

CHARLOTTE



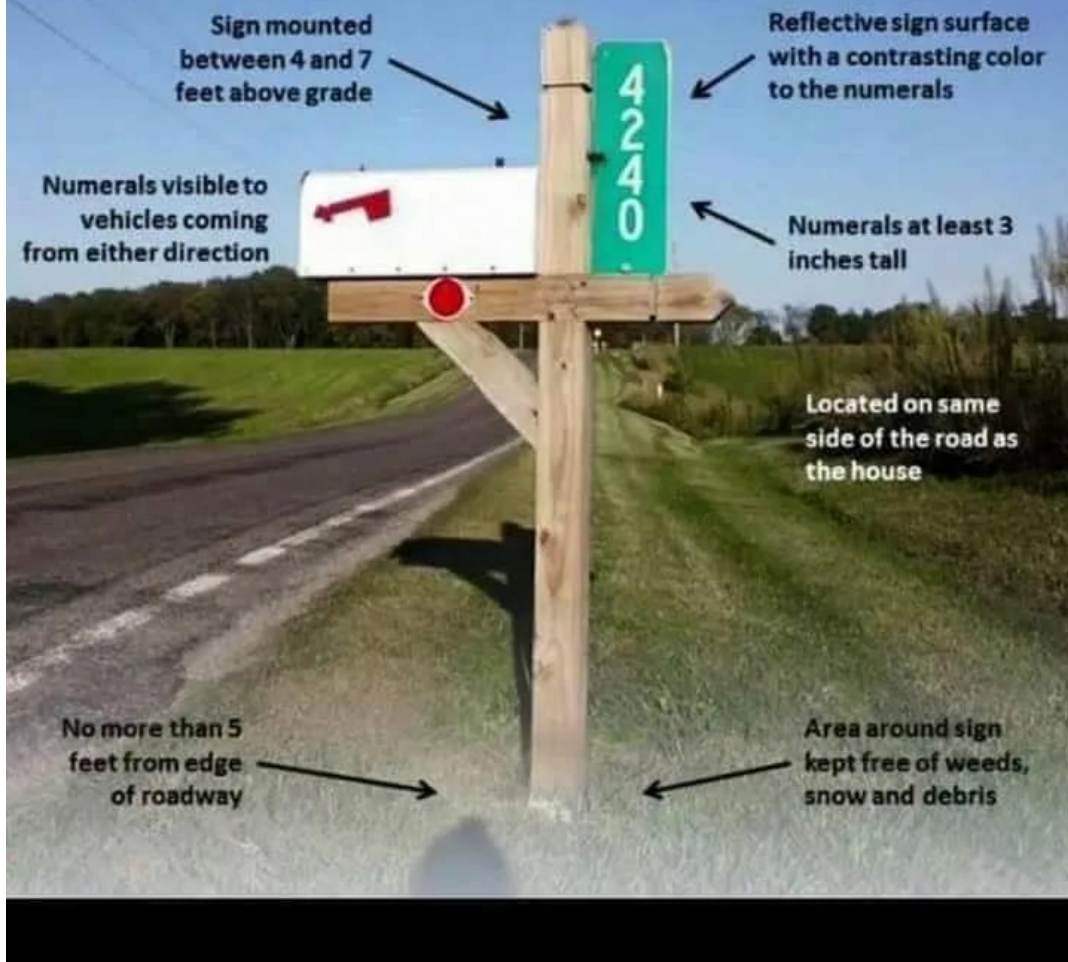
ANNUAL TOWN REPORT TOWN OF CHARLOTTE

JULY 1, 2017 – JUNE 30, 2018

**Please bring this Town Report with you to
Town Meeting
March 5, 2019**

We Can't Help You If We Can't Find You

GPS is great, but it doesn't always work on country roads.
Your address sign is how emergency crews will find you
when you call 9-1-1. Make sure it measures up!



TOWN REPORT ART & PHOTO CREDITS:

Front Cover – Jenny Cole; Page 2—Betty Ann Lockhart; Page 4—Dean Bloch; Page 31—Bill Fraser-Harris; Page 33—Lee Krohn; Page 36—Lee Krohn; Page 41—Robin Reid; Page 55—Bill Fraser-Harris; Page 60—Mark Dillenbeck; Page 62—John Limanek; Page 64—Amos Baehr; Page 177—Patrice Machavern; Back Cover – Laurie Thompson

In Memory of Donald Gustafson Lockhart



Photos Courtesy Betty Ann Lockhart

1925-2018



<https://www.goodfreephotos.com>

U.S. Navy Graduate of the V12 Program; World War II Pacific Theater

Educator/Administrator

Author/Award Winning Filmographer & Video Film Producer

Documented History Including the Historic Quinlan School &

Charlotte's 250th Anniversary

The Town of Charlotte dedicates this annual report to Don Lockhart

TABLE OF CONTENTS

E-911 ADDRESS POSTING INSTRUCTIONS.....	1
DEDICATION.....	2
TABLE OF CONTENTS.....	3
WELCOME TO TOWN MEETING IN CHARLOTTE.....	5
WARNING, ANNUAL TOWN MEETING (3/5/2019).....	7
INFORMATION REGARDING REGISTRATION AND VOTING.....	8
NAMES TO APPEAR ON THE BALLOT (3/5/2019).....	11
WARNING FOR PUBLIC INFORMATIONAL HEARING (3/4/19).....	12
NOTICE OF BUDGET VOTE ON APRIL 9, 2019.....	13
PROPOSED FY20 REVENUE BUDGET (TOWN).....	14
PROPOSED FY20 EXPENSE BUDGET (TOWN).....	16
TAX RATE ESTIMATE FOR FY 2019-2020.....	22
TAX RATE CALCULATION FY 2018-2019 (APPROVED).....	23
HOMESTEAD & NON-RESIDENTIAL EDUCATION TAX RATE CALCULATION (FY 2018-2019)....	24
TAX RATE HISTORY.....	25
FIRE & RESCUE CAPITAL RESERVE FUND PROJECTION (TOWN)	26
CHARLOTTE VOLUNTEER FIRE & RESCUE SERVICES-PROPOSED FY20 BUDGET.....	27
ABSTRACT OF ANNUAL TOWN MEETING (3/6/2018).....	29
AUSTRALIAN BALLOT RESULTS (3/6/2018).....	30
AUSTRALIAN BALLOT RESULTS (4/3/2018).....	31
ELECTED TOWN OFFICERS.....	32
APPOINTED TOWN OFFICERS.....	34
APPOINTED STAFF.....	36
SELECTBOARD REPORT.....	37
TOWN CLERK & TREASURER REPORT.....	39
BIRTHS 2018.....	40
CIVIL MARRIAGES 2018	42
JUSTICES OF THE PEACE 2018.....	43
DEATHS 2018.....	44
WAGES PAID TO TOWN EMPLOYEES.....	45
DELINQUENT TAXES.....	46
BOARD OF LISTERS REPORT.....	47
ROAD COMMISSIONER'S REPORT.....	48
CHARLOTTE LIBRARY REPORT.....	49
CHARLOTTE SENIOR CENTER REPORT.....	50
FRIENDS OF THE CHARLOTTE SENIOR CENTER REPORT.....	51
ZONING ADMINISTRATOR'S REPORT.....	52
ZONING BOARD OF ADJUSTMENT REPORT.....	53
PLANNING COMMISSION'S REPORT.....	54
RECREATION COMMISSION & RECREATION DEPARTMENT REPORT.....	55
TRAILS COMMITTEE REPORT.....	56
CHARLOTTE PARK & WILDLIFE OVERSIGHT COMMITTEE REPORT.....	57
TREE WARDEN REPORT.....	59

TABLE OF CONTENTS

ENERGY COMMITTEE REPORT	61
CONSERVATION COMMISSION'S REPORT.....	63
CHARLOTTE INVASIVES COLLABORATIVE REPORT.....	65
TRUSTEE OF PUBLIC FUNDS REPORT.....	66
TOWN AUDIT REPORT FOR FISCAL YEAR 2018.....	68
CHARLOTTE VOLUNTEER FIRE & RESCUE SERVICES CORPORATE REPORT.....	133
CHARLOTTE VOLUNTEER FIRE DEPARTMENT ANNUAL REPORT.....	134
CHARLOTTE VOLUNTEER RESCUE SQUAD ANNUAL REPORT.....	136
CHARLOTTE VOLUNTEER FIRE & RESCUE SPECIAL FUNDS REPORT.....	137
CVFRS FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION FOR FY 2018.....	140
LEWIS CREEK ASSOCIATION ANNUAL REPORT.....	153
CHARLOTTE LAND TRUST REPORT.....	154
HISTORIC QUINLAN SCHOOLHOUSE REPORT.....	155
HISTORICAL SOCIETY REPORT.....	156
CHITTENDEN SOLID WASTE DISTRICT REPORT.....	157
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION REPORT.....	158
VERMONT HEALTH DEPARTMENT REPORT.....	165
CHAMPLAIN VALLEY SCHOOL DISTRICT 2018 ANNUAL REPORT— <i>EXCERPT</i>	166
CVSD EMPLOYEES' ANNUAL PAY IN 2018-2019.....	174
INDEX.....	176
CHARLOTTE STATISTICS AND INFORMATION.....	178



Route 7 Underpass Ribbon Cutting Celebration

Welcome to Town Meeting in Charlotte, Vermont

*This flyer is provided as a background to help all voters fully participate in Town Meeting. The Moderator is trained to make sure all voters are heard and their questions answered. **If you have any questions, just raise your hand and ask.***

What is Town Meeting Day?

On the first Tuesday of March most Vermont towns hold a meeting to elect local officials, approve a budget for the following year, and conduct other local business. Vermont town meetings are the practice of direct democracy. That is, no elected representatives intervene between the citizen and what the town government says or how it acts. Eligible citizens of the town may vote on specific issues that are announced through a warning

Explaining the local government's budget request to the voters is the principal business of Town Meeting. Citizens at Town Meeting also vote on other binding and non-binding articles and resolutions, and may place items on the ballot for the following year's meeting.

Voting at Town Meeting

Towns can vote in two different ways at March Town Meeting – by “floor meeting” or by “Australian Ballot.” Most towns use a combination of both.

The floor meeting is when people gather together at a public meeting place like the town hall or local school to discuss and vote on issues. Floor meetings can last a few hours – or they can go all day. The length of the meeting depends on how many articles are on the warning and how much discussion there is over the issues raised by the articles.

Australian ballot voting takes place at a polling place where voters mark a secret ballot which is counted when the polls close. This is how we cast our ballots at the general election in November. Currently, as provided in Charlotte’s legislative charter, the budget and budget-related articles are first voted at the floor meeting, and then they are voted on by Australian ballot in April.

Article

The individual issues or topics to be discussed are referred to as articles.

The Warning

The warning is the agenda for the meeting: only articles on the warning can be considered at Town Meeting. The warning and notice shall be posted in at least two public places within each voting district and in or near the town clerk's office. In addition, the warning shall be published in a newspaper of general circulation in the municipality at least five days before the meeting, unless the warning is published in the town report and the town report is mailed or otherwise distributed to the voters at least 10 days before the meeting.

Robert's Rules of Order

According to state law, Town Meetings in Vermont are governed by a set of parliamentary rules called *Robert's Rules of Order*. The Town Moderator is trained in using Robert's Rules, and will refer to them when necessary.

Town Meeting Extras

Find out more about **Robert's Rules of Order**, the parliamentary procedures followed at Town Meeting:

- robertsrules.org/

Follow this link to **Town Meeting and Local Elections** information from the Vermont Secretary of State:

- <https://www.sec.state.vt.us/elections/town-meeting-local-elections.aspx>

Read the book about Town Meeting entitled, ***All Those in Favor***, by Susan Clark and Frank Bryan.

Questions? Contact the town office at 802-425-3071

Civility: It's Not Just Robert's Rules

Making direct democracy work in our community is more than a process of showing up and playing by written rules.

It's also a matter of working respectfully with our neighbors to define our common interests.

Here are a few reminders:

- Listen actively.
- Speak respectfully.
- Ask questions.
- Use your imagination.
- Celebrate and appreciate your neighbors.
- Keep your sense of humor.

Town Meeting in Charlotte, Vermont

The Main Motion

Example: “I move to accept Article 6 as written.” Each article on the warning must be “moved” and seconded. It is then ready to be discussed by the group. In discussion, citizens raise their hands and are called on by the Moderator. When you are called on, stand up, state your name, then speak your mind.

The Amendment

Amending a motion proposes a change to the main motion. For example, an article is moved and seconded; then during discussion someone says, “I move to amend Article 17 by reducing the dollar amount from \$10,000 to \$5,000.” After someone seconds this, debate shifts to discussing the amendment. Once people have discussed the amendment, the Moderator puts the amendment to a vote. If the voters reject the amendment, the group now returns to discussing the original main motion. If the voters approve the amendment, the discussion focuses on the main motion as amended.

Town Meeting can’t take up an issue unless it is warned. The same general principle applies to amendments. Amendments must be germane to the motion they seek to amend: amendments must relate to the motion. An amendment can’t introduce a new and independent question or raise an issue previously decided by the assembly.

The Vote

Once the Moderator feels all points of view have been heard, she/he will call for a vote. The word “Aye” is said if in favor of the motion, and if opposed “No” or “Nay”. Other forms of voting that you may expect to see at Town Meeting:

- A show of hands or a standing vote: May be asked for if a voter disagrees with the Moderator after the results of a voice vote is announced.
- Paper ballot: Any voter may move that a vote be taken via paper ballot. If seven voters support this motion, pieces of paper will be distributed and you will write your vote and pass it on. It will be counted immediately.

Point of Order

If you don’t understand a ruling of the Moderator, speak up and say “Point of Order”, Mr./Ms. Moderator. After you are recognized by the Moderator, ask your question.

Call the Question

If debate has gone on long enough—voters have made up their minds but some people are still repeating the same arguments—a voter can move to cut off debate or “call the question”. If you agree that all voices have been heard and you are ready to vote on the issue at hand, you should vote in favor of calling the question. However, if you want to continue discussion, vote against calling the question. Two-thirds of the group must vote yes on calling the question to cease debate; otherwise discussion continues. In most cases, calling the question is not necessary. The Moderator will call for a vote when they feel that all points of view have been heard, and this avoids having to vote on calling it.

Pass Over

Sometimes it becomes clear to the voters that they aren’t ready to make a vote yes or no, and the preference is to not vote on the article at all. At this point, someone may move to “pass over” an article. An article may also be passed over because it will be handled by Australian ballot.

**WARNING
TOWN OF CHARLOTTE
ANNUAL TOWN MEETING
2019**

The legal voters of the Town of Charlotte are hereby notified and warned to meet at the Charlotte Central School Multi-Purpose Room, 408 Hinesburg Road in said Town on Tuesday, March 5, 2019 at nine o'clock in the forenoon to act upon any of the following articles not involving voting by Australian Ballot, and to meet at the Charlotte Central School Multi-Purpose Room in said Town on the same date to vote by Australian Ballot to begin at seven o'clock in the forenoon and to close at seven o'clock in the afternoon.

Article 1: To hear the reports of the Town officers and to act upon the same.

Article 2: Will the Town vote to have Property Taxes payable on or before November 15, 2019 and to have payments made to the Town Treasurer under 32 VSA § 4773?

Article 3: Will the Town approve the Selectboard's budget of \$3,264,779 for the fiscal year July 1, 2019 to June 30, 2020 of which an anticipated sum of \$1,881,785 will be raised by taxes and an anticipated sum of \$1,382,994 will be raised by non-tax revenues, which approval shall not become effective until said budget is adopted by Australian ballot vote in accordance with the requirements of the charter of the Town of Charlotte?

Article 4: Will the Town vote to authorize the Selectboard to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year?

Article 5: To transact any other business proper to come before said meeting.

BY AUSTRALIAN BALLOT


Article 6: To elect Town Officers.

Article 7: Shall bonds of the Town of Charlotte in an amount not to exceed Two Hundred Seventy-Five Thousand Dollars and 00/100 (\$275,000.00) be issued to finance the purchase of a new ambulance and related equipment to replace a 2006 ambulance?

Article 8: Shall bonds of the Town of Charlotte in an amount not to exceed Seven Hundred Thousand Dollars and 00/100 (\$700,000.00) be issued to finance the construction of an addition to the Charlotte Library?

Dated this 24th day of January, 2019 at Charlotte, Vermont.

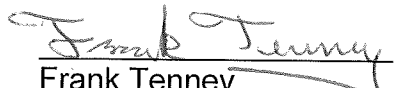
Town of Charlotte Selectboard


Lane Morrison, Chair



Matthew Krasnow, Vice Chair


Fritz Tegatz


Carrie Spear


Frank Tenney

Received for record this 24th day of January, 2019.


Mary A. Mead, Town Clerk

NOTICE TO VOTERS For Local Elections

BEFORE ELECTION DAY:

CHECKLIST POSTED at Clerks Office by February 3, 2019. If your name is not on the checklist, then you must register to vote. **SAMPLE BALLOTS** will be posted by February 23, 2019.

HOW TO REGISTER TO VOTE: There is no deadline to register to vote. You will be able to register to vote on the day of the election. You can register prior by visiting the town clerk's office or going online to olvr.sec.state.vt.us.

REQUEST EARLY or ABSENTEE BALLOTS: You or a family member can request early or absentee ballots at any time during the year of the election in person, in writing, by telephone, email, or online at mvp.sec.state.vt.us. The latest you can request ballots for the Town Meeting Election is the close of the Town Clerk's office on March 4, 2019. (Any other person authorized by you who is not a family member must apply in writing or in person for a ballot for you.)

WAYS TO VOTE YOUR EARLY BALLOT:

- You may vote in the town clerk's office before the deadline.
- Voter may take his or her ballot(s) out of the clerk's office and return in same manner as if the ballots were received by mail.
- Have ballot mailed to you, and mail or deliver it back to the clerk's office before Election Day or to the polling place before 7:00 p.m. on Election Day.

NOTICE TO VOTERS

Continued

- If you are sick or disabled before Election Day, ask the town clerk to have two justices of the peace bring a ballot to you at your home. (Ballots can be delivered on any of the eight days preceding the day of the election or on the day of election.)

ON ELECTION DAY:

If your name was dropped from the checklist in error, or has not been added even though you submitted a timely application for addition to the checklist, you can fill out a new registration form.

- ! If the clerk or Board of Civil Authority does not add your name, you can appeal the decision to a superior court judge, who will settle the matter on Election Day. Call the Secretary of State's Office at 1-800-439-VOTE (439-8683) for more information.

If you are a first time voter who submitted your application to the checklist individually by mail and did not submit the required document, you must provide a current and valid photo identification, or a bank statement, utility bill, or government document that contains your name/current address.

If you have physical disabilities, are visually impaired or can't read, you may have assistance from any person of your choice. If any voters you know have disabilities let them know they can have assistance from any person of their choice.

If you know voters who cannot get from the car into the polling place let them know that ballot(s) may be brought to their car by two election officials.

If you have any questions or need assistance while voting, ask your town clerk or any election official for help.

NO PERSON SHALL:

- ! Vote more than once per election, either in the same town or in different towns.
- ! Mislead the board of civil authority about your own or another person's true residency or other eligibility to vote.
- ! Hinder or impede a voter going into or from the polling place.
- ! Socialize in a manner that could disturb other voters in the polling place.
- ! Offer bribe, threaten or exercise undue influence to dictate or control the vote of another person.

FOR HELP OR INFORMATION: Call the Secretary of State's Office at 1-800-439-VOTE (439-8683). (Accessible by TDD)

If you believe that any of your voting rights have been violated, you may file an Administrative Complaint with the Secretary of State's Office, 128 State Street, Montpelier, VT 05633.

If you believe you have witnessed efforts to commit any kind of fraud or corruption in the voting process, you may report this to your local United States Attorney's Office.

If you have witnessed actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at (800) 253-3931.

NOTICE TO VOTERS

Continued

INSTRUCTIONS FOR VOTERS using Paper Ballots

CHECK-IN AND RECEIVE BALLOTS:

- Go to the entrance checklist table.
- Give name and, if asked, street address to the election official in a loud voice.
- Wait until your name is repeated and checked off by the official.
- An election official will give you a ballot.
- Enter within the guardrail and go to a vacant voting booth.

MARK YOUR BALLOT: For each office listed on the ballot, you will see instructions to "Vote for not more than one, or Vote for not more than two, etc."

- To vote for a candidate, fill in the oval to the right of the name of the candidate you want to vote for.
- **WRITE-IN** candidate(s). To vote for someone whose name is not printed on the ballot, use the blank "write-in" lines on the ballot and either write-in the name or paste on sticker, then fill in the oval.

CHECK OUT:

- Go to the exit checklist table and state your name in an audible voice.
- Wait until your name is repeated and checked off by the official.

CAST YOUR VOTE by depositing your voted ballot in "Voted Ballots" box.

LEAVE the voting area immediately by passing outside the guardrail.

NAMES TO APPEAR ON THE BALLOT

MARCH 5, 2019

AUDITOR (3 YEARS)	VACANT
CEMETERY COMMISSIONER (3 YEARS)	VICTORIA ZULKOSKI
CEMETERY COMMISSIONER (2 YRS OF 3 YEARS)	ROBERT MACK JR.
DELINQUENT TAX COLLECTOR (1 YEAR)	MARY A. MEAD
LIBRARY TRUSTEE (5 YEARS)	JONATHAN SILVERMAN
LISTER (3 YEARS)	BRUNO MURPHY
ROAD COMMISSIONER (1 YEAR)	HUGH LEWIS JR.
SELECTBOARD (2 YEARS)	NANCY RICHARDSON FRANK W. TENNEY
SELECTBOARD (3 YEARS)	DR. JAMES M. FAULKNER LOUISE MCCARREN ED STONE
TOWN AGENT (1 YEAR)	BRUNO MURPHY
TOWN GRAND JUROR (1 YEAR)	VACANT
TOWN MODERATOR (1 YEAR)	CHARLIE RUSSELL
TRUSTEE OF PUBLIC FUNDS (3 YEARS)	VACANT



**WARNING FOR
PUBLIC INFORMATIONAL HEARING
FOR AUSTRALIAN BALLOT ARTICLES
TO BE VOTED AT THE ANNUAL MEETING
TOWN OF CHARLOTTE**

The Selectboard of the Town of Charlotte hereby gives notice that a public informational hearing will be held on Monday, March 4, 2019 beginning at 6:30 p.m. at the Charlotte Central School Multi-Purpose Room, 408 Hinesburg Road, Charlotte, Vermont, to hear questions regarding Article 7 and Article 8 of the Warning for the Town of Charlotte Annual Town Meeting, 2019, which state:

Article 7: Shall bonds of the Town of Charlotte in an amount not to exceed Two Hundred Seventy-Five Thousand Dollars and 00/100 (\$275,000.00) be issued to finance the purchase of a new ambulance and related equipment to replace a 2006 ambulance?

Article 8: Shall bonds of the Town of Charlotte in an amount not to exceed Seven Hundred Thousand Dollars and 00/100 (\$700,000.00) be issued to finance the construction of an addition to the Charlotte Library and the tax rate be set sufficient to pay interest thereon during fiscal year July 1, 2019 to June 30, 2020?

The public informational hearing is being held as required by 17 V.S.A. §2680(g). Town officials will be present during the public informational hearing to answer questions regarding the articles.

BUDGET VOTE ON APRIL 9, 2019

As per the charter for the Town of Charlotte that was approved by town voters on March 1, 2016 and subsequently enacted by the Vermont General Assembly, the Selectboard will warn a vote by Australian ballot on the budget and budget related articles that are approved by voters at Town Meeting on March 5, 2019.

The Australian ballot vote will be held on April 9, 2019, and the warning will be approximately in the following form:

WARNING TOWN OF CHARLOTTE SPECIAL TOWN MEETING APRIL 9, 2019

The legal voters of the Town of Charlotte are hereby notified and warned to meet at the Charlotte Central School Multi-Purpose Room in said Town on Tuesday, April 9, 2019 to vote by Australian Ballot to begin at seven o'clock in the forenoon and to close at seven o'clock in the afternoon.

BY AUSTRALIAN BALLOT

Article 1: Will the Town adopt the Selectboard's budget of \$_____ for the fiscal year July 1, 2019 to June 30, 2020 of which an anticipated sum of \$_____ will be raised by taxes and an anticipated sum of \$_____ will be raised by non-tax revenues?

Town of Charlotte
REVENUES

Account Descriptions	Apprvd 17-18	Actual 17-18	Apprvd 18-19	YTD 18-19	Budget 19-20	Change
				As of 1/22/2019		
Municipal Tax Revenue	1,672,291	1,570,143	1,762,399	3,557,938		(1,762,399)
Retained Education Tax	28,000	26,983	26,000	29,247	29,000	3,000
Delinquent Tax Interest	18,000	7,220	10,000	4,987	10,000	-
Delinquent Tax Penalty	15,000	19,036	15,000	16,396	15,000	-
Del. Tax Income				8,471		
Del. Tax Legal			1,000	-	1,000	-
Total Int. & Penalty	33,000	26,256	26,000	29,855	26,000	-
Thompson's Pt. Rent	802,500	773,750	805,000	67,596	816,200	11,200
T.Point Delinqt. Rent		333		-		
Current Use	60,872	66,202	62,007	61,940	68,980	6,973
Pilot Payment	16,962	17,233	14,977	15,004	12,762	(2,215)
Land Use Change Tax				5,724		
Total State Payments	77,834	83,434	76,984	82,668	81,742	4,758
Railroad Tax	100	611	50	-	500	450
Barber Cemetery	100	15	100	19	20	(80)
Vault Fees	6,000	6,724	7,000	3,712	7,000	-
Recording Fees	38,000	36,096	38,000	22,437	40,000	2,000
Dog Licenses	2,200	2,161	2,200	206	2,200	-
Hunting & Fishing Lic.	50	66	50	14	50	-
Marriage Licenses	400	220	300	180	240	(60)
Miscellaneous		18	-	-	-	-
Total Town Clerk	46,650	45,285	47,550	26,549	49,490	1,940
Board of Adjustment	9,000	6,500	6,000	2,750	6,000	-
Building Permits	21,000	20,300	19,500	9,850	19,500	-
Subdivision App.	10,000	12,550	11,000	4,700	11,000	-
Miscellaneous	40	24	40	64	40	-
Septic Application	5,700	7,800	5,500	5,750	5,500	-
Cert. Of Occupancy	3,000	3,400	3,000	1,350	3,000	-
Cert. Of Compliance	4,000	4,200	3,300	2,400	3,300	-
Highway Access	300	1,400	600	300	600	-
Total Plan.& Zoning	53,040	56,174	48,940	27,164	48,940	-
Senior Center Programs	23,000	30,982	24,000	13,474	28,000	4,000
Sen.Ctr. Bldg. Rental	1,000	2,410	1,000	840	1,500	500
Senior Center Misc.						
Total Senior Center	24,000	33,392	25,000	14,314	29,500	4,500
Legal Fee Refunds		20,198		-		
Library Misc. Revenue				-		
Beach Fees	10,500	18,036	12,500	15,622	13,500	1,000
Recreation Programs	65,308	57,940	64,700	32,956	60,135	(4,565)
Total Recreation	75,808	75,976	77,200	48,578	73,635	(3,565)

Town of Charlotte
REVENUES

Account Descriptions	Apprvd 17-18	Actual 17-18	Apprvd 18-19	YTD 18-19	Budget 19-20	Change
Highways-State Aid	195,083	194,871	194,870	97,447	194,892	22
Highway Grant	-	8,622	-	-	-	-
Bridge Grant	-	-	-	-	-	-
CSWD Cleanup Grant	-	-	-	-	-	-
Better Roads Grant	-	-	19,200	9,504	-	(19,200)
Ahead of the Strm Grant	3,202	4,200	2,500	(87)	-	(2,500)
Chainsaw Class Fees	-	-	-	-	-	-
Court Fines	15,000	12,600	11,500	2,821	11,500	-
Reappraisal Fund Xfer	15,000	15,000	15,000	-	15,000	-
Agricultural Leases	4,539	5,185	6,535	2,850	5,725	(810)
Interest Income	200	387	300	215	350	50
Miscellaneous Inc.	500	845	650	125	500	(150)
VLCT Equipment Grant		-	187	188	-	(187)
Highway Fund Transfer		-		-		
Wildlife Park Donations		600		500		
Revenues (Non Tax)	1,374,556	1,384,716	1,383,566	439,552	1,382,994	(572)
TOTAL REVENUES	3,046,847	2,954,859	3,145,965	3,997,490	1,382,994	(1,762,971)

Town of Charlotte Budget
EXPENSES

Account Description	Apprvd 17-18	Actual 17-18	Apprvd 18-19	YTD 18-19	Budget 19-20	Change
				As of 1/22/19		
Selectboard:						
Salaries	9,000	9,000	9,000	4,500	9,000	-
Minute Taker	4,500	2,765	3,500	1,555	3,500	-
Town Administrator	66,227	64,418	65,645	37,769	68,286	2,641
Legal Expense	50,000	23,611	45,000	6,421	55,000	10,000
Legal Settlement-Arthaud	-	-	-	-	-	-
Unanticipated Expense	-	2,285	-	64	-	-
Town Party	-	-	-	-	-	-
Volunteer Recognition	3,000	-	-	-	-	-
Advertising	1,000	2,473	1,500	1,220	1,500	-
Seminars	500	140	400	120	300	(100)
Mileage	200	33	100	72	100	-
Membership	85	85	85	85	85	-
Selectboard Total	134,512	104,809	125,230	51,805	137,771	12,541
Town Clerk:						
Clerk/Treasurer Salary	66,331	68,265	69,555	40,078	71,094	1,539
Assistant Clerk/Treasurer	37,378	37,346	38,938	22,198	40,664	1,726
Mileage	100	52	100	58	100	-
Telephone	2,150	2,083	2,200	1,283	2,200	-
Equipment	-	-	675	1,927	-	(675)
Seminars/Training	500	270	300	-	300	-
Supplies	4,100	4,062	4,100	1,827	4,100	-
Memberships	100	55	100	105	100	-
Service Contracts	4,300	3,798	4,100	3,054	4,100	-
Town Clerk Total	114,959	115,930	120,068	70,531	122,658	2,590
Treasurer:						
Supplies	800	562	925	732	900	(25)
Software	-	-	-	-	-	-
Audit Expense	14,500	15,019	15,000	15,072	15,250	250
Treasurer Total	15,300	15,581	15,925	15,804	16,150	225
Elections:						
Elections	500	-	3,200	2,013	-	(3,200)
Town Meeting	2,000	2,769	3,500	(49)	3,000	(500)
Town Report	7,000	4,665	5,500	-	5,000	(500)
Elections Total	9,500	7,434	12,200	1,964	8,000	(4,200)
Planning and Zoning						
Zoning Administrator	35,399	35,577	35,381	23,500	45,240	9,859
Town Planner	45,635	48,973	47,528	27,635	49,650	2,122
Minute Taker	2,600	2,385	2,500	1,577	2,500	-
Legal	6,000	10,202	8,000	9,448	10,000	2,000
Miscellaneous	100	-	100	-	100	-
Mileage	500	486	600	463	600	-
Telephone	800	772	800	450	800	-
Advertising	1,600	2,540	2,000	863	2,000	-
Equipment	300	50	400	-	400	-
Seminars/Meetings	400	60	400	140	200	(200)
Computer	5,384	4,593	500	-	500	-
Supplies	1,000	744	1,000	554	1,000	-
Memberships	200	240	200	195	250	50
Engineering-Septic Review	20,000	13,066	12,000	7,436	12,000	-
Copier	2,800	2,915	2,800	1,413	2,800	-
Planning Consultants	2,500	-	3,000	-	2,500	(500)
Mapping/Training	750	394	500	400	700	200

