature and do not involve measurements of results of operations.

**Measurement Focus and Basis of Accounting:**

Basis of Accounting refers to when revenue and expenditures or expenses are recognized in the accounting and reported in the financial statements. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus.

The School District's governmental funds are accounted for using a current financial resources measurement focus. Accordingly, only current assets and liabilities are included on the balance sheet and the fund balances report only spendable resources. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net assets. These funds use the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when they are available and measurable and expenditures are recorded when the fund liability is incurred, if measurable. Revenues that are accrued include federal and state grants, property taxes, interest, and certain charges for current services. Other financing sources such as bond proceeds are recognized when the debt is issued or the transaction is completed.

The School District's proprietary fund type is accounted for using the economic resources measurement focus. Accordingly, these funds report all assets and liabilities on their balance sheets. Their reported fund equity is segregated into contributed capital and retained earnings components. Proprietary fund operating statements present increases (revenues) and decreases (expenses) in net assets. These funds use the accrual basis of accounting. Revenues are recognized when they are earned and become measurable and expenses are recognized when incurred, if measurable. The School District applies all applicable accounting and financial reporting standards of the Financial Accounting Standards Board (FASB) in accounting and reporting for these funds.

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

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

The agency funds are custodial in nature and do not present results of operations or have a measurement focus. The assets of the agency funds are accounted for on the modified accrual basis of accounting, and funds liabilities equal their assets.

**Cash and Cash Equivalents:**

For purposes of reporting cash flows, all highly liquid investments (including restricted assets) with a maturity of six months or less are considered to be cash equivalents.

**Accounts Receivable:**

The accounts receivable balances at year-end are from governmental entities, except in the proprietary funds which may have some receivables from individuals, and no allowance for doubtful accounts is considered necessary.

**Inventory:**

Inventories consist of expendable items held for consumption. They are valued at cost on a first-in, first-out basis. In the governmental funds, the cost of inventories is recorded as an expenditure when individual items are purchased. Reported inventories are equally offset by a fund balance reserve to indicate that they do not constitute "available spendable resources" even though they are a component of net current assets.

**Prepaid Items:**

Certain payments to vendors reflect costs applicable to future periods. In the fund based financial statements, the cost of prepaid items is recorded as an expenditure when the payments are made. In the government wide financial statements and the proprietary funds, these items are recorded as prepaid items.

**Long-term Obligations – Fund Based Financial Statements:**

Long-term debt expected to be financed from governmental funds are not accounted for in the general long-term debt account group, not in the governmental funds. Debt proceeds are reported in a governmental fund as an other financing source, net of any premium or discount and issuance costs. Expenditures for the payment of principal and interest on general long-term debt are recognized in the debt service fund when the payments are due.

**Budgets:**

The School District is required by state law to adopt a budget for the General Fund. The budget is presented on the modified accrual basis of accounting which is consistent with generally accepted accounting principles ("GAAP"). The operating budget is prepared by the School District's administration with direction from the School Board, and assistance from the Superintendent and

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

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

Business Manager of the Washington Central Supervisory Union and approved by the Berlin School District School Board at a properly warned meeting for presentation to the voters. The operating budget includes proposed expenditures by line item and the means of financing them. The budget is approved by School District Voters at a properly warned annual meeting. The voters vote on the total expense amount and not on the individual line items presented in these financial statements.

**Encumbrances:**

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund, Special Revenue Funds, and Capital Projects Fund. Encumbrances are not liabilities and, therefore, should not be recorded as expenditures until receipt of material or service. For budgetary purposes, appropriations lapse at fiscal year-end. The School District has elected to treat its encumbrances as liabilities for budgetary control purposes.

**Capital Assets:**

Fixed assets are valued at historical costs or estimated historical costs if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated. No depreciation has been provided on the fund based financial statements, and the assets are included in the operating expenses of the fund bating the purchase. Depreciation on all exhaustible fixed assets is charged as an expense against operations in the government-wide statements, and the purchases are not included in the expenditures. Accumulated depreciation is reported on the government-wide statement of Net Assets. Depreciation is provided over the estimated useful lives using the straight-line method, with a full year of depreciation taken in the year acquired and none taken in the year of disposal.

**Memorandum Only Columns:**

The total columns are captioned "memorandum only" because they do not represent consolidated financial information and are presented only to make financial analysis easier. Data in these columns do not present financial position, results of operations, or cash flows in accordance with GAAP. Interfund eliminations have not been made in the aggregation of this data.

**NOTE 2 - SICK LEAVE**

It is the School District's policy to permit employees to accumulate earned but unused sick pay benefits. Such benefits must be used during employment; payments for the benefits are not made

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 2 - SICK LEAVE (CONTINUED)**

when the employees leave service unless otherwise provided for by contract. These amounts are not reported as expenditures in the governmental funds because they are not expected to be paid with available financial resources. Instead, any liability is reported in the general long-term debt account group as accrued liabilities.

Teaching staff earn 15 sick days per year, and may accumulate a maximum of 90 days. Non-teaching staff earn 15 sick days per year, and may accumulate a maximum of 90 days.

After serving five years in the District, a teacher who retires pursuant to the Vermont Teacher Retirement Laws shall be paid the sum of ten dollars per day for each day of accumulated sick leave up to 50 days. At June 30, 2004, there are 7 teachers who meet these requirements for a contingent liability of \$3,500.

**NOTE 3 - PENSIONS**

**VERMONT TEACHERS' RETIREMENT SYSTEM**

All of the teachers employed by School District participate in the Vermont Teachers' Retirement System ("TRS"), a statewide multiple-employer public employee retirement system covering all teachers in local school districts within the State of Vermont. The Vermont State statutes provide the authority under which benefit provisions and the State's obligation to contribute are established.

Required contributions to the system are made by the State of Vermont based upon a valuation report prepared by the System's actuary. TRS is a cost sharing public employee retirement system with one exception: all risks and costs are not shared by the School District but are the liability of the State of Vermont. TRS is funded through state and employee contributions and the School District has no legal obligation for paying benefits. The Vermont State Teachers Retirement System estimates the contributions on behalf of the School District's employees included in the teacher's retirement plan as required by Government Accounting Standards Board (GASB) Statement 24 to be 5.37% or approximately \$61,205.

Vesting occurs upon reaching five years of creditable service. Normal retirement requires the employee to be either 62 years of age or have 30 years of service. A member may receive a reduced benefit at age 55 with 10 or more years of service. A member that has 10 or more years of service and leaves teaching before age 55 is entitled to a vested retirement benefit payable at age 62 or a reduced amount at age 55.

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 3 – PENSIONS (CONTINUED)**

**VERMONT TEACHERS' RETIREMENT SYSTEM (CONTINUED)**

Contributions by the employees are 3.54% of gross earnings and are withheld pre income tax by the School District. Such withholdings totaled \$36,395 during the year and were paid by the School District to the State of Vermont. The School District has no other liability under the plan. The School District's total payroll for all employees during the year was \$1,139,762, with \$1,028,103 of such amount related to employees covered by the retirement plan.

Additional information and ten-year historical trend information can be obtained from the separately issued Vermont State Teachers' Retirement System Comprehensive Annual Financial Report.

**NOTE 4 – CAREER CHANGE ASSISTANCE PROGRAM**

This program is only offered to teachers from 2000-2004 school years who have 15 years teaching service in the Washington Central Supervisory Union. The school board must agree to adopt the program on a year-to-year basis for by November 1.

The benefit package is as follows:

1. The teacher will receive 100% of the teacher's current teaching salary. Three equal payments will be made on September 1 of the next 3 school years following the teacher's resignation.
2. The teacher shall receive 100% single health insurance coverage under the District's policy.

The liability to the District for this program is as follows:

For the Year Ended June 30, 2005	\$15,570
Thereafter	<u>0</u>
Total	<u>\$15,570</u>

**NOTE 5 - LONG-TERM DEBT**

The School District issues general obligation bonds and notes to finance the acquisition and construction of major capital facilities, renovations, and equipment purchases. General obligation

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 5 - LONG-TERM DEBT (CONTINUED)**

bonds are direct obligations and pledge the full faith and credit of the issuing entity. These bonds are generally issued as 5 to 20-year serial bonds with equal amounts of principal maturing each year.

The following is a summary of general obligation bonds & notes:

Vermont Municipal Bond Bank, refunding bond payable, interest at 5.626% paid semi-annually, principal of \$20,000 due December 1<sup>st</sup> each year until 2007, then \$15,000 of each year until 2009, originally borrowed \$290,000 on July 27, 1994 \$110,000

The annual debt service requirement to maturity for general obligation bonds and notes including interest are as follows:

	Principal	Interest	Total
During the year ended June 30, 2005	\$ 20,000	\$ 5,966	\$ 25,966
2006	20,000	4,809	24,809
2007	20,000	3,632	23,632
2008	20,000	2,436	22,436
2009	15,000	1,376	16,376
Thereafter	<u>15,000</u>	<u>460</u>	<u>15,460</u>
Totals	<u>\$110,000</u>	<u>\$18,679</u>	<u>\$128,679</u>

The following is a summary of changes in Long-term Debt:

	Balance July 1, 2003	Increase	Decrease	Balance June 30, 2004	Amount Due Within One Year
VT Municipal Bond Bank	<u>\$130,000</u>	<u>\$0</u>	<u>\$20,000</u>	<u>\$110,000</u>	<u>\$20,000</u>

**NOTE 6 - CASH AND REPURCHASE AGREEMENTS**

Cash deposits with financial institutions at June 30th amounted to \$28,998. As major revenues are received during the year bank deposits may temporarily exceed \$100,000.



Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 6 - CASH AND REPURCHASE AGREEMENTS (CONTINUED)**

There are four categories of credit risk that apply to the School District's bank balances:

1. Insured or collateralized with securities held by the government or by the government's agent in the government's name.
2. Collateralized with securities held by the pledging financial institution's trust department or agent in the bank's name.
3. Collateralized with securities held by the pledging financial institution's trust department or agent in the government's name. (i.e. repurchase agreements)
4. Uncollateralized.

The School District uses repurchase and collateralization agreements to protect deposits not otherwise insured by the FDIC and/or SIPC.

Balances held in each area are as follows:

	Carrying Amount	Bank Balance
- Insured (FDIC) and/or (SIPC)	\$27,301	\$122,014
1. Insured or collateralized with security held by School District or by the School District's agent in the School District's name	0	0
2. Collateralization:		
Collateral held by the financial institution, or its trust department or agent in the financial institution's name	1,597	1,727
3. Repurchase Agreement:		
Collateral held by the financial Institution's trust department or agent in the School District's name	0	39,061
4. Uncollateralized and Uninsured (includes cash on hand)	<u>100</u>	<u>0</u>
Total deposits	<u>\$28,998</u>	<u>\$162,802</u>

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 6 - CASH AND REPURCHASE AGREEMENTS (CONTINUED)**

The difference between the book balance and bank balance is due to reconciling items such as deposits in transit and outstanding checks. Due to higher cash flows at certain times during the year, the amount of uninsured, and not collateralized cash could have been much higher than at year-end.

Repurchase and collateralization agreements of \$39,061 and \$1,727 respectively are securities held by the bank's trust department or agent in the School District's and the bank's name respectively. Securities consist of municipal bonds, U.S. Government obligations and U.S. Government Agency Bonds.

**NOTE 7 - INTERFUND RECEIVABLES**

In compliance with GASP 1300.109 School District does not maintain separate bank accounts for each fund, unless it is required by law, or grant agreement. The composition of amounts due to and from other funds as of June 30, 2004, is as follows:

Fund Financial Statements:		
Receivable Fund	Payable Fund	Amount
Special Revenue – Title 1	General Fund	\$ 1,750
General Fund	Capital Proj. – Roof Project	97,605
General Fund	Enterprise – Food Program	<u>3,560</u>
	Total	<u>\$102,915</u>

Government-Wide Financial Statements:		
Receivable Fund	Payable Fund	Amount
General Fund	Enterprise – Food Program	<u>\$ 3,560</u>

**NOTE 8 - SUBSEQUENT EVENTS**

On July 1, 2004, the Berlin School district took out a revenue anticipation note at Banknorth for \$2,695,432 at 1.57%. The principal and interest are due on June 30, 2005.

On July 1, 2004, the Berlin School District took out a Capital Improvement Note at Banknorth for \$97,605 at 3.41%. Payment on this loan begins with a payment on June 30, 2005 and continues with annual payments for 5 years.

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 9 - COMMITMENTS**

On March 8, 2004 the School District entered into an agreement with Transportation Rentals, Inc. for contracted bus transportation services through June 30, 2006. The contract calls for various costs for different routes, field trips, and activities. The minimum annual cost to the School District:

For the year ending June 30, 2005	\$95,281
2006	97,187

The School District receives significant financial assistance from the U.S. government and the State of Vermont. Entitlement to the resources is generally based on compliance with terms and conditions of the grant agreements and applicable federal and state regulations, including the expenditure of the resources for eligible purposes. Substantially all grants are subject to financial and compliance audits by the grantors. Any disallowance as a result of these audits becomes a liability of the fund that receives the grant. As of year-end the School District estimates that no material liabilities will result from such audits.

**NOTE 10 - RESERVED FUND BALANCES (Fund Financial Statements)**

Reserved fund balances represent amounts that must be used for specific purposes within that fund and cannot be spent otherwise without prior approval of funding source or School Board. Reservations at year-end are for the following:

General Fund:

Board Discretion	\$110,255
Fire Alarm System	<u>25,000</u>
Total	<u>\$135,255</u>

**NOTE 11 - NET ASSETS RESTRICTED (Government-Wide Financial Statements)**

Restricted net asset balances represent amounts that must be used for specific purposes and cannot be spent otherwise without prior approval of the funding source or School Board. Restrictions at year-end are for the following:

Net Assets Restricted For Capital Projects:

Deficit to be retired in fiscal year 04-05	\$(97,605)
--	------------

Net Assets Restricted For Other Purposes

\$ 0

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 12 - ACCRUED VACATION & LEAVE TIME**

Accrued vacation and leave time represent vested time earned by employees but not used. If the employee were to leave, this accrued time must be paid. Therefore, it is a liability to the School District at June 30, 2004. These amounts are not reported as expenditures in the fund financial statements because they are not expected to be paid with available financial resources. The liability is reported in the Statement of Financial Position as an accrued liability. The amount accrued at year end was \$4,423.

**NOTE 13 - 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; and natural disasters. The School District 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 School District.

To provide dental insurance to (employees) (member districts) School District decided on July 1, 1995 to stop carrying commercial insurance due to its high cost and high yearly rate increases. The School District participates in a pooled program established by the Washington Central supervisory Union. Contributions in excess of claims, reserve, reinsurance and administrative costs, are maintained in the fund to reduce future increases. Shortages are billed back to members.

In addition, Berlin School District is a member of Vermont School Boards Association Insurance Trust, Inc. (VSBIT) for Unemployment Compensation Programs, 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.

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.

To provide unemployment coverage, VSBIT has established a separate trust of funds from member contributions to pay administrative costs, unemployment claims, and provide excess reinsurance protection. Contributions are based on payroll expense and the previous two-year

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 13 - RISK MANAGEMENT (CONTINUED)**

unemployment compensation experience. 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 members assessed their proportionate share of the deficit.