Town of Charlotte Budget
EXPENSES

Account Description	Apprvd 17-18	Actual 17-18	Apprvd 18-19	YTD 18-19	Budget 19-20	Change
Town Plan/Land Use Regs	500	-	-	-	-	-
Technical Review	-	-	-	-	-	-
P&Z Total	126,468	122,995	117,709	74,074	131,240	13,531
Constable						
Constable Salary	2,000	-	-	-	-	-
Halloween lights	825	808	815	835	815	-
Constable Total	2,825	808	815	835	815	(2,010)
Lister:						
Lister Chair Salary	23,177	22,975	24,138	12,709	25,157	1,019
Lister Salary	4,000	1,411	7,680	436	8,039	359
Lister Salary	4,000	209	1,026	272	1,070	44
Appraiser	30,000	30,000	26,250	15,313	26,250	-
Mileage	50	-	50	-	50	-
Telephone	1,750	1,815	1,650	1,058	1,950	300
Seminars	400	270	400	-	400	-
Computer Software	230	658	230	-	330	100
Supplies	500	334	1,000	61	500	(500)
Memberships	50	50	50	60	50	-
MS Service Contract	240	502	240	-	525	285
Mapping Contract	3,650	1,100	2,700	2,700	2,700	-
Furniture/Equipment	-	-	-	-	-	-
Reappraisal	-	-	-	-	-	-
Lister Total	68,047	59,324	65,414	32,608	67,021	1,607
Delinquent Taxes:						
Salary	6,000	6,000	6,200	3,100	6,500	300
Legal	600	-	1,000	-	1,000	-
Del. Taxes Total	6,600	6,000	7,200	3,100	7,500	300
Employee Benefits:						
Social Security	33,500	31,800	34,550	19,509	35,900	1,350
Health Insurance	145,000	158,198	160,000	96,172	174,000	14,000
Retirement	23,641	23,139	25,080	10,971	27,147	2,067
Unemployment	860	920	995	553	950	(45)
Medicare Expense	7,850	7,438	8,075	4,566	8,400	325
Medicare Reimbursement	-	2,336	5,000	2,737	5,000	-
EyeMed Vision	900	885	900	489	900	-
Dental Insurance	9,500	9,470	10,539	6,227	10,600	61
Emp. Benefits Total	221,251	234,186	245,139	141,224	262,897	17,758
Highway:						
Miscellaneous	1,000	1,430	1,000	120	1,000	-
Retreatment	235,000	300,440	235,000	-	235,000	-
Winter Plow/Sand	225,000	252,489	225,000	157,072	225,000	-
Gravel Road Maint.	200,250	142,765	200,250	36,046	200,250	-
Ditching	50,000	37,566	50,000	47,398	50,000	-
Brush/Tree Remove	75,000	71,215	75,000	28,824	95,000	20,000
Culverts	40,000	30,841	40,000	7,234	40,000	-
Mowing Roadsides	40,000	18,084	40,000	27,263	40,000	-
Sweeping	5,000	5,965	5,000	-	5,000	-
Cold Patch	4,000	4,389	4,000	630	4,000	-
Bridge/Guardrail Repair	5,000	645	5,000	-	5,000	-
Road Signs	15,000	11,411	15,000	9,954	15,000	-
Town Garage	-	-	-	-	-	-
Covered Bridge	5,000	760	5,000	-	5,000	-
Bike Lane Maintenance	3,000	2,258	3,000	-	3,000	-

Town of Charlotte Budget
EXPENSES

Account Description	Apprvd 17-18	Actual 17-18	Apprvd 18-19	YTD 18-19	Budget 19-20	Change
Gravel Road Upgrade	-	-	-	-	-	-
Highway Total	903,250	880,258	903,250	314,540	923,250	20,000
Bridge Reconstruction						
Bridge Reconstruction	-	-	-	-	-	-
Bridge Reconstruction Total	-	-	-	-	-	-
Transfer Highway Reserve						
Transfer Highway Reserve	-	35,602	-	-	-	-
Transfer H'wy Reserve Total	-	35,602	-	-	-	-
Municipal Roads Permit						
Municipal Roads Permit	-	-	-	1,990	-	-
Municipal Roads Permit Total	-	-	-	1,990	-	-
Town Lands:						
Landfill Monitor	6,200	6,732	6,747	7,383	8,000	1,253
Village Mowing	4,500	4,796	4,850	2,514	4,400	(450)
Cemetery Maintenance	15,000	5,297	15,000	3,063	10,000	(5,000)
Park Security	6,000	6,000	6,000	3,462	6,000	-
Lake Field/Beach Mowing	4,700	6,611	6,500	3,743	6,550	50
Park Maintenance	17,152	16,609	21,700	13,727	16,650	(5,050)
Ballpark (Berry Farm)	10,000	11,281	11,200	6,293	11,300	100
Brush-hogging	2,415	2,469	3,570	2,691	2,900	(670)
School Fields and Gym	8,700	5,135	5,900	-	5,050	(850)
Trail Maintenance	2,000	2,629	2,500	1,600	2,800	300
Thompsons Pt Trash	500	661	500	329	520	20
Invasives Plant Management	-	-	-	-	-	-
Winter plowing	-	-	-	-	-	-
Village Wastewtr. Sys. Maint.	500	-	200	-	200	-
Museum Maintenance	-	-	-	-	350	350
Town Lands Total	77,667	68,221	84,667	44,805	74,720	(9,947)
Library:						
Library Director	52,603	52,603	54,787	31,524	57,221	2,434
Library Assistants	36,955	36,694	44,244	21,651	47,205	2,961
Youth Librarian	28,033	28,505	29,203	16,887	30,498	1,295
Technical Librarian	25,688	26,133	28,277	16,261	28,894	617
Custodial Services	5,200	4,735	5,200	2,610	5,200	-
Postage/Misc.	980	360	1,000	247	1,000	-
Telecommunication	2,100	2,192	2,100	1,079	2,100	-
Supplies	2,800	3,341	2,500	1,452	2,500	-
Professional Development	1,600	1,169	2,100	972	2,100	-
Association Dues	300	225	300	100	300	-
Acquisitions	10,800	12,017	10,000	10,272	10,000	-
Programs	1,700	2,474	1,700	1,158	2,500	800
Energy	6,000	4,777	3,000	2,391	3,000	-
Maintenance	5,850	4,372	5,000	2,476	5,000	-
Technology Resources	1,200	1,338	2,000	1,727	2,000	-
Computer Equipment	3,000	4,640	4,000	782	4,000	-
Library Total	184,809	185,576	195,411	111,590	203,518	8,107
Donations:						
Lewis Creek Association	600	600	600	600	600	-
Visiting Nurses	9,092	9,092	9,092	6,819	9,092	-
Age Well (fka CVAA)	1,600	1,600	1,700	-	1,800	100
Steps to End Dom. Violence	600	600	-	-	-	-
VT Ctr for Independent Living	200	200	200	200	200	-

Town of Charlotte Budget
EXPENSES

Account Description	Apprvd 17-18	Actual 17-18	Apprvd 18-19	YTD 18-19	Budget 19-20	Change
HOPE Works	1,000	1,000	1,000	-	1,000	-
Vt. Assoc. Blind	250	250	250	-	250	-
Howard Human Svs.	900	900	-	-	1,000	1,000
Chittenden Food Shelf	200	200	-	-	-	-
COTS	750	750	500	-	750	250
Special Investigations	7,082	7,082	7,042	7,046	7,000	(42)
American Red Cross	1,500	1,500	1,500	-	1,000	(500)
Vt Rural Fire Protection	100	100	100	100	100	-
Child Care Resources	750	750	250	-	250	-
Front Porch Forum	200	200	-	-	200	200
Charlotte News	500	500	500	-	500	-
Lund	-	-	2,000	-	1,000	(1,000)
VT Family Network	-	-	1,000	-	1,000	-
Donations Total	25,324	25,324	25,734	14,765	25,742	8
Recreation:						
Beach Attendant Wages	9,000	8,782	11,000	7,500	11,500	500
Beach Miscellaneous	-	-	-	-	-	-
Beach Maintenance	4,076	2,396	3,300	2,764	3,300	-
Mileage	200	125	200	94	200	-
Beach Telephone	-	-	700	407	750	50
Advertising	-	-	-	92	-	-
Recreation Software	-	-	-	-	3,295	3,295
Beach Supplies	630	1,137	1,400	365	1,400	-
Membership/Seminars	250	330	250	-	350	100
Tennis Courts	500	893	1,000	-	1,200	200
Beach Trash	150	158	200	124	200	-
Skating Rink Maintenance	800	518	800	203	800	-
Beach Electricity	300	254	300	143	280	(20)
Skating Rink Electricity	600	452	600	243	600	-
Docks - In and Out	5,000	3,435	4,000	1,830	4,000	-
Rec. Director/Beach Manager	31,871	34,273	35,786	20,588	37,378	1,592
Rec. Program Expense	47,450	38,754	48,700	23,563	43,857	(4,843)
Site Plan-Beach Improvement	-	-	2,000	2,000	-	(2,000)
Beach Water Testing				\$0	582	(1,418)
Recreation Total	100,827	91,507	110,236	59,916	109,692	(544)
Conservation:						
Operating Expense	-	-	-	-	-	-
Water Quality Monitoring	2,700	2,700	2,700	-	2,700	-
Mapping	1,000	-	1,000	-	-	(1,000)
Charlotte Invasives	1,000	856	1,000	157	1,500	500
Data Entry, Ground-proofing	-	-	-	-	-	-
Education and Outreach	750	-	1,000	-	-	(1,000)
Web Development	200	-	200	-	-	(200)
Wildlife Road Crossing Signs	150	-	-	-	-	-
CVCA & AVCC	50	-	250	-	-	(250)
Green-Up Day	300	-	300	-	300	-
Conservation Total	6,150	3,556	6,450	157	4,500	(1,950)
Town Hall:						
Maintenance	11,500	7,588	7,800	3,139	7,300	(500)
Custodian	-	2,625	6,000	2,500	6,000	-
Postage	7,300	4,901	6,000	2,662	5,500	(500)
Equipment	8,000	2,932	16,000	9,219	2,000	(14,000)
Supplies	1,800	2,292	1,800	1,306	2,300	500
Trash Removal-Town Hall	1,500	1,436	1,600	909	1,700	100
Utilities	4,500	4,296	4,500	2,597	4,500	-

Town of Charlotte Budget
EXPENSES

Account Description	Apprvd 17-18	Actual 17-18	Apprvd 18-19	YTD 18-19	Budget 19-20	Change
Fuel Oil	3,000	3,434	3,000	1,510	3,800	800
Computer Service	14,000	10,869	13,000	8,683	16,000	3,000
Town Hall Total	51,600	40,371	59,700	32,525	49,100	(10,600)
Senior Center:						
Maintenance	7,000	9,687	14,500	14,465	12,300	(2,200)
Snow-plowing	2,500	1,590	2,000	-	2,000	-
Custodial Sevices	7,500	8,890	8,000	4,800	9,400	1,400
Miscellaneous	-	215	100	100	-	(100)
Postage	650	542	650	400	650	-
Telecommunications	1,800	1,869	2,000	1,120	2,300	300
Supplies	800	1,257	900	613	2,100	1,200
Trash	1,100	1,095	1,300	750	1,200	(100)
Energy	6,500	6,164	5,500	3,601	6,500	1,000
Activities Director	32,644	31,623	-	-	-	-
Director	-	-	34,562	20,448	36,876	2,314
Volunteer Coordinator	11,029	10,810	11,489	6,384	12,004	515
Program Expenses	23,000	29,454	24,000	15,003	28,000	4,000
Senior Center Total	94,523	103,197	105,001	67,683	113,330	8,329
Miscellaneous:						
Trash Clean-Up	-	-	-	-	-	-
Insurance	52,000	44,465	50,000	35,789	42,000	(8,000)
Flea Market Electricity	375	308	350	167	350	-
Street Light Electricity	1,500	1,465	1,500	823	1,500	-
Museum Electricity	300	315	350	276	350	-
Health Officer/Deputy HO	1,300	867	-	-	-	-
Canine Control Officer	3,000	3,000	3,000	1,500	3,000	-
Dogs - Miscellaneous	900	788	900	821	900	-
Miscellaneous	-	-	-	-	-	-
Trails Committee	1,500	1,467	1,500	1,547	1,500	-
Traffic Enforcement	30,000	24,682	30,000	9,535	30,000	-
Charlotte Land Trust	5,000	5,000	5,000	-	5,000	-
Energy Committee	4,030	469	4,000	351	4,500	500
Tree Warden	1,500	999	1,500	23	1,500	-
Miscellaneous Total	101,405	83,826	98,100	50,832	90,600	(7,500)
Government Tax/Dues						
VLCT Dues	5,260	5,260	5,373	5,373	5,525	152
CCRPC	11,130	12,331	10,719	-	10,686	(33)
County Tax	45,428	42,040	44,000	21,020	44,000	-
Gov. Tax/Dues Total	61,818	59,631	60,092	26,393	60,211	119
Debt Service-Library Bond	-	-	-	-	21,000	21,000
Transfers to Other Funds						
Cemetery Fund Checking	-	-	-	-	10,000	10,000
Conservation Comm. Checking	1,000	1,000	-	-	-	-
Recreation Reserve Fund	2,200	2,200	4,500	34,500	30,000	25,500
Highway Capital Reserve Fund	-	-	-	-	-	-
Records Restoration Fund	-	3,610	3,800	-	4,000	200
Affordable Housing Res. Fund	-	-	-	-	-	-
Conservation Reserve Fund	-	-	-	-	-	-
Fire & Rescue Reserve Fund	120,000	120,000	80,000	80,000	100,000	20,000
Improvement/Repair Res. Fund	-	-	25,000	75,000	25,000	-
Trails Reserve Fund	5,000	45,000	5,000	5,000	5,000	-
Total Transfers	128,200	171,810	118,300	194,500	174,000	55,700
						-

Town of Charlotte Budget
EXPENSES

Account Description	Apprvd 17-18	Actual 17-18	Apprvd 18-19	YTD 18-19	Budget 19-20	Change
CVFRS Appropriation	611,812	611,812	669,324	390,439	661,064	(8,260)
Prior Year Deficit	-					-
Tax Appeal Adjustments	-					-
EXPENSE TOTAL	3,046,847	3,027,759	3,145,965	1,702,079	3,264,779	118,814
Revenues (Non Tax)	1,374,556	1,384,716	1,383,566	381,548	1,382,994	(572)
Expenses minus Revenues	1,672,291	1,643,043	1,762,399	1,762,399	1,881,785	119,386
				(budgeted)		
Grandlist	9,205,667	9,212,666	9,232,872	9,277,343	9,281,487	48,615
Tax Rate for Budget	\$0.1817		\$0.1909		\$0.2027	0.0119
Additional Articles						
Trails Reserve Fund	40,000	40,000				-
Generators			50,000	50,000		(50,000)
Recreation Reserve Fund			30,000	30,000		(30,000)
Dollars to Raise w/ Articles	1,712,291	1,683,043	1,842,399	1,842,399	1,881,785	39,386
Tax Rate with Articles	\$0.1860	\$0.1859	\$0.1995	\$0.1986	\$0.2027	0.00320
Surplus Applied	(132,000)	(132,000)	-	-	-	-
Dollars to Raise w/ Surplus	1,580,291	1,551,043	1,842,399	1,842,399	1,881,785	39,386
Tax Rate with surplus applied	\$0.1717	\$0.1715	\$0.1995	\$0.1986	\$0.2027	0.00320

ESTIMATED FY 2019-2020 TAX RATE MUNICIPAL & EDUCATION

MUNICIPAL GRANDLIST FY20 (est.)	9,281,487		<u>Estimated Tax Rates</u>
TOWN BUDGET (proposed)			
General Fund	2,341,529		
Less Revenue (Non Tax)	(1,188,102)		
Net General Fund		1,153,427	0.1243
Highway Budget	923,250		
Less Highway Revenue	(194,892)		
Net Highway Budget		728,358	0.0785
TOTAL DOLLAR TO RAISE FOR TOWN BUDGET	1,881,785		0.2027

LOCAL AGREEMENT TAX RATE

Charlotte Grange	153,000		
EDUCATION TAXES TO RAISE	$\$153,000/100 \times \$1.6200 =$	2,478.60	
Homestead Veterans Exemptions	90,000		
EDUCATION TAXES TO RAISE	$\$90,000/100 \times \$1.5000 =$	1,332.00	
TOTAL EDUCATION TAXES TO RAISE-LOCAL AGREEMENT		3,810.60	0.0004
TOTAL MUNICIPAL TAX RATE			0.2032

STATE EDUCATION TAX RATES

Estimated Homestead Education Tax Rate	1.4800		
Estimated Non-Residential Tax Rate	1.6200		
TOTAL HOMESTEAD TAX RATE (EDUCATION & MUNICIPAL)			\$1.6832
TOTAL NON-RESIDENTIAL TAX RATE (EDUCATION & MUNICIPAL)			\$1.8232

2018-2019 total tax rates are 1.6856 (Homestead) and 1.8067 (Non-Residential)

APPROVED FY 2018-2019 TAX RATE MUNICIPAL & EDUCATION

MUNICIPAL GRANDLIST - 2018	9,277,343		Tax Rate
TOWN BUDGET (proposed)			
General Fund	2,242,715		
Less Revenue (Non Tax)	(1,166,996)		
Net General Fund		1,075,719	0.1160
Highway Budget	903,250		
Less Highway Revenue	(216,570)		
Net Highway Budget		686,680	0.0740
TOTAL DOLLAR TO RAISE FOR TOWN BUDGET	1,762,399		0.1900
 Article 4-Generators		50,000	0.0054
Article 5-Recreation Facilities		30,000	0.0032
 TOTAL DOLLARS TO RAISE: BUDGET & ARTICLES	1,842,399		0.1986
 LOCAL AGREEMENT TAX RATE			
Charlotte Grange	153,000		
EDUCATION TAXES TO RAISE $\$153,000/100 \times \$1.6077 =$		2,459.78	
Homestead Veterans Exemptions	90,000		
EDUCATION TAXES TO RAISE $\$90,000/100 \times \$1.4866 =$		1,337.94	
 TOTAL EDUCATION TAXES TO RAISE-LOCAL AGREEMENT		3,797.72	0.0004
 TOTAL MUNICIPAL TAX RATE			0.1990
 STATE EDUCATION TAX RATES			
Homestead Education Tax Rate		1.4866	
Non-Residential Tax Rate		1.6077	
 TOTAL HOMESTEAD TAX RATE (EDUCATION & MUNICIPAL)			\$1.6856
 TOTAL NON-RESIDENTIAL TAX RATE (EDUCATION & MUNICIPAL)			\$1.8067

2017-2018 total tax rates are 1.6020 (Homestead) and 1.7224 (Non-Residential)

Town of Charlotte

Date prepared: 1/11/2019

Fiscal Year 2019
Tax Year 2018

Homestead Education Tax Rate Calculation

	Charlotte	Champlain Valley USD	
1. Expenditures	-	\$ 76,838,041	-
2. Offsetting revenues	-	\$ 11,847,809	-
3. Education spending	-	\$ 64,990,232	-
4. Equalized pupils	-	4,126.62	-
5. Education spending per equalized pupil	-	\$ 15,749.02	-
6. Exempt from excess spending	-	No	-
7. Net offsets for excess spending calculation	-	\$ 3,577,893	-
8. Net offsets per equalized pupil	-	\$ 867.03	-
9. Reduced education spending per equalized pupil	-	\$ 14,881.99	-
10. Excess spending threshold	-	\$ 17,816.00	-
11. Excess spending over threshold	-	-	-
12. Education spending per equalized pupil plus any excess	-	\$ 15,749.02	-
13. Homestead property yield	-	\$ 10,220.00	-
14. Homestead equalized tax rate [(line 12 ÷ line 13) x \$1.00]	-	\$ 1.5410	-
15. Percent of equalized pupils	-	100.00%	-
16. Prorated equalized tax rate from school district	-	\$ 1.4610	-
17. Total equalized tax rate	\$	1.4610	
The above rate reflects any merger tax incentives and the maximum allowable +/- 5% change from the prior year equalized rate for the town.			
18. Common level of appraisal (CLA)	-	98.28%	-
19. Actual tax rate attributable to school district	-	\$ 1.4866	-
Actual homestead tax rate seen on tax bill	\$	1.4866	

Non-Residential Education Tax Rate Calculation

20. Base non-residential rate	\$ 1.580
21. Common level of appraisal (CLA)	98.28%
Actual non-residential tax rates seen on tax bill	\$ 1.6077

Household Income Percentage (HIP)

22. Education spending per equalized pupil plus any excess	-	\$ 15,749.02	-
23. Homestead income yield	-	\$ 12,380.00	-
24. Household income percentage [(line 22 ÷ line 23) x 2.0%]	-	2.41%	-
25. Percent of equalized pupils	-	100.00%	-
26. Prorated equalized tax rate from school district	-	2.41%	-
27. Total household income percentage		2.41%	

The above HIP reflects any merger incentives and the maximum allowable +/- 5% change from the prior year HIP for the town.

TAX RATE HISTORY

YEAR	TAX RATES				GRANDLIST	TAXES ASSESSED
	CCS	CVU	TOWN	TOTAL		
02-03	1.14	0.93	0.25	2.32	3,919,071	9,091,709
03-04	1.28	1.06	0.25	2.59	3,999,585	10,358,925
04-05	1.3824 R		0.20	1.5824	6,292,433	9,822,676
	1.3019 NR		0.20	1.5019		
05-06	1.5493 R		0.2237	1.7730	6,407,783	11,131,251
	1.4181 NR		0.2237	1.6418		
06-07	1.5876 R		0.2279	1.8155	6,546,136	11,733,437
	1.4885 NR		0.2279	1.7164		
07-08	1.5755 R		0.2112	1.7862	6,747,218	12,005,363
	1.5390 NR		0.2112	1.7502		
08-09	1.2535 R		0.1885	1.4398	9,123,865	13,134,548
	1.2489 NR		0.1885	1.4352		
09-10	1.3124 R		0.1592	1.4716	9,279,330	13,738,935
	1.3386 NR		0.1592	1.4978		
10-11	1.3436 R		0.1820	1.5256	9,263,019	14,197,942
	1.3468 NR		0.1820	1.5288		
11-12	1.3707 R		0.1663	1.5164	9,322,678	14,198,919
	1.3501 NR		0.1663	1.5370		
12-13	1.3691 R		0.1121	1.4812	9,413,013	13,932,250
	1.3613 NR		0.1121	1.4732		
13-14	1.460 R		0.1670	1.6270	9,426,058	15,188,915
	1.405 NR		0.1670	1.5720		
14-15	1.5161 R		0.1590	1.6751	9,504,758	15,670,875
	1.4375 NR		0.1590	1.5965		
15-16	1.5145 R		0.1439	1.6584	9,560,151	15,676,994
	1.4609 NR		0.1439	1.6048		
16-17	1.6272 R		0.1767	1.8039	9,198,349	16,329,503
	1.5655 NR		0.1767	1.7422		
17-18	1.4301 R		0.1719	1.6020	9,209,894	16,704,829
	1.5505 NR		0.1719	1.7224		
18-19	1.4866 R		0.1990	1.6856	9,277,343	17,131,334
	1.6077 NR		0.1990	1.8067		

R – Homestead Tax Rate

NR – Non-Residential Tax Rate

Charlotte Fire & Rescue Services

FY-20 Proposed Budget

CVFRS employed a zero-based budgeting process this year on a line by line basis. There are several anticipated increases over the current year as outlined below, some of which you have been made aware during our quarterly reviews. In the proposed FY-20, of the fifty budgeted expense line items, 65% are level funded or reduced. Of the line items that are increasing, the key areas driving the year to year increase are:

- Agency Assessment Fee was the result of legislative action in Montpelier resulting in a 3.3% Agency Assessment on Patient Revenue.
- Utilities are budgeted at 10% increase over FY18 actuals.
- Insurances are based upon current premiums with UI, Cincinnati Group, and VFIS Accident & Sickness Policy
- Personnel Salary & Benefits reflect:
 - Full staffing of minimum required ambulance crew with paid staff includes 9 paramedic shifts/week of the 14 shifts.
 - Regional wage pressures continue to result in higher per-diem rates,
 - Increased participation in CVFRS' Simple IRA for eligible staff.
 - CVFRS adopted a personnel policy outlining annual adjustments for permanent and per-diem staff during the Spring of 2016. There is no anticipated change to this policy.
- Dues and Subscriptions – Include web and cloud based platforms utilized across CVFRS or department specific.
- Equipment maintenance includes service contracts for life saving equipment.
- Dispatching – Based estimated call volume and a 5% increase over FY18 actuals.

Included in your packet are the following documents related to the FY-20 Budget:

Management Financial Report – This is a functional summary aligned with the audited financials and includes the two most recent fiscal years and FY-20 Proposed Budget.

Operating Budget Trends – Comparative of current fiscal year budget to proposed budget with graphs.

Operating Budget Comparative – line item detail that includes FY-17 and FY-18 Approved Budget and preliminary Actuals, FY-19 Approved Budget and FY-20 Proposed Budget.

Capital Reserve Fund Projection – The changes to the FY-20 proposed capital plan includes: the addition of a protective gear for Rescue, placeholder for replacement of 2014 Ambulance, and revised replacement date for Seagrave. Future years have been modified and/or adjusted based on timing of procurement, anticipated costs and useful life estimates.

Charlotte Fire and Rescue Services, Inc
Management Financial Report - FY20
July 1, 2019- June 30, 2020

	FY 17 Approved Budget	FY 18 Approved Budget	FY 19 Approved Budget	FY 20 Proposed Budget	Inc / (Dec) FY20/FY19	% Inc / (Dec) FY20/FY19
40004 Patient Billing NET of Assessment	105,000	108,304	108,304	115,500	7,196	
40005 Intercept Billing	5,400	6,000	6,000	6,000	0	
40007 Town Appropriation	557,215	611,812	669,324	661,064	-8,260	-1.23%
40010 Misc Income						
40015 Program Services Income						
Total Income	\$ 667,615	\$ 726,116	\$ 783,628	\$ 782,564	\$ (1,064)	-0.14%

FUNCTIONAL EXPENSE CATEGORIES

1	Salary Wages & Member Incentives	401,860	451,788	484,551	497,925	13,374	2.76%
2	Benefits & Taxes	27,335	34,768	39,740	30,325	-9,415	-23.69%
4	Apparatus Fuel	10,500	10,500	10,500	10,500	0	
5	Apparatus	18,000	27,000	27,000	27,000	0	
6	Bank Charge & other fees	2,000	2,000	2,000	2,250	250	
7	Building Maintenance	12,000	12,000	12,000	12,000	0	
8	Contracted Services	20,800	21,360	24,085	21,100	-2,985	-12.39%
9	Dues & Subscriptions	6,700	5,980	9,700	10,400	700	7.22%
10	Equipment	28,820	28,320	33,500	33,500	0	0.00%
11	Insurance	69,050	66,150	70,352	61,274	-9,078	-12.90%
12	Other expenses	1,250	750	1,000	1,000	0	0.00%
13	Professional fees	9,200	9,100	9,200	9,400	200	2.17%
14	Protective clothing	11,000	10,500	10,500	10,500	0	
15	Special event expenses	0	0	0	0	0	
16	Supplies	17,750	17,250	19,000	19,000	0	0.00%
17	Telephone	4,400	4,400	6,200	7,500	1,300	20.97%
18	Training	11,000	11,000	11,000	11,500	500	4.55%
19	Utilities	15,950	13,250	13,300	17,390	4,090	30.75%

Total Expenses	\$ 667,615	\$ 726,116	\$ 783,628	\$ 782,564	\$ (1,064)	-0.14%
Net Operating Income	\$ -	\$ -	\$ -	\$ -	\$ -	-

**ABSTRACT OF THE ANNUAL TOWN MEETING
MARCH 6, 2018**

SELECTBOARD MEMBERS: Lane Morrison (Chair), Frank Tenney, Matt Krasnow, Fritz Tegatz & Carrie Spear

MODERATOR: Charles Russell

Charles Russell called the meeting to order at 9:00AM in the Charlotte Central School Multi-Purpose Room. The polls were open from 7AM until 7PM. Specific non-residents were authorized to speak. Mike Yantachka reported on current house bills.

ARTICLE 1: Reports of the Town Officers were accepted by voice vote.

ARTICLE 2: Article was passed by voice vote to have property taxes paid on or before November 15, 2018 and to have payments made to the Town Treasurer under 32 VSA § 4773.

ARTICLE 3: Article to approve the Selectboard's budget of \$3,145,465 for FY18/19 of which an anticipated sum of \$1,761,899 will be raised by taxes and an anticipated sum of \$1,383,566 will be raised by non-tax revenues was amended by Vince Crockenberg to add a \$500 donation for the Charlotte News. The amendment carried by voice vote, bringing the total budget to \$3,145,965. A second motion was made by David Garbose to add \$30,000 to the budget for the Trails Reserve Fund to be used in conjunction with the existing reserve fund to complete the trail on the north side of State Park Road. The second amendment failed by a vote of 53-yes to 75-no. A third amendment was made by Mary Mead to decrease the budget by \$100,000 and failed by voice vote. The total budget of \$3,145,965, as amended, passed by voice vote, which approval shall not become effective until said budget is adopted by Australian ballot vote in accordance with the requirements of the Charter of the Town of Charlotte.

ARTICLE 4: Article was passed by voice vote to raise \$50,000 by taxes, in addition to those monies raised pursuant to Article 3, for the purpose of purchasing and installing emergency propane generators at the Senior Center and Town Hall, which approval shall not become effective until further approval by Australian ballot vote in accordance with the requirements of the Charter of the Town of Charlotte.

ARTICLE 5: Article was passed by voice vote to raise \$30,000 by taxes, in addition to those monies raised pursuant to Article 3 and Article 4, for the purpose of recreation capital improvements, to be added to the Recreation Reserve Fund, which approval shall not become effective until further approval by Australian ballot vote in accordance with the requirements of the Charter of the Town of Charlotte.

ARTICLE 6: Article was passed by voice vote to approve the purchase of airpacks with bottles to replace existing airpacks at an approximate cost of \$220,000, to be paid from the Fire & Rescue Reserve Fund.

ARTICLE 7: Article passed by voice vote to authorize the Selectboard to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year.

**ABSTRACT OF THE ANNUAL TOWN MEETING
MARCH 6, 2018**

ARTICLE 8: An Advisory Motion made by Jane Krasnow to have the Town study the feasibility of purchasing the lot on the southeast corner of Route 7 and Church Hill Road passed by voice vote.

An Advisory Motion made by Susan Ohanian to request that the Vermont State legislature modify our gun laws in imitation of the federal assault weapons ban that was in effect from 1994-2004, which act imposed a ban on the manufacture, importation, and sale of assault weapons, and restricted their possession and disposal, which laid down specific conditions in such a way as to maintain consistency with the Constitution and the Second Amendment and that such request be sent from the Charlotte Selectboard to President Pro Tem of the Senate, the Speaker of the House, and our Representative, Mike Yantachka, passed by voice vote.

Meeting adjourned at 12:21 PM. The full text of the minutes is available in the Town Clerk's Office.

**BY AUSTRALIAN BALLOT (MARCH 6, 2018)
ARTICLE 9 TO ELECT TOWN OFFICERS**

AUDITOR (3 YEARS)	ROBERT MACK
TOWN MODERATOR (1 YEAR)	CHARLES RUSSELL
SELECTMAN (2 YEARS)	MATTHEW L. KRASNOW
SELECTMAN (3 YEARS)	CARRIE A. SPEAR
DELINQUENT TAX COLLECTOR (1 YEAR)	MARY A. MEAD
CEMETERY COMMISSIONER (3 YEARS)	VACANCY
ROAD COMMISSIONER (1 YEAR)	HUGH LEWIS JR.
LISTER (3 YEARS)	BETSY R. TEGATZ
LISTER (1 YEAR OF 3 YEARS)	BRUNO MURPHY
TRUSTEE OF PUBLIC FUNDS (3 YEARS)	MAURICE HARVEY
TRUSTEE OF PUBLIC FUNDS (2 YEARS OF 3 YEARS)	JILL LOWREY
TRUSTEE OF PUBLIC FUNDS (1 YEAR OF 3 YEARS)	VACANCY
TOWN GRAND JUROR (1 YEAR)	ALLEN ASH
TOWN AGENT (1 YEAR)	BRUNO MURPHY
CHARLOTTE LIBRARY TRUSTEE (5 YEARS)	KATHARINE COHEN
TOWN CLERK (3 YEARS)	MARY A. MEAD
TOWN TREASURER (3 YEARS)	MARY A. MEAD

BY AUSTRALIAN BALLOT (MARCH 6, 2018)
ARTICLE 10 TO ELECT SCHOOL DIRECTORS FOR CVSD

CVSD SCHOOL DIRECTOR (2 YEARS OF 4 YEARS)

LYNNE JAUNICH

CVSD SCHOOL DIRECTOR (3 YEARS)

JEFFREY MARTIN

ARTICLE 11: TOWN PLAN IN FAVOR – 418 AGAINST – 176

BY AUSTRALIAN BALLOT (APRIL 3, 2018)

ARTICLE 3: \$3,145,965 Budget

IN FAVOR – 161

AGAINST – 66

ARTICLE 4: \$50,000 Generators

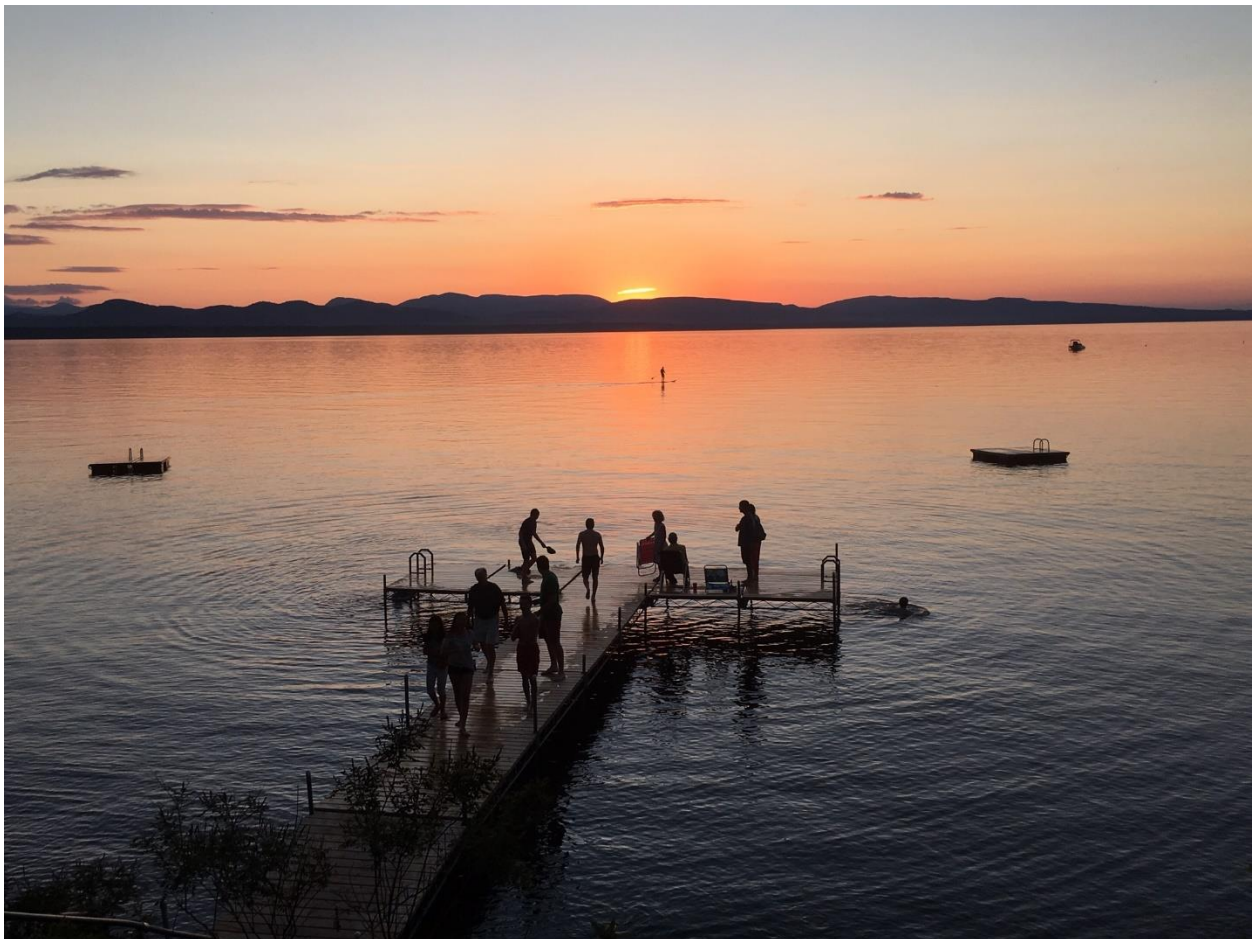
IN FAVOR – 138

AGAINST - 89

ARTICLE 5: \$30,000 Recreation Capital

IN FAVOR – 147

AGAINST - 80



ELECTED TOWN OFFICERS

AUDITORS

Term expires in 2020 (3 years)
Term expires in 2021 (3 years)
Term expires in 2019 (3 years)

Jennifer Cole
Robert Mack
Peter Trono

CEMETERY COMMISSIONERS

Term expires in 2021 (3 years)
Term expires in 2019 (3 years)
Term expires in 2020 (3 years)

Vacancy
Victoria Zulkoski
Chris Falk

CVSD SCHOOL DIRECTORS

Term expires in 2021 (3 years)
Term expires in 2020 (4 years)

Peter Martin
Lynne Jaunich

CHARLOTTE LIBRARY TRUSTEES

Term expires in 2019 (5 years)
Term expires in 2020 (5 years)
Term expires in 2021 (5 years)
Term expires in 2022 (5 years)
Term expires in 2023 (5 years)

Jonathan Silverman
Danielle Conlon Menk
Robert Smith
Nan Mason
Katharine Cohen

DELINQUENT TAX COLLECTOR

Term expires in 2019 (1 year)

Mary A. Mead

JUSTICES OF THE PEACE

Term expires February 1, 2019

Jill Abilock
Greg Cluff
Maurice A. Harvey
Lorna Jimerson
Michael Krasnow
Leo LaBerge
Jill Lowrey
Robin Reid
Carrie Spear
Ed Stone
Peter Trono
Seth Zimmerman

LISTERS

Term expires in 2019 (3 years)
Term expires in 2021 (3 years)
Term expires in 2020 (3 years)

Bruno Murphy
Betsy Tegatz
Moe Harvey

MODERATOR(Town)

Term expires in 2019 (1 year)

Charles Russell

ELECTED TOWN OFFICERS

ROAD COMMISSIONER

Term Expires in 2019 (1 year)

Hugh Lewis Jr.

SELECTBOARD

Term expires in 2019 (3 years)

Lane Morrison

Term expires in 2020 (2 years)

Matthew Krasnow

Term expires in 2020 (3 years)

Fritz Tegatz

Term expires in 2019 (2 years)

Frank Tenney

Term expires in 2021 (3 years)

Carrie Spear

TOWN AGENT

Term expires in 2019 (1 year)

Bruno Murphy

TOWN CLERK

Term expires in 2021 (3 years)

Mary A. Mead

TOWN GRAND JUROR

Term expires in 2019 (1 year)

Allen Ash

TOWN TREASURER

Term expires in 2021 (3 years)

Mary A. Mead

TRUSTEE OF PUBLIC FUNDS

Term expires in 2020 (3 years)

Jill Lowery

Term expires in 2021 (3 years)

Maurice A. Harvey

Term expires in 2019 (3 years)

Vacant



APPOINTED TOWN OFFICERS
July 1, 2017 to June 30, 2018

ANIMAL CONTROL OFFICER

Cali Griswold

CHARLOTTE PARK AND WILDLIFE REFUGE OVERSIGHT COMMITTEE

Jennifer Cole, Co-Chair
Susan Smith, Co-Chair
Jessie Bradley
Andrew Milliken

Greg Smith
Dorothy Hill
Mark Dillenbeck

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

Term expires in 2019 (2 years)
Term expires in 2019 (2 years)

Jim Donovan
Marty Illick (Alternate)

CHITTENDEN SOLID WASTE REPRESENTATIVE

Term expires in 2020 (2 year)
Term expires in 2020 (2 year)

Abby Foulk
Rachel Stein (Alternate)

CONSERVATION COMMISSION

Term expires in 2019 (4 years)
Term expires in 2019 (4 years)
Term expires in 2019 (4 years)
Term expires in 2020 (4 years)
Term expires in 2020 (4 years)
Term expires in 2020 (4 years)
Term expires in 2021 (4 years)
Term expires in 2021 (4 years)
Term expires in 2022 (4 years)
Term expires in 2022 (4 years)

Amos Baehr, Chair
Linda Radimer
Meg Berlin
Mike Kirk (resigned November 9, 2017)
Kevin Burget (appointed April 9, 2018)
Roeluf Boumans
Susan Blood
Erika MacPherson
Mary Van Vleck
Derk Bergquist

DESIGN REVIEW COMMITTEE

Term expires in 2019 (3 years)
Term expires in 2020 (3 years)
Term expires in 2021 (3 years)

Jane Kiley
Robin Coleburn
Robin Pierce

EMERGENCY MANAGEMENT COORDINATOR

Term expires in 2019 (1 year)

Chris Davis

ENERGY COMMITTEE

Term expires in 2019 (2 years)
Term expires in 2019 (2 years)
Term expires in 2019 (2 years)
Term expires in 2020 (2 years)
Term expires in 2020 (2 years)
Term expires in 2020 (2 years)
Term expires in 2020 (2 years)
Term expires in 2020 (1 year)

Matthew Burke
David Pill
Deirdre Holmes
Suzy Hodgson, Co-Chair
Rebecca Foster, Co-Chair
Bill Kallock
John Quinney
Ethan Lisle (student)

FIRE WARDEN

Term expires in 2019 (1 year)

Vacancy

FIRST CONSTABLE

Term expires in 2019 (2 years)

Josh Flore

GREEN-UP DAY CO-COORDINATORS

Terms expire in 2019 (1 year)

Ken Spencer & Kim Findlay

APPOINTED TOWN OFFICERS
July 1, 2017 to June 30, 2018
(Continued)

DEPUTY HEALTH OFFICER

Cali Griswold

PLANNING COMMISSION

Term expires in 2019 (4 years)
Term expires in 2019 (4 years)
Term expires in 2020 (4 years)
Term expires in 2020 (4 years)
Term expires in 2021 (4 years)
Term expires in 2022 (4 years)
Term expires in 2022 (4 years)

Shawn Coyle
Charlie Pughe, Vice Chair
Peter Joslin, Chair
Gerald Bouchard
Marty Illick
Richard Eastman
David Kenyon

RECREATION COMMISSION

Term expires in 2019 (3 years)
Term expires in 2019 (3 years)
Term expires in 2019 (3 years)
Term expires in 2020 (3 years)
Term expires in 2020 (3 years)
Term expires in 2020 (3 years)
Term expires in 2020 (3 years)
Term expires in 2020 (3 years)
Term expires in 2020 (3 years)

Rodney Centeno
Craig Reynolds
Rich Ahrens
Heather Manning
Judy Hill
Jan Schwarz
Bill Fraser-Harris, Chair
Greg Smith
Jeff Giknis (appointed July 23, 2018)

THOMPSON'S POINT WASTEWATER ADVISORY COMMITTEE

Thomas Maffitt
Miles Waite
Richard Pete
Dean Bloch

Lane Morrison
Steve Williams, Operator
Chris Galipeau, Engineer

TRAILS COMMITTEE

Term expires in 2019 (2 years)
Term expires in 2019 (2 years)
Term expires in 2019 (2 years)
Term expires in 2019 (2 years)
Term expires in 2019 (2 years)
Term expires in 2020 (2 years)
Term expires in 2020 (2 years)
Term expires in 2020 (2 years)
Term expires in 2020 (2 years)

Laurie Thompson, Co-Chair
Margaret Russell, Co-Chair
Stephany Hasse
Christine Cowart
Vacancy
John Limanek,
David Ziegelman
Ajat Tariyal (appointed July 9, 2018)
Ethan McLaughlin (appointed Oct 8, 2018)

TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

Term expires in 2019 (2 years)
Term expires in 2019 (2 years)

Dean Bloch
Fritz Tegatz (Alternate)

TREE WARDEN

Term expires in 2019 (1 year)

Mark Dillenbeck

DEPUTY TREE WARDEN

Term expires in 2019 (1 year)

Sue Smith

APPOINTED TOWN OFFICERS
July 1, 2017 to June 30, 2018
(Continued)

WEST CHARLOTTE VILLAGE WASTEWATER COMMITTEE

Term expires in 2019 (2 years)
Term expires in 2019 (2 years)
Term expires in 2019 (2 years)
Term expires in 2020 (2 year)
Term expires in 2020 (2 year)
Term expires in 2020 (2 year)

Dave Marshall
Kate Lampton
Christina Booher
Peter Joslin
Jim Hyde
Dana Hanley (until March 6, 2018)

ZONING BOARD OF ADJUSTMENT

Term expires in 2019 (3 years)
Term expires in 2019 (3 years)
Term expires in 2020 (3 years)
Term expires in 2020 (3 years)
Term expires in 2021 (3 years)

Frank Tenney, Chair
Andrew Swayze, Vice Chair
Jonathan Fisher
Matthew Zucker
Stuart Bennett

APPOINTED STAFF

ASSISTANT TOWN CLERK & TREASURER

Christina Booher

RECREATION DIRECTOR & BEACH MANAGER

Nicole Conley

SENIOR CENTER ACTIVITIES DIRECTOR

Mary Recchia (resigned October, 2017)

SENIOR CENTER DIRECTOR

Carolyn Kulick (started January 1, 2018)

SENIOR CENTER VOLUNTEER COORDINATOR

Margaret Sharpe

TOWN ADMINISTRATOR

Dean Bloch

TOWN PLANNER

Daryl Benoit

**ZONING ADMINISTRATOR, SEWAGE CONTROL
OFFICER, HEALTH OFFICER, 911 COORDINATOR**

Joseph Rheaume (res'd November, 2017)
Aaron Brown (started March 19, 2018)



Selectboard Report

Fiscal Year 2017 – 2018

During the 2018 March Town Meeting two incumbent Selectboard members ran for office and both were reelected. Congratulations to Carrie Spear (3 year term) and Matt Krasnow (2 year term) for their win and continued commitment to support the Town in this capacity. Lane Morrison was elected to continue to serve as Chairperson and Matt Krasnow was elected to serve as Vice-Chairperson, both for the upcoming year.

New Employees: Welcome to Carolyn Kulick as Senior Center Director hired in January, 2018 and to Aaron Brown as Zoning Administrator hired in March, 2018.

Town Plan: At the March 2018 Town Meeting the updated Town Plan was approved after an extensive rewrite and several hearings, thanks to the work of the Planning Commission. As the reviews took place, several amendments were not included in order to have the main body of the Plan approved with the proper warning lead times. It is expected that there will be articles in the next couple of Town Meetings to fine tune the updates to the plan.

The Charter: The Town Charter was approved at Town Meeting on March 1, 2016 to maintain the Town Meeting format by allowing budget related articles to be voted by a floor vote, but allowing greater participation by requiring budgets to be confirmed in an April Australian ballot vote. This was intended to enable greater participation in the budget approval process, particularly for those unable to attend Town Meetings. The results of two years of this voting process are:

	<u>Floor Vote</u>	<u>Australian Ballot</u>
2017 March Town Meeting	173 (Motion requiring paper ballot)	831 (Bond & elections)
2017 April		475 (Budget)
2018 March Town Meeting	128 (Motion requiring paper ballot)	640 (Town Plan & elections)
2018 April		228 (Budget)

The Charter will automatically sunset in July, 2020, allowing for a total of 4 years to collect voter participation data. The question to be considered at Town Meeting 2020 is: should the charter be renewed, or should we let it sunset? Is the April vote reaching voters who are unable to attend Town Meeting?

Route 7 reconstruction and the tunnel trail link: After three years of work by VTrans and their contractors, the Route 7 reconstruction project is now complete. On Sept 8, 2018 there was a grand opening of the trail tunnel under Route 7. Approximately 50 townspeople attended the event to celebrate this link for the Town trails on both sides of Route 7. With this effort complete, the next step is a trail linking the Trevor and Melissa Mack Trail and Mt. Philo State Park, on the north side of State Park Road. During the past year there has been work on a design, permitting, and an application for a construction grant to support this next link in the Town Link Trail.

Town Ordinances: A new Hazardous Materials Ordinance was adopted in July, 2018. The purpose is to maintain proper and safe control of hazardous materials and hold responsible the owners of this material for the costs of cleanup in the event of a spill. The Thompson's Point Wastewater Disposal System Ordinance was also updated during the year to incorporate the remaining seven lots on Lane's Lane into the wastewater disposal service area, and to simplify the Ordinance and related documents. After several months of reviews, discussions and hearings. It was adopted in October, 2018.

Annual CPA Audit of Town finances: The audit covered the period of July 1, 2017 to June 30, 2018. During a November Selectboard meeting the auditor from Sullivan and Powers & Co. and reported with the following quote, "The Audit Opinion, finds that the Town has achieved an Unqualified Audit Report". Congratulations to the Mary, Christina and Dean for their work in another well managed year of maintaining the Town financial records.

Volunteers: Thank you to all the volunteers to serve on Town Committees and other work day projects during the course of the year.

Lane Morrison, Chairperson
Matt Krasnow, Vice Chairperson
Fritz Tegatz, Member
Carrie Spear, Member
Frank Tenney, Member

TOWN CLERK & TREASURER

The Clerk's office is open **Monday through Friday from 8AM to 4PM**. The Town Clerk's Office is responsible for providing a number of services including receiving, recording & indexing land record documents & vital statistics, voter registration, preparing and officiating elections including Town Meeting, issuance of certified copies of birth, death and marriage certificates, and the issuance of civil marriage licenses and dog licenses.

Our office also processes liquor licenses, caterer's permits & hunting/ fishing licenses. Posting land requires landowners to complete an application at our office annually for \$5. Green Mountain Passports are available at our office for \$2.00 if you are a Vermont resident, 62 or older or a veteran with disabilities allowing free admission to state sponsored public events, exhibits, concerts, museums, state parks, historical sites and lands. We process vehicle registration renewals for \$3.00 and have forms for new vehicle registration, accident reports, lost licenses, town maps and town reports to name a few. You can also go to VT DMV Express to renew your vehicle registration electronically yourself. We offer notary service and faxing at no charge.

State law and town ordinances require residents to annually register dogs at the Town Clerk's office (or by mail) between **January 1st** and **April 1st** (a late fee applies after April 1st). The cost is **\$9.00** for spayed and neutered dogs or **\$13.00** for intact males and females. A current rabies certificate is necessary for licensing. Registering your dog(s) each year ensures your animals are vaccinated; protecting your dog, family and neighbors. In addition, the registered dog's numbered tag assists us in quickly reuniting a lost dog and owner. Your dog's first rabies vaccination is good for one year then good for three years thereafter. A \$25 fine will be charged for unregistered dogs.

Hunting & Fishing licenses are still available at the clerk's office, although the processing is completely electronic. We enter all of your information on the computer and then print off a paper license with all of the "tags" you purchased. Payment to the town is the same, by check or cash. The other option is to go onto the Vt. Fish & Wildlife site and enter all of the information yourself, pay with a credit card and print off your own license at home.

Same day voter registration is now in effect. Eligible residents will be able to register to vote on any day up to and including Election Day. You also have the ability to register online yourself by going to <https://olvr.sec.state.vt.us>. You may also request absentee ballots electronically. Remember, there are two separate voting dates in the spring – Town Meeting and a separately warned meeting in April to vote on our Town budget by Australian ballot.

The most important date to remember is **November 15th** when taxes are due. We collect taxes once a year, but you are welcome to pay installments throughout the year, which will be credited to your tax bill when we mail bills in August. For those residents who escrow taxes, we **do not** send tax bills to your mortgage company. Be sure your mortgage company has a copy of your tax bill and/or call us **before** taxes are due to verify that your mortgage company has paid the proper amount of taxes due. Tax bills are generated off the grand list, which is posted each year as of April 1st. The owner of record as of April 1st is sent the tax bill. Between April 1st and the August mailing there are many transfers of property. We will review the list of new owners and try to send a duplicate bill to those taxpayers so previous and current owners receive a tax bill. However, it is up to you as the new owner, to make certain we have a current address to send tax bills. If you don't receive a bill, you should contact us. **Taxes are due whether you receive a bill or not.** As of November 16th, any unpaid portion of your taxes will be assessed an 8% penalty and 1% interest which can be a significant amount.

Mary A. Mead, Clerk/Treasurer

Christina Booher, Asst. Clerk/Treasurer

BIRTHS 2018

<u>DATE</u>	<u>NAME</u>	<u>PARENTS</u>
December 5, 2017	Lolita Anne Smith	Bonny Lee Smith Garnet Mervyn Smith II
January 8, 2018	Caymon M. Longe-Mack	Lindsay Byington Longe Christopher David Mack
January 8, 2018	Genevieve Funston Helzer	Christina F. Thatcher Helzer John Joseph Kibler Helzer
January 23, 2018	Owen Brooks Frink	Amanda Grace Coburn Nickolas Micheal Coburn
February 16, 2018	Kaleb Nathaniel Krasnow	Julia Mara Wayne Matthew Lee Krasnow
February 22, 2018	Piper Elliot Finley	Whitney Williamson Finley Erich Bruce Finley
February 22, 2018	Paige Luella Finley	Whitney Williamson Finley Erich Bruce Finley
March 17, 2018	Vina Maria B. Kremmentsova	Arianna Eleanor Bailey Dimitry N. Kremmentsov
March 19, 2018	Clementine Orr Harmeling	Amy Elizabeth Cooper Taylor Orr Harmeling
May 4, 2018	Albert Andy Emerson	Sarah Elizabeth Emerson Peter Gram Emerson
May 11, 2018	Satori Moon J. Meloney	Amanda Nicole Young Nathan Robert Meloney
June 1, 2018	Piper Elizabeth T. Smalarz	Ivy Joe Shays Jacob Guy Smalarz
June 4, 2018	Isla Elizabeth Andriano	Sarah Boston Andriano Joseph Anthony Andriano
June 9, 2018	Oaklynn Elizabeth McDurfee	Ashley Elizabeth McDurfee Daniel Allen McDurfee
July 27, 2018	Evelyn Ann Sauer	Teresa Marie Mares Henry Edward Sauer Jr.