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

**NOTE 14 - CAPITAL ASSETS**

Capital activity for the School District for the year ended June 30, 2004 were as follows:

	<u>Primary Government</u>			
	<u>Beginning</u>			<u>Ending</u>
	<u>Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance</u>
Governmental activities:				
Capital assets not being depr.				
Land	\$ 0	\$ 0	\$0	\$ 0
Total capital assets not being depreciated	0	0	0	0
Other Capital Assets:				
Land Improvements	0	0	0	0
Buildings	636,354	0	0	636,354
Building Improvements	0	0	0	0
Infrastructure	0	0	0	0
Furniture and Equipment	16,529	0	0	16,529
Vehicles	0	0	0	0
Total other capital assets at historical costs	<u>652,883</u>	<u>0</u>	<u>0</u>	<u>652,883</u>
Less accumulated depreciation:				
Land Improvements	0	0	0	0
Buildings	636,354	0	0	636,354

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 14 – CAPITAL ASSETS (CONTINUED)**

	Primary Government			
	Beginning Balance	Increases	Decreases	Ending Balance
Building Improvements	\$ 0	\$ 0	\$0	\$ 0
Infrastructure	0	0	0	0
Furniture and Equipment	2,510	1,268	0	3,778
Vehicles	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total accum. depr.	<u>638,864</u>	<u>1,268</u>	<u>0</u>	<u>640,132</u>
Other Capital Assets, Net	<u>14,019</u>	<u>(1,268)</u>	<u>0</u>	<u>12,751</u>
Governmental activities				
Capital Assets, Net	<u>\$ 14,019</u>	<u>\$(1,268)</u>	<u>\$0</u>	<u>\$ 12,751</u>
Business-type activities:				
Building	\$ 24,588	\$ 0	\$0	\$ 24,588
Furniture and Equipment	21,232	1,427	0	22,659
Less accum. deprec.	<u>38,186</u>	<u>996</u>	<u>0</u>	<u>39,182</u>
Business-type activities				
Capital Assets, Net	<u>\$ 7,634</u>	<u>\$ 431</u>	<u>\$0</u>	<u>\$ 8,065</u>

Depreciation expense was charged to functions as follows:

Governmental activities:	
Direct Services	\$ 435
Support Services:	
Students	0
Instructional Staff	0
General Administration	0
Area Administration	0
Fiscal Services	0
Operation and Maintenance of Plant	833
Transportation	0
Other Support Services	0
Total governmental activities depreciation expense	<u>\$1,268</u>

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 15 - OPERATING LEASES**

On November 16, 1999 Berlin School District entered into a lease agreement with Toshiba Financial Services for the lease of a copier. The total amount due is \$16,238, to be paid in installments of \$271 over 5 years.

The following is a schedule of future minimum lease payments under this lease.

During the year ended June 30, 2004	\$1,083
Thereafter	<u>0</u>
Total	<u>\$1,083</u>

Total lease payments made this year were \$3,248.

**NOTE 16 - PRIOR PERIOD ADJUSTMENT**

The fund balance of the Food Program has been adjusted at the beginning of the fiscal year by \$280 to reflect correction of fixed assets and accumulated depreciation.

**NOTE 17 - RELATED PARTY**

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 responsibility increases to cover a share of any prior year deficits and decreases to share in any prior year surpluses. Separate financial statements on Washington Central Supervisory Union are available from Washington Central Supervisory Union.

The School District is part of the Union 32 School District. Through the Union School District assessment process, the School District's responsibility increases to cover a share of any prior year deficits and decreases to share in any prior year surpluses. As a member of the Union School District, School District is also responsible for a share of any debt carried by the Union School District. Separate financial statements on the Union School District are available from Washington Central Supervisory Union.

Berlin School District  
Notes to Financial Statements (continued)  
For The Year Ended June 30, 2004

**NOTE 18 - CONTINGENCY**

Annually, before November 1st, the Commissioner of the Vermont Department of Education notifies each school of its net cost per elementary and/or secondary pupil for the previous school year.

If the School District received tuition students from other Vermont School Districts it must determine whether it overcharged the sending District. If it did, it must provide the overcharged District with a credit against current tuition or refund the overcharged amount.



Berlin School District  
Statement of Revenues, Expenditures, and Changes  
in Fund Balance - Budget and Actual  
General Fund  
For The Year Ended June 30, 2004

Schedule 1

	Object	Budget	Actual	Variance - Favorable (Unfavorable)
<b>REVENUES:</b>				
Elementary:				
Property Taxes		\$ 556,289	\$ 511,550	\$ (44,739)
Tuition		6,100	14,035	7,935
Earnings on Investments		60,000	25,754	(34,246)
Investment Expense		(40,000)	(33,352)	6,648
Miscellaneous		3,312	3,312	-
Private:				
Energy Management Grant		-	1,406	1,406
E-Rate		-	2,320	2,320
State:				
General State Support - Town less Poverty Element		1,301,369	1,300,201	(1,168)
General State Support Grant - State		-	37,784	37,784
State Transportation Aid		50,782	56,026	5,244
Capital Debt Reimbursement		6,450	5,574	(876)
Mainstream Block Grant		137,682	137,682	-
Intensive Reimbursement		66,377	67,577	1,200
Essential Early Education		22,958	21,958	(1,000)
Subtotal Elementary Revenues		<u>2,171,319</u>	<u>2,151,827</u>	<u>(19,492)</u>
Junior/Senior High School:				
Property Taxes		1,160,203	1,111,838	(48,365)
State:				
General State Support - Town less Poverty Element		1,387,942	1,386,697	(1,245)
General State Support Grant - State		-	40,297	40,297
General State Support Grant - State - Prior Year		24,730	24,730	-
State Transportation Aid		48,153	48,153	-
Intensive Reimbursement - U-32		166,948	217,936	50,988
Subtotal Junior/Senior High School Revenues		<u>2,787,976</u>	<u>2,829,651</u>	<u>41,675</u>
<b>TOTAL REVENUES</b>		<u>4,959,295</u>	<u>4,981,478</u>	<u>22,183</u>
<b>EXPENDITURES:</b>				
Elementary:				
Instructional Programs 1100:				
Salaries - Regular	110	705,912	677,825	28,087

The accompanying notes are an integral part of these financial statements

Berlin School District  
Statement of Revenues, Expenditures, and Changes  
in Fund Balance - Budget and Actual  
General Fund  
For The Year Ended June 30, 2004

Schedule 1

	Object	Budget	Actual	Variance - Favorable (Unfavorable)
Salaries - Temporary	120	\$ 20,600	\$ 14,864	\$ 5,736
Health Insurance	210	81,873	88,579	(6,706)
Social Security	220	55,576	50,861	4,715
Section 125	245	578	611	(33)
Workers Compensation	250	6,237	6,635	(398)
Unemployment Compensation	260	304	1,476	(1,172)
Tuition - Course Reimbursement	270	15,500	17,371	(1,871)
Dental Insurance	280	5,120	5,832	(712)
Disability Benefits	285	3,539	3,408	131
Professional Education	320	-	3,071	(3,071)
Other Professional Services	330	3,300	1,935	1,365
Equipment Repairs	430	300	649	(349)
Rentals & Leases	440	5,100	3,329	1,771
Travel Reimbursement	580	100	45	55
Supplies	610	19,814	21,118	(1,304)
Textbooks	640	16,808	7,901	8,907
Equipment	730	1,630	-	1,630
Subtotal		<u>942,291</u>	<u>905,510</u>	<u>36,781</u>
Essential Early Education 1200:				
Professional Education	320	22,958	21,958	1,000
Supervisory Union Services	331	<u>34,492</u>	<u>34,492</u>	-
Subtotal		<u>57,450</u>	<u>56,450</u>	<u>1,000</u>
Instructional Services - Special Education 1205:				
Purchased Professional Services	300	250	-	250
Equipment	730	<u>300</u>	<u>-</u>	<u>300</u>
Subtotal		<u>550</u>	<u>-</u>	<u>550</u>
Special Education 1210:				
Salaries - Regular	110	241,627	226,466	15,161
Salaries - Temporary	120	3,076	202	2,874
Health Insurance	210	26,087	28,102	(2,015)
Social Security	220	18,721	16,471	2,250
Section 125	245	408	442	(34)
Workers Compensation	250	2,031	2,167	(136)
Unemployment Compensation	260	102	499	(397)
Tuition Reimbursement	270	2,440	3,631	(1,191)
Dental Insurance	280	859	875	(16)
Disability Benefits	285	1,223	1,200	23
Other Professional Services	330	7,350	29,587	(22,237)

The accompanying notes are an integral part of these financial statements

Berlin School District  
Statement of Revenues, Expenditures, and Changes  
in Fund Balance - Budget and Actual  
General Fund  
For The Year Ended June 30, 2004

Schedule 1

	Object	Budget	Actual	Variance - Favorable (Unfavorable)
Supervisory Union Services	331	\$ 19,164	\$ 19,164	\$ -
Student Transportation	510	1,500	-	1,500
Telephone	530	2,100	2,438	(338)
Travel	580	-	274	(274)
Supplies	610	3,500	3,660	(160)
Textbooks	640	500	107	393
Subtotal		<u>330,688</u>	<u>335,285</u>	<u>(4,597)</u>
Guidance Services 2120:				
Salaries - Guidance	110	37,034	29,245	7,789
Health Insurance	210	-	3,690	(3,690)
Social Security	220	2,833	2,879	(46)
Section 125	245	34	34	-
Workers Compensation	250	298	318	(20)
Unemployment Compensation	260	15	73	(58)
Tuition Reimbursement	270	658	540	118
Dental Insurance	280	223	227	(4)
Disability Benefits	285	185	156	29
Supplies	610	350	218	132
Textbooks	640	100	217	(117)
Subtotal		<u>41,730</u>	<u>37,597</u>	<u>4,133</u>
Health Services 2130:				
Salaries - Nurse	110	33,619	33,297	322
Social Security	220	2,572	2,435	137
Section 125	245	34	34	-
Workers Compensation	250	267	285	(18)
Unemployment Compensation	260	13	66	(53)
Tuition Reimbursement	270	752	224	528
Dental Insurance	280	254	259	(5)
Disability Benefits	285	166	144	22
Equipment Repairs	430	120	-	120
Supplies - Medical	610	1,400	1,019	381
Textbooks	640	135	-	135
Subtotal		<u>39,332</u>	<u>37,763</u>	<u>1,569</u>
Curriculum Assessment 2212:				
Supervisory Union Services	331	14,433	14,433	-
Subtotal		<u>14,433</u>	<u>14,433</u>	<u>-</u>

The accompanying notes are an integral part of these financial statements

Berlin School District  
Statement of Revenues, Expenditures, and Changes  
in Fund Balance - Budget and Actual  
General Fund  
For The Year Ended June 30, 2004

## Schedule 1

	Object	Budget	Actual	Variance - Favorable (Unfavorable)
School Library Services 2222:				
Salaries - Regular	110	\$ 58,116	\$ 57,259	\$ 857
Health Insurance	210	7,159	7,252	(93)
Social Security	220	4,446	4,263	183
Section 125	245	68	68	-
Workers Compensation	250	487	520	(33)
Unemployment Compensation	260	24	120	(96)
Tuition Reimbursement	270	940	364	576
Dental Insurance	280	318	324	(6)
Disability Benefits	285	302	264	38
Equipment Repairs	430	300	161	139
Supplies	610	500	640	(140)
Books	640	4,500	4,169	331
Audio Visual Materials	650	500	404	96
Subtotal		<u>77,660</u>	<u>75,808</u>	<u>1,852</u>
Technology Services 2225:				
Salaries - Regular	110	6,559	320	6,239
Social Security	220	502	24	478
Section 125	245	7	7	-
Workers Compensation	250	51	54	(3)
Unemployment Compensation	260	7	13	(6)
Tuition Reimbursement	270	200	-	200
Dental Insurance	280	64	65	(1)
Disability Benefits	285	32	-	32
Other Professional Services	330	-	8,945	(8,945)
Supervisory Union Services	331	4,463	4,463	-
Professional Services	331	1,400	-	1,400
Repairs and Maintenance	430	500	-	500
Telephone	530	4,649	6,417	(1,768)
Travel	580	160	-	160
Supplies	610	1,310	3,963	(2,653)
Books and Periodicals	640	-	531	(531)
Computer Software	670	990	760	230
Equipment	730	<u>11,800</u>	<u>11,300</u>	<u>500</u>
Subtotal		<u>32,694</u>	<u>36,862</u>	<u>(4,168)</u>
Board of Education Services 2310:				
Salaries - Temporary	120	750	318	432
Social Security	220	134	101	33

The accompanying notes are an integral part of these financial statements

Berlin School District  
Statement of Revenues, Expenditures, and Changes  
in Fund Balance - Budget and Actual  
General Fund  
For The Year Ended June 30, 2004

Schedule 1

	Object	Budget	Actual	Variance - Favorable (Unfavorable)
Technical Services	310	\$ 1,346	\$ 1,000	\$ 346
Legal Services	360	2,500	102	2,398
Fidelity Bond Premium	523	100	100	-
Advertising	540	1,600	3,060	(1,460)
Travel	580	100	-	100
Supplies	610	100	-	100
Dues & Fees	810	1,300	1,590	(290)
Subtotal		<u>7,930</u>	<u>6,271</u>	<u>1,659</u>
Office of Superintendent 2321:				
Supervisory Union Services	331	<u>34,519</u>	<u>34,519</u>	-
Subtotal		<u>34,519</u>	<u>34,519</u>	-
Office of Principal 2410:				
Salaries - School Administration	110	127,387	127,190	197
Salaries - Temporary	120	3,000	3,217	(217)
Health Insurance	210	15,483	15,146	337
Social Security	220	9,975	9,814	161
Retirement	240	677	677	-
Section 125	245	102	102	-
Workers Compensation	250	1,092	1,166	(74)
Unemployment Compensation	260	55	268	(213)
Tuition - Course Reimbursement	270	600	957	(357)
Dental Insurance	280	636	648	(12)
Disability Benefits	285	662	512	150
Equipment Maintenance	430	500	761	(261)
Rentals & Leases	440	2,275	2,275	-
Telephone	530	3,000	3,633	(633)
Travel	580	150	293	(143)
Supplies	610	9,800	8,893	907
Equipment	730	500	-	500
Dues & Fees	810	500	79	421
Subtotal		<u>176,394</u>	<u>175,631</u>	<u>763</u>
Fiscal Services 2520:				
Supervisory Union Services	331	<u>26,924</u>	<u>26,924</u>	-
Subtotal		<u>26,924</u>	<u>26,924</u>	-
Auditing Services 2526:				
Audit Services	370	<u>1,957</u>	<u>1,900</u>	<u>57</u>
Subtotal		<u>1,957</u>	<u>1,900</u>	<u>57</u>

The accompanying notes are an integral part of these financial statements

Berlin School District  
Statement of Revenues, Expenditures, and Changes  
in Fund Balance - Budget and Actual  
General Fund  
For The Year Ended June 30, 2004

Schedule 1

	Object	Budget	Actual	Variance - Favorable (Unfavorable)
Operation & Maintenance of Building 2600:				
Salaries - Custodians	110	\$ 64,683	\$ 66,602	\$ (1,919)
Salaries - Temporary	120	4,192	5,880	(1,688)
Health Insurance	210	16,868	16,693	175
Social Security	220	5,269	5,286	(17)
Retirement	240	875	863	12
Section 125	245	102	102	-
Workers Compensation	250	577	616	(39)
Unemployment Compensation	260	29	142	(113)
Dental Insurance	280	859	875	(16)
Disability Benefits	285	266	300	(34)
Contracted Services	330	4,870	180	4,690
Water and Sewer	411	5,200	6,478	(1,278)
Disposal Services	421	2,800	2,887	(87)
Snow Plowing	422	2,400	2,370	30
Repairs and Maintenance	430	14,500	11,780	2,720
Insurance - Property & Liability	520	4,200	5,968	(1,768)
Travel Reimbursement	580	700	461	239
Supplies	610	13,400	11,321	2,079
Electricity	622	29,000	28,432	568
Oil	624	7,000	10,439	(3,439)
Other Energy - Wood Chips	629	6,700	4,200	2,500
Subtotal		<u>184,490</u>	<u>181,875</u>	<u>2,615</u>
Student Transportation Services 2700:				
Student Transportation	510	110,395	110,748	(353)
Field Trips	519	<u>6,800</u>	<u>3,163</u>	<u>3,637</u>
Subtotal		<u>117,195</u>	<u>113,911</u>	<u>3,284</u>
Adjustments/Repayments to State 5200:				
Education Fund	950	<u>107,980</u>	<u>98,667</u>	<u>9,313</u>
Subtotal		<u>107,980</u>	<u>98,667</u>	<u>9,313</u>
Subtotal Elementary Expenditures		<u>2,194,217</u>	<u>2,139,406</u>	<u>54,811</u>
Junior/Senior High School:				
Instructional Programs 1100:				
Union High School Assessment	562	<u>2,399,448</u>	<u>2,399,448</u>	-
Subtotal		<u>2,399,448</u>	<u>2,399,448</u>	-

The accompanying notes are an integral part of these financial statements

Berlin School District  
Statement of Revenues, Expenditures, and Changes  
in Fund Balance - Budget and Actual  
General Fund  
For The Year Ended June 30, 2004

Schedule 1

	Object	Budget	Actual	Variance - Favorable (Unfavorable)
Special Education 1210:				
Professional Services	330	\$ 166,948	\$ 217,936	\$ (50,988)
Subtotal		<u>166,948</u>	<u>217,936</u>	<u>(50,988)</u>
Adjustments/Repayments to State 5200:				
Education Fund	950	<u>221,580</u>	<u>212,267</u>	<u>9,313</u>
Subtotal		<u>221,580</u>	<u>212,267</u>	<u>9,313</u>
Subtotal Junior/Senior High School Expenditures		<u>2,787,976</u>	<u>2,829,651</u>	<u>(41,675)</u>
TOTAL EXPENDITURES		<u>4,982,193</u>	<u>4,969,057</u>	<u>13,136</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES		(22,898)	12,421	35,319
OTHER FINANCING SOURCES (USES):				
Transfer To Debt Service Fund		<u>(27,102)</u>	<u>(23,504)</u>	<u>3,598</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES		(50,000)	(11,083)	38,917
FUND BALANCE, JULY 1, 2003		<u>-</u>	<u>146,338</u>	<u>146,338</u>
FUND BALANCE, JUNE 30, 2004		<u>\$ (50,000)</u>	<u>\$ 135,255</u>	<u>\$ 185,255</u>

The accompanying notes are an integral part of these financial statements

Berlin School District  
Statement of Changes in Assets and Liabilities  
Fiduciary Fund Type - Agency Funds  
For The Year Ended June 30, 2004

## Schedule 2

	Balance July 1, 2003	Receipts	Disbursements	Balance June 30, 2004
Assets:				
Cash - Student Activities	<u>\$ 8,639</u>	<u>\$ 8,226</u>	<u>\$ 8,370</u>	<u>\$ 8,495</u>
Liabilities:				
Amount Held for Agency Funds	<u>\$ 8,639</u>	<u>\$ 8,226</u>	<u>\$ 8,370</u>	<u>\$ 8,495</u>

The accompanying notes are an integral part of these financial statements



VERMONT DEPARTMENT OF EDUCATION

ADM AUDIT REPORT

T019 Berlin School District

Average Daily Membership First forty Days

District Name

Period ending June 30, 2004

Resident Student attending a school operated by the district or attending a school of which the district is a member.