BIRTHS 2018

August 2, 2018	William Asher Seward	Melanie Rae Bui David Joseph Seward
August 9, 2018	Colton Curtis Bohannon	Kaylyn Lisa Bohannon Christopher Eric Bohannon
August 20, 2018	Hollis Warren Bouteiller	Kelly Lee Alper Bouteiller Charles Gene Bouteiller Jr.
October 21, 2018	Patrick Andrew Owen	Kate Brush Owen David Nathan Owen
November 13, 2018	Ellery Jeanne Haulenbeek	Vera Rae Simon-Nobes Michael D. Haulenbeek
November 16, 2018	Torin Klaas Pieneman	Danne Charlotte E. Elbers Jerry Pieneman
November 21, 2018	Ingrid Miriam Klemme	Deborah Miriam C. Klemme Benjamin Joseph Klemme
November 30, 2018	Caroline Mercy Donegan	Emily Jeanne Donegan Joseph Russell Donegan
December 15, 2018	Declan Timothy Alexander Braidwood	Kaitlin Briana Ryan Chad Alexander Braidwood



CIVIL MARRIAGES 2018

<u>DATE</u>	<u>NAMES</u>	<u>RESIDENCE</u>
April 4, 2018	Christopher James Barry Samantha Marion Lane	Charlotte VT Charlotte VT
May 10, 2018	Gary George Richardson Cheryl Christie Read	Charlotte VT Charlotte VT
May 16, 2018	John Richard Hiser Alla Eduardovna Crowe	Charlotte VT Charlotte VT
June 2, 2018	Hana Lynn VanderVeen Lane Warren Kessler	Charlotte VT North Ferrisburgh VT
June 2, 2018	Jill Renee Anderson Isiah Robert Moore	Charlotte VT Charlotte VT
June 25, 2018	DuJuan Antonio Williams Victoria Mary Douglas Scrippscarmody	Portland ME Charlotte
June 30, 2018	Amanda Eastman Jason LaMarr Curry	Bronx NY Bronx NY
July 7, 2018	Garth Emery Ballard Ariel Vadeboncoeur Channell	Charlotte VT Charlotte VT
July 7, 2018	Ruby Foster Zucker Kevin Christopher Gengler	Dayton NJ Dayton NJ
July 12, 2018	Wen-hsin Chang Scott Christopher Helgesen	Charlotte VT Charlotte VT
July 28, 2018	Charlotte Stearns Dwight Gordon Tremblay Getsinger	Easton CT Easton CT
July 28, 2018	Audrey Jane Blair William Norman Pedersen III	Dallas TX Dallas TX
August 3, 2018	Nina Davazhean Kemf-Miller David Garrett Hill	Charlotte VT Charlotte VT
August 4, 2018	Brianna Finnegan Cody Remington Gough	Port Kent NY Port Kent NY
August 18, 2018	Rachel Lynn Thut Alexander Dewey Hill	Charlotte VT Charlotte VT
August 18, 2018	Emily Ann Stroupe Alec Mansfield Freeman	Honolulu HI Honolulu HI
September 1, 2018	Tara Ann Maccagnone Andrew James Snow	Charlotte VT Charlotte VT
September 2, 2018	Gregory Ryan Liebert Bethany Ann Fox	Los Angeles CA Los Angeles CA
September 8, 2018	Britta Maj Johnson Alex McKinley Bunten	Charlotte VT Charlotte VT
September 8, 2018	Brandi Rochelle Hill Jennifer Isabela Chapman	Keeseville NY Keeseville NY

CIVIL MARRIAGES 2018

<u>DATE</u>	<u>NAMES</u>	<u>RESIDENCE</u>
September 9, 2018	Kristen Marie Lagerstedt Lance Joseph Branch	Saranac Lake NY Saranac Lake NY
September 14, 2018	Jonathan Raymond Couture Elisabeth Anne Gerber	Charlotte VT Charlotte VT
September 22, 2018	Lucy Filomena Parker Benjamin Matthew Kamins	Charlotte VT Charlotte VT
November 24, 2018	Benjamin Donald Chartrand Sherilyn Joy Van de Weert	Charlotte VT Addison VT
December 8, 2018	Priscilla Jane Rogow George Martin Connelly	St. Albans VT Charlotte VT
December 22, 2018	Corey Joseph Paradis Martha Steingard Waterman	Denver CO Denver CO



JUSTICES OF THE PEACE

NAME	ADDRESS	PHONE
Jill Abilock	2087 Ferry Rd	Charlotte 238-0883
Gregory Cluff	1745 Dorset Street	Charlotte 425-3094
Maurice A. Harvey	PO Box 402	Charlotte 425-4811
Lorna Jimerson	221 Roscoe Road	Charlotte 425-2497
Mike Krasnow	356 Half Mile Rd	Charlotte 425-3997
Leo LaBerge	PO Box 23	Charlotte 425-4656
Heather Manning	1091 Roscoe Rd	Charlotte 734-9416
Robin Reid	3358 Greenbush Rd	Charlotte 425-3739
Carrie Spear	2954 Mt Philo Rd	Charlotte 425-3404
Ed Stone	138 Wildwood West	Charlotte 425-3277
Peter Trono	220 Turtle Moon Rd	Charlotte 343-3254
Seth Zimmerman	168 Patton Woods	Charlotte 425-2595

DEATHS 2018

<u>DATE</u>	<u>NAME</u>	<u>AGE</u>
December 17, 2017	Jason A. Wark	85
January 2, 2018	Howard Neil Verman	67
January 19, 2018	Barbara T. Leamy	92
February 11, 2018	Marilyn M. Perrin	82
February 19, 2018	William O. Spear Jr. ("Bid")	86
February 26, 2018	Allan G. Brown	83
March 12, 2018	John C. Sheehan	90
March 15, 2018	Christine M. Hyer	65
April 18, 2018	Ruth W. Garen	96
April 22, 2018	Edward C. Melby Jr.	88
April 24, 2018	Joan R. Gates	86
June 29, 2018	James Wilbur Brown	90
July 11, 2018	Richard A. Yandow	76
July 17, 2018	Helen H. Peterson	93
August 2018	Nancy Pearson Ansley	89
August 15, 2018	Elizabeth Jean Hatch	86
August 27, 2018	Florence L. Moran	91
September 3, 2018	Eleanor Gertrude Counter	85
September 14, 2018	Donald G. Lockhart	92
September 18, 2018	John Michael Allen	71
October 15, 2018	William Pelkey Jr.	44
October 21, 2018	George Edward Ruhe	67
October 25, 2018	Craig Stephen Sim	76
October 29, 2018	Susan Callis Raabe	77
November 1, 2018	Rodney Charles Dolliver	93
December 17, 2018	Elsa Buschner Carpenter	88
December 18, 2018	Clarence Donald Hutchins	73

WAGES PAID TO EMPLOYEES
7/1/2017-6/30/2018

EMPLOYEE	SALARY/HOURLY	ANNUAL WAGE	POSITION
Adams, Kali	10.76/hr	1,250	Library Asst
Benoit, Daryl	21.94	48,923	Town Planner
Bloch, Dean	Salary	64,743	Town Administrator
Booher, Christina	17.97/hr	37,308	Asst Clerk/Treasurer
Booher, Robert	Salary	2,625	Custodian
Boyd, Mary J.	Salary	6,000	Park/Beach Security
Brown, Aaron	20.43/hr	10,483	Zoning Administrator/HO
Cheney, Mary	15.65/hr	673	Library Asst
Clauss, Sarah	10.50/hr	1,439	Library Asst
Cole, Jennifer	16.26/hr	11,850	Library Asst
Conley, Nicole	Salary	34,231	Rec Director/Beach Manager
Edwards, Georgia	16.09/hr	12,339	Library Asst
Falk, Conner	10.50/hr	231	Beach Attendant
Flore, Michaela	10.50/hr	966	Beach Attendant
Griswold, Cali	Salary	3,000	Animal Control/Deputy HO
Harvey, Maurice	18.99/hr	95	Lister
Heininger, Meara	10.50/hr	824	Beach Attendant
Herrera, Alexa	11.31/hr	143	Library Assistant
Kahn, Susanna	19.76/hr	26,115	Technical Librarian
Koskinen, John J.	10.50/hr	1,081	Beach Attendant
Krasnow, Matthew	Salary	1,625	Selectboard
Kulikowski, Carole	18.99/hr	17,404	Senior Center Director
Lemieux, Genevieve	10.50/hr	1,367	Beach Attendant
Magoon, Cali	10.50/hr	102	Beach Attendant
Marshall, Bryn	10.50/hr	139	Beach Attendant
Mead, Mary	Salary	68,122/6,000	Clerk/Treasurer/Delinquent Tax
Monsey, Colin	11.03/hr	1,352	Beach Attendant
Morrison, Lane	Salary	2,500	Selectboard Chair
Murphy, Bruno	14.15/hr	1,411	Lister
Otley, Cole	10.50/hr	155	Beach Attendant
Otley, Mason	10.50/hr	158	Beach Attendant
Postewaite, Abigail	10.76/hr	1,883	Beach Attendant
Recchia, Mary	22.42/hr	13,705	Senior Center Coordinator
Rheume, Joseph	19.44/hr	13,934	Zoning Administrator/HO
Robinson, Cynthia	13.83/hr	8,441	Library Assistant
Sharpe, Margaret	14.14/hr	10,843	Volunteer Coordinator
Silverman, Matthew	10.50/hr	160	Beach Attendant
Sloan, Cheryl	17.97/hr	28,473	Youth Librarian
Spear, Carrie	Salary	1,625	Selectboard
Tegatz, Betsy	20.66/hr	23,021	Chief Lister
Tegatz, Fritz	Salary	1,625	Selectboard
Tenney, Frank	Salary	1,625	Selectboard
Tieso, Brandon	10.76/hr	1,560	Beach Attendant
Woodruff, Margaret	Salary	52,543	Library Director
TOTAL		\$524,092	

DELINQUENT TAXES - YEAR ENDING JUNE 30, 2018

Parcel ID #	Tax year	Total Outstanding	Paid
00002-0298	2015	\$6092.13	P
00003-2514	2016	\$2168.62	
	2017	\$2163.39	
00004-2336	2017	\$167.25	P
00004-3358	2017	\$1056.09	P
00011-1235	2015	\$1290.80	
	2016	\$1364.18	
	2017	\$1168.80	
00020-1968	2017	\$1435.55	
00061-0821	2017	\$13896.90	
00066-0400	2017	\$1589.98	
000F7-0290	2017	\$154.31	P
00100-0188	2016	\$302.18	
	2017	\$936.54	
00141-0095	2015	\$9175.02	
00314-0002	2017	\$3699.90	
00328-0061	2016	\$175.34	P
Total Outstanding June 30, 2018		\$46,836.98	
Total Paid by December 31, 2018			\$7,645.12

DELINQUENT TAX POLICY

Taxes are due annually on November 15th, postmarks are accepted as timely payment. All unpaid parcels are assessed a one-time penalty of 8% and 1% interest for the first month. Interest accrues on the unpaid tax at a rate of 1% the next two months and 1.5% each month thereafter. Any property that is two years or more in arrears will be considered for tax sale.

P denotes paid by December 31, 2018

Mary A. Mead, Delinquent Tax Collector

BOARD OF LISTERS 2018 ANNUAL REPORT

Annual Quadrant Inspections & Building Permits

Quadrant inspections are reviews done by our appraiser to check property records for accuracy. We do one quadrant of the town per year. This is not a reappraisal, however, property values may change if physical data is updated. We will be starting quadrant 1 this year which are the neighborhoods north of Ferry Road and west of Ethan Allen Highway. Postcards are sent out in advance of the appraiser's visit. If you are not at home at the time of the visit, a card will be left by the appraiser to let you know he was there and whether a follow-up appointment needs to be scheduled. Interior inspections are scheduled for the last Friday of each month. If you have taken out a building permit, you can expect a visit from the appraiser or lister without advance notice. We will conduct a site inspection to measure any improvements and determine the value of the permitted action. We will not enter any building without the owner or owner's representative being present. Farm structures which may be exempt from local permitting must also be assessed. The appraiser will have identification showing they are an employee of New England Municipal Resource Center (NEMRC).

CLA / COD

The Common Level of Appraisal (CLA) for the 2018 tax year was 98.28 % and the Coefficient of Dispersion (COD) was 6.41%. The 2019 CLA is 97.66 % and the COD 8.45 % based on the 2018 Equalization Study. The CLA is a measure of the ratio between assessed value and sale price of properties that have sold in Charlotte. The COD is a measure of consistency of appraisal for all properties in the town.

Current Use

There were 186 parcels enrolled in the Current Use Program for 2018. The 2018 use values for agricultural was \$347/acre and for forest \$136/acre. Please make sure you fill out **Form CU-313, Use Value Appraisal Program Agricultural Land Buildings Certification** by the Nov. 1st deadline. The form is sent out annually from the Department of Taxes in early September. Failure to do so may result in having your land removed from the Current Use Program. Additional information can be found on the website <https://tax.vermont.gov/property-owners/current-use>

Grievances

We typically conduct grievance hearings early to mid-June. If your property value has changed, we will mail you a change of assessment notice at least two weeks prior to our hearing date. Once we schedule the date and times, we will post it on the town website. You do not have to receive a change of value notice to grieve.

Respectfully Submitted,

The Charlotte Board of Listers

Lewis Excavating, LLC
Hugh "Jr" Lewis
1863 Ferry Road
Charlotte, Vermont 05445-9403
Office (802) 425-2223
Pager 351-3691
lewisexcavating@gmavt.net

ROAD COMMISSIONER REPORT ~ July 1, 2017 - June 30, 2018

D & F paved in July 2017. The roads paved were Thompson's Point Road (west of Lake Road to Point Bay Marina), Greenbush Road (from Cattail Lane approximately ½ mile north), Mt. Philo Road (Stockbridge Road to 1 Mile Road), Hinesburg Road (Solar Park heading west approximate 1 mile), and Spear Street (north of Carpenter Road in dip by "big culvert" to Shelburne Line).

In June of 2018, I decided to use "reserve money" from our Highway fund to pave again in this fiscal year to change the timing of paving to spring/early summer. This will prevent fall/late fall paving from happening again. The paving was done by Pike and the road were Ferry Road (Route 7 west to the train station), Greenbush Road (East Thompson's Point Road north to Common Way), Church Hill Road (Hinesburg Road Intersection heading north to Route 7 intersection), Spear Street (Guinea Road approximately 1 mile heading toward Mt. Philo Road), and Spear Street (Bingham Brook Road approximately 1 mile south).

We received a Grant for Erosion/Ditch Stabilization for two areas on Lewis Creek Road for \$8,600.

We continue to put gravel on our dirt roads to build up the crown to shed water, ditching and culvert replacement as needed. We mow the roadsides before the poison parsnip goes to seed as to prevent spreading of this invasive plant. Brush cutting continued throughout the year to improve visibility and to improve ditching.

"THANK YOU" to Gary, Ron and Tyler for all your hard work throughout the year.

We appreciate your patience while we work on town roads.

Hugh "Jr" Lewis
Road Commissioner

Charlotte Library Town Report: 2018

From coast to coast and around the world, libraries continue to serve as community centers and information hubs. In its 2018 Global Vision Report, the International Federation of Library Associations & institutions (IFLA) highlights the reach of public libraries into all parts of society. Libraries provide programs and activities for people of all ages and interests. They offer a level playing field for access to a wide variety of resources and strive to maintain the highest standards of information literacy. Libraries encourage all types of literacy, learning and reading as the cornerstones of an educated and thoughtful community. Libraries support digital innovation as well as providing places and platforms for digital access and ability.

Our small library is no exception! In the past year, we've offered over 300 programs, from baby time story sessions for our youngest visitors to adult discussions in our Great Decisions foreign policy program. In addition to the 3,000 people participating in our programs, the library welcomed over 20,000 people through our doors. Some of our patrons are eager to learn about technology options such as smart phones and tablets; others are simply searching for the next "good read." Community-driven programs also continue to expand as Charlotte citizens look to the library as "the place where things happen." Examples of new popular programs include the Charlotte Water Series, co-sponsored by the Charlotte Wastewater Committee and UVM Extension, as well as the debut of the Charlotte Chess Club for ages 8 & up.

In addition to programs, we seek to make a variety of resources available to all our patrons and strive to create a balanced collection. Readers have taken advantage of our offerings and borrowed nearly 48,000 items from our shelves and our online databases in the past year. Mysteries, biographies and narrative non-fiction titles top the charts of popularity but we appreciate suggestions from all our users and enjoy the opportunity to share and discuss books on all topics.

As our collection expanded and the number of our programs increased, we moved beyond capacity in our current physical structure. To continue to provide the exceptional service that the Charlotte community has come to expect we are launching a capitol campaign to collect approximately half of the estimated cost (\$1.4 million) from individuals. We plan to bond for the other half. In both these endeavors, we are seeking community support in the form of pledges and voting YES for the bond at Town Meeting. We always welcome your thoughts and concerns as we go forward. This is your library!

Many thanks to all in the community who support and work with us from the volunteers who help to keep our shelves tidy, our collections repaired and our programs running to the many visitors and community members who visit with us and share their enthusiasm and love for libraries.

Respectfully submitted,

Charlotte Library Board of Trustees
Katharine Cohen
Danielle Menk

Nan Mason
Jonathan Silverman, Chair
Robert Smith

The Charlotte Senior Center

We are pleased to report that the Senior Center continues to support a very busy calendar of activities. Over 400 seniors and not-so-seniors join us here every week. They come here to take part in classes and activities that range from Pilates to travelogues, painting to French and Spanish conversation, gentle and chair yoga to boating on the lake with Al and Nancy Martin, bridge and mah jong to writers and arts groups—and much more. These are detailed in the schedules distributed quarterly in *The Charlotte News* and the *Shelburne News* and change from time to time. New ideas are always welcome!

Volunteers are the heart of the Senior Center. Hosts greet and direct participants; cooking crews dish up delicious weekly lunches as well as the special Thanksgiving dinner; dishwashers help make these meals possible; treat makers prepare for Halloween; others maintain our garden areas, present lectures and programs, and staff the plant sale, summer barbeque and Red Cross blood drives. Again this past spring we applauded the efforts of more than 125 volunteers at our annual volunteer dinner.

Meals at the Center are enjoyable events. Drop in for soup, salad and dessert at Monday Munch (11:30 a.m. to 12:45 p.m.—reservations not required). Wednesday's lunches are served every week at noon, and the Gents Breakfast group meets from 7:30–9 a.m. on the 2nd and 4th Thursdays. Reservations, required for the Wednesday lunches and the breakfasts, are easily made by calling the Center at 425-6345. The suggested donation for meals is \$5.

We appreciate the caring attitude and hard work of the Center's employees. Carolyn Kulik, our Director since January 2018, plans and arranges classes, speakers and special events and prepares the quarterly program schedules. Volunteer Coordinator Peggy Sharpe continues to manage the training and support of our many volunteers.

The Center is open from 9 a.m. to 4 p.m. Monday through Friday with scheduled activities and on Sunday afternoons for board or card games. On weekends and weekday evenings the Center can be reserved for public meetings or rented for private gatherings. Contact board member Carl Herzog at 425-2620 for rental information.

Be sure to visit the Center's new website, charlotteseniorcentervt.org, where you'll find class schedules, volunteer opportunities, lunch menus and much more.

We strongly encourage folks of any age to participate in the many activities we offer here and to join our crew of volunteers. Stop in to visit, read the newspaper, enjoy a cup of coffee, meet others and find out for yourselves what's happening at your Senior Center.

Respectfully submitted,

The Charlotte Senior Center Board of Directors:

*Robina Condict, Walter Gates, Dorrice Hammer, Carl Herzog, Susan Hyde,
Beth Merritt, Susan Ohanian, Gary Pittman and Roberta Whitmore*

FRIENDS OF THE CHARLOTTE SENIOR CENTER, INC.

The Friends of the Charlotte Senior Center, Inc. is a not-for-profit organization that manages the Charlotte Senior Center for the Town of Charlotte. The Friends organization:

1. Raises money to provide enhancements to the facility and the programs;
2. Recruits the many volunteers who help run the Center;
3. Supervises the Director and the Volunteer Co-ordinator;
4. Oversees the operation and maintenance of the Center and its grounds;
5. Manages the Center's budget for the Town of Charlotte.

The financial report of the Friends for the last two fiscal years is as follows:

	7/1/2017 to 6/30/2018	7/1/2016 to 6/30/2017
Revenue:		
Donations – Annual Fund, Memorials & Grants	\$30,545	\$33,284
Donations – Lunches	16,443	17,231
Investment Income	3,357	29,450
Plant Sale & Other Income	<u>2,262</u>	<u>3,248</u>
Total Revenue	\$52,607	\$83,213
Expenditures:		
Donation to Town for Building Addition	\$ 1,763	\$141,923
Donation to Town for Landscaping, Furniture, Fixtures, Equipment & Supplies	12,858	15,709
Groceries	15,895	17,525
Volunteer Recognition	5,734	6,106
Fund-raising & Administrative	<u>1,908</u>	<u>1,803</u>
Total Expenditures	\$38,158	\$183,066
Revenue less Expenditures	\$14,449	(\$99,853)

We thank the Selectboard, our Director, Carolyn Kulik, our Volunteer Coordinator, Peggy Sharpe, and our many volunteers and generous donors, for making your Center such a successful and comfortable place.

The Board of Directors

Former Zoning Administrator Joe Rheaume left in November 2017 and was replaced by Aaron Brown in March 2018. Lee Krohn served as the Interim Zoning Administrator. 2018 saw an increase in permitting activity, notably in new homes.

The Zoning Administrator staffs the Zoning Board of Adjustment, reviews building permit applications, manages the E-911 addressing system, serves as the Town Health Officer, and issues potable water and wastewater permits on behalf of the State of Vermont.

Zoning permits requiring zoning board approval can take up to six weeks to become fully effective. Other land use or environmental permits may be required depending on the nature of the project. Please direct questions to the Planning and Zoning Office at 425-3533 ext. 207 or by visiting the office Monday – Friday.

2018 YEAR END REPORT ZONING ADMINISTRATIVE OFFICER

TOTALS BY YEAR

	2014	2015	2016	2017	2018
New Home	12	7	8	6	13
Duplex	0	0	0	0	0
Multi Unit	0	0	0	0	0
Replacement Homes	1	2	3	3	1
Public Buildings	0	0	0	0	0
Commercial	0	0	0	0	2
Accessory Apartments	3	2	1	0	3
Home Occupation II	0	1	1	0	2
Additions	25	29	22	23	22
Outbuildings	15	8	12	14	7
Inground Pools	3	5	4	0	1
Fence	0	0	0	0	1
Other Land Use Permits					2
Delegated Authority Septic Permit*	19	28	27	14	21
Shoreline Stabilization	0	0	0	1	0
Permit Renewals	0	0	2	3	2
Exemptions (Ag. Structures)	0	0	4	0	3
Amended Permits	0	0	2	0	0
Permits Appealed	0	0	0	0	0
Violations	0	0	2	1	0
Certificates of Occupancy	19	21	23	25	23
Certificates of Compliance	34	47	56	41	55
Tree Inspections	0	0	4	5	2
New 911 Addresses	23	18	9	3	19
Health Code Investigations			3	9	6
Health Code Orders	0	0	0	0	2
TOTALS	154	168	183	148	187

ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment (ZBA) is a quasi-judicial board with the responsibility to review requests for conditional uses, variances, and appeals of the Zoning Administrator.

The ZBA is made up of five citizen volunteers. The Board receives applications which are reviewed using Charlotte's land use regulations. Public hearings are held to discuss the applications and allow interested parties to contribute. The ZBA's hearing notices are distributed publicly by postings on the Town Hall bulletin board, on the town website, at Spear's Corner Store and the Old Brick Store, and in *The Citizen* newspaper.

In 2018, the ZBA received fourteen applications on matters that ranged from the expansion of non-conforming residences to an appeal about whether a home occupancy II permit was legally granted. Zoning Administrator Aaron Brown staffs the ZBA. Kathy Furr is the minutes taker.

Applications for ZBA review as well as formal decisions of the ZBA are available for public review at the town website: www.charlottevt.org.

	2014	2015	2016	2017	2018
CONDITIONAL USE	3	8	13	9	11
CONDITIONAL USE – THOMPSON'S POINT	6	3	3	3	1
VARIANCE	0	0	0	0	0
APPEAL	1	2	0	0	2
TOTAL	10	13	16	12	14

Planning Commission Town Report 2018

The major rewrite of the Charlotte Town plan was adopted on Town Meeting day 2018. Concurrent with the approval of the Town Plan, the Planning Commission, Daryl Benoit, CCRPC, and the Energy Committee began work on amending the 2018 Town Plan (primarily the Energy chapter) for compliance with Act 174. This requires establishing new municipal and regional energy planning standards, which, if met, afford municipalities “substantial deference” in the Section 248 siting process for energy generation. Simply put, compliance gives Towns greater weight in the siting process for energy generation. This amendment was completed in late fall 2018 and the Planning Commission held its hearing November 15, 2018. The Planning Commission will vote on the amended Plan December 6, 2018, then forward to the Selectboard, which is required to hold two hearings. The Planning Commission hopes to have this ready for a vote on Town Meeting day, 2019.

The Planning Commission also began to review and update the Charlotte Land Use regulations. Daryl Benoit, Town Planner, created a “responsiveness summary” which outlines approximately 65 potential updates. These were from the Town’s “oops” list, the Zoning Board and, general public. They vary from minor typos to substantial changes such as village boundaries. This is a significant project and it is the Planning Commission’s intention to complete updated Land Use Regulations for a vote on Town Meeting day, 2020. Review of the Land Use Regulations will be on the agenda for Planning Commission meetings in 2019 and the Planning Commission is eager for participation from the public.

Work on improving long term effectiveness and stewardship of Open Space Agreements also began in 2018. The purpose of Open Space Agreements between the town and property owners is to characterize and protect areas of high public value over time. The Planning commission is collaborating with technical consultants and the Conservation Commission to complete this project.

In addition to the major projects outlined above, routine duties of the Planning Commission included:

- 11 Sketch Plan reviews
- 1 Site Plan Review
- 5 Minor Subdivisions
- 1 Minor Subdivision Amendment
- 1 Reconsideration of a Minor Subdivision
- 2 Preliminary Plans for Major Subdivisions
- 3 Final Plans for Major Subdivisions
- 4 Minor Subdivision Amendments
- 1 Boundary Adjustment

Planning Commission members are: Gerald Bouchard, Shawn Colye, Richard Eastman, Marty Illick, Peter Joslin (Chair), David Kenyon, Charlie Pugh (Vice-Chair)

CHARLOTTE RECREATION REPORT 2018

We sold 560 beach season passes and 1,200 day passes making for another above average year for beach users.

This season we had six beach attendants that did a great job monitoring the beach and distributing passes.

We hosted a Wilderness First Aid course this year, inviting neighboring communities, as well as, out-of-state participants to attend the certification course instructed by SOLO. The program was well attended with 25 participants of all ages. We look forward to hosting another program in the near future.

The youth soccer program has the highest participation rate compared to all of our other rec programs with 118 soccer participants ages 3-14.

The 35th Annual Soccer Jamboree was a huge success with over 1,000 people attending from various neighboring towns. It was one of the warmest Jamborees with temperatures in the high 70s. We had a profitable concession stand which feeds into our Mack scholarship program.



Programs that continue to grow in size include: pickleball, youth tennis, spring soccer, horseback riding, piano, beach yoga and driver's education.

We have implemented new programs such as: cheer, snowmobile, dance, but did not have enough participation, therefore, the program was canceled.

We provided \$386 dollars worth of scholarships to Charlotte youth to participate in a recreation program of their choice.

The Recreation Department is always looking for new programs ideas and suggestions to provide activities for everyone to join.

We hosted the Beach Party, our annual FREE community BBQ with music, food and kids games.

We hosted three FREE Mozart Festival Concerts at the beach over picnics and sunsets.

The Ice Rink volunteers provided one of the best seasons of ice with lighted hockey and free skating into the late night.

The Beach Survey was circulated and results are presently being acted upon.

The beach attendant hut was built with the help of Rotary and will be in use next season.



Trails Committee Annual Report

The Trails Committee continues to make slow and steady progress, aided by increasing support of the town, to maintain our current trails, continue to build the Town Link Trail, further define the Village Loop Trail, and provide the town with information about the advantages of trails in our community.

We celebrated the long anticipated Route 7 underpass connecting the Melissa & Trevor Mack and Co-Housing sections of the Town Link Trail, symbolically and physically connecting East and West Charlotte. We had a good turnout and many people were actively using the Trail while the gathering was taking place. We continue our work on the section of the Town Link Trail along State Park Road, which would complete the Town Link Trail from Mt Philo to Greenbush Road. The Trails Committee is applying for a Vermont Forest, Parks, and Recreation grant in 2019 for funding to complete the State Park Rd. section of the Trail.

We completed a long range Trails Committee goal of designing and printing a map of the trails in Charlotte. This year, the design team of Brault and Barnes (B&B), created a beautifully designed Charlotte Trails Map. This map is available at Town Hall and in businesses around town. The map will be updated as we continue to complete sections of the Town Link Trail.

We continue to have workdays and maintain many of the trails in town, including the Town Link Trail, Pease Mountain, Plouffe Lane, and the Village Loop Trail. Many signs designating the trail, and signs to leash and pick up after pets, are now on the completed sections of the Town Link Trail. We have also made progress on building the unimproved sections of the Town Link Trail, creating usable walking paths as we ready the Town Link Trail for further improvements.

We request a stable \$1,500 operations budget and stable \$5,000 grant matching funds.

Signs, dog pick up facilities, trail maintenance	\$600
Updated maps (trail updates & printing)	\$500
Bench	\$250
Year end donation letter	<u>\$150</u>
TOTAL	\$1,500

Charlotte Park and Wildlife Refuge 2018 Report

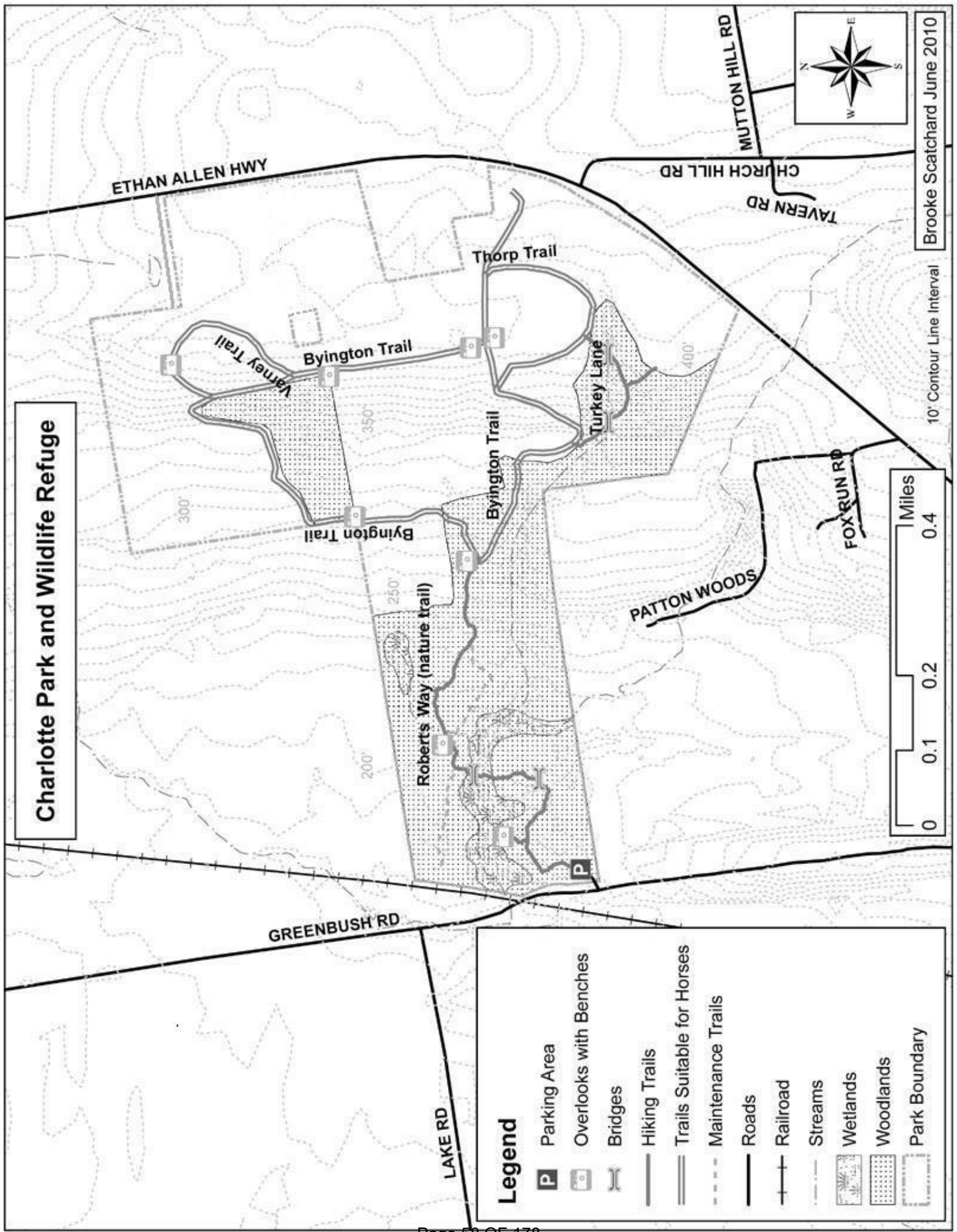
20 years ago, the trails of the Charlotte Park and Wildlife Refuge were opened for public use, and since then park visitors have experienced nature in the quiet setting and enjoyed the beautiful views from many parts of the park. The parking area is at 1489 Greenbush Road and the park is open every day from 8:00 until dusk. A trail brochure is available at the Town Hall, the parking area kiosk and on the Town of Charlotte website at www.charlottetvt.org.

The Park Oversight Committee oversees park maintenance and improvement projects and coordinates volunteer work days. Several projects were undertaken in 2018.

- In early 2018, the edge of a hayfield was prepared for the Ahead of the Storm site 1 project. The project installed check dams and a trail crossing to stabilize erosion and slow stormwater runoff into Holmes Creek, which flows into Lake Champlain. The Town received a Vermont Watershed Grant in the amount of \$2500 for the project and work was completed in November.
- In late winter, invasive trees and shrubs were removed from two hedgerows in the upper part of the park. The machine pulling of plants and hand-cutting by volunteers opened the view from nearby overlook benches. In the spring, volunteers planted shrubs and trees purchased with donated funds, and seeded the area with oats, native grasses and wildflowers.
- Several old bog bridges on the lower (Roberts Way) trail were replaced in November. Wet conditions made the work difficult, but the project was completed and all of the bog bridges have now been replaced.
- Other maintenance included regular mowing of trails and lawns, watering newly planted trees, putting wood chips on trails, controlling wild parsnip and other invasive plants, and fall brush-hogging to maintain wildlife meadows.
- For several years, the Park Committee has been working to update the 1999 Charlotte Park and Wildlife Refuge Comprehensive Management Plan. Several sections were completed and approved by the Selectboard. A few more sections remain, to be approved in the coming months.
- The farm fields are currently leased to Clark Hinsdale III, Managing Partner, Nordic Holsteins, LLC. All fields are used for hay. One field has been set aside for late mowing to allow birds to nest. The Committee met with Mark LaBarr from Audubon, Vermont to discuss more flexible strategies for protecting ground nesting birds.
- The Park Committee has been looking into park access for people who cannot walk up from the Greenbush Road parking area. Ideas will be further explored in 2019.
- The Charlotte Land Trust and community volunteers organized a spring scavenger hunt. The event was a great success. A 2019 scavenger hunt and park celebration is being planned.

The Park Committee would like to thank the people who have contributed to the park during the past year. They include the skilled contractors doing routine maintenance and park projects, Chris and Mary Boyd who open and close the park gate each day, those who have made donations to support park improvements, and the 30 volunteers who spent 284 hours helping out on park work days.

Park Oversight Committee: Jessie Bradley, Mark Dillenbeck, Dorothy Hill, Andrew Milliken, Greg Smith, Sue Smith (Co-chair), Jenny Cole (Co-chair)



Charlotte Park and Wildlife Refuge

Brooke Scatchard June 2010

10' Contour Line Interval

Legend

- Parking Area
- Overlooks with Benches
- Bridges
- Hiking Trails
- Trails Suitable for Horses
- Maintenance Trails
- Roads
- Railroad
- Streams
- Wetlands
- Woodlands
- Park Boundary

2018 Tree Warden Report

The Selectboard accepted Tree Warden Mark Dillenbeck's application to serve for another term. Susan Smith volunteered to continue in her capacity as Deputy Tree Warden. Alexa Lewis and Vince Crockenberg continued on as Tree Stewards contributing their time and labor to the Tree Warden program. VJ Comai, the recently appointed City Arborist for Burlington, continues to volunteer as technical advisor on a regular basis. Together with a few others this group of volunteers refers to itself as the Tree Tribe.

An Emerald Ash Borer Preparedness Planning group was formed. In addition to the Tree Warden, the members are: Amos Baehr, Dale Bergdahl, Joanna Cummings, Junior Lewis, Matt Krasnow, and VJ Comai. The groups' purpose is to develop a plan to prepare the town for the inevitable death of almost all of our ash trees. A main objective is to determine how to keep town roads and public spaces safe and clear of dead trees at the least cost to the town. The group has proposed that the town begin a five-year phased program to preemptively remove ash trees that will be likely hazards when dead. This will be considerably less expensive and safer than a "do nothing" approach. Another element of the EAB Preparedness Plan will be to identify and save specimen ash trees on public property. Mark Dillenbeck has been working with private land owners on an ad-hoc basis to identify management options for ash. The plan is pending and the current goal is to have it ready in time for the next Town Meeting.

The Tree Tribe met on February 1 to discuss its program and possible activities.

The Tree Tribe tended to the recently planted disease resistant elm trees in the park by watering and adjusting or removing guy wires. Of the 17 trees planted, 16 are still alive, which is an excellent survival rate for bare root plantings. Other town planted trees were cared for, particularly most recently planted trees that were most at risk from desiccation. In addition to watering, trees were pruned. Tree care included watering recently planted trees at the town beach.

Vince Crockenberg, with support from Deputy Tree Warden Sue Smith, continued the effort to identify champion trees in Charlotte. The updated results are available on The Charlotte News website and on the Tree Warden section of the town website.

The Tree Warden continued to respond to various calls from landowners seeking authorization for tree removal in public right of way areas, as well as from camp leaseholders on Thompson's Point, Town administrators and elected officials. New this year was an increased number of calls relating to the emerald ash borer threat.

Following annual tradition, Horsford's Nursery donated a tree to the Charlotte Central School as part of the annual Arbor Day celebration. The Tree Warden addressed an assembly of CCS school children for the same event. He spoke to the students about the Emerald Ash Borer.

The Tree Warden hosted pruning workshop on the property owned by Steve Denton on Spear Street. The workshop was conducted by VJ Comai.

The list of arborists active in Charlotte and the list of firewood suppliers has been updated and is available in the Tree Warden section of the Town website. The list of arborists now indicates whether the arborists do chemical treatments of ash trees.

Tree Tribe members, Vince Crockenberg, Alexa Lewis, Sue Smith, Joanna Cummings, and the Tree Warden completed a training in with the Vermont Urban and Community Forestry Program in the use of mobile devices for tree inventory. The group initiated an inventory of ash trees in the public right-of-way.

The Tree Tribe members attended training and educational workshops to hone their tree care skills.

The Tree Tribe members wrote the following tree related articles for *The Charlotte News*:

Road Salt and Trees - An Unhealthy Mix

Big Tree Update

Mark Dillenbeck, Tree Warden and Sue Smith, Deputy Tree Warden



Tree Pruning Workshop with VJ Comai

Charlotte Energy Committee – 2018 Report

At the beginning of 2018 the Charlotte Energy Committee (CEC) created three working groups to streamline its work through the year: Act 174, Town Infrastructure, and Public Education.

The CEC continued its work on the energy chapter of the Town Plan, incorporating energy planning standards according to VT legislation Act 174. The aim is for the Town to be compliant with Act 174 in order to achieve a status of “substantial deference” rather than simply “due consideration” when participating in cases before the Public Utility Commission. The CEC working group worked with Charlotte’s Planning Commission as well as the Chittenden County Regional Planning Commission (CCRPC), providing advice, data, and language for the draft document throughout the year so that it will be ready for approval at Town Meeting 2019.

Continuing with its goal to improve the energy performance of all town buildings, the CEC is working with the Library as it investigates building an addition. The CEC has also been tracking the changes in Charlotte Central School’s program priorities in the newly consolidated school district.

The CEC organized several public education sessions including one on electric vehicles (EVs) in May 2018 at the Library with Dave Roberts from VEIC. Dave provided an overview of the charging station infrastructure and locations in Vermont, EV electricity use in homes, and the purchase incentives available for new EVs. The CEC and the Charlotte Library made plans to apply for funds from the VW settlement fund for a potential charging station in Charlotte. Notable, the Town of Charlotte has the highest number of per capita EV registrations in Vermont.

At the Town beach party in July, the CEC set up a table to demonstrate how yards and lawns can be cared for using less fossil fuels and reducing greenhouse gases. Various hand tools and electric tools and mowers were demonstrated, and visitors to the table were encouraged to convert lawns to wildflower meadows, which need to be mowed only once a year.

The following CEC articles were printed in the Charlotte News: *Charlotters Driven to Electric Cars*; *Reflections on Being a Student Member of the Charlotte Energy Committee*; *Greener Lawn and Yard Care*; *It's Time to Button Up Our Homes*.

The Town continued to review the Energy Action Network’s Community Energy Dashboard, the online tool tracking the State’s and each town’s energy and electricity use data, to monitor Charlotte’s progress toward the 90% renewable energy goal by 2050. There is potential to use this tool for both outreach and planning.

CEC members participated in several energy conferences: Vermont Community Energy and Climate Action Network’s (VECAN) annual conference; State Government Municipal Day; Renewable Energy Vermont’s annual conference; and Emerging

Opportunities for Municipal Energy Improvements by Efficiency Vermont. The CEC liaised with other committees and groups in town for potential collaboration, including the Charlotte Conservation Commission, Friends of the Charlotte Library, Transition Town Charlotte, Trails Committee, and Charlotte Central School.

Current 2018 membership: Matt Burke, Rebecca Foster (co-chair), Suzy Hodgson (co-chair), Deirdre Holmes, Bill Kallock, Ethan Lisle, David Pill, and John Quinney. The new CVU student Ethan Lisle was appointed to the CEC in April 2018; the student seat on the committee is non-voting. Rebecca, Suzy, Bill, and John were reappointed to new two-year terms.



Conservation Commission Annual Report 2017-18

One characteristic of Conservation Commission activity in 2017-18 was increased collaboration. The photo shows the contingent of Charlotte Commissioners that attended the 2017 AVCC (Association of Vermont Conservation Commissions) summit in September 2017. This marked an interest in many of our commissioners to explore activities of conservation groups beyond the borders of Charlotte. They brought back insight and initiative to enrich our programs in town. Issues that touch Charlotte and extend beyond our borders which were addressed in these events include grassland bird habitat, water quality, and Emerald Ash Borer. Collaborations within town commissions was also accelerated over the year with increased consultation with the Planning Commission, Trails Committee, Tree Warden and Charlotte Land Trust.

The Commission saw the need for a better understanding of the community and conservation interests within it. With the guidance of Commissioner Derk Berquist we developed a simple conceptual model identifying activities in Charlotte and their relationship to our conservation interests. One of the conclusions that this process led to was that we should identify and encourage increased development density in appropriate areas, a change in the conventional perspective in conservation. The resulting visual diagram of the model is also an effective tool for communicating with collaborators.

Another tool that came to our attention in 2017-18 is Social Marketing, the sharing of important ideas and information in a way that influences behavior. Mel Huff, a previous CCC commissioner, is now an intermittent contributor to the Commission initiatives. She has advocated for a communication strategy that spreads the insights of the Conservation Commission to create and maintain real value in Charlotte. She has assembled the resources for training not only the Conservation Commission but potentially other town entities in communicating to residents the value of increasing socially beneficial behavior. We decided to delay the training until we had identified specific target issues.

We hope to expand Mel's example as an "intermittent contributor" and incorporate other Charlotters who have expressed interest in but could not commit to year round engagement on the Commission. The Conservation Commission meets the 4th Tuesday of the month at Town Hall. Community members are always welcome to attend. If you are interested becoming a limited engagement with the Commission please be in touch with us at conservation@townofcharlotte.com.

Sub-division review was an unpredictable and demanding responsibility and has superseded other activities over the year. It has also presented opportunities for increased interaction with the Charlotte Land Trust and Trails Committee and necessarily the Planning Commission. The Conservation Commission has a profound respect for the legacy of ecologically wise land conservation reflected in the land protected by the CLT through easements and the Planning Commission through open space agreements. The CCC affirmed that legacy and reinforced it in testimony and

several hearings over the year with significant impact on protection of ecosystem services like water quality and wildlife movement. In some cases trail easements are a part of sub-division plans. The Trails Committee and the Conservation Commission reinvigorated their collaboration over several sections of proposed trails between West Village and Mount Philo.



CHARLOTTE INVASIVE COLLABORATIVE REPORT

FY 2017-2018

Submitted by Sue Smith and Marty Illick

Charlotte Invasives Collaborative (CHIC) monitors and controls invasive plants including phragmites, parsnip, knotweed, loosestrife and buckthorn at approximately two dozen sites on town rights of ways, town lands and areas of high public value in Charlotte. Annual work includes collaboration with contractors, Town staff and road commissioner, State regulators, technical advisors and property owners to monitor and treat infestations using early detection and rapid response methods. CHIC recognizes that the most cost effective success is found when controlling young infestations and small populations. Field work services were primarily provided by Habitat Restoration Solutions, while CHIC management and administrative support was provided by Sue Smith and Lewis Creek Association.

In March 2018 Bob Hyams of Habitat Restoration Solutions, CHIC and the Lewis Creek Association organized a well attended presentation and workshop by expert Zachary Simek, Terrestrial Species Project Coordinator for the Adirondack Park Invasive Plant Partnership Program (APIPP) in New York. The spring event, **“Management of Invasive Phragmites australis - New Findings, Prospects for Eradication, and Implications for Vermont”**, attracted 40 participants including numerous partners at VT Agency of Natural Resources and VT operators involved with invasive plant control.

In the spring of 2018, CHIC worked with State regulators, the Town and the Charlotte Road Commissioner to prepare a **Town of Charlotte Roadside Vegetation Management Plan**. A “Request to Conduct a ROW Spraying” and posting notices were then completed and posted to publicize treatment activity including times of the spraying, product used and target plants.

Habitat Restoration Solutions and the Charlotte Road Commissioner visited the infestation sites including 20 Common Reed (*Phragmites Australis*) sites and 5 Japanese Knotweed (*Polygonum cuspidatum*) sites. Four sites did not need follow up treatment, 3 sites were initially treated, 9 sites were retreated for small regrowth and 1 site was not treated. A Charlotte Park and Wildlife Refuge site was treated by Jenny Cole. The Philo Road site at the Mt Philo Inn and across the road is a very large site that was retreated in the ROW on both sides of the road. A meeting of property owners is planned to address the larger infestation area. Charlotte also has large widespread repopulations of Purple Loosestrife, the invasive wetland plant. CHIC procures the Galerucella beetles to address the current infestations in coordination with US Fish and Wildlife.

CHIC partnered with a Thompson’s Point neighborhood group to remove invasive plants including Buckthorn (*Rhamnus cathartica*) from the Town land across from the Thompson’s Point caretakers cottage. This land hosts VT’s rare and state significant “dry limy woods” that are a unique and special part of the Lake Champlain shoreline.

CHIC continues to work with Junior Lewis and VTrans to time roadside mowing, including Rte 7, so as to not spread parsnip seeds. CHIC prepared parsnip control handouts that are offered on line and at the Town Hall. The Town Clerk manages the popular handouts and refers interested land owners to Sue Smith for technical support. Five online requests for tech support occurred this past year.

Trustee of Public Funds Annual Report

The following trusts are maintained by the Town of Charlotte through investment support by Morgan Stanley and by the two current Board of the Trustee of Public Funds, Moe Harvey and Jill Lowrey. There is one unfilled board position at this time.

1.) **Margareta P. Page Trust Fund**

This fund accounts for money held in trust from the Margareta P. Page Fund. Investment income is expended by the Town to maintain her family graves in the Grandview Cemetery. This fund was started on March 26, 1956 with a donation of \$35,000 (see next page.) As of June 30, 2018, the fund was valued at \$558,941.56

2.) **Charlotte Central School Library Fund**

This fund accounts for money held in trust from Harry H. Webb. Investment income is expended for use by the Charlotte Central School for library books

3.) **Breezy Point Library Fund**

This fund accounts for money held in trust from the Breezy Point Library Association. Investment income is expended for use by the Charlotte Central School for library books.

4.) **Sarah E. Peterson Fund**

This fund accounts for money held in trust from Sarah E. Peterson. Investment income is expended for use by the Charlotte Central School for library books.

5.) **Barber Cemetery Fund**

This fund accounts for money held in trust with which investment income is expended for use by the Town of Charlotte for maintenance of the Barber Cemetery.

Disbursements to beneficiaries FY 2017-2018 were as follows:

- 1.) Grandview Cemetery \$19,161.99
- 2.) Charlotte Central School Library \$372.76
- 3.) Town of Charlotte (for Barber Cemetery) \$19.42

Respectfully submitted,
Jill Lowrey, Trustee
Moe Harvey, Trustee

Town of Charlotte
Trustees of Public Funds

**Asset Value - June 30, 2018
FY 2017-2018**

Name	Account Number	Ending Value 6/30/2017	Ending Value 6/30/2018
Grandview Cemetery (Page Trust)*	383-***830	\$555,860.60	\$558,941.56
CCS Library	383-***840	\$2,684.70	\$2,553.28
Peterson Fund	383-***839	\$4,233.72	\$3,764.11
Barber Cemetery	383-***838	\$272.21	\$288.95
Breezy Point	N/A	N/A	N/A
TOTAL		\$563,051.19	\$565,547.90

Town of Charlotte
Trustees of Public Funds

**Distribution to Beneficiaries
FY 2017-2018**

Name	Account Number	Dividends, Income & Interest
Grandview Cemetery (Page Trust)	383-***830	\$19,161.99
CCS Library	383-***840	\$183.75
Peterson Fund	383-***839	\$189.01
Barber Cemetery	383-***838	\$19.42
Breezy Point	N/A	-
TOTAL Dividends, Income & Interest		\$19,554.17

TOWN OF CHARLOTTE, VERMONT

AUDIT REPORT

JUNE 30, 2018

		<u>Page #</u>
Independent Auditor's Report		1-3
Management's Discussion and Analysis		4-8
Basic Financial Statements:		
Statement of Net Position	Exhibit A	9
Statement of Activities	Exhibit B	10
Governmental Funds:		
Balance Sheet	Exhibit C	11
Statement of Revenues, Expenditures and Changes in Fund Balances	Exhibit D	12
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	Exhibit E	13
Proprietary Fund:		
Statement of Fund Net Position	Exhibit F	14
Statement of Revenues, Expenses and Changes in Fund Net Position	Exhibit G	15
Statement of Cash Flows	Exhibit H	16
Fiduciary Funds:		
Statement of Fiduciary Net Position	Exhibit I	17
Statement of Changes in Fiduciary Net Position	Exhibit J	18
Notes to the Financial Statements		19-42

Page #

Required Supplementary Information:

Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - Budgetary Basis - General Fund	Schedule 1	43-48
Schedule of Proportionate Share of the Net Pension Liability - VMERS Defined Benefit Plan	Schedule 2	49
Schedule of Contributions - VMERS Defined Benefit Plan	Schedule 3	50

Other Information:

Combining Balance Sheet - Non-Major Governmental Funds	Schedule 4	51
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Non-Major Governmental Funds	Schedule 5	52
Combining Balance Sheet - Non-Major Special Revenue Funds	Schedule 6	53
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Non-Major Special Revenue Funds	Schedule 7	54
Combining Balance Sheet - Non-Major Capital Projects Funds	Schedule 8	55
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Non-Major Capital Projects Funds	Schedule 9	56

		<u>Page #</u>
Combining Schedule of Net Position - Private Purpose Trust Funds	Schedule 10	57
Combining Schedule of Changes in Fiduciary Net Position - Private Purpose Trust Funds	Schedule 11	58
Schedule of Taxes Raised	Schedule 12	59
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with "Government Auditing Standards"		60-61

Sullivan, Powers & Co., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
www.sullivanpowers.com

Fred Duplessis, CPA
Richard J. Brigham, CPA
Chad A. Hewitt, CPA
Wendy C. Gilwee, CPA
[VT Lic. #92-000180](#)

Independent Auditor's Report

Selectboard
Town of Charlotte, Vermont
P.O. Box 119
Charlotte, Vermont 05445

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Charlotte, Vermont, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Charlotte, Vermont's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Charlotte, Vermont, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 8, the budgetary comparison information on Schedule 1, the Schedule of Proportionate Share of the Net Pension Liability on Schedule 2 and the Schedule of Contributions on Schedule 3 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Charlotte, Vermont's basic financial statements. The combining fund financial statements and the schedule of taxes raised are presented for purposes of additional analysis and are not a required part of the basic financial statements. These schedules have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by “Government Auditing Standards”

In accordance with “Government Auditing Standards”, we have also issued our report dated November 16, 2018 on our consideration of the Town of Charlotte, Vermont’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with “Government Auditing Standards” in considering the Town of Charlotte, Vermont’s internal control over financial reporting and compliance.

November 16, 2018
Montpelier, Vermont
VT Lic. #92-000180

Sullivan, Powers & Company

The Town of Charlotte (the “Town”) herein sets forth an overview and analysis of its financial operations for the fiscal years ending June 30, 2018 and 2017.

Financial Highlights

- Assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources on June 30, 2018 by \$10,204,442 (*net position*). Of this amount, \$1,312,511 (*unrestricted net position*) may be used by the various funds of the Town to meet the Town’s ongoing obligations.
- The Town’s total governmental activities net position decreased by \$47,823.
- Fund Balances of Governmental Funds increased by \$391,748 to a total of \$2,042,767 in fiscal year 2018. The General Fund had a total fund balance of \$211,096 of which \$194,410 was unassigned.

Overview of the Town’s Financial Statements:

The annual financial report consists of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Town of Charlotte’s finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Town of Charlotte’s assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference between them reported as net position.

The *statement of activities* presents information showing how the Town’s net position changed during the past fiscal year. The *statement of activities* is on the full accrual basis (i.e. all changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows) whereas the *statement of revenues, expenditures and changes in fund balances - governmental funds* is on the modified accrual basis (i.e. revenue is recognized when it becomes measurable and available as net current position and expenditures are recognized when the related liability is incurred). Thus in the *statement of activities*, revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The major governmental activities of the Town of Charlotte include general government, highways and streets, public safety and culture and recreation. The government-wide financial statements can be found in Exhibits A and B of this report. The business-type activity of the Town is the wastewater operation on Thompson’s Point, which is accounted for in the proprietary fund statements.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town has three types of funds: governmental funds, a proprietary fund and fiduciary funds. The proprietary fund of the Town is an enterprise fund (business activities). This covers our Thompson’s Point wastewater department. Fund financial statements can be found in Exhibits C through J.

Notes to the financial statements. The notes provide additional information that is necessary for an understanding of the information in the government-wide and fund financial statements. The notes to the financial statements follow the basic financial statements in this report.

Other Information. This section of the report includes the budgetary comparison for the General Fund and information related to the Town's participation in the Vermont Municipal Employees' Retirement System (VMERS) as required by U.S. GAAP. It also includes the combining information for individual nonmajor governmental funds.

Table 1
Net Position

	Governmental Activities		Business-type Activities		Total	
	FY2018	FY2017	FY2018	FY2017	FY2018	FY2017
Current and Other Assets	\$ 3,099,957	\$ 1,892,520	\$ 238,609	\$ 234,479	\$ 3,338,566	\$ 2,126,999
Capital Assets	7,796,378	7,617,249	965,950	973,256	8,762,328	8,590,505
Total Assets	10,896,335	9,509,769	1,204,559	1,207,735	12,100,894	10,717,504
Deferred Outflows of Resources	85,099	108,041	0	0	85,099	108,041
Current Liabilities	102,673	198,716	0	267	102,673	198,983
Long-term Liabilities	975,608	354,066	0	0	975,608	354,066
Total Liabilities	1,078,281	552,782	0	267	1,078,281	553,049
Deferred Inflows of Resources	903,270	17,322	0	0	903,270	17,322
Net Investment in Capital Assets	7,796,378	7,617,249	965,950	973,256	8,762,328	8,590,505
Restricted	129,603	358,297	0	0	129,603	358,297
Unrestricted	1,073,902	1,072,160	238,609	234,212	1,312,511	1,306,372
Total Net Position	\$ 8,999,883	\$ 9,047,706	\$ 1,204,559	\$ 1,207,468	\$ 10,204,442	\$ 10,255,174

As indicated above, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$10,204,442 at the end of fiscal year 2018. Assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$10,255,174 at the end of fiscal year 2017.

The largest portion of the Town's net position is in its investment in capital assets (85.9% = \$8,762,328). These assets are used to provide services to its citizens (e.g. land, buildings, equipment, and infrastructure). Therefore these assets are not available for future spending. A portion (1.3% = \$129,603) of the Town's net position is subject to restrictions on how it may be used (e.g. highway maintenance, trails, etc.). The remaining balance is an unrestricted net position (12.8% = \$1,312,511) that may be used to meet the government's ongoing obligations to citizens and creditors. Some of the amounts included in the unrestricted net position have been assigned by management for particular purposes (e.g. capital projects).

Governmental activities. Governmental activities decreased the Town's net position by \$47,823 in FY18.

Table 2
Change in Net Position

	Governmental Activities		Business-type Activities		Total	
	FY2018	FY2017	FY2018	FY2017	FY2018	FY2017
Revenues:						
Program Revenues:						
Charges for Services	\$ 1,043,808	\$ 1,142,811	\$ 119,620	\$ 154,925	\$ 1,163,428	\$ 1,297,736
Operating Grants and Contributions	208,780	287,271	0	0	208,780	287,271
Capital Grants and Contributions	16,629	729,226	0	0	16,629	729,226
General Revenues:						
Property Taxes	1,581,807	1,587,145	0	0	1,581,807	1,587,145
Penalties and Interest on Delinquent Taxes	26,256	65,034	0	0	26,256	65,034
General State Grants	84,046	88,233	0	0	84,046	88,233
Unrestricted Investment Earnings	402	362	16	13	418	375
Public Utility Commission Settlement	20,198	0	0	0	20,198	0
Other Revenues	843	642	0	0	843	642
Total Revenues	<u>2,982,769</u>	<u>3,900,724</u>	<u>119,636</u>	<u>154,938</u>	<u>3,102,405</u>	<u>4,055,662</u>
Expenses:						
General Government	990,735	988,003	0	0	990,735	988,003
Public Safety	649,382	594,387	0	0	649,382	594,387
Highways and Streets	939,290	987,893	0	0	939,290	987,893
Culture and Recreation	427,081	398,660	0	0	427,081	398,660
Community Development	1,278	101,896	0	0	1,278	101,896
Cemetery	0	64	0	0	0	64
Interest on Long-term Debt	22,826	7,470	0	0	22,826	7,470
Wastewater	0	0	122,545	150,280	122,545	150,280
Total Expenses	<u>3,030,592</u>	<u>3,078,373</u>	<u>122,545</u>	<u>150,280</u>	<u>3,153,137</u>	<u>3,228,653</u>
Increase/(Decrease) in Net Position	\$ <u>(47,823)</u>	\$ <u>822,351</u>	\$ <u>(2,909)</u>	\$ <u>4,658</u>	\$ <u>(50,732)</u>	\$ <u>827,009</u>

Financial Analysis of Major Governmental Funds

The General Fund

The General Fund balance decreased \$72,515 from \$283,611 at the end of fiscal year 2017 to \$211,096 at the end of fiscal year 2018.

The total revenues budgeted were \$2,954,847. The actual revenues collected were \$2,951,250, which was \$3,597 less than budgeted. A large portion of the deficiency in revenues was due to Thompson's Point rent coming in less than expected (-\$28,416), which was due to a reappraisal of the lots; whereas it was anticipated land values would drop 5%, they actually dropped 13.7%. This decrease was partially offset by the unbudgeted receipt of a settlement with the Public Utility Commission (+20,198).

The total expenses budgeted were \$3,086,847. The actual expenses were \$3,024,151, which was \$62,696 less than budgeted. Among the line items that were underspent were: Selectboard legal expenses (by \$26,389), Highways (by \$22,992), and Recreation program expenses (by \$8,696). Also, money had been budgeted to begin replacement of the fence at the Barber Cemetery (West Burying Ground), but the project didn't get started, so the cemetery maintenance account was underspent by \$9,703; and the planned replacement of the computer server in the Town Hall was deferred, which accounted for an underage of \$8,199 in the Town Hall equipment and computer service accounts.

In the highway expense budget a total of \$880,258 was spent, \$22,992 less than the budget of \$903,250. Some line items were underspent and some were overspent. The line that was overspent the most was Retreatment (paving), which was overspent by \$65,440. The main reason is that paving was moved to the spring (FY18), rather than mid-late summer, so two paving seasons (2017 and 2018) were combined into one fiscal year (FY18). A portion of the paving overage was paid out of the Highway Reserve Fund, which had accumulated funds from years when the highway expense budget was underspent. \$194,870 of Class II Highway State Aid was received during the year, and a grant of \$8,622 was obtained, helping to offset the paving and maintenance expenses.

The Highway Reserve Fund

The Highway Reserve Fund ended fiscal year 2018 with a fund balance of \$32,891. The prior year fund balance was \$264,609 resulting in a current year decrease of \$231,718. The main use of the fund, as described above, was to pay \$264,000 of paving expenses (i.e. Retreatment). \$35,602 was transferred into the fund at the end of the fiscal year, primarily as a result of underspending of the other accounts within the highway expense budget.

Other Funds

The Town has the following reserve funds at June 30, 2018:

Highway Reserve Fund	\$ 32,891
Conservation Fund	503,020
Fire & Rescue Capital Fund	967,938
Non-Major Government Funds	<u>327,822</u>
Total Other Funds	<u>\$1,831,671</u>

Restricted Net Position and Fund Balances

The restricted net position was \$129,603 on June 30, 2018. These funds are reserved for specific future expenses, such as highway maintenance, trails and other purposes determined by trust or grant agreements.

The unassigned fund balance of the Governmental Funds was \$194,410 on June 30, 2018. These funds are available to address planned or unexpected expenses in the General Fund.

Capital Assets

Governmental Capital Assets increased \$179,129 net of accumulated depreciation to a total of \$7,796,378 as of June 30, 2018. The major contributor to this increase was paving (\$575,038).

Long-term Debt

At the end of the current year, the Town had total long-term debt outstanding of \$805,000. This amount represents bonded debt backed by the full faith and credit of the Town.

Table 3
Outstanding Debt at Year-End

	Governmental Activities	
	FY2018	FY2017
Bonds Payable	\$ <u>805,000</u>	\$ <u>220,000</u>

The Town's total debt increased by \$585,000 during the year, reflecting the issuance of the Fire Truck Bond for \$625,000 offset by repayments of principal of \$40,000.

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

Additional information on the Town's long-term debt can be found in Note IV. H. in the notes to financial statements.

Economic Factors and Next Year's Budget and Rates

The following factors were considered in the development of budgets for FY19:

The Town approved a general fund budget for fiscal year 2019 in the amount of \$3,145,965. This represented an increase of \$99,118 (3.3%) from the approved budget for the prior fiscal year. Including articles with transfers to reserve funds, the budget for fiscal year 2019 is \$3,225,965, representing an increase of \$139,118 (4.5%) from the approved budget with articles for the prior fiscal year.

The following factors will influence budgets in the next fiscal year:

The Selectboard plans to keep spending relatively level while at the same time addressing needs for capital facility maintenance and improvement, including the upcoming replacement of the Town Hall roof, reconstruction of recreation facilities at the Town Beach, and likely other infrastructure improvements.

Requests for Information

This financial report is designed to provide a general overview of the Town of Charlotte, Vermont's financial condition. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Town Administrator or the Town Treasurer, P.O. Box 119, Charlotte, Vermont 05445.