Grade >																
KP	KF	1	2	3	4	5	6	EU	7	8	9	10	11	12	SU	
A. Number of symbols for first forty days																
B Students																
C Maximum number of days																
D ADM. Count (A/C)																
0	0	0	0	0	1285	0	0	1302	0	0	0	0	0	0	0	0
0	0	0	0	0	33	0	0	33	0	0	0	0	0	0	0	0
40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
0	0	0	0	0	32.13	0	0	32.55	0	0	0	0	0	0	0	0

Resident Student tuitioned to another school

Union High School

E FTE Count	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F Total FTE Count (D+E)	0.0	0.0	0.0	0.0	32.1	0.0	0.0	32.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Elementary Grade Level			Secondary Grade Level			Indicator	
Kindergarten Part Time	Kindergarten Full Time	KP	Seventh Grade	Eighth Grade	Ninth Grade	7	8
First Grade	Second Grade	KF	Tenth Grade	Eleventh Grade	Twelfth Grade	9	10
Third Grade	Fourth Grade	1	Secondary Ungraded			11	12
Fifth Grade	Sixth Grade	2				SU	
Elementary Ungraded		3					
		4					
		5					
		6					
		EU					

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2834 SHELBURNE ROADDAVID H. ANGOLANO, CPA  
HEATHER L. ANGOLANO, CPA  
DAVID J. ANGOLANO**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***To the School Board  
Berlin School District

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Berlin School District, Vermont as of and for the year ended June 30, 2004, which collectively comprise the Berlin School District's basic financial statements and have issued our report thereon dated July 22, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

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

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Berlin School District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect Berlin School District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are as follows:

**General Fund:**

- Two board orders for paying bills were unsigned. It also appeared that two or more

board orders were approved and signed after checks had been issued. Cause is that the School Board is not meeting frequently enough or bills are not ready at the time of their meetings or the Board is not getting a quorum. The effect is that unauthorized or questionable bills may get paid. Orders be presented at each School Board meeting for approval before going to the Treasurer for payment. The School Board may have to schedule some extra meetings even if only for the purpose of approving bills for payment. All Board orders did eventually get signed, but not all signed copies were turned over to the Treasurer. This was an oversight by the School District.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe none of the reportable conditions described above is a material weakness. We also noted other matters involving the internal control over financial reporting, which we have reported to management of Berlin School District in a separate letter dated July 22, 2004.

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

*Angolano & Company*

Angolano & Company  
Shelburne, Vermont  
Firm Registration Number 92-0000141

July 22, 2004

## BERLIN ELEMENTARY SCHOOL DIRECTORS' REPORT

### Staffing

The 2004-2005 school year at Berlin Elementary School found us welcoming new members to our school. We welcomed **David Baird** to the third grade as a classroom teacher. We also welcomed **Sarah Powell** as a full-day kindergarten teacher joining Cindy Gauthier. Last, but certainly not least, **Alan Jackman** joined our custodial staff. We are very fortunate to have these individuals in the Berlin School Community.

**Conrad Aldrighetti, Rebecca Dube, and Jodi Tierney** will be greatly missed. They touched the lives of many children in a variety of ways. We appreciate their time, energy, and commitment to the Berlin Community. We wish them the best in their future endeavors.

Many thanks to former paraeducators **Sandy Ferguson and Betsy Shapiro**. We appreciate all they have done for our children while at Berlin Elementary School. We wish them the best.

We would also like to welcome back **Mike Stridsberg** to the Berlin Board. He is replacing Peter Schober. We are very excited to have him with us again. He is a wonderful addition to our Board.

We would like to welcome **Jim Catone** to our board. Jim is a long time Berlin resident and was a former Norwich University Professor. His daughter, Elizabeth graduated from U32 in 1994. He is presently semi retired but does teach some college courses from time to time. We are very fortunate to have him on our Board.

We would also like to recognize **Peter Schober and John LaRosa** for their many years of service on the Berlin Board. Both continue to be involved and committed to the school on many different levels. They have been an integral part of our facilities committee this year. We truly appreciate all they have done for our school and the community. They will be missed at the Board level.

### Population

Our elementary school population has declined this year by 11 students. We are currently serving 228 students as of January 5, 2005 as opposed to 239 at this same time last year. This decline has been seen across the state. There is an estimated reduction of 1000 students across the state for FY 2005. The School Board watches these numbers quite carefully. Our ADM, or average daily membership, is very important because it determines how much money we receive from the state for each child. The ADM is a 2 year average determined by the number of students enrolled, or counted, on the first 40 days of school. From all correspondence that we have received from the state thus far, it looks like the general state support grant for Fiscal Year 2005-2006 will be approximately \$6,970.00 per student, which is an increase from last year of

about \$170.00 per equalized student. The large increase in money is due to a new bill passed by the legislature last year known as Act # 68. Act 68 amends the education funding system created by Act 60 of 1997. It also includes additional educational policy provisions. This bill changes the manner in which education is funded in Vermont. The biggest change is the base education payment, formerly known as the 'block grant' (\$5,650.00), which will be the \$6,970.00 cities and towns will receive per equalized student.

### **Use of Building**

Our school has been used greatly not only by the school community, but by the public as well. Berlin Elementary School is truly the center of our community. The Board takes pride in keeping our facility open during the week and on weekends for a variety of events that take place from sporting events in the gym, to various meetings that take place in the library and in classrooms. There are many after school and evening programs offered to children, adults, and families through Community Connections as well. Working together with the Berlin police, we are able to continue to keep the gate open on weekends during the day and into the early evening. We want people to continue to feel welcomed.

### **Policies**

The Board continues to work with Washington Central Supervisory Union on various policies and updating old policies as well. A district committee was formed 3 years ago to begin work collectively on updating our school policies. We have been working very hard to make sure that all schools in the district have all of the required policies in place. The committee is made up of one Board representative from each school, as well as principals and central office administrators. The committee has been meeting the 1st Wednesday of every month. Linda Beaupre continues to be the policy representative from Berlin on that committee. Thus far in 2004-2005, the Berlin Board has adopted 13 new policies; Board Meeting Agenda Preparation, Regular Board Meetings, Public Participation at Board Meetings, Professional Development Policy, Substitute Teachers, Public Complaints About Personnel, Mandatory Alcohol Testing, Transportation Employees, Qualifications of Instructional Support Staff, Admission of Non-Resident Students, Prevention of Harassment of Students, Acceptable Use of Electronic Resources, Use of School Facilities, and The Role of Religion in the Schools.

### **Program Review**

The School Board makes time to discuss the concepts and philosophies of education, as well as the business and financing of education. We review programs on a monthly basis, saving part of November and December for budget discussions. Topics presented during the 2004-2005 school year were Custodial, Assessment Report, Kitchen, School Improvement Team, Technology, Special Education, Allied Arts, Primary Unit, Guidance, Action

Planning Team, Literacy Report, Middle Level Unit, Essential Early Education, Kindergarten, and Intermediate unit. We always welcome and encourage interest and participation.

### Goals

The Berlin School Board sets goals annually. We set 3 goals for the 2003-2004 school year:

1. **Action Planning:** The Board will participate in the updating of our Action Plan including academic and social well-being for our students. The Board will support the improvement of math instruction for all students as well as professional development for teachers. The Board will support the maximizing of opportunities to integrate social studies, science, and writing curriculum with literacy instruction. The Board will also support Responsive Classroom and the implementation of full day kindergarten.
2. **Facilities:** The Board will study short term maintenance needs. The Board will work with the facilities committee and communicate to the public work done with that committee.
3. **Technology:** The Board will support the integration of existing technology and continued development of curriculum and outcome indicators. The Board will continue to look into any grants that we can apply for to assist with the cost of new hardware. The Board will continue to support the integration of new hardware purchased to replace the existing hardware.

### Facilities

A facilities committee was formed last spring to look at the needs of our building currently and for the future. We asked that they make recommendations to the Board as far as any improvements that were needed. With full day kindergarten underway, the need to keep preschool in the building, the restructuring of our literacy program over the last several years, the implementation of the PALS (Place for Alternative Learning Styles) program, and more students playing instruments and taking chorus, we saw that there was a need to look at space. The committee has been working with EHDanson Associates of St. Johnsbury. Together they looked at existing building conditions as well as space needs. Educational Specifications were completed, 3 options were drawn up, and public meetings were held. The committee came to the Board with a recommendation that is the option you will be voting on at Town Meeting. The building was up to code in 1969 when Berlin Elementary School was built. Our 36 year old building has been maintained quite well, however, through a facility analysis, we now know that there are many things that need updating in order to meet current code requirements. The building does not meet safety and accessibility codes, and as mentioned before, space is needed to adequately deliver and house current school programs. Regardless of the vote, we will need to deal with the compliance issues as soon as we can.

The cost of this project is \$3 million. Much of the cost will go toward meeting code requirements. The estimated tax rate for the first year would be \$.04 or about \$40.00 on a \$100,000.00 home. Please remember the first year of the bond would require us to pay interest only. \$.11 would be the estimated tax rate for the 2nd year including the principal. This would mean that one would pay about \$110.00 on a \$100,000.00 home. A portion of this project will be eligible for state school construction aid. We don't know what that figure will be at this time.

### **New Programs**

We are happy to say that full day kindergarten is up and running! Both kindergarten teachers, Cindy Gauthier and Sarah Powell, worked extremely hard to assure a smooth transition from a half day to a full day program. That gift of time has provided a much richer environment and a less hurried experience for the children. More opportunities for small group instruction have opened up and intervention is happening a lot sooner. Transitions within the school day are happening at a more reasonable pace and children actually have time to catch their breath! We are confident that we will see better early assessment results, not to mention that Berlin children are now on an equal playing field with the rest of the district when they enter U32.

### **Budget**

School budgets will continue to be funded from a combination of sources. As mentioned before, because of the passing of Act 68, the base education payment will be \$6,970.00 per equalized student. Equalized number of students refers to the weighting formula that recognizes that some students cost more than others to educate. Therefore, every student in the state will receive the same amount per equalized pupil.

One other aspect of Act 68 is the grand list is now split between residents and non-residents. For resident/homestead tax rates, the base amount is \$1.02 and goes up depending on what percent above the \$6,970.00 a school spends and depending on the common level of appraisal in that town. We are anticipating Berlin's tax rate to be around \$2.06, which is an increase over this year's tax rate of \$1.81, but close to the tax rate of a year ago which was \$2.04. Please note that because Berlin's common level of appraisal (CLA) has gone from 81.07% to 70.92% the tax rate goes up proportionately.

For non -residential, the amount is equalized according to the common level of appraisal in that town. The statewide property tax for commercial property is \$1.51. We are anticipating a tax rate of about \$2.13.

What does this mean for Berlin? The Board is proposing a \$2,359,169 budget which is approximately a 6.1 %, or \$134,758 increase in expenditures from last year. This budget requires a \$.25 increase in the tax rate or about \$251.00 on a house valued at \$100,000.00. \$16,500.00 of this budget funds half the cost of the new kindergarten teacher. Washington Central Supervisory Union, through a Consolidated Federal Grant, will continue to

fund the other half. Another significant factor is that Berlin lost approximately \$19,000.00 in Title I funds that we had to make up so we could maintain staffing. Health benefits and salaries have increased per negotiated agreement. All of this accounts for approximately 4.6% of the budget. In this budget, Berlin will spend \$9912.00 per student. Berlin continues to spend the least amount of money per pupil in the district.

We will have a fund balance at the end of the fiscal year. At this point, we are not sure what that exact figure will be. We would like to maintain local control over the fund balance through Article 5 so that this money can be used for the purpose of funding operations and making capital improvements. We started the 2003-2004 year with a fund balance of \$146,339.00. \$50,000.00 was approved for tax reduction. We overestimated revenue projections for interest income by about \$28,000.00. We did have unanticipated additional revenue from tuition and student transportation aid. In all, we had \$15,157.00 less in revenues than anticipated.

We lost \$60,000.00 in Title I funds this year. We had some additional costs because of this loss which amounted to \$18,500.00. This money was needed to preserve staffing. There were increased health insurance premiums and plan changes, supplies for technology, and a higher than anticipated water/sewer bill. We did underspend our approved budget by \$26,769.00. That moves into the fund balance at the end of the fiscal year. So we ended the fiscal year with \$107,951.00 fund balance.

The Board would like to extend our thanks to all of those people who have volunteered their time in the school community during the school year. We would like to also thank the Parent's Group for their continued and incredibly undying support that they give to Berlin Elementary School all year. You are an invaluable asset and we couldn't do any of the projects or have any of the events you bring to our school community without all your dedication and hard work. We really appreciate all you do for this school.

The Board has worked extremely hard to keep the Berlin portion of the school budget at a level that is affordable and, at the same time, to continue to provide for all programs and maintain proper maintenance of the building. We would appreciate your support for the Berlin School budget on Town Meeting Day.

Respectfully submitted

LINDA C.K. BEAUPRE  
CYNDI JOHNSON  
LINDA COUTURE  
MIKE STRIDSBERG  
JIM CATONE



**BERLIN ELEMENTARY SCHOOL ENROLLMENT**  
**5 YEAR COMPARISON**  
 (as of 1-04-05)

<b>Grade</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
K.....	22	32	22	38	32
1.....	44	33	32	27	35
2.....	38	38	32	32	28
3.....	43	39	38	32	28
4.....	44	42	35	37	30
5.....	39	47	38	38	35
6.....	40	41	47	35	40
<b>ANNUAL TOTALS</b>	<u>270</u>	<u>272</u>	<u>244</u>	<u>239</u>	<u>228</u>

**UNION 32 HIGH SCHOOL ENROLLMENT**  
 (as of 10-01-04)

<b>Grade</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
7.....	27	43	40	45	36
8.....	34	28	46	42	47
9.....	36	32	33	47	49
10.....	41	37	33	33	48
11.....	53	47	40	37	39
12.....	44	42	44	37	38
<b>ANNUAL TOTALS</b>	<u>235</u>	<u>229</u>	<u>236</u>	<u>241</u>	<u>257</u>

## PRINCIPAL'S MESSAGE

**Action Plan:** The school's Action Plan continues to guide our ongoing school improvement work. That plan addresses five main areas: Literacy, Math, School Climate, Facilities, and Full Day Kindergarten. I will comment on each of these areas in my message. I've also provided assessment and other- data about the school. I hope this information will provide you with a clear picture of our program and priorities, and our successes and challenges at Berlin Elementary School.'

**Literacy:** We have established a Literacy Team to oversee our work in this critical area for children. The charge to this committee states that its purpose is "to promote the improvement of student learning through the review of student performance data , the investigation of current research, the dissemination and discussion of that research, and the support of staff through ongoing professional development." Our work has led us to develop and use, at a variety of levels, consistent assessment tools to measure reading fluency. By fluency we mean the ability to read quickly, accurately, and with appropriate expression. Children in grades 2-4 are now assessed monthly in this critical area. We use this assessment information to help us in making appropriate placement and instructional decisions as fluency skills develop. The Literacy Team meets biweekly and is currently evaluating instruction at all levels to insure that our reading program is effective and consistent in teaching the essential skills of phonological awareness, phonics, fluency, vocabulary, and comprehension.

**Math:** Our math team has a similar charge as that of the Literacy Team for improving student learning (see above). This group of teachers has met biweekly for the first part of the school year. We have focused on consistent implementation of the Everyday Math program in grades K-5. We are also seeking to assure that all of the grade level expectations that will be part of next fall's statewide testing program are addressed through our math program. Our committee work is aligned with curriculum work done by the WCSU Math Committee last summer. Beginning this year, all math teachers give a pre and post-test for each unit of material they teach. This allows some streamlining of the curriculum for students who can demonstrate mastery of skills being introduced, and a greater focus on areas where students demonstrate a lack of knowledge or skill

**Responsive School Team:** This year Berlin Elementary has a Responsive School Team that meets weekly to take up any matters related to school climate. This year the team has already discussed 25 different issues relating to school climate, and created plans of action for addressing many of these issues. Parent and student direction is welcome in choosing topics related to school climate that this group should address. We also have looked at data from referrals to the Planning Room to help determine what times of day or activities present problems relating to behavior. Academic learning is closely linked to the quality of relationships within a school, classroom expectations, and the overall school climate. The RST helps the school to clarify our expectations and to be more effective in communicating and implementing them with staff and students.

**Facilities:** Last spring the School Board authorized a Facilities Committee to examine our current and future facility needs and to recommend needed improvements to the school building. With our new full-day kindergarten program and our desire to keep preschool in our building, we face an immediate need for an additional teaching space. Working with the architect EHDanson of St. Johnsbury, draft plans have been developed to address a variety of needs including providing an additional classroom, full time use of our gym, an adequate size classroom for the music program (we have a 46 member band at grades 5/6), and smaller spaces for reading groups, planning room, conference room, etc. Built in 1969, Berlin Elementary has been very well maintained over the years. However, through our building review we have come to realize that there are many compliance issues related to the health, safety, and accessibility of our school building that need to be addressed no matter what course of action is taken to meet changing program needs.

**Full-Day Kindergarten:** We are all very pleased with our full day kindergarten program. Both kindergarten teachers, Cindy Gauthier and Sarah Powell, have worked very hard this year transitioning from our half-day program to a full-day program. There is now more time to devote to the many parts of a kindergarten day: math and reading readiness, science activities to investigate the world, special classes in library, PE, music, and art, and the many transitions that take place during the day. There's also time for a healthy dose of rest and recess! All in all, the full-day program is less harried for our five year olds, providing a better foundation as they begin their school years. Undoubtedly we will see better early assessment results in the next couple of years as these children come into first grade with more confidence and stronger foundational skills for learning.

### **Assessments:**

Last year virtually all Vermont students took the Vermont DRA in second grade, the New Standards Reference Exams in math and language arts in 4th grade and the Vermont PASS science assessment in 5th grade. On the DRA 56% of our students met or exceeded the standard. We are hoping to improve this score (the statewide average is 82%) by focusing our instruction this year on the two skills tested on this assessment: reading accuracy and retelling. Our fourth grade scores on the NSRE for reading show 83% (statewide 81%) of our students meeting the standard in basic understanding and 73% (statewide 70%) meeting the standard for analysis and interpretation. In the area of writing, 72% (statewide 72%) met the standard for writing effectiveness and 53% (statewide 63%) met the standard for writing conventions. Except for writing conventions, all of our language arts scores were higher than the statewide average. Looking at the NSRE scores for math, 64% (75% statewide) of our students met or exceeded the standard for math skills, 25% (52% statewide) met the standard for math concepts, and 58% (52% statewide) met or exceeded the standard for problem solving. It's interesting that our scores on skills and concepts are below the state average, but

our score on problem solving, where students need to “put it all together”, is higher than the statewide average. Of further interest, demonstrating the variability of particular groups on any given assessment in any given year, our 4<sup>th</sup> graders in last year’s report, scored at exactly the state average in math skills (73%), better than the state average in concepts and below the state average in problem solving—exactly the opposite of this year’s report! On the Vermont PASS science assessment, 39% of our students met or exceeded the standard, while 46% of students around the state achieved the standard or better. On the PASS, 61 % of our students scored in the “nearly achieved” category with no students in either the “below the standard” or “little evidence” categories.

Beginning next fall, all Vermont schools will begin using assessments from the New England Common Assessment Program (NECAP) to measure performance of all students in grades 3-8 in the areas of math and reading. The New Standards Reference Exams will no longer be given, although the NIECAP assessment given at 4<sup>th</sup> grade will look a lot like the current New Standards exams. The NECAP program will also assess student performance in writing in grades 5 and 8. The content of these assessments will be based on the set of grade level expectations (GLE’s) that have been developed by educators in the three New England states using the assessment. The GLE’s reflect the Vermont curriculum frameworks and are specific to the content to be addressed at each grade level. The PASS science assessment at 5<sup>th</sup> grade will no longer be given.

Our assessment report for the nationally norm referenced Stanford Achievement Test is provided in another section of this report. It is interesting to note the improvement our students make in these scores from 3<sup>rd</sup> grade to 6<sup>th</sup>. In reading, last year’s 6<sup>th</sup> graders improved their scores from the 46<sup>th</sup> percentile in reading to the 65<sup>th</sup> percentile as they progressed from 3<sup>rd</sup> to 6<sup>th</sup> grade. In math they improved from the 42<sup>nd</sup> percentile to the 82<sup>nd</sup> percentile as a total group. Language arts for this group also improved from a group score at the 57<sup>th</sup> percentile in 3<sup>rd</sup> grade to a score at the 72<sup>nd</sup> percentile in 6<sup>th</sup> grade

### **School and Community:**

As always, it is impossible to adequately thank all the folks in the Berlin community who contribute their time and talents to the school. People come in to school to donate items to needy families, tutor students in reading, attend field trips, help out with holiday dinners, construct (and deconstruct!) sets for school plays, coach and ref our soccer and basketball programs, prune our trees and clean up the school grounds, attend PTNA meetings, serve on the school Nutrition Committee, donate books to the library, coordinate Gifts for Giving, the Holiday Bazaar, and special meals—the list could go on and on. What goes on at our school gives meaning to the saying that it takes a village to raise a child. I say on behalf of all of the staff here at school that we deeply appreciate the supportive community we work in. Thanks!

Respectfully submitted,  
LOWELL VANDERLIP

# **2004 STANFORD ACHIEVEMENT TEST RESULTS BERLIN ELEMENTARY SCHOOL**

Last spring the Stanford Achievement Test was administered to students in grades 3, 5, and 6. The figures that follow indicate the results from April, 2004.

The Stanford Achievement Test gives a snapshot of student performance in core academic areas. Our teachers use these results as one means to review the effectiveness of their classroom programs.

Other student assessments are required by the state. Results from these assessments were published in the School Report of February 2005 and are found in the Principal's message of this school report.

<b>GRADE</b>	<b>3</b>	<b>5</b>	<b>6</b>
Reading Comprehension ..49.....	60 .....	67	
Vocabulary .....49.....	57 .....	59	
Total Reading .....50.....	60 .....	65	
Concepts/Problem Solving 69 .....	73 .....	83	
Procedures .....67.....	72 .....	79	
Total Math .....69.....	73 .....	82	
Language .....54.....	59 .....	72	

**\*The scores above are national percentile scores.**

*June 6th, 1930    Barre-Montpelier Airport dedi-  
cated*

**BERLIN ELEMENTARY SCHOOL  
BUDGET 2005-2006**

Final

DESCRIPTION	BUDGET 2005	PROJECTED 2005	BUDGET 2006
<b>REVENUES</b>			
TUITION FROM INDIVIDUALS	\$6,100	\$6,100	\$6,100
EARNINGS ON INVESTMENTS	\$42,000	\$29,603	\$29,603
INTEREST EXP.ON INVESTMENTS	(\$34,000)	(\$29,603)	(\$29,603)
MISCELLANEOUS INC-PURCH DISC	\$3,006	\$3,006	\$3,006
MISC INCOME-ERATE	\$0	\$4,478	\$4,400
EDUC. SPENDING REVENUES FROM STATE	\$1,892,592	\$1,900,592	\$2,016,663
STATE AID TRANSPORTATION	\$46,089	\$46,089	\$52,052
MAINSTREAM BLOCK GRANT	\$137,267	\$137,267	\$140,954
INTENSIVE REIMBURSEMENT	\$69,136	\$85,455	\$76,191
INTENSIVE REIMBURSEMENT-FY 04	\$0	\$2,642	\$0
EDUC. SPENDING REV FROM STATE-PRESCH	\$40,263	\$40,263	\$40,530
EEE GRANT	\$21,958	\$21,538	\$19,273

<b>SUBTOTAL REVENUES</b>	<b>\$2,224,411</b>	<b>\$2,247,430</b>	<b>\$2,359,169</b>
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<b>FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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<b>TOTAL REVENUES</b>	<b>\$2,224,411</b>	<b>\$2,247,430</b>	<b>\$2,359,169</b>
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**\*\*THIS INCLUDES THE ESTIMATED TOWN OF BERLIN PAYMENT TO THE STATE SHARING POOL.**

AUDITED FUND BALANCE AS OF 7/1/04	\$135,255
PROJECTED CHANGE IN FY 2004-2005	(\$17,234)
USAGE FOR TAX REDUCTION BUDGET 2004-2005	\$0
RESTRICTED FOR OTHER ITEMS	(\$25,000)
UNRESTRICTED PROJECTED BALANCE 6/30/05	\$93,021

**EXPENSES****INSTRUCTIONAL SERVICES**

SALARIES-REGULAR-PROFESS.	\$682,438	\$691,015	\$734,583
SALARIES-REGULAR-TECH.	\$29,446	\$30,844	\$32,253
SALARIES-REGULAR-RETIRE	\$15,570	\$15,570	\$0
SALARIES-TEMPORARY	\$20,600	\$20,600	\$20,600
HEALTH BENEFITS	\$109,689	\$112,774	\$126,593
SOCIAL SECURITY/MEDICARE	\$59,751	\$60,514	\$61,501
SECTION 125 BENEFIT	\$684	\$684	\$684
WORKMENS COMPENSATION	\$8,524	\$8,531	\$8,742
UNEMPLOYMENT COMPENSATION	\$1,632	\$1,271	\$1,339
TUITION REIMBURSEMENT	\$12,000	\$11,113	\$12,000
DENTAL BENEFITS	\$5,540	\$5,540	\$6,926
DISABILITY BENEFITS	\$3,840	\$3,894	\$4,038
PROFESSIONAL EDUC SVCS-FIELD TRIPS	\$5,780	\$5,780	\$5,830
OTHER PROFESSIONAL SVCS	\$2,000	\$2,000	\$2,200
RENTALS & LEASES-COPIER	\$4,500	\$4,500	\$3,500
TRAVEL	\$0	\$0	\$0
GENERAL SUPPLIES-INSTR.	\$15,176	\$19,176	\$22,210
GENERAL SUPPLIES-TESTING	\$1,500	\$1,500	\$500
GENERAL SUPPLIES-ADDL KINDERGARTEN	\$4,000	\$4,000	\$0
BOOKS AND PERIODICALS	\$13,941	\$9,941	\$13,830
EQUIPMENT	\$0	\$0	\$3,500
<b>TOTAL INSTRUCTIONAL SERVICES</b>	<b>\$996,611</b>	<b>\$1,009,247</b>	<b>\$1,060,829</b>

**INSTRUCTIONAL SV-SPEC PROGR.**

PURCHASED PROFES & TECHN	\$250	\$250	\$250
EQUIPMENT	\$300	\$300	\$300
<b>TOTAL INSTR. SV-SPEC PROGR.</b>	<b>\$550</b>	<b>\$550</b>	<b>\$550</b>

**BERLIN ELEMENTARY SCHOOL  
BUDGET 2005-2006**

Final

**DESCRIPTION****BUDGET 2005****PROJECTED 2005****BUDGET 2006****GUIDANCE SERVICES**

SALARIES-REGULAR-PROFESS.	\$41,208	\$43,160	\$43,650
HEALTH BENEFITS	\$4,050	\$3,951	\$4,436
SOCIAL SECURITY/MEDICARE	\$3,152	\$3,302	\$3,339
SECTION 125 BENEFIT	\$36	\$36	\$36
WORKMENS COMPENSATION	\$443	\$443	\$467
UNEMPLOYMENT COMPENSATION	\$87	\$87	\$73
TUITION REIMBURSEMENT	\$658	\$1,110	\$658
DENTAL BENEFITS	\$324	\$324	\$405
DISABILITY BENEFITS	\$214	\$224	\$227
GENERAL SUPPLIES	\$500	\$500	\$550
BOOKS AND PERIODICALS	\$100	\$100	\$150

**TOTAL GUIDANCE SERVICES****\$50,772****\$53,237****\$53,991****HEALTH SERVICES**

SALARIES-REGULAR-PROF.OTH	\$34,935	\$34,492	\$36,024
SOCIAL SECURITY/MEDICARE	\$2,672	\$2,639	\$2,756
SECTION 125 BENEFIT	\$36	\$36	\$36
WORKMENS COMPENSATION	\$354	\$354	\$362
UNEMPLOYMENT COMPENSATION	\$69	\$69	\$57
TUITION REIMBURSEMENT	\$752	\$752	\$752
DENTAL BENEFITS	\$259	\$259	\$324
DISABILITY BENEFITS	\$171	\$169	\$176
REPAIRS AND MAINTENANCE	\$120	\$120	\$120
GENERAL SUPPLIES	\$1,573	\$1,573	\$1,500
BOOKS AND PERIODICALS	\$150	\$150	\$150

**TOTAL HEALTH SERVICES****\$41,091****\$40,613****\$42,257****CURRICULUM SERVICES**

SUPERVISORY UN SERVICES-CURRIC	\$14,293	\$14,293	\$15,273
<b>TOTAL CURRICULUM SERVICES</b>	<b>\$14,293</b>	<b>\$14,293</b>	<b>\$15,273</b>

**LIBRARY SERVICES**

SALARIES-REGULAR-PROFESS.	\$52,527	\$51,899	\$53,975
SALARIES-REGULAR-TECH.	\$7,878	\$8,103	\$8,473
HEALTH BENEFITS	\$7,960	\$7,765	\$8,718
SOCIAL SECURITY/MEDICARE	\$4,621	\$4,590	\$4,777
SECTION 125 BENEFIT	\$72	\$72	\$72
WORKMENS COMPENSATION	\$648	\$648	\$668
UNEMPLOYMENT COMPENSATION	\$127	\$127	\$105
TUITION REIMBURSEMENT	\$940	\$1,375	\$940
DENTAL BENEFITS	\$324	\$324	\$405
DISABILITY BENEFITS	\$314	\$312	\$325
REPAIRS AND MAINTENANCE	\$300	\$300	\$300
GENERAL SUPPLIES	\$500	\$500	\$1,000
BOOKS AND PERIODICALS	\$4,950	\$4,950	\$5,050
AUDIOVISUAL MATERIALS	\$500	\$500	\$500

**TOTAL LIBRARY SERVICES****\$81,661****\$81,465****\$85,308****TECHNOLOGY SERVICES**

SALARIES-REGULAR-TECH.	\$10,529	\$10,529	\$10,454
HEALTH BENEFITS	\$0	\$0	\$2,092
SOCIAL SECURITY/MEDICARE	\$805	\$805	\$800