TOWN OF CHARLOTTE, VERMONT
STATEMENT OF NET POSITION
JUNE 30, 2018

	Governmental Activities	Business-type Activities	Total
<u>ASSETS</u>			
Cash and Cash Equivalents	\$ 2,400,718	\$ 182,823	\$ 2,583,541
Restricted Cash	85,728	0	85,728
Receivables	61,455	55,695	117,150
Internal Balances	(91)	91	0
Prepaid Expenses	12,875	0	12,875
Deposit on Truck Purchase	539,272	0	539,272
Capital Assets:			
Land	1,827,100	0	1,827,100
Construction in Progress	24,992	0	24,992
Other Capital Assets, (Net of Accumulated Depreciation)	5,944,286	965,950	6,910,236
Total Assets	10,896,335	1,204,559	12,100,894
<u>DEFERRED OUTFLOWS OF RESOURCES</u>			
Deferred Outflows of Resources Related to the Town's Participation in VMERS	85,099	0	85,099
Total Deferred Outflows of Resources	85,099	0	85,099
<u>LIABILITIES</u>			
Accounts Payable	79,058	0	79,058
Accrued Payroll and Benefits Payable	21,180	0	21,180
Unearned Revenue	500	0	500
Accrued Interest Payable	1,935	0	1,935
Noncurrent Liabilities:			
Due Within One Year	71,250	0	71,250
Due in More than One Year	904,358	0	904,358
Total Liabilities	1,078,281	0	1,078,281
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Prepaid Property Taxes	898,670	0	898,670
Deferred Inflows of Resources Related to the Town's Participation in VMERS	4,600	0	4,600
Total Deferred Inflows of Resources	903,270	0	903,270
<u>NET POSITION</u>			
Net Investment in Capital Assets	7,796,378	965,950	8,762,328
Restricted For:			
Highways and Streets	83,546	0	83,546
Other Purposes	46,057	0	46,057
Unrestricted	1,073,902	238,609	1,312,511
Total Net Position	\$ 8,999,883	\$ 1,204,559	\$ 10,204,442

The accompanying notes are an integral part of this financial statement.

TOWN OF CHARLOTTE, VERMONT
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

	Program Revenues				Net (Expense) Revenue and Changes in Net Position		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Functions/Programs:							
Primary Government:							
Governmental Activities:							
General Government	\$ 990,735	\$ 908,850	\$ 2,476	\$ 0	\$ (79,409)	\$ 0	\$ (79,409)
Public Safety	649,382	12,600	0	0	(636,782)	0	(636,782)
Highways and Streets	939,290	1,400	203,493	278	(734,119)	0	(734,119)
Culture and Recreation	427,081	120,958	2,095	16,351	(287,677)	0	(287,677)
Community Development	1,278	0	75	0	(1,203)	0	(1,203)
Cemetery	0	0	641	0	641	0	641
Interest on Long-term Debt	22,826	0	0	0	(22,826)	0	(22,826)
Total Governmental Activities	3,030,592	1,043,808	208,780	16,629	(1,761,375)	0	(1,761,375)
Business-type Activities:							
Wastewater	122,545	119,620	0	0	0	(2,925)	(2,925)
Total Business-type Activities	122,545	119,620	0	0	0	(2,925)	(2,925)
Total Primary Government	\$ 3,153,137	\$ 1,163,428	\$ 208,780	\$ 16,629	(1,761,375)	(2,925)	(1,764,300)
General Revenues:							
Property Taxes					1,581,807	0	1,581,807
Penalties and Interest on Delinquent Taxes					26,256	0	26,256
General State Grants					84,046	0	84,046
Unrestricted Investment Earnings					402	16	418
Public Utility Commission Settlement					20,198	0	20,198
Other Revenues					843	0	843
Total General Revenues					1,713,552	16	1,713,568
Change in Net Position					(47,823)	(2,909)	(50,732)
Net Position - July 1, 2017					9,047,706	1,207,468	10,255,174
Net Position - June 30, 2018					\$ 8,999,883	\$ 1,204,559	\$ 10,204,442

The accompanying notes are an integral part of this financial statement.

TOWN OF CHARLOTTE, VERMONT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2018

	General Fund	Highway Reserve Fund	Conservation Fund	Fire & Rescue Capital Fund	Non-Major Governmental Funds	Total Governmental Funds
<u>ASSETS</u>						
Cash	\$ 2,392,652	\$ 0	\$ 0	\$ 0	\$ 8,066	\$ 2,400,718
Restricted Cash	0	0	0	85,728	0	85,728
Receivables	61,455	0	0	0	0	61,455
Due from Other Funds	0	36,211	503,020	344,738	320,276	1,204,245
Prepaid Expenses	12,875	0	0	0	0	12,875
Deposit on Truck Purchase	0	0	0	539,272	0	539,272
Total Assets	<u>\$ 2,466,982</u>	<u>\$ 36,211</u>	<u>\$ 503,020</u>	<u>\$ 969,738</u>	<u>\$ 328,342</u>	<u>\$ 4,304,293</u>
<u>LIABILITIES</u>						
Accounts Payable	\$ 73,418	\$ 3,320	\$ 0	\$ 1,800	\$ 520	\$ 79,058
Accrued Payroll and Benefits Payable	21,180	0	0	0	0	21,180
Due to Other Funds	1,204,336	0	0	0	0	1,204,336
Unearned Revenue	500	0	0	0	0	500
Total Liabilities	<u>1,299,434</u>	<u>3,320</u>	<u>0</u>	<u>1,800</u>	<u>520</u>	<u>1,305,074</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>						
Prepaid Property Taxes	898,670	0	0	0	0	898,670
Unavailable Property Taxes, Penalties and Interest	45,664	0	0	0	0	45,664
Unavailable Fees	12,118	0	0	0	0	12,118
Total Deferred Inflows of Resources	<u>956,452</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>956,452</u>
<u>FUND BALANCES</u>						
Nonspendable	12,875	0	0	539,272	0	552,147
Restricted	0	32,891	0	85,728	96,712	215,331
Committed	0	0	503,020	342,938	207,638	1,053,596
Assigned	3,811	0	0	0	23,472	27,283
Unassigned	194,410	0	0	0	0	194,410
Total Fund Balances	<u>211,096</u>	<u>32,891</u>	<u>503,020</u>	<u>967,938</u>	<u>327,822</u>	<u>2,042,767</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 2,466,982</u>	<u>\$ 36,211</u>	<u>\$ 503,020</u>	<u>\$ 969,738</u>	<u>\$ 328,342</u>	
Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:						
Capital Assets Used in Governmental Activities are not Financial Resources and, Therefore, are not Reported in the Funds.						7,796,378
Other Assets are not Available to Pay for Current-Period Expenditures and, Therefore, are Deferred in the Funds.						57,782
Long-Term and Accrued Liabilities, Including Bonds Payable and the Net Pension Liability, are not Due or Payable in the Current Period and, Therefore, are not Reported in the Funds						(977,543)
Deferred Outflows of Resources and Deferred Inflows of Resources related to the Town's Participation in VMERS are applicable to Future Periods and, therefore, are not Reported in the Funds.						80,499
Net Position of Governmental Activities						<u>\$ 8,999,883</u>

TOWN OF CHARLOTTE, VERMONT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

	General Fund	Highway Reserve Fund	Conservation Fund	Fire & Rescue Capital Fund	Non-Major Governmental Funds	Total Governmental Funds
Revenues:						
Property Taxes	\$ 1,570,143	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,570,143
Penalties and Interest on Delinquent Taxes	26,256	0	0	0	0	26,256
Intergovernmental	291,739	0	0	0	29,139	320,878
Charges for Services	897,584	0	0	0	0	897,584
Permits, Licenses and Fees	115,885	0	0	0	17,610	133,495
Fines and Forfeits	12,600	0	0	0	0	12,600
Investment Income	402	0	0	0	0	402
Donations	600	0	0	0	7,397	7,997
Public Utility Commission Settlement	20,198	0	0	0	0	20,198
Other	843	0	0	0	0	843
Total Revenues	<u>2,936,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>54,146</u>	<u>2,990,396</u>
Expenditures:						
General Government	928,804	0	0	0	32,992	961,796
Public Safety	636,494	0	0	12,888	0	649,382
Highways and Streets	583,273	3,320	0	0	0	586,593
Culture and Recreation	374,407	0	0	0	22,074	396,481
Community Development	0	0	0	0	1,278	1,278
Capital Outlay:						
Highways and Streets	296,985	264,000	0	0	7	560,992
Culture and Recreation	0	0	0	0	6,011	6,011
Debt Service:						
Principal	0	0	0	40,000	0	40,000
Interest	0	0	0	21,115	0	21,115
Total Expenditures	<u>2,819,963</u>	<u>267,320</u>	<u>0</u>	<u>74,003</u>	<u>62,362</u>	<u>3,223,648</u>
Excess/(Deficiency) of Revenues Over Expenditures	<u>116,287</u>	<u>(267,320)</u>	<u>0</u>	<u>(74,003)</u>	<u>(8,216)</u>	<u>(233,252)</u>
Other Financing Sources/(Uses):						
Proceeds from Long-term Debt	0	0	0	625,000	0	625,000
Transfers In	15,000	35,602	0	120,000	48,200	218,802
Transfers Out	(203,802)	0	0	0	(15,000)	(218,802)
Total Other Financing Sources/(Uses)	<u>(188,802)</u>	<u>35,602</u>	<u>0</u>	<u>745,000</u>	<u>33,200</u>	<u>625,000</u>
Net Change in Fund Balances	(72,515)	(231,718)	0	670,997	24,984	391,748
Fund Balances - July 1, 2017	<u>283,611</u>	<u>264,609</u>	<u>503,020</u>	<u>296,941</u>	<u>302,838</u>	<u>1,651,019</u>
Fund Balances - June 30, 2018	<u>\$ 211,096</u>	<u>\$ 32,891</u>	<u>\$ 503,020</u>	<u>\$ 967,938</u>	<u>\$ 327,822</u>	<u>\$ 2,042,767</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF CHARLOTTE, VERMONT
 RECONCILIATION OF THE STATEMENT OF REVENUES,
 EXPENDITURES AND CHANGES IN FUND BALANCES OF
 GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2018

Amounts reported for governmental activities in the statement of activities (Exhibit B) are different because:

Net change in fund balances - total government funds (Exhibit D)	\$ 391,748
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets (\$567,003) is allocated over their estimated useful lives and reported as depreciation expense (\$388,152). This is the amount by which capital outlays exceeded depreciation in the current period.	178,851
The effect of donations of capital assets is to increase net position. The State of Vermont is currently constructing a bridge for the Town.	278
The issuance of long-term debt (\$625,000) (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt (\$40,000) consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. This amount is the net effect of these differences in the treatment of long-term debt and related items.	(585,000)
Governmental funds report employer pension contributions as expenditures (\$23,139). However, in the statement of activities, the cost of pension benefits earned net of employee contributions (\$39,103) is reported as pension expense. This amount is the net effect of the differences in the treatment of pension expense.	(15,964)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	(7,905)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	(9,831)
Change in net position of governmental activities (Exhibit B)	\$ <u>(47,823)</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF CHARLOTTE, VERMONT
STATEMENT OF FUND NET POSITION
PROPRIETARY FUND
JUNE 30, 2018

	<u>Wastewater Fund</u>
<u>ASSETS</u>	
Current Assets:	
Cash	\$ 182,823
Receivables	55,695
Due from Other Funds	<u>91</u>
Total Current Assets	<u>238,609</u>
Noncurrent Assets:	
Distribution and Collection Systems	1,573,679
Less: Accumulated Depreciation	<u>(607,729)</u>
Total Noncurrent Assets	<u>965,950</u>
Total Assets	<u>\$ 1,204,559</u>
<u>LIABILITIES</u>	
Liabilities:	<u>\$ 0</u>
<u>NET POSITION</u>	
Net Investment in Capital Assets	965,950
Unrestricted	<u>238,609</u>
Total Net Position	<u>1,204,559</u>
Total Liabilities and Net Position	<u>\$ 1,204,559</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF CHARLOTTE, VERMONT
STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN FUND NET POSITION
PROPRIETARY FUND
FOR THE YEAR ENDED JUNE 30, 2018

	Wastewater Fund
Operating Revenues:	
Charges for Services	\$ 119,620
Total Operating Revenues	<u>119,620</u>
Operating Expenses:	
Contract Services	49,512
Utilities	3,534
Repairs and Maintenance	3,775
Materials and Supplies	12,186
Fees and Permits	1,113
Testing Fees	19,174
Depreciation	<u>33,251</u>
Total Operating Expenses	<u>122,545</u>
Operating Income/(Loss)	<u>(2,925)</u>
Non-Operating Revenues:	
Investment Income	<u>16</u>
Total Non-Operating Revenues	<u>16</u>
Change in Net Position	(2,909)
Net Position - July 1, 2017	<u>1,207,468</u>
Net Position - June 30, 2018	<u>\$ 1,204,559</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF CHARLOTTE, VERMONT
STATEMENT OF CASH FLOWS
PROPRIETARY FUND
FOR THE YEAR ENDED JUNE 30, 2018

	Wastewater Fund
Cash Flows From Operating Activities:	
Receipts from Customers and Users	\$ 133,701
Payments for Goods and Services	<u>(89,533)</u>
Net Cash Provided by Operating Activities	<u>44,168</u>
Cash Flows From Noncapital Financing Activities:	
Decrease/(Increase) in Due from Other Funds	<u>239</u>
Net Cash Provided by Noncapital Financing Activities	<u>239</u>
Cash Flows From Capital and Related Financing Activities:	
Acquisition and Construction of Capital Assets	<u>(25,945)</u>
Net Cash Provided/(Used) by Capital and Related Financing Activities	<u>(25,945)</u>
Cash Flows From Investing Activities:	
Receipt of Interest & Dividends	<u>16</u>
Net Cash Provided by Investing Activities	<u>16</u>
Net Increase in Cash	18,478
Cash - July 1, 2017	<u>164,345</u>
Cash - June 30, 2018	<u><u>\$ 182,823</u></u>
Adjustments to Reconcile Operating Income/(Loss) to Net Cash Provided by Operating Activities:	
Operating Income/(Loss)	\$ (2,925)
Depreciation	33,251
(Increase)/Decrease in Receivables	14,109
Increase/(Decrease) in Accounts Payable	(239)
Increase/(Decrease) in Unearned Revenue	<u>(28)</u>
Net Cash Provided by Operating Activities	<u><u>\$ 44,168</u></u>

The accompanying notes are an integral part of this financial statement.

TOWN OF CHARLOTTE, VERMONT
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2018

	<u>Private-Purpose Trust Funds</u>
<u>ASSETS</u>	
Cash	\$ 27,763
Investments	<u>540,799</u>
Total Assets	<u>\$ 568,562</u>
<u>LIABILITIES AND NET POSITION</u>	
Liabilities:	
Accounts Payable	\$ <u>640</u>
Total Liabilities	<u>640</u>
Net Position:	
Restricted:	
Held in Trust for Individuals and Organizations	<u>567,922</u>
Total Liabilities and Net Position	<u>\$ 568,562</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF CHARLOTTE, VERMONT
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

	Private-Purpose Trust Funds
Additions:	
Investment Income	\$ 11,453
Donations	412
	<hr/>
Total Additions	11,865
	<hr/>
Deductions:	
Grandview Cemetery	2,515
Peterson Fund	371
Miscellaneous	6,710
	<hr/>
Total Deductions	9,596
	<hr/>
Change in Net Position	2,269
Net Position - July 1, 2017	565,653
	<hr/>
Net Position - June 30, 2018	\$ 567,922
	<hr/> <hr/>

The accompanying notes are an integral part of this financial statement.

The Town of Charlotte, Vermont, (herein the "Town") operates under a Selectboard form of government and provides the following services: public safety, highways and streets, health and social services, culture and recreation, community/economic development, public improvements, planning and zoning, wastewater and general administrative services.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies adopted by the Town of Charlotte, Vermont (the "Town") conform to generally accepted accounting principles (GAAP) as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing accounting and financial reporting principles. The following is a summary of the more significant accounting policies employed in the preparation of these financial statements.

A. The Financial Reporting Entity

This report includes all of the activity of the Town of Charlotte, Vermont. The financial reporting entity consists of the primary government; organizations for which the primary government is financially accountable; and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government. The primary government is financially accountable if an organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government regardless of whether the organization has a separately elected governing board; a governing board appointed by a higher level of government; or a jointly appointed board. Based on these criteria, there are no other entities that should be combined with the financial statements of the Town.

B. Basis of Presentation

The accounts of the Town are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts which comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are spent and the means by which spending activities are controlled.

The basic financial statements of the Town include both government-wide statements and fund financial statements. The focus of the government-wide statements is on reporting the operating results and financial position of the Town as a whole and present a longer-term view of the Town's finances. The focus of the fund financial statements is on reporting on the operating results and financial position of the most significant funds of the Town and present a shorter-term view of how operations were financed and what remains available for future spending.

Government-wide Statements: The statement of net position and the statement of activities display information about the primary government, the Town. These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double counting of activities between funds. These statements distinguish between the governmental and business-type activities of the Town. Governmental activities generally are financed through taxes, intergovernmental revenues and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

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

Fund Financial Statements: The fund financial statements provide information about the Town's funds. Separate statements for each fund category – governmental, proprietary and fiduciary – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

The Town reports on the following major governmental funds:

General Fund – This is the Town's main operating fund. It accounts for all financial resources of the Town except those accounted for in another fund.

Highway Reserve Fund – The fund accounts for the highway capital expenditures of the Town.

Conservation Fund – This fund accounts for the resources used for land preservation.

Fire & Rescue Capital Fund – This fund accounts for the fire and rescue capital expenditures of the Town.

The Town reports on the following major enterprise fund:

Wastewater Fund – This fund accounts for the operations of the Wastewater Department.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

Additionally, the Town reports the following fund type:

Private-Purpose Trust Funds – These funds are used to report trust arrangements under which resources are to be used for the benefit of individuals. All investment earnings, and in some cases, the principal of these funds may be used to support these activities.

C. Measurement Focus

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

Governmental fund financial statements are reported using the current financial resources measurement focus. This means that only current assets, deferred outflows of resources, current liabilities and deferred inflows of resources are generally reported on their balance sheets. Their reported fund balances (net current position) are considered a measure of available spendable resources, and are segregated into nonspendable; restricted; committed; assigned and unassigned amounts. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current position. Accordingly, they are said to present a summary of sources and uses of available spendable resources during a period.

D. Basis of Accounting

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

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

Governmental funds are reported using the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. “Measurable” means the amount of the transaction can be determined, and “available” means the amount is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Town considers all revenues reported in governmental funds to be available if the revenues are collected within sixty (60) days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, certain compensated absences and other long-term liabilities which are recognized when the obligations are expected to be liquidated or are funded with expendable available financial resources.

General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt, acquisitions under capital leases and sales of capital assets are reported as other financing sources.

Under the terms of grant agreements, the Town funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. It is the Town’s policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues. Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and other grant requirements have been met.

E. Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows and inflows of resources 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.

F. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Equity

1. Cash

Cash balances of Town funds are deposited with and invested by the Town Treasurer. The Town considers all short-term investments of ninety (90) days or less to be cash equivalents.

Excess cash of individual funds are shown as due from other funds and excess withdrawals are shown as due to other funds.

2. Investments

The Town invests in investments as allowed by State Statute. Investments with readily determinable fair values are reported at their fair values on the balance sheet. Unrealized gains and losses are included in revenue.

3. Receivables

Receivables are shown net of an allowance for uncollectible accounts for the estimated losses that will be incurred in the collection of the receivables. The estimated losses are based on the judgment of management and a review of the current status of existing receivables.

4. Internal Balances

Activity between funds that are representative of lending/borrowing arrangements that are outstanding at the end of the fiscal year are referred to as “advances from/to other funds”. All other outstanding balances between funds are reported as “due from/to other funds”. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances”.

5. Pensions

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

6. Prepaid Expenses and Deposits

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

Reported prepaid expenses and deposits of governmental funds in the fund financial statements are offset by a nonspendable fund balance as these are not in spendable form.

7. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statements element, “deferred outflows of resources”, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditures) until then. These amounts are deferred and recognized as an outflow of resources in the future periods to which the outflows are related.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, “deferred inflows of resources”, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. These amounts are deferred and recognized as an inflow of resources in the future periods to which the inflows are related or when the amounts become available.

8. Capital Assets

Capital assets are reported at actual cost or estimated historical cost based on appraisals or deflated current replacement cost if purchased or constructed. Contributed assets are recorded at their estimated acquisition value at the time received. Major outlays for capital assets and improvements are capitalized as constructed. Interest incurred during the construction phase for proprietary fund capital assets is reflected in the capitalized value of the asset constructed, net of any interest earned on the invested proceeds during the same period. Interest is not capitalized during the construction phase of capital assets used in governmental activities. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets’ lives are not capitalized. Infrastructure assets are reported starting with fiscal year ended June 30, 2004. The Town has elected to not report major general infrastructure assets retroactively.

Capital assets reported in the government-wide and proprietary fund financial statements are depreciated in order that the cost of these assets will be charged to expenses over their estimated service lives, generally using the straight-line method of calculating depreciation.

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts) and estimated useful lives of capital assets are as follows:

	Capitalization Threshold	Estimated Service Life
Land	\$ 1,000	Not Depreciated
Buildings and Building Improvements	\$ 20,000	10-75 Years
Vehicles and Equipment	\$ 5,000	3-25 Years
Infrastructure	\$ 20,000	20-75 Years
Distribution and Collection Systems	\$ 20,000	20-75 Years

Capital assets are not reported in the governmental fund financial statements. Capital outlays in these funds are recorded as expenditures in the year they are incurred.

9. Compensated Absences

It is the Town’s policy to permit employees to accumulate earned but unused leave time. The accrual for unused compensated absences time, based on current pay rates, is recorded in the government-wide and proprietary fund financial statements. The liability for unused compensated absences is not reported in the governmental fund financial statements. Payments for unused compensated absences are recorded as expenditures in the year they are paid.

10. Long-term Liabilities

Long-term liabilities include bonds and notes payable and other obligations such as compensated absences and the Town's net pension liability. Long-term liabilities are reported in the government-wide and proprietary fund financial statements. Governmental fund financial statements do not include any long-term liabilities as those statements use the current financial resources measurement focus and only include current liabilities on their balance sheets.

11. Fund Equity

Fund equity is classified based upon any restrictions that have been placed on those balances or any tentative plans management may have made for those balances. Restrictions of net position in the government-wide and proprietary fund financial statements represent amounts that cannot be appropriated or are legally restricted for a specific purpose by a grant, contract, or other binding agreement. Fund balances in governmental fund financial statements are classified as nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors, or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Selectboard's intended use of the resources); and unassigned.

II. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND AND GOVERNMENT-WIDE STATEMENTS

Governmental fund financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting, whereas government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. These differences in the measurement focus and basis of accounting lead to differences between the governmental fund financial statements and the government-wide financial statements as follows:

Long-term revenue differences arise because governmental funds report revenues only when they are considered "available", whereas government-wide statements report revenues when they are earned. Long-term expense differences arise because governmental funds report expenditures (including interest) using the modified accrual basis of accounting, whereas government-wide statements report expenses using the accrual basis of accounting.

Capital-related differences arise because governmental funds report capital outlays as current period expenditures, whereas government-wide statements report depreciation as an expense. Further, governmental funds report the proceeds from the sale of capital assets as other financing sources, whereas government-wide statements report the gain or loss from the sale of capital assets as revenue or expense.

Long-term debt transaction differences arise because governmental funds report proceeds of long-term debt as other financing sources and principal payments as expenditures, whereas government-wide statements report those transactions as increases and decreases in liabilities, respectively.

Pension-related differences arise because governmental funds report the current year's required employer contributions as current period expenditures, whereas government-wide statements report those transactions as deferred outflows of resources. In addition, the accrual for the Town's proportionate share of the net pension liability is recorded in the government-wide financial statements along with the related deferred inflows and outflows of resources.

III. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

The budget is approved at the annual Town Meeting in March. Budget changes within a department, which do not change the total expenditures, require approval of the Selectboard. Any budget changes which change total expenditures requires voter approval. There were no budget amendments during the year. The budget presented herein is for the Town's "General Fund" only and does not include the HRA Fund activity that is included with the General Fund.

B. Budgeted Deficit

The Town budgeted a current year's deficiency of revenues over expenditures in the General Fund in the amount of \$132,000 in order to utilize a portion of the previous year's surplus. This is reflected as a budgeted deficiency of revenues over expenditures on Schedule 1.

IV. DETAILED NOTES ON ALL FUNDS

A. Cash and Investments

The Town's cash and investments as of June 30, 2018 consisted of the following:

Restricted Cash:

Money Market Mutual Fund – U.S. Government Securities	\$ <u>85,728</u>
---	------------------

Unrestricted Cash:

Deposits with Financial Institutions	2,586,455
Deposits with Investment Company	24,749
Cash on Hand	<u>100</u>

Total Unrestricted Cash	<u>2,611,304</u>
-------------------------	------------------

Total Cash	<u>2,697,032</u>
------------	------------------

Investments:

Corporate Bonds	19,139
Exchange-Traded Funds	521
Common Stock	320,127
Preferred Stock	55,248
Mutual Funds – Mixed Holdings	<u>145,764</u>

Total Investments	<u>540,799</u>
-------------------	----------------

Total Cash and Investments	<u>\$3,237,831</u>
----------------------------	--------------------

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of failure of the counter-party (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in possession of another party. The Town does not have any policy to limit the exposure to custodial credit risk. The money market mutual fund, corporate bonds, exchange-traded funds, common stock, preferred stock and mutual funds are in the name of the Town and are not exposed to custodial credit risk. The following table shows the custodial credit risk of the Town's cash.

	<u>Book Balance</u>	<u>Bank Balance</u>
FDIC/SIPC Insured	\$ 274,749	\$ 274,749
Uninsured, Collateralized by U.S. Government Securities Held by the Bank in the Bank's Name for the Benefit of the Town	<u>2,336,455</u>	<u>2,683,095</u>
Total	<u>\$2,611,204</u>	<u>\$2,957,844</u>

The difference between the book and the bank balance is due to reconciling items such as deposits in transit and outstanding checks.

The book balance is comprised of the following:

Cash – Deposits with Financial Institutions	\$2,586,455
Cash – Deposits with Investment Company	<u>24,749</u>
Total	<u>\$2,611,204</u>

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town's policy does not limit its exposure to interest rate risk. The Town's exchange-traded funds, common stock and preferred stock are exempt from interest rate risk disclosure. The Town's money market mutual fund and mutual funds are open-ended and, therefore, are also exempt from interest rate risk disclosure.

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the Town's investments by maturity. The corporate bonds are shown at their actual maturity.

Investment Type	Remaining Maturity	
	Greater Than	
	20 Years	
Corporate Bonds	\$	19,139

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. These organizations look at a number of factors in order to evaluate the risk of an obligation and rate the risk. The rating allows the investor to make informed buying and selling decisions. The Town does not have any policy to limit the exposure to credit risk. The Town's exchange-traded funds, common stock and preferred stock are not subject to credit risk disclosure. The Town's money market mutual fund and mutual funds are open-ended and, therefore, are also excluded from the credit risk analysis.

Investment Type	Standard and Poor's Rating as of June 30, 2018									Total
	A	BBB+	BBB	BBB-	BB+	BB	B+	B	Unrated	
Corporate Bonds	\$ 594	\$ 4,103	\$ 1,371	\$ 5,694	\$ 790	\$ 1,709	\$ 406	\$ 2,525	\$ 1,947	\$ 19,139

Concentration of Credit Risk

Concentration of credit risk is the risk that a large percentage of the Town's investments are held within one security. The Town does not have any limitations on the amount that can be invested in any one issuer. There are no investments in any one issuer, other than mutual funds, that represent more than 5% of total investments.

B. Receivables

Receivables as of June 30, 2018, as reported in the statement of net position, are as follows:

	Governmental Activities	Business-type Activities	Total
Delinquent Taxes Receivable	\$ 36,265	\$ 0	\$ 36,265
Penalties and Interest Receivable	10,572	0	10,572
Thompson's Point Rent Receivable	14,618	0	14,618
Billed Services	0	1,695	1,695
Unbilled Services	0	54,000	54,000
	<u>\$ 61,455</u>	<u>\$ 55,695</u>	<u>\$ 117,150</u>

C. Capital Assets

Capital asset activity for the year ended June 30, 2018 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 1,827,100	\$ 0	\$ 0	\$ 1,827,100
Construction in Progress	666,983	6,296	648,287	24,992
Total Capital Assets, Not Being Depreciated	<u>2,494,083</u>	<u>6,296</u>	<u>648,287</u>	<u>1,852,092</u>
Capital Assets, Being Depreciated:				
Buildings and Building Improvements	1,472,425	0	2,300	1,470,125
Vehicles and Equipment	9,950	0	0	9,950
Infrastructure	5,577,739	1,209,272	141,123	6,645,888
Distribution and Collection Systems	146,693	0	0	146,693
Totals	<u>7,206,807</u>	<u>1,209,272</u>	<u>143,423</u>	<u>8,272,656</u>
Less Accumulated Depreciation for:				
Buildings and Building Improvements	432,676	31,582	2,300	461,958
Vehicles and Equipment	4,979	498	0	5,477
Infrastructure	1,602,494	352,697	141,123	1,814,068
Distribution and Collection Systems	43,492	3,375	0	46,867
Totals	<u>2,083,641</u>	<u>388,152</u>	<u>143,423</u>	<u>2,328,370</u>
Total Capital Assets, Being Depreciated	<u>5,123,166</u>	<u>821,120</u>	<u>0</u>	<u>5,944,286</u>
Governmental Activities Capital Assets, Net	<u>\$ 7,617,249</u>	<u>\$ 827,416</u>	<u>\$ 648,287</u>	<u>\$ 7,796,378</u>
Business-type Activities				
Capital Assets, Being Depreciated:				
Distribution and Collection Systems	\$ 1,547,734	\$ 25,945	\$ 0	\$ 1,573,679
Totals	<u>1,547,734</u>	<u>25,945</u>	<u>0</u>	<u>1,573,679</u>
Less Accumulated Depreciation for:				
Distribution and Collection Systems	574,478	33,251	0	607,729
Totals	<u>574,478</u>	<u>33,251</u>	<u>0</u>	<u>607,729</u>
Total Capital Assets, Being Depreciated	<u>973,256</u>	<u>(7,306)</u>	<u>0</u>	<u>965,950</u>
Business-type Activities Capital Assets, Net	<u>\$ 973,256</u>	<u>\$ (7,306)</u>	<u>\$ 0</u>	<u>\$ 965,950</u>

Depreciation was charged as follows:

Governmental Activities:		Business-type Activities:	
General Government	\$ 13,874	Wastewater	\$ 33,251
Highways and Streets	352,697		
Culture and Recreation	<u>21,581</u>		
Total Depreciation Expense - Governmental Activities	<u>\$ 388,152</u>	Total Depreciation Expense - Business-type Activities	<u>\$ 33,251</u>

D. Interfund Balances and Activity

The composition of interfund balances as of June 30, 2018 are as follows:

Fund	Due from Other Funds	Due to Other Funds
General Fund	\$ 0	\$ 1,204,336
Highway Reserve Fund	36,211	0
Conservation Fund	503,020	0
Fire & Rescue Capital Fund	344,738	0
Non-Major Governmental Funds	320,276	0
Wastewater Fund	91	0
Total	<u>\$ 1,204,336</u>	<u>\$ 1,204,336</u>

Interfund transfers during the year ended June 30, 2018 were as follows:

Transfer From	Transfer To	Amount	Purpose
General Fund	HRA Fund	\$ 54,000	* Appropriation
General Fund	Highway Reserve Fund	35,602	Transfer Highway Surplus
General Fund	Fire & Rescue Capital Fund	120,000	Appropriation
General Fund	Conservation Commission Fund	1,000	Appropriation
General Fund	Trails Reserve Fund	45,000	Appropriation
General Fund	Recreation Capital Fund	2,200	Appropriation
Reappraisal Fund	General Fund	15,000	Reappraisal Reimbursement
Total		<u>\$ 272,802</u>	

* The transfer from the General Fund to the HRA Fund is netted within the General Fund as this fund is consolidated within the General Fund to comply with GASB Statement No. 54.