**BERLIN ELEMENTARY SCHOOL  
BUDGET 2005-2006**

Final

<b>DESCRIPTION</b>	<b>BUDGET 2005</b>	<b>PROJECTED 2005</b>	<b>BUDGET 2006</b>
SECTION 125 BENEFIT	\$0	\$0	\$13
WORKMENS COMPENSATION	\$113	\$113	\$123
UNEMPLOYMENT COMPENSATION	\$22	\$22	\$24
TUITION REIMBURSEMENT	\$200	\$200	\$200
DENTAL BENEFITS	\$65	\$65	\$113
DISABILITY BENEFITS	\$0	\$0	\$60
PROFESSIONAL SERVICES	\$1,900	\$1,900	\$1,500
SUPERV UNION SERVICES	\$5,159	\$5,159	\$8,065
REPAIRS AND MAINTENANCE	\$0	\$450	\$0
COMMUNICATIONS-TELEPHONE/WAN	\$5,088	\$6,800	\$8,050
TRAVEL	\$160	\$160	\$0
GENERAL SUPPLIES	\$970	\$970	\$2,120
COMPUTER SOFTWARE	\$1,250	\$1,320	\$2,600
EQUIPMENT	\$11,250	\$15,208	\$20,255
<b>TOTAL TECHNOLOGY SERVICES</b>	<b>\$37,511</b>	<b>\$43,701</b>	<b>\$56,469</b>
<b>BOARD OF EDUCATION SVCS.</b>			
SALARIES-TEMPORARY	\$750	\$750	\$750
SOCIAL SECURITY/MEDICARE	\$134	\$134	\$134
TECHNICAL SVCS SCHOOL BD	\$1,000	\$1,000	\$1,000
LEGAL SERVICES	\$2,500	\$2,500	\$2,500
FIDELITY BOND PREMIUMS	\$100	\$100	\$100
ADVERTISING	\$1,600	\$1,600	\$1,600
TRAVEL	\$100	\$100	\$100
GENERAL SUPPLIES	\$100	\$100	\$100
DUES & FEES	\$1,300	\$1,300	\$1,300
<b>TOTAL BOARD OF EDUCATION SVCS.</b>	<b>\$7,584</b>	<b>\$7,584</b>	<b>\$7,584</b>
<b>OFFICE OF SUPERINTENDENT</b>			
SUPERVISORY UN SERVICES-SUPT	\$35,025	\$35,025	\$42,253
<b>TOTAL OFFICE OF SUPERINTENDENT</b>	<b>\$35,025</b>	<b>\$35,025</b>	<b>\$42,253</b>
<b>OFFICE OF THE PRINCIPAL</b>			
SALARIES-REGULAR-ADMIN.	\$73,550	\$73,550	\$76,492
SALARIES-REGULAR-CLERICAL	\$59,482	\$59,482	\$60,458
SALARIES-TEMPORARY	\$3,000	\$3,000	\$3,000
HEALTH BENEFITS	\$17,325	\$19,547	\$21,920
SOCIAL SECURITY/MEDICARE	\$10,406	\$10,406	\$10,706
RETIREMENT	\$707	\$707	\$1,471
SECTION 125 BENEFIT	\$108	\$108	\$108
WORKMENS COMPENSATION	\$1,459	\$1,459	\$1,496
UNEMPLOYMENT COMPENSATION	\$286	\$286	\$235
TUITION REIMBURSEMENT	\$1,000	\$1,000	\$1,000
DENTAL BENEFITS	\$648	\$648	\$810
DISABILITY BENEFITS	\$692	\$692	\$712
REPAIRS AND MAINTENANCE	\$500	\$500	\$1,900
RENTALS & LEASES-COPIER	\$2,800	\$2,956	\$2,965
COMMUNICATIONS-POSTAGE	\$2,700	\$2,700	\$1,700
TRAVEL	\$150	\$400	\$150
GENERAL SUPPLIES	\$11,100	\$10,630	\$4,500
EQUIPMENT	\$0	\$0	\$0
DUES & FEES	\$390	\$454	\$400
<b>TOTAL OFFICE OF THE PRINCIPAL</b>	<b>\$186,303</b>	<b>\$188,525</b>	<b>\$190,023</b>



**BERLIN ELEMENTARY SCHOOL  
BUDGET 2005-2006**

Final

<b>DESCRIPTION</b>	<b>BUDGET 2005</b>	<b>PROJECTED 2005</b>	<b>BUDGET 2006</b>
<b>FISCAL SERVICES</b>			
SUPERVISORY UN SERVICES	\$27,254	\$27,254	\$31,486
<b>TOTAL FISCAL SERVICES</b>	<b>\$27,254</b>	<b>\$27,254</b>	<b>\$31,486</b>
<b>AUDITING SERVICES</b>			
AUDIT SERVICES	\$2,600	\$2,600	\$2,600
<b>TOTAL AUDITING SERVICES</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,600</b>
<b>OPERATION AND MAINT.PLANT</b>			
SALARIES-REGULAR-SERVICE	\$68,246	\$68,942	\$71,700
SALARIES-TEMPORARY	\$4,204	\$4,204	\$4,184
HEALTH BENEFITS	\$18,755	\$18,297	\$20,541
SOCIAL SECURITY/MEDICARE	\$5,542	\$5,582	\$5,805
RETIREMENT BENEFIT	\$927	\$927	\$1,316
SECTION 125 BENEFIT	\$108	\$108	\$108
WORKMENS COMPENSATION	\$777	\$777	\$812
UNEMPLOYMENT COMPENSATION	\$153	\$153	\$127
DENTAL BENEFITS	\$875	\$875	\$1,094
DISABILITY BENEFITS	\$278	\$278	\$288
OTHER PROFESSL SVC-CLEANING	\$0	\$276	\$0
WATER & SEWER	\$5,200	\$5,200	\$6,500
DISPOSAL SERVICES	\$2,800	\$2,800	\$2,900
SNOW PLOWING	\$2,400	\$2,400	\$2,400
REPAIRS AND MAINTENANCE	\$9,700	\$9,500	\$10,000
REPAIRS AND MAIN-GRDS	\$0	\$200	\$0
REPAIRS & MAINTEN-FURNACE	\$4,000	\$4,000	\$3,000
INSURANCE	\$6,432	\$6,432	\$7,000
TRAVEL	\$700	\$700	\$600
GENERAL SUPPLIES	\$13,000	\$12,724	\$11,900
ELECTRICITY	\$28,500	\$28,500	\$31,350
OIL	\$12,500	\$12,500	\$17,500
OTHER ENERGY - WOOD CHIPS	\$4,500	\$4,500	\$5,600
EQUIPMENT	\$0	\$0	\$0
<b>TOTAL OPER. AND MAINT.PLANT</b>	<b>\$189,597</b>	<b>\$189,875</b>	<b>\$204,725</b>
<b>STUDENT TRANSPORTATION SV</b>			
STUDENT TRANSPORTATION SV	\$100,193	\$98,228	\$100,193
STUDENT TRANS-FIELD TRIPS	\$4,415	\$4,415	\$5,830
<b>TOTAL STUDENT TRANSP. SV</b>	<b>\$104,608</b>	<b>\$102,643</b>	<b>\$106,023</b>
<b>DEBT SERVICE</b>			
INTEREST	\$2,367	\$2,367	\$4,809
PRINCIPAL	\$20,000	\$20,000	\$20,000
ROOFING INTEREST	\$4,900	\$4,900	\$2,924
ROOFING PRINCIPAL	\$24,500	\$24,500	\$18,277
<b>TOTAL DEBT SERVICE</b>	<b>\$51,767</b>	<b>\$51,767</b>	<b>\$46,010</b>
<b>INSTRUCTIONAL SVC-SP ED.</b>			
SALARIES-REGULAR-PROFESS.	\$159,307	\$137,093	\$142,767
SALARIES-REGULAR-TECH.	\$70,743	\$106,517	\$111,498
SALARIES-TEMPORARY	\$3,076	\$3,076	\$3,076

**BERLIN ELEMENTARY SCHOOL  
BUDGET 2005-2006**

Final

<b>DESCRIPTION</b>	<b>BUDGET 2005</b>	<b>PROJECTED 2005</b>	<b>BUDGET 2006</b>
HEALTH BENEFITS	\$21,886	\$26,093	\$36,535
SOCIAL SECURITY/MEDICARE	\$17,834	\$18,871	\$19,687
SECTION 125 BENEFIT	\$360	\$396	\$360
WORKMENS COMPENSATION	\$2,458	\$2,992	\$2,732
UNEMPLOYMENT COMPENSATION	\$481	\$481	\$428
TUITION REIMBURSEMENT	\$2,000	\$2,000	\$2,000
DENTAL BENEFITS	\$1,166	\$1,231	\$1,175
DISABILITY BENEFITS	\$1,188	\$1,270	\$1,324
OTHER PROFESSIONAL SERVICES	\$26,968	\$26,968	\$0
SUPERVISORY UN SERV-SPED	\$20,923	\$20,923	\$22,406
RENTALS & LEASES	\$1,100	\$1,100	\$1,000
STUDENT TRANSPORTATION	\$0	\$0	\$0
COMMUNICATIONS	\$2,800	\$2,800	\$2,600
GENERAL SUPPLIES	\$1,700	\$2,110	\$3,060
BOOKS AND PERIODICALS	\$2,072	\$1,662	\$1,970
<b>TOTAL INSTRUCTIONAL SVC-SP ED.</b>	<b>\$336,062</b>	<b>\$355,583</b>	<b>\$352,618</b>
<b>EEE &amp; PRESCHOOL</b>			
PROFESSIONAL-EDUCATION SV	\$21,958	\$21,538	\$0
OTHER PROF SERVICES-RELOCATION	\$10,000	\$10,000	\$0
SALARIES & BENEFITS	\$0	\$0	\$48,722
GENERAL SUPPLIES	\$0	\$0	\$1,000
SUPERVISORY UN SERV-EARLY ED PROG	\$29,164	\$29,164	\$11,448
<b>TOTAL EEE &amp; PRESCHOOL</b>	<b>\$61,122</b>	<b>\$60,702</b>	<b>\$61,170</b>
<b>TOTAL EXPENSES</b>	<b>\$2,224,411</b>	<b>\$2,264,664</b>	<b>\$2,359,169</b>
	\$0	(\$17,234)	\$0

**Berlin Elementary School**  
**Significant Changes Budget 2005 vs. 2006**

	<b>Final</b>	<b>Initial Budget % Increase</b>
<b>Staffing Changes:</b>		
<b>Negotiated Items</b>		
Salary Increases @ 4%	\$57,799	2.6%
Horizontal Salary Increases	\$2,728	0.1%
Additional Paraeducator Days	\$2,948	0.1%
Health Insurance Inflation(12%) & Coverage Changes	\$28,609	1.3%
Workers Compensation Insurance	\$804	0.0%
Unemployment Insurance	(\$441)	-0.0%
Dental Insurance	\$2,049	0.1%
Other Benefit Changes	\$3,245	0.1%
Less Funding for Full Day Kindergarten	\$16,500	0.7%
<b>Subtotal Negotiated Items</b>	<b>\$114,241</b>	<b>5.1%</b>
<b>Staffing Changes</b>		
Instructional Salaries & Benefits-FY0405	\$13,523	0.6% Teacher Turnover(\$9k), Paraeducator Changes (\$2k ),Health Insurance(\$3k)
Misc Salary & Benefit ChangesFY 0405	\$3,156	0.1% Guidance Staff \$2k, Miscellaneous Benefit Changes(\$1k)
Salary Changes FY0405-Horizontal Movement	(\$7,699)	
Operation of Plant-Salary & Benefit-Turnover FY 0405	\$278	0.0%
SPED -Salary & Benefit-FY 0405	\$19,491	0.9% Less Title I Funding
Career Change Savings-FY0506	(\$16,960)	-0.8%
<b>Subtotal Staffing Changes</b>	<b>\$11,788</b>	<b>0.5%</b>
		<b>Budget FY 05      Budget FY 06</b>
<b>Total Staffing Change</b>	<b>\$126,030</b>	<b>5.7%</b> <span>\$1,657,758</span> <span>\$1,783,768</span>
<b>Nonsalary changes:</b>		
Instructional Svc-Supplies, Books Equipment Etc	\$4,673	0.2%
Guidance Services-Supplies	\$100	0.0%
Health Services-Supplies & books	(\$73)	-0.0%
Library-Supplies & books	\$600	0.0%
Tech Svcs-Prof Svcs,Wan Line, Equipment etc	\$13,907	0.6%
WCSU Assessments-Final Budget 12/20/04	(\$887)	-0.0%
Principal's Office-Supplies	(\$6,025)	-0.3%
Opn of Plant & Maintenance -Electricity, Fuel Oil Etc	\$9,018	0.4%
Student Transportation Field Trips	\$1,415	0.1%
Debt Service-Savings	(\$5,757)	-0.3%
Preschool Relocation Savings	(\$10,000)	-0.4%
SPED-Professional Svcs	(\$26,010)	-1.2%
Preschool & Early Education-Net Cost of TransferringStaffin	\$27,764	1.2%
Miscellaneous Changes	\$3	0.0%
		<b>Budget FY 05      Budget FY 06</b>
<b>Total Nonsalary</b>	<b>\$8,728</b>	<b>0.4%</b> <span>\$566,853</span> <span>\$575,381</span>
<b>Subtotal Base Budget Increase</b>	<b>\$134,758</b>	<b>6.1%</b> <span>\$2,224,411</span> <span>\$2,359,169</span>
Roofing Project Approved @ March 2003 Town Meeting	\$0	0.0%
<b>Total Budget Increase</b>	<b>\$134,758</b>	<b>6.1%</b> <span>\$2,224,411</span> <span>\$2,359,169</span>

**BUDGET SUMMARY**

U-32 DESCRIPTION	ACTUAL 2003-2004	BUDGET 2004-2005	PROJECTED 2004-2005	BUDGET 2005-2006
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**REVENUES**

TUITION	139,436	140,773	140,773	140,618
INVESTMENT INCOME	22,582	38,000	23,797	20,000
ASSESSMENTS	8,633,266	9,196,849	9,196,849	9,721,062
MISCELLANEOUS INCOME	104,945	53,640	53,640	58,413
TRANSFER FROM CONSTRUCTION FUND	253,090	0	106,512	81,049
SPECIAL EDUCATION INCOME	829,081	567,029	943,262	900,699

<b>SUBTOTAL REVENUES</b>	<b>\$9,982,400</b>	<b>\$9,996,291</b>	<b>\$10,464,833</b>	<b>\$10,921,841</b>
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FUND BALANCE	0	0	0	0
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<b>TOTAL REVENUES</b>	<b>\$9,982,400</b>	<b>\$9,996,291</b>	<b>\$10,464,833</b>	<b>\$10,921,841</b>
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**EXPENSES**

BUSINESS ED.	122,246	127,876	126,765	133,898
DRIVER ED.	72,614	76,831	75,382	78,761
ENGLISH	647,893	686,281	633,925	676,218
ACTING, DANCE & VISUAL ARTS	198,754	219,576	222,250	236,916
FOREIGN LANGUAGE	219,389	231,830	239,216	256,139
TECHNOLOGY ED.	125,717	131,532	132,899	145,406
LIVING ARTS	91,526	94,791	88,842	98,364
MUSIC	177,066	182,019	181,964	190,031
PHYSICAL ED.	253,921	267,734	263,000	288,700
MATHEMATICS	524,443	551,363	559,302	613,459
SCIENCE	589,367	620,473	642,858	679,337
SOCIAL STUDIES	488,430	500,222	444,431	470,399
INSTRUCTIONAL-SCHOOLWIDE	187,507	288,111	282,673	297,753
OTHER INSTRUCTION-504	10,320	33,798	4,500	4,500
MIDDLESCHOOL PROGRAMS	24,954	27,075	27,075	28,790
CO-CURRICULAR ACTIVITIES	425,697	483,137	483,868	539,055
GUIDANCE SERVICES	341,266	364,560	364,214	383,374
HEALTH SERVICES	84,045	88,544	87,452	91,677
MEDIA SERVICE	77,083	81,807	77,777	88,912
SCHOOL LIBRARY SERVICES	188,767	202,839	204,177	215,703
TECHNOLOGY SERVICES	162,943	164,189	163,701	203,153
BOARD OF EDUCATION	35,136	35,126	36,826	40,726
OFFICE OF SUPERINTENDENT	151,425	171,030	171,030	199,836
OFFICE OF PRINCIPAL	730,529	698,792	763,133	808,917
FISCAL SERVICES	83,284	94,513	94,513	109,378
AUDITING SERVICES	2,600	3,700	3,700	3,700
OPERATION AND MAINTENANCE	850,327	918,698	912,645	943,891
STUDENT TRANSPORTATION SV	396,030	407,191	400,064	390,265
TRANSFERS TO OTHER FUNDS	1,109,766	978,738	1,085,250	1,059,787
SPECIAL EDUCATION	1,453,814	1,263,915	1,623,262	1,644,796

<b>TOTAL EXPENSES</b>	<b>\$9,826,859</b>	<b>\$9,996,291</b>	<b>\$10,396,694</b>	<b>\$10,921,841</b>
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**U 32 Cost per Equalized Pupils  
Historical Trends**

	BUDGET FY 03	BUDGET FY 04	BUDGET FY 05	BUDGET FY 06
Local Education Spending - Per State Formula	\$8,106,567	\$8,403,724	\$9,016,259	\$9,537,343
U32 Equalized Pupils-Average Daily Membership	879.91	883.71	922.04	943.44
Local Ed Spending Per Equalized Pupil	\$9,213	\$9,510	\$9,779	\$10,109
% Increase In Spending Per Equalized Pupil		3.22%	2.83%	3.38%

## **WASHINGTON CENTRAL SUPERVISORY UNION**

Washington Central Supervisory Union (WCSU) offers Special Education services to eligible children age birth through twenty-one.