E. Deferred Outflows of Resources

Deferred outflows of resources in the governmental activities consists of \$2,228 from the difference between the expected and actual experience, \$32,066 from changes in assumptions, \$25,511 from the difference between the projected and actual investment earnings and \$2,155 from changes in the Town's proportional share of contributions related to the Town's participation in the Vermont Municipal Employee's Retirement System (VMERS) and \$23,139 of required employer pension contributions subsequent to the measurement date. Total deferred outflows of resources in the governmental activities is \$85,099.

F. Unearned Revenue

Unearned revenue in the General Fund consists of \$500 of lease revenue received in advance.

G. Deferred Inflows of Resources

Deferred inflows of resources in the governmental activities consists of \$3,792 from the difference between the expected and actual experience and \$808 from changes in the Town's proportional share of contributions related to the Town's participation in the Vermont Municipal Employee's Retirement System (VMERS). It also includes \$898,670 of prepaid property taxes. Total deferred inflows of resources in the governmental activities is \$903,270.

Deferred inflows of resources in the General Fund consists of \$45,664 of delinquent property taxes, penalties and interest on those taxes and \$12,118 of Thompson's Point rent not collected within sixty (60) days after year-end as these would not be available to liquidate current liabilities. It also includes \$898,670 of prepaid property taxes. Total deferred inflows of resources in the General Fund is \$956,452.

H. Long-term Liabilities

The Town issues general obligation bonds to provide resources for the acquisition and construction of major capital facilities and to refund prior issues. General obligation bonds have been issued for governmental activities. Bonds are reported in governmental activities if the debt is expected to be repaid from general governmental revenues and in business-type activities if the debt is expected to be repaid from proprietary fund revenues.

General obligation bonds are direct obligations and pledge the full faith and credit of the Town. New bonds generally are issued as 10 to 20 year bonds.

The net pension liability is the difference between the total pension liability (the present value of projected benefit payments to employees based on their past service) and the assets (mostly investments reported at fair value) set aside to pay current employees, retirees, and beneficiaries. The accrual for the Town's share of the net pension liability is recorded in the government-wide financial statements.

Long-term debt outstanding as of June 30, 2018 was as follows:

Governmental Activities:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Bond Payable, Vermont Municipal Bond Bank, Fire and Rescue Pumper, Principal Payments Ranging from \$20,000 to \$25,000 Payable on December 1 Annually, Average Interest Rate of 4.928% Payable on June 1 and December 1, Due December, 2024	\$160,000	\$ 0	\$20,000	\$140,000
Bond Payable, Vermont Municipal Bond Bank, Fire and Rescue Building, Principal Payments of \$20,000 Payable on December 1 Annually, Interest Ranging from 5.225% to 5.415% Payable June 1 and December 1, Due December, 2019	60,000	0	20,000	40,000

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Bond Payable, Vermont Municipal Bond Bank, Fire Truck, Principal Payments of \$31,250 Payable on November 1 Annually, Interest Ranging from 1.78% to 3.70% Payable on May 1 and November 1, Due November, 2037	\$ <u>0</u>	<u>\$625,000</u>	\$ <u>0</u>	<u>\$625,000</u>
Total Governmental Activities	<u>\$220,000</u>	<u>\$625,000</u>	<u>\$40,000</u>	<u>\$805,000</u>

Changes in long-term liabilities during the year were as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental Activities					
General Obligation Bonds Payable	\$ 220,000	\$ 625,000	\$ 40,000	\$ 805,000	\$ 71,250
Compensated Absences	9,318	8,120	0	17,438	0
Net Pension Liability	<u>164,748</u>	<u>0</u>	<u>11,578</u>	<u>153,170</u>	<u>0</u>
Total Governmental Activities Long-term Liabilities	<u>\$ 394,066</u>	<u>\$ 633,120</u>	<u>\$ 51,578</u>	<u>\$ 975,608</u>	<u>\$ 71,250</u>

Compensated absences and required contributions to the pension plans are paid by the applicable fund where the employee is charged.

The change in the net pension liability is allocated to the function where the employee is charged.

Debt service requirements to maturity are as follows:

<u>Year Ending June 30</u>	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2019	\$ 71,250	\$ 24,019
2020	71,250	22,112
2021	51,250	20,033
2022	51,250	18,372
2023	51,250	16,539
2024-2028	196,250	58,871
2029-2033	156,250	41,700
2034-2038	<u>156,250</u>	<u>14,327</u>
Total	<u>\$ 805,000</u>	<u>\$ 215,973</u>

I. Fund Balances

GASB Statement No. 34, as amended by GASB Statement No. 54, requires fund balances reported on the governmental fund balance sheet to be classified using a hierarchy based primarily on the extent to which a government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Governmental fund balances are to be classified as: nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Selectboard's intended use of the resources); and unassigned.

Special revenue funds are created only to report a revenue source (or sources) that is restricted or committed to a specified purpose, and that the revenue source should constitute a substantial portion of the resources reported in that fund. Special revenue funds cannot be used to accumulate funds that are not restricted or committed. These amounts must be reflected in the General Fund.

Amounts constrained to stabilization (rainy-day funds) will be reported as restricted or committed fund balance in the General Fund if they meet the other criteria for those classifications. However, stabilization is regarded as a specified purpose only if the circumstances or conditions that signal the need for stabilization (a) are identified in sufficient detail and (b) are not expected to occur routinely. The Town does not have any stabilization arrangements.

Some governments create stabilization-like arrangements by establishing formal minimum fund balance policies. The Town does have a minimum fund balance policy which is to maintain an unassigned fund balance between 5% and 15% of General Fund operating expenditures. The unassigned fund balance is \$194,410 which is 6.4% of the 2018 operating expenditures.

When expenditures are incurred for purposes for which both restricted and unrestricted amounts are available, it is the Town's policy to first consider restricted amounts to have been spent, followed by committed, assigned, and finally unassigned amounts.

The purpose for each major special revenue fund, including which specific revenues and other resources are authorized to be reported in each, are described in the following section.

The fund balances in the following funds are nonspendable as follows:

Major Funds

General Fund:

Nonspendable Prepaid Expenses	\$ 12,875
-------------------------------	-----------

Fire & Rescue Capital Fund:

Nonspendable Deposit on Truck	<u>539,272</u>
-------------------------------	----------------

Total Nonspendable Fund Balances	<u>\$552,147</u>
----------------------------------	------------------

The fund balances in the following funds are restricted as follows:

Major Funds

Highway Reserve Fund:

Restricted for Highway Expenditures by Statute (Source of Revenue is Highway Property Taxes and State Highway Aid)	\$ <u>32,891</u>
--	------------------

Fire & Rescue Capital Fund:

Restricted for Fire Truck Purchase by Unspent Bond
Proceeds (Source of Revenue is Bond Proceeds)

\$ 85,728

Non-Major Funds

Special Revenue Funds:

Restricted for Scenic Preservation Expenses by Donations (Source of Revenue is Donations)	12
Restricted for Community Library Expenses by Donations (Source of Revenue is Donations)	3,489
Restricted for Restoration of Records Expenses by Statute (Source of Revenue is Restoration Fees)	12,992
Restricted for Cemetery Expenses by Donations (Source of Revenue is Donations)	4,577
Restricted for Ski Program Expenses by Agreement (Source of Revenue is Recreation Fees)	10,682
Restricted for Conservation Commission by Donations (Source of Revenue is Donations)	578
Restricted for Tree Planting Expenses by Donations (Source of Revenue is Donations)	3,388
Restricted for Mack Scholarship Expenses by Donations (Source of Revenue is Donations)	<u>4,941</u>
Total Special Revenue Funds	<u>40,659</u>

Capital Projects Funds:

Restricted for Thorp Barn Expenditures by Donations (Source of Revenue is Donations)	5,398
Restricted for Highway Capital Expenditures by Statute (Source of Revenue is Highway Property Taxes)	<u>50,655</u>
Total Capital Projects Funds	<u>56,053</u>

Total Non-Major Funds	<u>96,712</u>
-----------------------	---------------

Total Restricted Fund Balances	<u>\$215,331</u>
--------------------------------	------------------

The fund balances in the following funds are committed as follows:

Major Funds

Conservation Fund:

Committed for Land Preservation by the Voters	\$ <u>503,020</u>
---	-------------------

Fire & Rescue Capital Fund:

Committed for Fire & Rescue Capital by the Voters	<u>342,938</u>
---	----------------

Non-Major Funds

Special Revenue Funds:

Committed for Conservation Commission by the Voters	\$ 1,000
Committed for Affordable Housing by the Voters	<u>139,584</u>

Total Special Revenue Funds	<u>140,584</u>
-----------------------------	----------------

Capital Projects Funds:

Committed for Repairs and Improvements by the Voters	1,841
Committed for Trails by the Voters	61,741
Committed for Recreation Capital by the Voters	<u>3,472</u>

Total Capital Projects Funds	<u>67,054</u>
------------------------------	---------------

Total Non-Major Funds	<u>207,638</u>
-----------------------	----------------

Total Committed Fund Balances	<u>\$1,053,596</u>
-------------------------------	--------------------

The fund balances in the following funds are assigned as follows:

Major Funds

General Fund:

Assigned for HRA Expenses	\$ <u>3,811</u>
---------------------------	-----------------

Non-Major Funds

Special Revenue Funds:

Assigned for Reappraisal Expenses	<u>23,472</u>
-----------------------------------	---------------

Total Assigned Fund Balances	<u>\$27,283</u>
------------------------------	-----------------

J. Net Position

The restricted net position of the Town as of June 30, 2018 consisted of the following:

Governmental Activities:

Restricted for Highway Expenditures by Statute	\$ 83,546
Restricted for Scenic Preservation Expenses by Donations	12
Restricted for Community Library Expenses by Donations	3,489
Restricted for Restoration of Records Expenses by Statute	12,992
Restricted for Cemetery Expenses by Donations	4,577
Restricted for Ski Program Expenses by Agreement	10,682
Restricted for Conservation Commission by Donations	578
Restricted for Tree Planting Expenses by Donations	3,388
Restricted for Mack Scholarship Expenses by Donations	4,941
Restricted for Thorp Barn Expenditures by Donations	<u>5,398</u>
Total Governmental Activities	<u>\$129,603</u>

The designated net position of the Town's Proprietary Fund as of June 30, 2018 consisted of the following:

Wastewater Fund:	
Designated for Wastewater Capital Projects	\$ 75,636
Designated for Wastewater Operations	<u>162,973</u>
Total Wastewater Fund/Business-type Activities	<u>\$238,609</u>

The governmental activities Net Investment in Capital Assets does not include the long-term debt for the fire and rescue vehicles and building as the Town does not own these assets and debt payments are made on behalf of Charlotte Fire and Rescue Services, Inc.

K. Net Position Held in Trust for Various Purposes

The net position held in Trust for various purposes in the Town's Private-Purpose Trust Funds as of June 30, 2018 consisted of the following:

Private-Purpose Trust Funds:	
Restricted for Serrell Fund by Donations	\$ 2,374
Restricted for Grandview Cemetery by Trust Agreement	558,942
Restricted for CCS Library by Trust Agreement	6,317
Restricted for Barber Cemetery by Trust Agreement	<u>289</u>
Total Private-Purpose Trust Funds	<u>\$567,922</u>

V. OTHER INFORMATION

A. PENSION PLAN

Defined Benefit Plan

Plan Description

The Vermont Municipal Employees' Retirement System (VMERS) is a cost-sharing, multiple-employer defined benefit pension plan that is administered by the State Treasurer and its Board of Trustees. It is designed for municipal and school district employees that work on a regular basis and also includes employees of museums and libraries if at least half of that institution's operating expenses are met by municipal funds. An employee of any employer that becomes affiliated with the system may join at that time or at any time thereafter. Any employee hired subsequent to the effective participation date of their employer who meets the minimum hourly requirements is required to join the system. During the year ended June 30, 2018, the retirement system consisted of 423 participating employers.

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

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

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

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources

As of June 30, 2017, the measurement date selected by the State of Vermont, VMERS was funded at 83.64% and had a plan fiduciary net position of \$619,510,342 and a total pension liability of \$740,665,894 resulting in a net position liability of \$121,155,552. As of June 30, 2018, the Town's proportionate share of this was 0.1264% resulting in a net pension liability of \$153,170. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating municipalities, actuarially determined. As of June 30, 2017, the Town's proportion of 0.1264% was a decrease of 0.0016 from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018, the Town recognized pension expense of \$39,103.

As of June 30, 2018, the Town reported deferred outflows of resources and deferred inflows of resources from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 2,228	\$ 3,792
Changes in assumptions	32,066	0
Difference between projected and actual investment earnings on pension assets	25,511	0
Changes in proportion and differences between employer contributions and proportionate share of contributions	2,155	808
Town's required employer contributions made subsequent to the measurement date	23,139	0
	<u>\$ 85,099</u>	<u>\$ 4,600</u>

The deferred outflows of resources resulting from the Town's required employer contributions made subsequent to the measurement date in the amount of \$23,139 will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows and inflows of resources will be recognized in pension expense as follows:

Year Ending <u>June 30</u>	
2019	\$21,277
2020	29,787
2021	7,699
2022	<u>(1,403)</u>
Total	<u>\$57,360</u>

Summary of System Provisions

Membership – Full time employees of participating municipalities. The Town elected coverage under Group B.

Creditable Service – Service as a member plus purchased service.

Average Final Compensation (AFC) – Group B – Average annual compensation during highest three (3) consecutive years.

Service Retirement Allowance:

Eligibility – Group B – The earlier of age 62 with five (5) years of service or age 55 with thirty (30) years of service.

Amount – Group B – 1.7% of AFC times service as a Group B member plus percentage earned as a Group A member times AFC.

Maximum benefit is 60% of AFC for Group B. The previous amounts include the portion of the allowance provided by member contributions.

Early Retirement Allowance:

Eligibility – Age 55 with five (5) years of service for Group B.

Amount – Normal allowance based on service and AFC at early retirement, reduced by 6% for each year commencement precedes normal retirement age for Group B members.

Vested Retirement Allowance:

Eligibility – Five (5) years of service.

Amount – Allowance beginning at normal retirement age based on AFC and service at termination. The AFC is to be adjusted annually by one-half of the percentage change in the Consumer Price Index, subject to the limits on "Post-Retirement Adjustments".

Disability Retirement Allowance:

Eligibility – Five (5) years of service and disability as determined by Retirement Board.

Amount – Immediate allowance based on AFC and service to date of disability.

Death Benefit:

Eligibility – Death after five (5) years of service.

Amount – For Group B, reduced early retirement allowance under 100% survivor option commencing immediately or, if greater, survivor(s) benefit under disability annuity computed as of date of death.

Optional Benefit and Death after Retirement – For Group B, lifetime allowance or actuarially equivalent 50% or 100% joint and survivor allowance with refund of contribution guarantee.

Refund of Contribution – Upon termination, if the member so elects or if no other benefit is payable, the member's accumulated contributions are refunded.

Post-Retirement Adjustments – Allowance in payment for at least one year increased on each January 1 by one-half of the percentage increase in Consumer Price Index but not more than 3% for Group B.

Member Contributions – Group B – 4.875%.

Employer Contributions – Group B – 5.50%.

Retirement Stipend – \$25 per month payable at the option of the Board of Trustees.

Significant Actuarial Assumptions and Methods

Investment Rate of Return: 7.50%, net of pension plan investment expenses, including inflation, a decrease from 7.95% in the prior year.

Salary increases: 5% per year.

Mortality – The mortality tables were updated for the current year from variations of RP-2000 with static projection to variations of RP-2014 with generational improvement:

Death in Active Service: Group B – 98% of RP-2014 blended 60% Blue Collar Employee, 40% Healthy Employee with generational projection using Scale SSA-2017.

Healthy Post-Retirement: Group B – 98% of RP-2014 blended 60% Blue Collar Annuitant, 40% Healthy Annuitant with generational projection using Scale SSA-2017.

Disabled Post-Retirement: Group B – RP-2014 Disabled Mortality Table with generational projection using Scale SSA-2017.

Spouse's Age: Females three years younger than males.

Cost-of-Living Adjustments: Assumed to occur on January 1 following one year of retirement at the rate of 1.30% per annum for Group B members, a decrease from 1.8% in the prior year (beginning at normal retirement eligibility age for members who elect reduced early retirement, at age 62 for members of Group B who receive a disability retirement benefit). The January 1, 2018 COLA is assumed to be 0.75%.

Actuarial Cost Method: Entry age actuarial cost method. Entry age is the age at date of employment or, if date is unknown, current age minus years of service. Normal cost and actuarial accrued liability are calculated on an individual basis and are allocated by salary, with normal cost determined using the plan of benefits applicable to each participant.

Actuarial Value of Assets: A smoothing method is used, under which the value of assets for actuarial purposes equals market value less a five-year phase-in of the differences between actual and assumed investment return. The value of assets for actuarial purposes may not differ from market value of assets by more than 20%.

Inflation: 2.50%, a decrease from 3% in the prior year.

Long-term Expected Rate of Return:

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2017 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
US Equity	16%	6.07%
Non-US Equity	16%	7.42%
Global Equity	9%	6.85%
Real Estate	8%	4.62%
Private Markets	15%	7.80%
Hedge Funds	8%	3.95%
Risk Parity	4%	4.84%

Discount Rate – The discount rate used to measure the total pension liability was 7.50%, a decrease from 7.95% in the prior year. In accordance with paragraph 29 of GASB 68, professional judgement was applied to determine that the System’s projected fiduciary net position exceeds projected benefit payments for current active and inactive members for all years. The analysis was based on the expectation that employers will continue to contribute at the rates set by the Board, which exceed the actuarially determined contribution, which is comprised on an employer normal cost payment and a payment to reduce the unfunded liability to zero by June 30, 2038. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 7.50 percent, as well as what the proportionate share would be if it were calculated using a discount rate that is one percent lower (6.50%) or one percent higher (8.50%):

<u>1% Decrease (6.50%)</u>	<u>Discount Rate (7.50%)</u>	<u>1% Increase (8.50%)</u>
\$273,476	\$153,170	\$53,397

Additional Information

Additional information regarding the State of Vermont Municipal Employees’ Retirement System, including the details of the Fiduciary Net Position, is available upon request from the State of Vermont.

B. RISK MANAGEMENT

The Town 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 Town maintains insurance coverage through the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund, Inc. 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 coverage in any of the past three fiscal years. The Town must remain a member for a minimum of one year and may withdraw from the Fund after that time by giving sixty days notice. Fund underwriting and ratesetting policies have been established after consultation with actuaries. Fund members are subject to a supplemental assessment in the event of deficiencies. If the assets of the Fund were to be exhausted, members would be responsible for the Fund’s liabilities.

The Town is also a member of the Vermont League of Cities and Towns Employment Resource and Benefits Trust. The Trust is a nonprofit corporation formed to provide unemployment coverage and other employment benefits for Vermont municipalities and is owned by the participating members. The agreement does not permit the Trust to make additional assessments to its members. The Town has only elected unemployment coverage with the Trust.

C. PROPERTY TAXES

The Town is responsible for assessing and collecting its own property taxes, as well as education taxes for the State of Vermont. Property taxes are assessed based on property valuations as of April 1, the voter approved budgets and the State education property tax liability. Property taxes are due and payable on November 15 and become delinquent on November 16. The Town assesses an 8% penalty after the November 15 payment. Interest is assessed at one percent (1%) per month for the first three months and one and a half percent (1-1/2%) per month for each month thereafter. Unpaid taxes become an enforceable lien on the property, and such properties are subject to tax sale. The tax rates for 2018 were as follows:

	<u>Residential</u>	<u>Non-Residential</u>
Education	1.4301	1.5505
Local Agreement	0.0004	0.0004
Town	<u>0.1715</u>	<u>0.1715</u>
Total	<u>1.6020</u>	<u>1.7224</u>

D. CONTINGENT LIABILITIES

The Town participates in a number of federally assisted and state grant programs that are subject to audits by the grantors or their representatives. 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 OF CHARLOTTE, VERMONT
REQUIRED SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2018

	Budget	Actual	Variance Favorable/ (Unfavorable)
Revenues:			
Property Taxes	\$ 1,580,291	\$ 1,570,143	\$ (10,148)
Interest on Delinquent Taxes	18,000	7,220	(10,780)
Penalty on Delinquent Taxes	15,000	19,036	4,036
Education Billing Fee Retained	28,000	26,983	(1,017)
Current Use	60,872	66,202	5,330
PILOT Payment	16,962	17,233	271
Thompson's Point Rent	802,500	774,084	(28,416)
Railroad Tax	100	611	511
Barber Cemetery Fund	100	15	(85)
Vault Time Fees	6,000	6,724	724
Recording Fees	38,000	32,486	(5,514)
Dog Licenses	2,200	2,161	(39)
Hunting & Fishing Licenses	50	66	16
Marriage Licenses	400	220	(180)
Town Clerk Miscellaneous Fees	0	18	18
Planning and Zoning - Board Adjustments	9,000	6,500	(2,500)
Planning and Zoning - Building Permits	21,000	20,300	(700)
Planning and Zoning - Subdivision Applications	10,000	12,550	2,550
Planning and Zoning - Miscellaneous Income	40	24	(16)
Septic Applications	5,700	7,800	2,100
Certificate of Compliance	4,000	4,200	200
Certificate of Occupancy	3,000	3,400	400
Highway Access Permit	300	1,400	1,100
Senior Center Programs	23,000	30,982	7,982
Building Rental	1,000	2,410	1,410
Beach Fees	10,500	18,036	7,536
Recreation Programs	65,308	57,940	(7,368)
Highway State Aid	195,083	194,871	(212)
Court Fines	15,000	12,600	(2,400)
Ahead of the Storm Grant Income	3,202	4,200	998
Highway Grant Income	0	8,622	8,622
Transfer from Reappraisal Fund	15,000	15,000	0
Agricultural Lease	4,539	5,185	646
Interest Income	200	387	187
Public Utility Commission Settlement	0	20,198	20,198
Wildlife Park Donations	0	600	600
Miscellaneous	500	843	343
Total Revenues	2,954,847	2,951,250	(3,597)
Expenditures:			
Selectmen:			
Selectmen Salaries	9,000	9,000	0
Minute-Taker Salary	4,500	2,765	1,735
Town Administrator	66,227	64,418	1,809
Legal Expense	50,000	23,611	26,389
Volunteer Recognition	3,000	0	3,000
Advertising	1,000	2,473	(1,473)
Seminars	500	140	360
Mileage	200	33	167
Memberships	85	85	0
Miscellaneous	0	2,285	(2,285)
Total Selectmen	134,512	104,810	29,702

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
REQUIRED SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2018

	Budget	Actual	Variance Favorable/ (Unfavorable)
Town Clerk:			
Clerk Salary	\$ 66,331	\$ 68,266	\$ (1,935)
Assistant Clerk Salary	37,378	37,346	32
Mileage	100	52	48
Telephone	2,150	2,083	67
Seminars/Training	500	270	230
Supplies	4,100	4,062	38
Memberships	100	55	45
Service Contracts	4,300	3,798	502
Total Town Clerk	114,959	115,932	(973)
Treasurer:			
Supplies	800	562	238
Audit Expense	14,500	15,019	(519)
Total Treasurer	15,300	15,581	(281)
Elections and Town Meeting:			
Elections	500	0	500
Town Meetings	2,000	2,769	(769)
Town Report Expenses	7,000	4,665	2,335
Total Elections and Town Meeting	9,500	7,434	2,066
Planning and Zoning:			
Zoning Administrator	35,399	35,577	(178)
Planner Salary	45,635	48,973	(3,338)
Minute-Taker Salary	2,600	2,385	215
Legal	6,000	10,202	(4,202)
Mileage	500	486	14
Telephone	800	772	28
Advertising	1,600	2,540	(940)
Equipment	300	50	250
Seminars	400	60	340
Computer Upgrade	5,384	4,593	791
Supplies	1,000	744	256
Memberships	200	240	(40)
Engineering	20,000	13,066	6,934
Copier	2,800	2,915	(115)
Planning Consultants	2,500	0	2,500
Mapping	750	394	356
Town Plan/Land Use	500	0	500
Miscellaneous	100	0	100
Total Planning and Zoning	126,468	122,997	3,471
Constable:			
Constable Salary	2,000	0	2,000
Halloween Lights	825	808	17
Total Constable	2,825	808	2,017
Delinquent Taxes:			
Delinquent Tax Collector Salary	6,000	6,000	0
Legal	600	0	600
Total Delinquent Taxes	6,600	6,000	600

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
REQUIRED SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2018

	Budget	Actual	Variance Favorable/ (Unfavorable)
Listers:			
Wages	\$ 31,177	\$ 24,595	\$ 6,582
Contract Appraiser	30,000	30,000	0
Mileage	50	0	50
Telephone	1,750	1,815	(65)
Seminars	400	270	130
Computer Software	230	658	(428)
Supplies	500	334	166
Memberships	50	50	0
MS Service Contract	240	502	(262)
Mapping Contract	3,650	1,100	2,550
Total Listers	68,047	59,324	8,723
Employee Benefits:			
Social Security	33,500	31,800	1,700
Health Insurance	145,000	158,198	(13,198)
Retirement	23,641	23,139	502
Unemployment Compensation	860	920	(60)
MEDI Expense	7,850	9,774	(1,924)
Eyemed Vision Plan	900	885	15
Delta Dental	9,500	9,470	30
Total Employee Benefits	221,251	234,186	(12,935)
Highway:			
Retreatment	235,000	300,440	(65,440)
Winter Plow/Sand/Ice	225,000	252,489	(27,489)
Gravel Roads Maintenance	200,250	142,765	57,485
Ditching	50,000	37,566	12,434
Brush/Tree Removal	75,000	71,215	3,785
Culvert Replacement/Repair	40,000	30,841	9,159
Roadside Mowing	40,000	18,084	21,916
Sweeping/Shoulders	5,000	5,965	(965)
Cold Patch	4,000	4,389	(389)
Bridge/Guardrail Repair	5,000	645	4,355
Road Signs	15,000	11,411	3,589
Covered Bridges	5,000	760	4,240
Bike Path Maintenance	3,000	2,258	742
Miscellaneous	1,000	1,430	(430)
Total Highway	903,250	880,258	22,992
Town Lands:			
Landfill Monitor	6,200	6,732	(532)
Village Mowing	4,500	4,796	(296)
Cemetery Maintenance	15,000	5,297	9,703
Park Security	6,000	6,000	0
Lake Field/Beach Mowing	4,700	6,611	(1,911)
Park Maintenance	17,152	16,609	543
Berry Farm Field	10,000	11,281	(1,281)
Brush-Hogging	2,415	2,469	(54)
School Fields and Gym	8,700	5,135	3,565
Trail Maintenance	2,000	2,629	(629)
Thompsons Point Trash	500	661	(161)
Village WW System Maintenance	500	0	500
Total Town Lands	77,667	68,220	9,447

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
REQUIRED SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2018

	Budget	Actual	Variance Favorable/ (Unfavorable)
Library:			
Library Director	\$ 52,603	\$ 52,603	\$ 0
Library Assistants	36,955	36,694	261
Youth Librarian	28,033	28,505	(472)
Technical Librarian	25,688	26,133	(445)
Custodial Service	5,200	4,735	465
Postage/Miscellaneous	980	360	620
Telecommunications	2,100	2,192	(92)
Supplies	2,800	3,341	(541)
Professional Development	1,600	1,169	431
Association Dues	300	225	75
Acquisitions	10,800	12,017	(1,217)
Special Programs	1,700	2,474	(774)
Energy	6,000	4,777	1,223
Maintenance	5,850	4,372	1,478
Computer Support	1,200	1,338	(138)
Computer Equipment	3,000	4,640	(1,640)
Total Library	184,809	185,575	(766)
Annual Requests:			
Lewis Creek Association	600	600	0
Visiting Nurses Association	9,092	9,092	0
C.V. Agency on Aging	1,600	1,600	0
Women Help Battered Women	600	600	0
Center/Independent Living	200	200	0
HOPE Works	1,000	1,000	0
Howard Mental Health	900	900	0
Chittenden County Food Shelf	200	200	0
COTS	750	750	0
Vermont Association for Blind	250	250	0
Special Investigations	7,082	7,082	0
American Red Cross	1,500	1,500	0
Vermont Rural Fire Protection	100	100	0
Child Care Resources	750	750	0
Front Porch Forum	200	200	0
Charlotte News	500	500	0
Total Annual Requests	25,324	25,324	0
Recreation:			
Beach Attendant Wages	9,000	8,782	218
Beach Maintenance	4,076	2,396	1,680
Mileage	200	125	75
Beach Supplies	630	1,137	(507)
Memberships/Seminars	250	330	(80)
Tennis Courts	500	893	(393)
Beach Garbage Removal	150	158	(8)
Beach Electricity	300	254	46
Docks In and Out	5,000	3,435	1,565
Skating Rink	800	518	282
Skating Rink Electricity	600	452	148
Recreation Program Director	31,871	34,273	(2,402)
Recreation Program Expense	47,450	38,754	8,696
Total Recreation	100,827	91,507	9,320

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
REQUIRED SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2018

	Budget	Actual	Variance Favorable/ (Unfavorable)
Conservation:			
Lewis Creek Frogbit	\$ 2,700	\$ 2,700	\$ 0
Mapping	1,000	0	1,000
Charlotte Invasives	1,000	856	144
Education and Outreach	750	0	750
Web Development	200	0	200
Green-Up Day	300	0	300
CV Conservation Alliance	50	0	50
Wildlife Road Crossing Sign	150	0	150
Total Conservation	6,150	3,556	2,594
Town Hall:			
Maintenance	11,500	10,213	1,287
Town Postage	7,300	4,901	2,399
Equipment	8,000	2,932	5,068
Supplies	1,800	2,292	(492)
Trash Removal	1,500	1,436	64
Utilities	4,500	4,296	204
Fuel Oil	3,000	3,434	(434)
Computer Service	14,000	10,869	3,131
Total Town Hall	51,600	40,373	11,227
Senior Center:			
Maintenance	7,000	9,687	(2,687)
Snow Plowing	2,500	1,590	910
Custodial Service	7,500	8,890	(1,390)
Miscellaneous	0	215	(215)
Postage	650	542	108
Telecommunications	1,800	1,869	(69)
Supplies	800	1,257	(457)
Trash	1,100	1,095	5
Energy	6,500	6,164	336
Director	32,644	31,623	1,021
Part-Time Coordinator	11,029	10,810	219
Program Expenses	23,000	29,454	(6,454)
Total Senior Center	94,523	103,196	(8,673)
Miscellaneous:			
Insurance	52,000	44,465	7,535
Flea Market Electricity	375	308	67
Street Lights Electricity	1,500	1,465	35
Museum Electricity	300	315	(15)
Health Officer	1,300	867	433
Animal Control Officer	3,000	3,000	0
Dogs/Miscellaneous	900	788	112
Trails Committee	1,500	1,467	33
Traffic Enforcement	30,000	24,682	5,318
Charlotte Land Trust	5,000	5,000	0
Energy Committee	4,030	469	3,561
Tree Warden	1,500	999	501
Total Miscellaneous	101,405	83,825	17,580

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
REQUIRED SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2018

	Budget	Actual	Variance Favorable/ (Unfavorable)
Intergovernmental Taxes and Dues:			
VLCT Dues	\$ 5,260	\$ 5,260	\$ 0
CCRPC Dues	11,130	12,331	(1,201)
County Tax	<u>45,428</u>	<u>42,040</u>	<u>3,388</u>
Total Intergovernmental Taxes and Dues	<u>61,818</u>	<u>59,631</u>	<u>2,187</u>
Transfers:			
Transfer to Highway Reserve Fund	0	35,602	(35,602)
Transfer to Fire & Rescue Capital Fund	120,000	120,000	0
Transfer to Conservation Commission Fund	1,000	1,000	0
Transfer to Trails Reserve Fund	45,000	45,000	0
Transfer to Recreation Capital Fund	<u>2,200</u>	<u>2,200</u>	<u>0</u>
Total Transfers	<u>168,200</u>	<u>203,802</u>	<u>(35,602)</u>
Fire and Rescue Appropriation:	<u>611,812</u>	<u>611,812</u>	<u>0</u>
Total Expenditures	<u>3,086,847</u>	<u>3,024,151</u>	<u>62,696</u>
Excess/(Deficiency) of Revenues Over Expenditures	\$ <u>(132,000)</u>	(72,901)	\$ <u>59,099</u>
Adjustments to Reconcile from the Budgetary Basis of Accounting to the Modified Accrual Basis of Accounting:			
HRA Fund Transfer In		54,000	
HRA Fund Expenses		<u>(53,614)</u>	
Net Change in Fund Balance		(72,515)	
Fund Balance - July 1, 2017		<u>283,611</u>	
Fund Balance - June 30, 2018		\$ <u>211,096</u>	

The reconciling items are due to combining one (1) fund, the HRA Fund, with the General Fund in order to comply with GASB Statement No. 54.