Eligible students with disabilities are entitled to receive a free, appropriate, public education.

WCSU may be unaware of all resident children and youths with a disability. If you know of a child who has a disability and is not in school or otherwise being educated at public expense, please notify us by contacting your local school principal or by calling or writing:

Nancy Thomas  
Director of Special Services  
WCSU  
2446 Airport Road  
Barre, VT 05641  
802-229-0553 X 303

## **SUMMARY REPORT OF THE FINANCIAL CONDITION OF THE WASHINGTON CENTRAL SUPERVISORY UNION**

Submitted to the Town Auditors for the Towns of Berlin, Calais, East Montpelier, Middlesex and Worcester.

Pursuant to 16 V.S.A. § 261(a)(10) 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, 2004, the Washington Central Supervisory Union operated on approved general fund and special education budgets totaling \$1,003,666. The supervisory union ended fiscal year 2004 with a \$337,998 general fund balance and a \$50,000 special education fund balance.

For fiscal year 2005, the supervisory union budgets total \$1,045,315 and it is expected that the year will end in balance.

At this time, it is expected that the supervisory union general fund and special education budgets for fiscal year 2006 will total \$1,171,290.

The supervisory union does not receive state aid for special education or early education programs. Block grant, intensive reimbursement and extraordinary reimbursements are received by the town school districts based on their specific allocation formulas.

Respectfully submitted,  
Robbe Brook  
Superintendent of Schools

**WASHINGTON CENTRAL SUPERVISORY UNION***Superintendent's Office Report*

January 14, 2005

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, Rumney Elementary Schools and U-32 Middle and High School. As a supervisory union, our goal is to provide the highest quality educational opportunities for the 1,700 students we serve Pre-K through Grade 12.

To meet this goal, over the past few years we have focused on improving curriculum, instruction and assessments; enhancing school climate and safety; recruiting and retaining high caliber staff; integrating and increasing technology; expanding early education and providing educational and financial leadership to enhance educational opportunities and maximize cost efficiencies. Below I will highlight some of our work and accomplishments over the past year.

***Curriculum, Instruction and Assessment***

- WCSU teachers and administrators have continued to work on enhancing our curriculum and aligning instruction and assessments with the Vermont Standards. Work has continued on literacy and math, as well as expanding the focus to science and social studies. Tim Flynn, Director of Curriculum, Instruction and Assessment, moved to U-32 this year to focus primarily on grades 7-12, and we have welcomed back Peg Meyer as a curriculum consultant K-6.
- WCSU has a comprehensive Pre K-12 assessment system, which includes local, state, and national assessments. We have continued to use the data from all of these assessments to review how well the students in WCSU are doing, and to identify areas we need to address. I am pleased to report we have steadily made progress in all assessment areas, particularly literacy, and are continuing to improve in mathematics. Annually each school prepares a School Report to provide parents and community members with all school assessment results. These reports are mailed to all residents in February. You may view all WCSU student assessment results on the State website <http://maps.vcgi.org/schlrpt/>. Further, under No Child Left Behind (NCLB) each school must meet adequate yearly progress (AYP) and disaggregate student performance data by all major demographic groups. For the second year, we are pleased to report that all schools in WCSU met AYP based on the state assessment criteria.

### ***Professional Development and Professional Learning Communities***

- WCSU recognizes the importance of providing on-going quality professional development as a means to improve student learning. Over the past year, teachers, support staff, administrators, and board members have participated in numerous professional development trainings, workshops and courses related to literacy, school climate, bullying and harassment, responsive classrooms, leadership and differentiated instruction, to name a few.
- In addition, staff in all of our schools have been engaged in work related to professional learning communities as a means to enhance student learning. This work has involved establishing high expectations for student learning and then addressing ways in which our schools will assist all students in meeting these expectations. Further, this work has begun to involve how schools challenge students who exceed these expectations.

### ***Early Education Programs***

- WCSU provides several comprehensive Early Childhood Education Programs. These programs include a Family, Infant and Toddler Program (FIT), an Early Education Initiative Program (EEI), an Essential Early Education Program (EEE), and Preschool Programs located at Berlin, East Montpelier, Doty and Calais Elementary schools. This year these programs serve approximately 90 children.
- Plans are currently underway to expand the preschool program next year to include Middlesex and to have all five elementary schools integrate preschool programs more closely with their kindergarten instructional programs. Each elementary school receives revenues for these programs and the WCSU budget will continue to provide for supervisory union-wide and special needs costs and services. Much credit for the quality of the early education services and programs WCSU provides goes to Kate Rogers, Director of the Early Education Programs, and the entire preschool staff.

### ***Elementary Programs***

- I am pleased to report that four of the elementary schools in WCSU (Berlin, Doty, East Montpelier and Rumney) now offer full day kindergarten programs. Calais provides a full day program two days a week. By extending our kindergarten programs to full day, teachers have been more able to focus on both the academic needs of young students and their social needs.

- All of our elementary schools have continued to focus on school climate and safety by incorporating Responsive Classroom instruction into their program. This year, additional emphasis has been placed on anti-bullying and anti-harassment at both the elementary and middle/high school level as a result of recent legislation.

### ***U-32***

- A major amount of work and accomplishment for U-32 over the past two years was preparing for and receiving their 10-year accreditation through the New England Association of Schools and Colleges (NEASC). This process included both an extensive self study of all aspects of the school and programs and a week long site visit by NEASC representatives. Congratulations to the entire U-32 school community for the outstanding ratings and accolades they received from this rigorous accreditation!

### ***Special Services***

- WCSU provides a continuum of services to meet the needs of the approximately 188 students receiving special education services. Over the past year we have seen a rise in our state placed students and students with intensive needs. We strive to accommodate instruction within the classroom by working in collaboration with classroom teachers. In accordance with Act 117, each school has developed an Educational Support System and Educational Support Teams to provide early intervention and ensure each student has the necessary support for academic success.
- WCSU is fortunate to have Nancy Thomas as our Director of Special Services. Nancy is currently president of the state organization for special education administrators and extremely knowledgeable about special education funding sources, law and requirements, and programming for students. Under Nancy's leadership we have been more closely examining our special education staffing needs and costs.

### ***Medicaid Reimbursement and Grant Funds***

- WCSU continues to actively pursue obtaining Medicaid reimbursement and other grants. These funds allow us to provide additional learning opportunities for students and provide staff development opportunities for staff. Some of the most significant grants we have received in the past year include Consolidated Federal Grants, IDEA B Preschool Grant, technology and assessment grants. Medicaid



funds and Consolidated Federal Grant funds have allowed us to support literacy instruction, social skills training and summer school programs.

- In conjunction with Washington Central Friends of Education, we have received grants to support School-To-Work initiatives, Kidsnet (Service Learning), and a New Directions Grant to reduce drug and alcohol use among our youth.

### ***Community Connections***

- Community Connections, now in its fourth year, continues to operate this year on carry over funds from the initial 21<sup>st</sup> century grant, as well as collected user service fees. This initiative is an integral part of our before school, after school and summer school programs, as well as opening up our schools to parents and community members in the evening. Last year approximately 1,600 students attended Community Connections programs offered in all six WCSU schools.

### ***Fiscal Services***

- The financial status for all our schools and central office continues to be in excellent condition. We have continued to look for ways to maintain costs, while at the same time maintaining or enhancing programs. Much credit for this goes to Lori Bibeau, Business Administrator for WCSU, who manages and oversees all fiscal and business operations. Lori works closely with central office and school administrators, school directors and town officials to develop and monitor school and central office budgets and grant funds.
- Last year was the first year of developing budgets under Act 68, the new school funding law. The equalized block grant per student increased for FY05 from \$5,800 to \$6,800, which translated into reduced tax rates in all of our towns. This year, we have continued to make an effort to look at our costs per student and ways that we can reduce school spending in an effort to contain local taxes. To further reduce costs, we continue to participate in joint bidding and purchasing for fuel, supplies and technology, which has resulted in a significant cost savings.

### ***Technology***

- Recognizing the importance of technology as both an instructional and administrative tool, WCSU has continued to focus on technology planning, integration and expansion. We currently have 835 computers;

467 that are at the high school. In addition, all of the schools have purchased mobile labs as a means to better integrate technology into classroom instruction. Under the direction of Dennis Beloin, Director of Technology at U-32 and WCSU, we developed technology plans for each of our schools and the central office and have instituted a team approach to more efficiently staff the schools and the central office. Our technology plans include establishing technology standards for both students and staff. All staff have continued to work towards proficiency on Level 1 Standards required by June 2005. And this year, our technology committee has begun aligning student standards and expectations with the State's grade level expectations.

- All WCSU schools and the central office are linked through a wide-area network (WAN). This network allows all our schools to share and track student and personnel information and it has improved our financial and accounting systems. This year, we have brought on a new special education student tracking system and are working with NEMRC to link our fiscal and human resource systems. Lastly, we have updated the WCSU web site ([www.wcsuonline.org](http://www.wcsuonline.org)), which links to each of our school web sites.

### ***Central Office Facilities***

- Over the past year, WCSU has continued to explore several options for relocating the central office administrative and fiscal staff. These include renovating or constructing a building on the U-32 campus, purchasing a facility, seeking out other potential lease properties and joining with a neighboring district. Although there continues to be strong support in having the central office relocate to the U-32 campus, at this time we are still exploring all options and related costs, and the Executive Committee has made the decision to continue our current lease for another year.

### ***Quality Staff and Administrators***

- Recruiting and maintaining quality staff and administrators continue to be a top priority. WCSU currently employs 196 certified staff and 159 support staff — 99 of which hold a Master's degree. WCSU is fortunate to have such outstanding, committed and caring educators serving our youth. One hundred thirty-nine members of our staff have served in Washington Central Supervisory Union for 10 years or more. 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 administrative leadership team.

***Parent and Community Involvement***

- Parent and community involvement is vital to quality schools and school improvement. WCSU is fortunate to have parents, community and board members who provide on-going commitment, involvement and support to our children and schools. It takes our combined efforts to meet the diverse and growing needs of all our students and provide them with the educational opportunities to become life-long learners and caring and responsible citizens.

We are truly fortunate to have such wonderful parents and community members supporting our schools and children. Thank you all.

Respectfully submitted,

Robbe Brook  
*Superintendent of Schools*

*June 9th, 1797 Duly-warned town meeting not held, "as the meeting was thin"*

Washington Central Supervisory Union  
Budget Summary  
Fiscal Year 2005-2006

Final as of December 17, 2004

Budget 2005	Proposed Budget 2006	Increase (Decrease)
-------------	-------------------------	------------------------

**Anticipated Revenues:**

Assessments	\$795,206	\$830,790	\$35,584
Earnings on Investments	\$20,000	\$11,500	(\$8,500)
State Placed Reimbursements	\$120,000	\$329,000	\$209,000
Early Education Program	\$70,109	\$0	(\$70,109)

**Total Anticipated Revenues**

**\$1,005,315      \$1,171,280      \$165,975**

**Fund Balance Usage**

\$40,000      \$0      (\$40,000)

**Total Source of Funds**

**\$1,045,315      \$1,171,280      \$125,975**

**Expenditures:**

Instructional Svcs-State Placed Students	\$120,000	\$329,000	\$209,000
Early Education Program	\$177,213	\$38,372	(\$138,841)
Special Area Admin. Services	\$140,847	\$149,141	\$8,294
Instruction Develop. Services	\$96,213	\$101,657	\$5,444
Technology	\$34,728	\$53,684	\$18,956
Superintendent's Office & Admin. Costs	\$223,539	\$236,327	\$12,788
Fiscal Services	\$206,541	\$218,195	\$11,654
Operation & Maintenance of Bldg.	\$46,234	\$44,914	(\$1,320)

**Total Expenditures**

**\$1,045,315      \$1,171,280      \$125,975**

**Total Use of Funds**

**\$1,045,315      \$1,171,280      \$125,975**

Washington Central Supervisory Union  
Budget Summary  
Fiscal Year 2005-2006

NOTE: Special Svcs & Early Educ. Programs generate revenues which offset these costs. The revenues are in the respective school's budget.

(See Note\*\*\*)

School	ADM	ADM %	Administrative Assessment	Curriculum Assessment	Technology Assessment	Fiscal Services Assessment	Special Svcs Assessment	Early Educ. Assessment	Total Assessment
<b>BUDGET 2005-2006</b>									
Berlin	249	15.0%	\$42,253	\$15,273	\$8,065	\$31,486	\$22,406	\$11,448	\$130,931
Calais	111	6.7%	\$18,833	\$6,807	\$3,595	\$14,034	\$9,987	\$7,746	\$61,002
East Montpelier	222	13.4%	\$37,607	\$13,593	\$7,178	\$28,024	\$19,943	\$9,748	\$116,093
Middlesex	139	8.4%	\$23,559	\$8,516	\$4,497	\$14,675	\$12,493	\$3,595	\$67,335
Worcester	72	4.3%	\$12,209	\$4,413	\$2,331	\$9,098	\$6,475	\$5,834	\$40,360
Union 32	866	52.2%	\$146,781	\$53,055	\$28,018	\$109,378	\$77,837	\$0	\$415,069
<b>Total</b>	<b>1659</b>	<b>100.0%</b>	<b>\$281,242</b>	<b>\$101,657</b>	<b>\$53,684</b>	<b>\$208,695</b>	<b>\$149,141</b>	<b>\$36,371</b>	<b>\$830,790</b>

\*\*\*Allocation based on purchased services.

(See Note\*\*\*)

School	ADM	ADM %	Administrative Assessment	Curriculum Assessment	Technology Assessment	Fiscal Services Assessment	Special Svcs Assessment	Early Educ. Assessment	Total Assessment
<b>BUDGET 2004-2005</b>									
Berlin	242	14.6%	\$35,025	\$14,293	\$5,159	\$27,254	\$20,923	\$29,164	\$131,818
Calais	116	7.0%	\$16,760	\$6,840	\$2,469	\$13,042	\$10,012	\$19,378	\$68,501
East Montpelier	215	13.0%	\$31,102	\$12,692	\$4,581	\$24,201	\$18,580	\$33,467	\$124,623
Middlesex	140	8.4%	\$20,224	\$8,253	\$2,979	\$12,818	\$12,081	\$10,561	\$66,916
Worcester	78	4.7%	\$11,198	\$4,569	\$1,649	\$8,713	\$6,690	\$14,534	\$47,353
Union 32	841	50.7%	\$121,464	\$49,566	\$17,891	\$94,513	\$72,561	\$0	\$355,995
<b>Total</b>	<b>1632</b>	<b>98.4%</b>	<b>\$235,773</b>	<b>\$96,213</b>	<b>\$34,728</b>	<b>\$180,541</b>	<b>\$140,847</b>	<b>\$107,104</b>	<b>\$795,206</b>

Increase  
(Decrease)

School Summary

Berlin	(\$887)
Calais	(\$7,499)
East Montpelier	(\$8,530)
Middlesex	\$419
Worcester	(\$6,993)
Union 32	\$59,074
<b>Total</b>	<b>\$35,584</b>

**Washington Central Supervisory Union**  
**Budget FY 2005-2006**

	<b>FY 2005 Budget</b>	<b>FY 2006 Budget</b>	<b>Increase (Decrease)</b>
<b>REVENUES:</b>			
Administrative Assessment	\$235,773	\$281,242	\$45,469
Curriculum Assessment	\$96,213	\$101,657	\$5,444
Technology Service Assessment	\$34,728	\$53,684	\$18,956
Fiscal Service Assessments	\$180,541	\$206,695	\$26,154
Special Services Assessments	\$140,847	\$149,141	\$8,294
Early Education Assessments	\$107,104	\$38,372	(\$68,732)
Net Earnings on Investments	\$20,000	\$11,500	(\$8,500)
State Placed Reimbursements	\$120,000	\$329,000	\$209,000
Early Education State Revenues	\$70,109	\$0	(\$70,109)
Early Education Tuition Income	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$1,005,315</b>	<b>\$1,171,290</b>	<b>\$165,975</b>

**EXPENDITURES:****Instructional & Support Services**

State Placed Student Costs	\$120,000	\$329,000	\$209,000
<b>Total Instructional &amp; Support Svcs</b>	<b>\$120,000</b>	<b>\$329,000</b>	<b>\$209,000</b>

**Preschool & Early Ed Program**

Salaries	\$132,186	\$28,448	(\$103,738)
Health Insurance	\$11,250	\$0	(\$11,250)
FICA	\$12,771	\$549	(\$12,222)
Section 125 Benefit	\$144	\$0	(\$144)
Worker's Compensation	\$1,157	\$62	(\$1,095)
Unemployment Compensation	\$134	\$13	(\$121)
Tuition Reimbursement	\$3,370	\$0	(\$3,370)
Dental Insurance	\$732	\$0	(\$732)
Disability Insurance	\$169	\$0	(\$169)
Oth Professl Svcs-WCMH & SLP	\$6,000	\$6,000	\$0
Communications-Postage	\$300	\$300	\$0
Advertising	\$1,000	\$1,000	\$0
Supplies	\$8,000	\$2,000	(\$6,000)
<b>Total Preschool &amp; Early Ed Prog</b>	<b>\$177,213</b>	<b>\$38,372</b>	<b>(\$138,841)</b>

**Special Area Admin. Services**

Salaries	\$98,206	\$104,269	\$6,063
Health Insurance	\$8,437	\$9,094	\$657
FICA	\$7,441	\$7,901	\$460
Retirement	\$1,235	\$1,297	\$62
Section 125 Benefit	\$72	\$72	\$0
Worker's Compensation	\$680	\$878	\$198
Unemployment Compensation	\$79	\$182	\$103
Tuition Reimbursement	\$2,400	\$2,800	\$400
Dental Insurance	\$567	\$709	\$142
Disability	\$498	\$529	\$31
Legal Services	\$4,000	\$4,000	\$0
Machine Maintenance	\$1,422	\$1,600	\$178
Copier Lease	\$0	\$0	\$0
Insurance	\$1,751	\$1,751	\$0
Postage	\$1,559	\$1,559	\$0
Telephone	\$2,700	\$2,700	\$0
Advertising	\$1,000	\$1,000	\$0
Travel	\$3,200	\$3,200	\$0
Supplies	\$2,000	\$2,000	\$0
Supplies-Shared	\$3,000	\$3,000	\$0
Dues and Fees	\$600	\$600	\$0
<b>Total Special Area Admin. Services</b>	<b>\$140,847</b>	<b>\$149,141</b>	<b>\$8,294</b>

Washington Central Supervisory Union  
Budget FY 2005-2006

	FY 2005 Budget	FY 2006 Budget	Increase (Decrease)
<b>Instruction Develop. Svc</b>			
Salaries	\$72,987	\$77,007	\$4,020
Health Insurance	\$10,625	\$11,453	\$828
Social Security/Medicare	\$5,440	\$4,710	(\$730)
Section 125 Benefit	\$36	\$36	\$0
Workers' Compensation	\$518	\$665	\$147
Unemployment Insurance	\$60	\$138	\$78
Tuition Reimbursement	\$1,600	\$2,600	\$1,000
Dental Insurance	\$324	\$405	\$81
Disability Insurance	\$373	\$393	\$20
Professional Educ Svcs	\$1,000	\$1,000	\$0
Travel	\$1,000	\$1,000	\$0
Supplies	\$1,025	\$1,025	\$0
Books and Periodicals	\$725	\$725	\$0
Dues and Fees	\$500	\$500	\$0
<b>Total Instruction Develop. Svc</b>	<b>\$96,213</b>	<b>\$101,657</b>	<b>\$5,444</b>

**Technology Services**

Salaries	\$17,381	\$25,910	\$8,529
Health Insurance	\$5,661	\$5,727	\$66
Social Security/Medicare	\$1,330	\$1,982	\$652
Retirement Benefits	\$1,094	\$1,147	\$53
Section 125 Benefit	\$9	\$4	(\$5)
Workers' Compensation	\$69	\$230	\$161
Unemployment Insurance	\$14	\$46	\$32
Tuition Reimbursement	\$1,200	\$1,200	\$0
Dental Insurance	\$211	\$203	(\$8)
Disability Insurance	\$159	\$135	(\$24)
Professional Services	\$1,600	\$1,600	\$0
Telephone/WAN Line	\$4,000	\$9,000	\$5,000
Travel	\$800	\$300	(\$500)
Supplies	\$1,200	\$1,200	\$0
Software	\$0	\$500	\$500
Equipment	\$0	\$4,500	\$4,500
<b>Total Technology Services</b>	<b>\$34,728</b>	<b>\$53,684</b>	<b>\$18,956</b>

**Support Serv. Gen. Admin.**

Board Secretary	\$648	\$648	\$0
Treasurer Services	\$756	\$756	\$0
Professional Educational Svcs	\$600	\$600	\$0
<b>Total Support Services Gen Admin.</b>	<b>\$2,004</b>	<b>\$2,004</b>	<b>\$0</b>

**Office of the Superintendent**

Salaries	\$146,832	\$153,986	\$7,154
Secretarial Substitute	\$3,000	\$3,000	\$0
Salary Adjustments	\$2,000	\$2,000	\$0
Health Insurance	\$12,424	\$13,392	\$968
Social Security/Medicare	\$10,941	\$11,164	\$223
Retirement	\$1,899	\$2,789	\$890
Section 125 Benefit	\$108	\$108	\$0
Workers' Compensation	\$1,042	\$1,335	\$293
Unemployment Insurance	\$125	\$283	\$158
Tuition Reimbursement	\$3,200	\$3,200	\$0
Dental Insurance	\$648	\$1,013	\$365
Disability	\$764	\$804	\$40
Professional Educ Svcs	\$3,000	\$3,000	\$0

Washington Central Supervisory Union  
Budget FY 2005-2006

	FY 2005 Budget	FY 2006 Budget	Increase (Decrease)
Professional Services	\$0	\$600	\$600
Legal Services	\$5,000	\$5,000	\$0
Maintenance - Machines	\$2,300	\$3,000	\$700
Copier & Postage Lease	\$1,280	\$1,400	\$120
Insurance	\$1,323	\$1,700	\$377
Postage	\$3,000	\$3,000	\$0
Advertising	\$1,750	\$1,750	\$0
Printing	\$1,370	\$1,370	\$0
Travel	\$1,800	\$1,800	\$0
Supplies	\$6,530	\$6,530	\$0
Supplies-Employee Recognition Prog	\$1,500	\$1,500	\$0
Books and Periodicals	\$1,000	\$1,000	\$0
Equipment	\$500	\$500	\$0
Dues and Fees	\$3,500	\$3,500	\$0
<b>Total Office of the Superintendent</b>	<b>\$216,836</b>	<b>\$228,724</b>	<b>\$11,888</b>

**Fiscal Services**

Salaries	\$144,828	\$155,652	\$10,824
Health Insurance	\$31,676	\$34,143	\$2,467
Social Security/Medicare	\$10,757	\$10,186	(\$571)
Retirement	\$7,241	\$5,552	(\$1,689)
Section 125 Benefit	\$144	\$144	\$0
Workers' Compensation	\$1,028	\$1,292	\$264
Unemployment Insurance	\$118	\$278	\$160
Tuition Reimbursement	\$2,000	\$2,800	\$800
Dental Insurance	\$1,296	\$1,620	\$324
Disability	\$753	\$778	\$25
Professional Services	\$500	\$500	\$0
Travel	\$2,100	\$2,100	\$0
Supplies	\$3,000	\$2,000	(\$1,000)
Books and Periodicals	\$150	\$150	\$0
Equipment	\$500	\$500	\$0
Dues and Fees	\$450	\$500	\$50
<b>Total Fiscal Services</b>	<b>\$206,541</b>	<b>\$218,195</b>	<b>\$11,654</b>

**Auditing Service**

Audit	\$4,700	\$5,600	\$900
<b>Total Auditing Services</b>	<b>\$4,700</b>	<b>\$5,600</b>	<b>\$900</b>

**Operation and Maint. of Bldg.**

Rental and Leases	\$36,900	\$36,900	\$0
Principal & Interest Payment	\$0	\$0	\$0
Cleaning Services	\$2,746	\$2,746	\$0
Disposal Services	\$1,200	\$1,200	\$0
Water & Sewer	\$0	\$0	\$0
Property Insurance	\$0	\$0	\$0
Fuel Oil	\$1,320	\$0	(\$1,320)
Electricity	\$4,068	\$4,068	\$0
<b>Total Operation and Maint. of Bldg.</b>	<b>\$46,234</b>	<b>\$44,914</b>	<b>(\$1,320)</b>

<b>TOTAL EXPENDITURES</b>	<b>\$1,045,315</b>	<b>\$1,171,290</b>	<b>\$125,975</b>
<b>Fund Balance Usage</b>	<b>(\$40,000)</b>	<b>\$0</b>	<b>(\$40,000)</b>

Beg. Fund Balance-per audit \$52,521  
 Ending Fund Balance \$52,521  
 Fund Balance as a % of Budget 4.48%



ESTIMATES  
ONLY

## Three Prior Years Comparisons - Format as Provided by DOE

## PRELIMINARY

District: County:		LEA: S.U.:		019 Washington Central	
Berlin Washington					
Expenditures		FY2003		FY2004	
1.	Budget (local budget, excluding special programs reported in line 3, net such expenditures, and any Act 144 expenditures)	\$4,592,105		\$4,678,890	
2.	Block grant paid by State to each center in prior years under Act 80	\$20,706		\$27,133	
3.	Special revenue program expenditures (federal, state, restricted grants, etc.)				
4.	Locally adopted or warned budget	\$4,612,811		\$4,705,823	
5.	Separately warned article passed at town meeting				
6.	Separately warned article passed at town meeting				
7.	Separately warned article passed at town meeting				
8.	Act 68 locally adopted or warned budget	\$4,612,811		\$4,705,823	
9.					
10.	Union school or joint school district assessment				
11.	Prior deficit reduction if not included in budgets				
12.	Gross Act 68 Budget	\$4,612,811		\$4,705,823	
13.	S.U. assessment included in local budget - informational data				
14.	Prior deficit reduction (if included in local budget) - informational data				
Revenues		FY2003		FY2004	
15.	Local revenues (categorical grants, donations, surplus, etc., including local Act 144 tax revenues)	\$564,904		\$568,997	
16.	Capital debt aid	\$7,836		\$5,574	
17.	Special program revenues (if not included in local budget, included in P-1000)				
18.	Prior deficit reduction if included in revenues				
19.	Total revenues	\$572,740		\$574,571	
20.					
21.	Fund raising (if any)				
22.	Adjusted local revenues	\$572,740		\$574,571	
23.	Education Spending (Act 68 definition)	\$4,040,071		\$4,104,252	
24.	Equalized Pupils	489.77		480.57	
25.	Less eligible construction costs (or P&I) per equalized pupil	\$8,249		\$8,540	
26.	Excess Spending per Equalized Pupil over threshold (if any)				
27.	District spending adjustment (minimum of 100%)				
28.	Anticipated homestead tax rate, equalized	\$1,803		\$1,764	
29.	Common Level of Appraisal (CLA)	89.93%		85.02%	
30.	Estimated homestead tax rate, actual	\$1,970		\$2,040	
31.	Household Income Percentage for income sensitivity	3.28%		3.21%	
32.					

Prior Years Comparison

J:\FY2008\Reports\FY2008 Estimated prior year v03.wm Pharis

DOE/MSOE Form 1000 1/1/2008

**Berlin Elementary School  
Salary & Benefit Projection  
As of December 1, 2004**

**Benefits include the cost of: Health Insurance, Retirement, Section 125 Plan, Social Security/Medicare, Dental Insurance, Disability Insurance, Workers Compensation Insurance and Unemployment Insurance.**

	<b>Projected Salaries</b>	<b>Total Salary &amp; Benefits</b>
Allen Stephanie	\$17,199	\$22,814
Andreoletti Nancy	\$49,417	\$62,219
Armstrong Melanie	\$43,212	\$51,613
Audet Lisa	\$15,569	\$21,018
Baird David	\$34,524	\$45,917
Baker Ellen	\$50,658	\$66,223
Bazur Jeremy	\$27,619	\$36,740
Booth Tatum	\$12,761	\$13,902
Boucher Jane	\$46,935	\$62,148
Bowles Marcia	\$38,891	\$52,269
Bruno Claire	\$49,176	\$56,746
Burke Lucia	\$14,970	\$16,422
Burke Sayde	\$35,765	\$43,461
Dodge Christopher	\$43,160	\$51,553
Gauthier Cynthia	\$51,899	\$67,582
Gauthier Donald	\$21,694	\$31,873
Green Linda	\$16,855	\$18,486
Gregoire Deborah	\$15,275	\$20,708
Grenier Kathy	\$16,206	\$17,812
Hood Janice	\$19,683	\$25,530
Jackman Alan	\$15,619	\$20,039
Jones-Susmann Julie	\$38,410	\$44,678
Little Elice	\$43,160	\$50,172
Manley Donna	\$46,709	\$55,013
Martin Elizabeth	\$40,729	\$55,290
McArdle Gertrude	\$32,583	\$38,013
McHugh Kay	\$34,524	\$45,917
Myers Margaret	\$38,247	\$49,993
Nadeau Jill	\$18,143	\$23,856
Nelson Patricia	\$51,899	\$64,931
Noyes Diane	\$22,761	\$24,951
Ollmann Cheryl	\$40,729	\$48,895
Owens Stephen	\$13,336	\$15,502
Pellegrini Rebecca	\$16,855	\$18,486
Paquet Travis	\$35,659	\$43,345
Piro Cynthia	\$43,212	\$58,073
Powell Sarah	\$34,524	\$42,103
Schober Cally	\$35,371	\$50,904
Stridsberg Corinne	\$15,275	\$16,719
Talmdge Susan	\$17,888	\$19,617
Taylor Ronald	\$31,629	\$44,013
Vanderlip Lowell	\$73,550	\$89,995
White Catherine	\$15,570	\$16,960
Wolff Ellen	\$51,899	\$64,936

## U-32 SCHOOL DISTRICT WARNING

Annual Meeting Union High School District No. 32, a municipal corporation consisting of the Town School Districts of Berlin, Calais, East Montpelier, Middlesex, and Worcester, Vermont.

The eligible voters of the Union High School District No. 32 are hereby notified and warned to vote by Australian ballot on the following articles:

The legal voters of the Berlin Town School District are hereby notified and warned to meet at the Berlin Elementary School in Berlin Corner on Tuesday, the 1st day of March, 2005 from 10 A.M. to 7 P.M. to transact the following business:

The legal voters of the Calais Town School District are hereby notified and warned to meet at the Calais Town Hall in Gospel Hollow on Tuesday, the 1st day of March, 2005 from 9 A.M. to 7 P.M. to transact the following business:

The legal voters of the East Montpelier Town School District are hereby notified and warned to meet at the East Montpelier Elementary School in East Montpelier on Tuesday, the 1st day of March, 2005 from 7 A.M. to 7 P.M. to transact the following business:

The legal voters of the Middlesex Town School District are hereby notified and warned to meet at the Middlesex Town Hall in Middlesex on Tuesday, the 1st day of March, 2005 from 10 A.M. to 7 P.M. to transact the following business:

The legal voters of the Worcester Town School District are hereby notified and warned to meet at the Doty Memorial School on Tuesday, the 1st of March 2005 from 10 A.M. to 7 P.M. to transact the following business:

**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 elect an Auditor for a term of two (2) years.

**ARTICLE 4.** To elect an Auditor for a term of three (3) years.

**ARTICLE 5.** To fix the annual compensation of district officers.

Auditors	\$200.00 each
Clerk	\$200.00
Directors	\$850.00 each
Chair	\$875.00
Treasurer	\$1,000.00

- ARTICLE 6. Shall the Union High School District No. 32 adopt a budget of \$10,921,841 for the 2005 – 2006 school year?
- ARTICLE 7. Will the School District authorize the Board of School Directors of Union District No. 32 to hold any audited fund balance as of June 30, 2005 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? [24 VSA § 2804]
- ARTICLE 8. Will the School District authorize the Board of School Directors to borrow money by issuance of bonds and notes, not in excess of anticipated revenue for the school year? [16 VSA § 562(9)]

A meeting will be held on February 22, 2005 to provide information on the articles to be voted by Australian ballot at Town Meeting. The meeting [as required by 17 VSA § 2680(g)] will be held at U-32 in room 131 and will begin at 6:00 P.M.

The legal voters of Union High School District No. 32 are further notified that voter qualification, registration, and absentee voting relative to said annual meeting shall be as provided in Section 706(u) of Title 16, and Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated.

Deborah Wolf, Clerk

#### SCHOOL DIRECTORS

Virginia Burley, Chair (East Montpelier)

Rob LaClair, Vice Chair (Middlesex)

Allen Gilbert, Clerk (Worcester)

Mark Berry (Berlin)

Stuart Savage, (Calais)

Susan H. Chickering (East Montpelier)

Thomas Williams (Berlin)

*June 12th, 1900      First automobile arrives in  
Central Vermont – Dr. J. H. Lindsey of Burlington  
drives from Burlington to Montpelier in Stanley  
Steamer in three hours*

Union 32  
Salary & Benefit Projection  
As of December 1, 2004

Benefits include the cost of: Health Insurance, Retirement, Section 125 Plan, Social Security,  
Dental Insurance, Disability Insurance, Workers Compensation Insurance and Unemployment Insurance.

	<u>Projected Salaries</u>	<u>Total Salary &amp; Benefits</u>
Angell Paul	\$51,899	\$61,255
Ball Kathleen	\$32,583	\$38,047
Barrows Stephen	\$45,267	\$60,454
Bartlett Derek	\$23,086	\$30,167
Barton Cindy	\$10,319	\$11,320
Bazis David	\$34,524	\$45,985
Beebe Larry	\$50,658	\$66,368
Beloin Dennis	\$33,088	\$44,429
Blake Dorothy	\$83,475	\$100,042
Boomhower Dan	\$49,417	\$58,532
Boulanger Chantal	\$21,776	\$35,296
Brown Ronald, Jr	\$43,212	\$50,329
Bruno Barbarann	\$16,762	\$23,779
Cahill Roy	\$27,766	\$39,061
Cahill Theresa	\$14,796	\$16,462
Cameron Nathalie	\$13,134	\$18,961
Carey Bodo	\$45,203	\$60,384
Caron James	\$34,524	\$48,453
Cate Thomas	\$45,694	\$60,923
Cate Weston III	\$20,520	\$28,090
Chaloux Sandra	\$38,247	\$44,882
Chaplin Mark	\$56,134	\$72,375
Chase Betty	\$14,011	\$18,995
Cioffi Barbara	\$40,729	\$52,824
Colangeli Steven	\$33,283	\$39,101
Cook Vicki	\$15,466	\$20,664
Cooke Ellen	\$46,178	\$61,453
Crossett Paula	\$40,729	\$55,476
Cueto Linda	\$15,188	\$19,966
Dailey Cynthia	\$31,383	\$40,550
Dalmasse Denise	\$53,954	\$62,113
David Beatrice	\$40,815	\$52,882
Dean Fletcher	\$16,114	\$26,278
DeCicco Sally	\$19,432	\$26,498
Decker Anne	\$32,583	\$37,626
DeForge Joyce	\$49,417	\$58,532
Dentlith Susan	\$51,899	\$61,255
Desch Marguerite	\$48,176	\$57,170
Disenhaus Nancy	\$51,899	\$57,294
Ditmeyer Christine	\$48,176	\$56,920
Dolan Paula	\$43,212	\$58,200
Dunn Janice	\$21,606	\$23,900
Dunn William	\$55,921	\$69,490
Durgin H. Hebert Jr.	\$22,420	\$29,148
Eaton Margaret	\$52,900	\$68,827
Emery Paula	\$38,247	\$46,278
Fair Patricia	\$23,792	\$35,948
Fisher W. Dean	\$10,000	\$19,571
Fitch Leslie	\$35,412	\$52,026
Fletcher David	\$10,000	\$19,571
Fowler Cathy	\$22,420	\$29,485
French Adam	\$34,524	\$42,194
French William	\$15,188	\$21,974
Fried Gaia	\$15,695	\$25,818
Gaffney Sandra	\$17,794	\$24,963
Gandin Dan	\$45,694	\$60,923
Gandin Tracy	\$43,212	\$47,764
Garand Laura	\$15,797	\$20,254
Garand Travis	\$13,204	\$17,410
Garcia Joan	\$22,846	\$34,805

Union 32  
Salary & Benefit Projection  
As of December 1, 2004

Benefits include the cost of: Health Insurance, Retirement, Section 125 Plan, Social Security, Dental Insurance, Disability Insurance, Workers Compensation Insurance and Unemployment Insurance.

	Projected Salaries	Total Salary & Benefits
Garrity Leigh	\$45,694	\$60,923
Gora Peter	\$17,794	\$24,073
Grace Caroline	\$37,006	\$43,521
Grantz Christopher	\$17,762	\$23,806
Greenberg Joanne	\$40,526	\$47,921
Greene Daniel	\$49,574	\$65,179
Guilbault Timothy	\$16,918	\$29,967
Hall Diane	\$27,534	\$40,182
Hannigan David	\$31,842	\$47,597
Heintz Benjamin	\$37,756	\$52,214
Herrick Amy	\$28,161	\$32,516
Hilferty John	\$33,283	\$44,656
Hill MaryEllen	\$21,617	\$29,349
Houston Glenn	\$40,565	\$48,821
Hungerford Richard	\$36,600	\$46,301
Hurley Kevin	\$23,499	\$35,432
Jenkins Jamie	\$35,764	\$49,623
Johnson Emily	\$23,308	\$28,176
Johnson-Aten Bonnie	\$63,000	\$79,907
Keitel Stephanie	\$31,139	\$40,652
Keyes Margaret	\$27,619	\$36,856
Kiefer Julie	\$41,971	\$54,187
Kipnes Jessica	\$30,000	\$37,509
Klima Judith	\$39,488	\$47,640
Kohn-Saxe Barbara	\$40,729	\$55,440
Kopecky Barry	\$24,057	\$30,965
Korecki-Moll Barbara	\$44,927	\$57,429
Ksepka Michelle	\$15,188	\$28,829
Law Michael	\$50,658	\$63,585
Leonard Ralph	\$19,830	\$33,162
Levine Judd	\$41,971	\$48,711
Lugo Michael	\$9,864	\$10,821
Lunn Jeneane	\$37,006	\$51,230
Mac Martin Roxana	\$19,831	\$22,746
Magoon Heather	\$18,225	\$31,068
Malloy Janilyn	\$54,628	\$68,071
Mayette Sue Anne	\$20,263	\$26,569
McCord Denise	\$43,358	\$50,233
McKone Thomas	\$50,658	\$66,369
McNaulty William	\$22,279	\$27,644
Mehuron Mary	\$45,694	\$59,323
Mercer John	\$55,998	\$69,575
Mercer Nancy	\$51,899	\$57,294
Michaud Heather	\$32,489	\$47,049
Mitchell Spencer	\$29,326	\$36,713
Mohlman Bonnevie	\$49,418	\$56,776
Mohlman Joseph	\$50,658	\$63,716
Molina Amanda	\$42,254	\$50,737
Mooney Mark	\$63,000	\$80,232
Newcomb Sharon	\$35,461	\$46,469
Noone Karen	\$51,899	\$67,730
Oakes Dawn	\$17,450	\$23,696
Olson George	\$20,760	\$22,666
Opuszynski Walter	\$15,611	\$21,679
Palmer Victoria	\$39,488	\$54,115
Parrott-Safford Diane	\$27,497	\$36,093
Parry Arthur	\$30,000	\$37,464
Peck Douglas	\$8,006	\$9,183
Pelletier Kathleen	\$57,915	\$67,854
Patrella Albert	\$37,000	\$45,836
Phillips Charles	\$19,830	\$24,678

**Union 32**  
**Salary & Benefit Projection**  
**As of December 1, 2004**

Benefits include the cost of: Health Insurance, Retirement, Section 125 Plan, Social Security,  
 Dental Insurance, Disability Insurance, Workers Compensation Insurance and Unemployment Insurance.

	<u>Projected Salaries</u>	<u>Total Salary &amp; Benefits</u>
Pierce Nicole	\$15,443	\$25,542
Pitchette Mark	\$38,854	\$45,122
Poplawski Virginia	\$17,106	\$24,174
Post Deborah	\$10,934	\$11,938
Rackliff Marilyn	\$31,383	\$40,550
Randall Nanci	\$19,263	\$26,648
Reardon Michael	\$45,694	\$53,052
Rexford Alan	\$51,899	\$65,078
Rexford Piper	\$51,899	\$57,294
Riby-Williams Emmanuel	\$15,492	\$28,403
Rice David	\$15,188	\$26,021
Roberts Laura	\$18,879	\$24,202
Saxe Kenneth	\$51,178	\$56,503
Segar James	\$51,899	\$57,294
Segar Kathleen	\$18,509	\$32,638
Simmons Mary Ellen	\$39,488	\$45,909
Slopey Brian	\$51,899	\$65,078
Snell Elizabeth	\$54,202	\$70,170
Snyder Ross	\$31,590	\$38,118
Spannbauer Christy	\$17,303	\$21,906
Stevens Debra	\$15,188	\$19,586
St. Peter Hollis	\$35,274	\$46,656
Tolassi Jane	\$51,899	\$65,078
Trombly-Holcomb Arlene	\$27,642	\$40,307
Truman Diane	\$15,628	\$29,334
Vandal Norman	\$43,212	\$58,200
VanDeren Lauren	\$29,316	\$42,226
Verchereau-Staab Suzanne	\$22,464	\$27,568
Violette Daniel	\$45,694	\$58,271
Volinsky Sarah	\$38,247	\$45,719
Volpini Carolyn	\$13,468	\$19,328
Walker Katherine	\$7,655	\$8,358
Wheelock Ann	\$19,858	\$27,227
Whitlock Amy	\$40,729	\$49,001
Wiese Kathy Topping	\$51,899	\$67,729
Williams Christopher	\$37,006	\$48,740
Wilmott Margaret	\$49,417	\$57,136
Wilson Lori	\$4,706	\$5,138
Woodfield Eleanor	\$36,555	\$48,745

**Washington Central Supervisory Union  
Salary & Benefit Projection  
As of December 1, 2004**

**Benefits include the cost of: Health Insurance, Retirement, Section 125 Plan, Social Security/Medicare  
Dental Insurance, Disability Insurance, Workers Compensation Insurance and Unemployment Insurance.**

	<b><u>Projected Salaries</u></b>	<b><u>Total Salary &amp; Benefits</u></b>
Beloin Dennis	\$22,058	\$29,502
Bibeau Lori	\$77,761	\$99,486
Brook Roberta	\$95,087	\$107,500
Carr Ann	\$32,051	\$41,132
Coletti Larry	\$18,360	\$20,747
Crowningshield Karyn	\$26,618	\$32,430
Cykon Cynthia	\$30,231	\$41,166
Deres Rebecca	\$26,556	\$28,870
Forbes Lisa	\$10,830	\$11,774
Flynn Timothy	\$72,714	\$89,148
Hull Joanne	\$39,776	\$53,970
Laquerre Rosalie	\$33,263	\$49,402
Larrow Benton	\$10,012	\$11,629
Leonard Christopher	\$34,911	\$42,755
McDermet Doug	\$24,437	\$31,868
Mier Louise	\$49,238	\$53,564
Nichols-Fleming Diane	\$30,673	\$35,377
Ormsby Mary	\$33,387	\$46,672
Parker Bethany	\$26,582	\$30,582
Peterson Cheryl	\$9,819	\$10,675
Powers Bess	\$33,283	\$46,618
Robertson Scott	\$6,528	\$7,377
Rogers Kathy	\$42,873	\$49,759
Roya Patricia	\$38,336	\$52,326
Thomas Nancy	\$72,795	\$82,445
Wilson Susan	\$15,973	\$23,969



# BERLIN SCHOOL BOARD

LAST	FIRST/MI	STREET	TOWN	ZIP	PHONE	LENGTH OF TERM	CURRENT TERM ENDS	1ST TERM
Beaupre	Linda	49 American Chestnut Way	Berlin	05602	229-4580	3 years (Re-elected 2003)	2006	1990
Johnson	Cyndi	2759 Crosstown Road	Berlin	05602	223-5122	2 years (Elected 2003)	2005	2003
Couture	Linda	18 Paine Turnpike North #1	Berlin	05602	223-1002	3 years (Elected 2002)	2005	2000
LaRosa	John	820 Stewart Road	Berlin	05602	229-5261	3 years (Elected 2001)	2004	2001
Schober	Peter	2374 Paine Turpike South	Berlin	05602	223-7806	2 years (appointed 2003 for one year)	2004	2002
Williams *	Thomas	801 Brookfield Road	Berlin	05602	223-3301	3 years	2005	1999
Berry*	Mark	P.O. Box 1205	Montpelier	05601	479-2686	3 years	2006	1994

\* U-32 School Board member

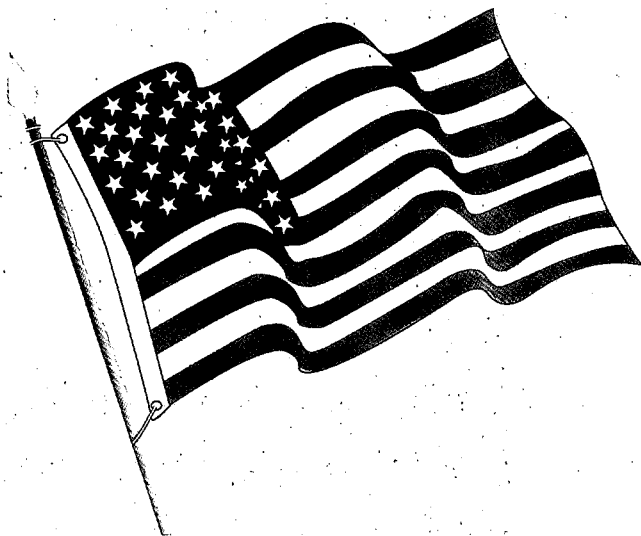
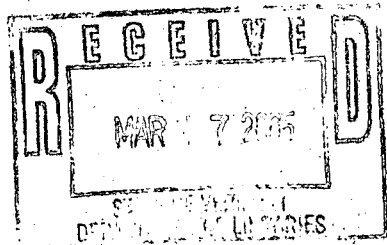
**Chair:** Linda Beaupre  
**Vice Chair:** John LaRosa  
**Clerk:** Cyndi Johnson  
**EC Rep.:** Linda Couture (alternate Cyndi Johnson)  
**Negotiations Rep.:** Linda Couture (alternate John LaRosa)  
**Transportation:** Linda Beaupre (alternate John LaRosa)  
**Policy:** Linda Beaupre (alternate Linda Couture)  
**Traut Officer:** Lowell Vanderlip  
**Paper of Record:** Times Argus, Town Clerk, Berlin Elementary School, WCSU  
**Board Meetings:** **2nd and 4th Monday at 6:30 P.M.**

## NOTES

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Sources for interesting facts scattered throughout book:

*Berlin Historical Society*



**WE SALUTE THE MEMBERS  
OF THE VERMONT NATIONAL GUARD  
AND ALL THE BRANCHES OF THE U.S. MILITARY  
SERVING OUR COUNTRY AT THIS TIME.**