TOWN OF CHARLOTTE, VERMONT
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
 VMERS DEFINED BENEFIT PLAN
 JUNE 30, 2018

	2018	2017	2016	2015
Total Plan Net Pension Liability	\$ 121,155,552	\$ 128,696,167	\$ 77,095,810	\$ 9,126,613
Town's Proportion of the Net Pension Liability	0.1264%	0.1280%	0.1252%	0.1175%
Town's Proportionate Share of the Net Pension Liability	\$ 153,170	\$ 164,748	\$ 96,554	\$ 10,723
Town's Covered Employee Payroll	\$ 420,709	\$ 388,264	\$ 353,746	\$ 325,703
Town's Proportionate Share of the Net Pension Liability as a Percentage of Town's Covered Employee Payroll	36.4076%	42.4320%	27.2947%	3.2923%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	83.64%	80.95%	87.42%	98.32%

Notes to Schedule

Benefit Changes: None.

Changes in Assumptions and Methods: The following changes were effective for the June 30, 2017 valuation date:

- Assumed inflation was lowered from 3.0% to 2.5%.
- The investment return assumption was lowered from 7.95% to 7.50%.
- Assumed COLA increases were lowered from 1.50% to 1.15% for Group A members and from 1.80% to 1.3% for Group B, C and D members.
- The mortality tables were updated from variations of RP-2000 with static projection to variations of RP-2014 with generational improvement.

Fiscal year 2015 was the first year of implementation, therefore, only four years are shown.

TOWN OF CHARLOTTE, VERMONT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS
VMERS DEFINED BENEFIT PLAN
FOR THE YEAR ENDED JUNE 30, 2018

	2018	2017	2016	2015
Contractually Required Contribution (Actuarially Determined)	\$ 23,139	\$ 21,355	\$ 19,456	\$ 17,507
Contributions in Relation to the Actuarially Determined Contributions	<u>23,139</u>	<u>21,355</u>	<u>19,456</u>	<u>17,507</u>
Contribution Excess/(Deficiency)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Town's Covered Employee Payroll	\$ 420,709	\$ 388,264	\$ 353,746	\$ 325,703
Contributions as a Percentage of Town's Covered Employee Payroll	5.500%	5.500%	5.500%	5.375%

Notes to Schedule

Valuation Date: June 30, 2017

Fiscal year 2015 was the first year of implementation, therefore, only four years are shown.

TOWN OF CHARLOTTE, VERMONT
 COMBINING BALANCE SHEET
 NON-MAJOR GOVERNMENTAL FUNDS
 JUNE 30, 2018

	Special Revenue Funds	Capital Projects Funds	Total
<u>ASSETS</u>			
Cash	\$ 8,066	\$ 0	\$ 8,066
Due from Other Funds	<u>196,649</u>	<u>123,627</u>	<u>320,276</u>
Total Assets	<u>\$ 204,715</u>	<u>\$ 123,627</u>	<u>\$ 328,342</u>
<u>LIABILITIES AND FUND BALANCES</u>			
Liabilities:			
Accounts Payable	\$ <u>0</u>	\$ <u>520</u>	\$ <u>520</u>
Total Liabilities	<u>0</u>	<u>520</u>	<u>520</u>
Fund Balances:			
Restricted	40,659	56,053	96,712
Committed	140,584	67,054	207,638
Assigned	<u>23,472</u>	<u>0</u>	<u>23,472</u>
Total Fund Balances	<u>204,715</u>	<u>123,107</u>	<u>327,822</u>
Total Liabilities and Fund Balances	<u>\$ 204,715</u>	<u>\$ 123,627</u>	<u>\$ 328,342</u>

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
 COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCES
 NON-MAJOR GOVERNMENTAL FUNDS
 FOR THE YEAR ENDED JUNE 30, 2018

	Special Revenue Funds	Capital Projects Funds	Total
Revenues:			
Intergovernmental	\$ 18,319	\$ 10,820	\$ 29,139
Permits, Licenses and Fees	17,610	0	17,610
Donations	<u>836</u>	<u>6,561</u>	<u>7,397</u>
Total Revenues	<u>36,765</u>	<u>17,381</u>	<u>54,146</u>
Expenditures:			
General Government	0	32,992	32,992
Culture and Recreation	14,168	7,906	22,074
Community Development	1,278	0	1,278
Capital Outlay:			
Highways and Streets	0	7	7
Culture and Recreation	<u>0</u>	<u>6,011</u>	<u>6,011</u>
Total Expenditures	<u>15,446</u>	<u>46,916</u>	<u>62,362</u>
Excess/(Deficiency) of Revenues Over Expenditures	<u>21,319</u>	<u>(29,535)</u>	<u>(8,216)</u>
Other Financing Sources/(Uses):			
Transfers In	1,000	47,200	48,200
Transfers Out	<u>(15,000)</u>	<u>0</u>	<u>(15,000)</u>
Total Other Financing Sources/(Uses)	<u>(14,000)</u>	<u>47,200</u>	<u>33,200</u>
Net Change in Fund Balances	7,319	17,665	24,984
Fund Balances - July 1, 2017	<u>197,396</u>	<u>105,442</u>	<u>302,838</u>
Fund Balances - June 30, 2018	<u>\$ 204,715</u>	<u>\$ 123,107</u>	<u>\$ 327,822</u>

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
COMBINING BALANCE SHEET
NON-MAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2018

	Scenic Preservation Fund	Community Library Fund	Reappraisal Fund	Restoration of Records Fund	Cemetery Fund	Ski Program Fund	Conservation Commission Fund	Tree Fund	Mack Scholarship Fund	Affordable Housing Fund	Total
<u>ASSETS</u>											
Cash	\$ 0	\$ 3,489	\$ 0	\$ 0	\$ 4,577	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 8,066
Due from Other Funds	<u>12</u>	<u>0</u>	<u>23,472</u>	<u>12,992</u>	<u>0</u>	<u>10,682</u>	<u>1,578</u>	<u>3,388</u>	<u>4,941</u>	<u>139,584</u>	<u>196,649</u>
Total Assets	<u>\$ 12</u>	<u>\$ 3,489</u>	<u>\$ 23,472</u>	<u>\$ 12,992</u>	<u>\$ 4,577</u>	<u>\$ 10,682</u>	<u>\$ 1,578</u>	<u>\$ 3,388</u>	<u>\$ 4,941</u>	<u>\$ 139,584</u>	<u>\$ 204,715</u>
<u>LIABILITIES AND FUND BALANCES</u>											
Liabilities:	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Fund Balances:											
Restricted	12	3,489	0	12,992	4,577	10,682	578	3,388	4,941	0	40,659
Committed	0	0	0	0	0	0	1,000	0	0	139,584	140,584
Assigned	<u>0</u>	<u>0</u>	<u>23,472</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23,472</u>
Total Fund Balances	<u>12</u>	<u>3,489</u>	<u>23,472</u>	<u>12,992</u>	<u>4,577</u>	<u>10,682</u>	<u>1,578</u>	<u>3,388</u>	<u>4,941</u>	<u>139,584</u>	<u>204,715</u>
Total Liabilities and Fund Balances	<u>\$ 12</u>	<u>\$ 3,489</u>	<u>\$ 23,472</u>	<u>\$ 12,992</u>	<u>\$ 4,577</u>	<u>\$ 10,682</u>	<u>\$ 1,578</u>	<u>\$ 3,388</u>	<u>\$ 4,941</u>	<u>\$ 139,584</u>	<u>\$ 204,715</u>

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
 COMBINING SCHEDULE OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES
 NON-MAJOR SPECIAL REVENUE FUNDS
 FOR THE YEAR ENDED JUNE 30, 2018

	Scenic Preservation Fund	Community Library Fund	Reappraisal Fund	Restoration of Records Fund	Cemetery Fund	Ski Program Fund	Conservation Commission Fund	Tree Fund	Mack Scholarship Fund	Affordable Housing Fund	Total
Revenues:											
Intergovernmental	\$ 0	\$ 1,345	\$ 16,974	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 18,319
Permits, Licenses and Fees	0	0	0	3,610	0	14,000	0	0	0	0	17,610
Donations	0	0	0	0	641	0	0	75	120	0	836
Total Revenues	0	1,345	16,974	3,610	641	14,000	0	75	120	0	36,765
Expenditures:											
Culture and Recreation	0	1,015	0	0	0	12,773	0	0	380	0	14,168
Community Development	0	0	0	0	0	0	0	1,278	0	0	1,278
Total Expenditures	0	1,015	0	0	0	12,773	0	1,278	380	0	15,446
Excess/(Deficiency) of Revenues Over Expenditures	0	330	16,974	3,610	641	1,227	0	(1,203)	(260)	0	21,319
Other Financing Sources/(Uses):											
Transfers In	0	0	0	0	0	0	1,000	0	0	0	1,000
Transfers Out	0	0	(15,000)	0	0	0	0	0	0	0	(15,000)
Total Other Financing Sources/(Uses)	0	0	(15,000)	0	0	0	1,000	0	0	0	(14,000)
Net Change in Fund Balances	0	330	1,974	3,610	641	1,227	1,000	(1,203)	(260)	0	7,319
Fund Balances - July 1, 2017	12	3,159	21,498	9,382	3,936	9,455	578	4,591	5,201	139,584	197,396
Fund Balances - June 30, 2018	<u>\$ 12</u>	<u>\$ 3,489</u>	<u>\$ 23,472</u>	<u>\$ 12,992</u>	<u>\$ 4,577</u>	<u>\$ 10,682</u>	<u>\$ 1,578</u>	<u>\$ 3,388</u>	<u>\$ 4,941</u>	<u>\$ 139,584</u>	<u>\$ 204,715</u>

TOWN OF CHARLOTTE, VERMONT
 COMBINING BALANCE SHEET
 NON-MAJOR CAPITAL PROJECTS FUNDS
 JUNE 30, 2018

	Repairs and Improvements Fund	Trails Reserve Fund	Recreation Capital Fund	Thorp Barn Fund	Highway Capital Reserve Fund	Total
<u>ASSETS</u>						
Due from Other Funds	\$ <u>1,841</u>	\$ <u>61,741</u>	\$ <u>3,472</u>	\$ <u>5,918</u>	\$ <u>50,655</u>	\$ <u>123,627</u>
Total Assets	\$ <u><u>1,841</u></u>	\$ <u><u>61,741</u></u>	\$ <u><u>3,472</u></u>	\$ <u><u>5,918</u></u>	\$ <u><u>50,655</u></u>	\$ <u><u>123,627</u></u>
<u>LIABILITIES AND FUND BALANCES</u>						
Liabilities:						
Accounts Payable	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>520</u>	\$ <u>0</u>	\$ <u>520</u>
Total Liabilities	<u>0</u>	<u>0</u>	<u>0</u>	<u>520</u>	<u>0</u>	<u>520</u>
Fund Balances:						
Restricted	0	0	0	5,398	50,655	56,053
Committed	<u>1,841</u>	<u>61,741</u>	<u>3,472</u>	<u>0</u>	<u>0</u>	<u>67,054</u>
Total Fund Balances	<u>1,841</u>	<u>61,741</u>	<u>3,472</u>	<u>5,398</u>	<u>50,655</u>	<u>123,107</u>
Total Liabilities and Fund Balances	\$ <u><u>1,841</u></u>	\$ <u><u>61,741</u></u>	\$ <u><u>3,472</u></u>	\$ <u><u>5,918</u></u>	\$ <u><u>50,655</u></u>	\$ <u><u>123,627</u></u>

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
 COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCES
 NON-MAJOR CAPITAL PROJECTS FUNDS
 FOR THE YEAR ENDED JUNE 30, 2018

	Repairs and Improvements Fund	Trails Reserve Fund	Recreation Capital Fund	Thorp Barn Fund	Highway Capital Reserve Fund	Total
Revenues:						
Intergovernmental	\$ 0	\$ 10,820	\$ 0	\$ 0	\$ 0	\$ 10,820
Donations	<u>0</u>	<u>5,531</u>	<u>30</u>	<u>1,000</u>	<u>0</u>	<u>6,561</u>
Total Revenues	<u>0</u>	<u>16,351</u>	<u>30</u>	<u>1,000</u>	<u>0</u>	<u>17,381</u>
Expenditures:						
General Government	30,678	0	0	2,314	0	32,992
Culture and Recreation	0	6,011	1,895	0	0	7,906
Capital Outlay:						
Highways and Streets	0	0	0	0	7	7
Culture and Recreation	<u>0</u>	<u>6,011</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,011</u>
Total Expenditures	<u>30,678</u>	<u>12,022</u>	<u>1,895</u>	<u>2,314</u>	<u>7</u>	<u>46,916</u>
Excess/(Deficiency) of Revenues Over Expenditures	<u>(30,678)</u>	<u>4,329</u>	<u>(1,865)</u>	<u>(1,314)</u>	<u>(7)</u>	<u>(29,535)</u>
Other Financing Sources:						
Transfers In	<u>0</u>	<u>45,000</u>	<u>2,200</u>	<u>0</u>	<u>0</u>	<u>47,200</u>
Total Other Financing Sources	<u>0</u>	<u>45,000</u>	<u>2,200</u>	<u>0</u>	<u>0</u>	<u>47,200</u>
Net Change in Fund Balances	(30,678)	49,329	335	(1,314)	(7)	17,665
Fund Balances - July 1, 2017	<u>32,519</u>	<u>12,412</u>	<u>3,137</u>	<u>6,712</u>	<u>50,662</u>	<u>105,442</u>
Fund Balances - June 30, 2018	<u>\$ 1,841</u>	<u>\$ 61,741</u>	<u>\$ 3,472</u>	<u>\$ 5,398</u>	<u>\$ 50,655</u>	<u>\$ 123,107</u>

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
 COMBINING SCHEDULE OF NET POSITION
 PRIVATE-PURPOSE TRUST FUNDS
 JUNE 30, 2018

	Serrell Fund	Trustee of Public Funds Fund	Total
<u>ASSETS</u>			
Cash	\$ 3,014	\$ 24,749	\$ 27,763
Investments	<u>0</u>	<u>540,799</u>	<u>540,799</u>
Total Assets	\$ <u><u>3,014</u></u>	\$ <u><u>565,548</u></u>	\$ <u><u>568,562</u></u>
<u>LIABILITIES AND NET POSITION</u>			
Liabilities:			
Accounts Payable	\$ <u>640</u>	\$ <u>0</u>	\$ <u>640</u>
Total Liabilities	<u>640</u>	<u>0</u>	<u>640</u>
Net Position:			
Restricted:			
Held in Trust for Individuals and Organizations	<u>2,374</u>	<u>565,548</u>	<u>567,922</u>
Total Liabilities and Net Position	\$ <u><u>3,014</u></u>	\$ <u><u>565,548</u></u>	\$ <u><u>568,562</u></u>

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
 COMBINING SCHEDULE OF CHANGES IN FIDUCIARY NET POSITION
 PRIVATE-PURPOSE TRUST FUNDS
 FOR THE YEAR ENDED JUNE 30, 2018

	Serrell Fund	Trustee of Public Funds Fund	Total
Additions:			
Investment Income	\$ 0	\$ 11,453	\$ 11,453
Donations	412	0	412
	<u>412</u>	<u>0</u>	<u>412</u>
Total Additions	<u>412</u>	<u>11,453</u>	<u>11,865</u>
Deductions:			
Grandview Cemetery	0	2,515	2,515
Peterson Fund	0	371	371
Miscellaneous	640	6,070	6,710
	<u>640</u>	<u>6,070</u>	<u>6,710</u>
Total Deductions	<u>640</u>	<u>8,956</u>	<u>9,596</u>
Change in Net Position	(228)	2,497	2,269
Net Position - July 1, 2017	<u>2,602</u>	<u>563,051</u>	<u>565,653</u>
Net Position - June 30, 2018	<u>\$ 2,374</u>	<u>\$ 565,548</u>	<u>\$ 567,922</u>

See Disclaimer in Accompanying Independent Auditor's Report.

TOWN OF CHARLOTTE, VERMONT
SCHEDULE OF TAXES RAISED
FOR THE YEAR ENDED JUNE 30, 2018

April 2017 Grandlist Used for Fiscal Year 2018 Taxes Billed:

Homestead Education Grandlist	\$ 6,144,899.00
Non-Residential Grandlist	\$ 3,027,236.10
Municipal Grandlist	\$ 9,210,149.00

Tax Rates:

Homestead Education Tax Rate	1.4301
Non-Residential Education Tax Rate	1.5505
Municipal Tax Rate	0.1715
Local Agreement Tax Rate	0.0004

Charlotte's Fiscal Year 2018 Education Property Tax Liability:

Residential Taxes	\$ 8,787,819.95
Nonresidential Taxes	4,693,729.84
Local Agreement Taxes to Cover Education Liability for Exempt Properties	<u>3,683.94</u>

Total Property Tax Liability for State Education Fund 13,485,233.73

Municipal Taxes 1,579,540.74

Total Education and Municipal Taxes Raised \$ 15,064,774.47

Allocation of State Education Taxes:

Transfer to Champlain Valley Union High School	\$ 8,921,691.00
--	-----------------

.225 of 1% of Residential and Non-Residential Liability Retained by Town 26,385.27

Late Fee Retained by Town 525.00

Income Sensitivity Credits to Charlotte Residents, Education Tax 1,758,321.41

Income Sensitivity Credits to Charlotte Residents, Municipal Tax 9,890.48

Balance to State Education Fund 2,778,286.32

Total Allocation of State Education Taxes 13,495,099.48

Current Taxes Received 1,488,268.01

Delinquent Taxes Received 81,406.98

Total Fiscal Year 2018 Property Taxes \$ 15,064,774.47

See Disclaimer in Accompanying Independent Auditor's Report.

Sullivan, Powers & Co., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
www.sullivanpowers.com

Fred Duplessis, CPA
Richard J. Brigham, CPA
Chad A. Hewitt, CPA
Wendy C. Gilwee, CPA
VT Lic. #92-000180

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with "Government Auditing Standards"

Selectboard
Town of Charlotte, Vermont
P.O. Box 119
Charlotte, Vermont 05445

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Charlotte, Vermont, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Charlotte, Vermont's basic financial statements, and have issued our report thereon dated November 16, 2018.

Internal Control Over Financial Reporting

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Town of Charlotte, Vermont's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

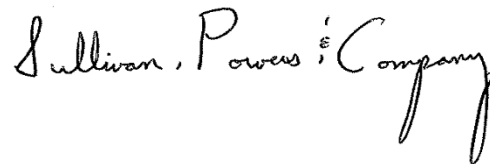
Compliance and Other Matters

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

Purpose of this Report

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

November 16, 2018
Montpelier, Vermont
VT Lic. #92-000180

A handwritten signature in black ink that reads "Sullivan, Powers & Company". The signature is written in a cursive, flowing style.

Charlotte Volunteer Fire and Rescue Services, Inc.

Report to the Town of Charlotte – FY18

Corporate Report

Introduction

Charlotte Fire and Rescue Services, Inc. (CVFRS), founded in 1950, is an independent, not-for-profit corporation whose mission is to provide fire protection, rescue and emergency medical services to the Town of Charlotte and surrounding communities as requested. The corporation is run by its volunteer members and governed by a Board of Directors elected by the members from the volunteer body and from the community at large. The public safety mission of the corporation is pursued through the operations of its two agencies, Charlotte Volunteer Fire Department and Charlotte Volunteer Rescue Squad. The annual operational report of each agency follows later in this booklet.

Emphasis on Knowledge and Skills

This past year CVFRS continued an emphasis on honing knowledge and skills. Twenty-two EMS personnel participated in 214 hours of Charlotte based training related to a wide variety of essential life-saving skills. In addition, twenty-three volunteers participated in 1,103 hours of training related to fire suppression, vehicle patient extrication, ice and water rescue and CPR skills. Finally, as a part of the Town of Charlotte HeartSafe status nine courses were offered to the members of the public leading to 34 townsfolk earning a CPR certification.

Challenges

As in past years, our primary concern remains the challenge of recruiting, training and retaining a core group of volunteer responders. In addition, we have found it increasingly challenging to attract and manage a roster of paid rescue members to cover all ambulance shifts. For the year we saw net gains in our per diem ranks. Although volunteerism levels are declining nationwide, our experience this past year has again been mixed. We did recruit several new volunteers, but due to people moving away from Vermont or taking full-time paid Fire positions elsewhere in our state we were slightly down on our volunteer count. At the time of this writing we are excited about several new volunteers that are embarking on our probationary process!

Going Forward

CVFRS will continue to emphasize providing a very quick response with a focus on professionalism. We also will continue to provide our services in as cost-efficient manner as possible. The corporate board and the membership embarked on a thorough analysis of our overall organization and By-Laws. This past year we began the process of streamlining our leadership to allow for more efficiency and cost savings, with insistence on not diminishing the quality of our patient and citizen care. The level of internal cooperation and cross training within CVFRS and with neighboring departments continues to be high. As a result, both our volunteer and paid staff are better trained and more highly motivated to respond to our shared mission of providing emergency services to the Charlotte community.

Respectfully submitted,

Thomas R. Cosinuke, President

Fire Department Annual Report

The Charlotte Fire Department responded to 185 emergency calls in Charlotte and to our mutual aid partners during the fiscal year; the call breakdown is as follows:

Emergency Responses: 185

Rescue & Emergency Service	39%
False alarms	25%
All fires (Structure, Vehicle, Grass, Other types)	17%
Hazardous Condition	9%
Service call, Public assist	5%
Overpressure rupture, explosion	1%
Weather related/Special Incidents	3%

Twenty-two active members spent over 2,700 hours dedicated to the CVFD. These hours consisted of responding to emergency calls, training classes, and special events. This coverage was 24 hours a day, including holidays. This time commitment can be taxing on individuals and their families and we are sincerely grateful for the commitment that all our members make. The department supplemented our weekly training with specialized courses including rope rescue, vehicle extrication, ice and water rescue, and search and rescue. The Point Bay Marina has again generously donated dock space allowing our Fire Rescue boat to remain in the water from May until late November.

We welcomed five new firefighter members; Nancy Myrick, Declan Trus, Phil Armell and Colton Dober to Charlotte Fire and Rescue.

We appreciate all the work from our Auxiliary members. They have provided invaluable support for Fire and Rescue at special functions such as Halloween, Fire and Ice Banquet, Santa's annual visit, and at weekend training classes. They have also provided firefighter rehab at some of our working incidents. I would also like to thank Mike Gill, our Engineer, who retired in August 2018 after nearly 45 years of service for all the hours of maintenance and upkeep of our apparatus.

Operating Smoke and Carbon Monoxide detectors are required in all residences and they have saved lives in Charlotte. Please change the batteries twice a year (**Change your clocks, Change your batteries**) and test these detectors monthly and they should be replaced if 7 years old or more. Most of the fire or CO alarm activation calls that we responded to could be prevented with annual maintenance of the alarm systems. We would also like to remind residents that if you burn wood, you should have your chimneys cleaned and inspected at least once a year, twice a year is preferred; once in the spring just after the heating season and again in the fall prior to the heating season, this will catch any critters that have built nests in the chimney over the summer. Charlotte Fire Department continues to urge **ALL** homeowners that have a working alarm system to purchase a Home KnoxBox system for their residence.

Anyone interested in exploring ways that they might assist with any aspect of the Fire Department's operation is always welcome to contact us or stop by the Station. We are still in dire need for members that are available for daytime response. You can stop by the station most days between 8 and 4 and see Deputy Chief Rob Mullin or we meet every Wednesday evening at 6:30 pm. The station number is 425-3111.

OFFICERS:

Chief	Dick St. George, FF 2	Phone 922-4994
Deputy Chief	Rob Mullin, FO 2	
Battalion Chief	Chris Davis, FF I	
Captain	Devin St. George, FF 2	
1 st Lieutenant	Jon Davis, FF I	

MEMBERS:

Phil Armell	Ryan Donnelly	Fritz Tegatz
Phil Bothwell	Tim Hwang	Zach Trono FF2
Mike Cook	Adrianna LeClair	Declan Trus
Tom Cosinuke	Dan McDurfee FF1	Ross Wheeler
Trevor Denton FF1	Nancy Myrick FF1	
Colton Dober	Jordan Paquette	

SPECIAL MEMBERS

Kip Mesirow	John Snow FF I	Josh Flore
Chris Mack	Andrew Dickerson FF	

AUXILIARY MEMBERS:

Rita St. George	Denise Therrien	Shannon Blow
Dawn St. George	Carol Blanshine	Cindy Bradley
Jennifer Bora	Jessica Lucia	

Dial 911 for an EMERGENCY only.

Burn Permits – The day of the burn, please call 985-8051 between 7:30 am and 5 pm. You must call for a permit **before** you burn. You can **only** burn brush, leaves, unpainted and untreated wood and the fire must be out before dark.

Camp Fires / Bonfires

Please call 985-8051 camp fires and bonfires to prevent false alarms from being called in by passersby.

Fireworks

A reminder that **fireworks** should only be set off by trained professionals and must also have a permit.

Check us out our website at www.cvfrs.com and follow us on Facebook.

Respectfully submitted,
Richard St. George, Fire Chief

Rescue Squad Annual Report

Charlotte Volunteer Rescue Squad is licensed as a Paramedic Level service by the State of Vermont – the highest level available. We responded to 410 calls providing emergency medical service to Charlotte and surrounding communities. Charlotte Rescue is staffed by per diem employees and volunteers 24 hours a day, 7 days a week, 365 days a year, holidays included.

Our ambulances are staffed and equipped to provide advanced life support (ALS) care. Such care is provided by the Advanced Emergency Medical Technicians (AEMTs) or Paramedics who are on duty at the station. Our out the door response time was on average 1 minute and 45 seconds from notification of a call.

CVRS has continued to be a CPR Training site; we conduct CPR programs at the station for our members and the public. We continue to be a HeartSafe Community; a Vermont designation for having public access AED's available throughout the town and offering CPR courses to the public. We would like to increase the number of AED's in our public assembly locations, for information on how to do that, please contact Deputy Chief Mullin at 425-3111. For more information on the HeartSafe Program please visit our website at www.cvfrs.com

We have an outstanding group of volunteer and career staff. We are always looking for new members to assist us with our goal of providing emergency medical care, medical transportation, and education to the community. We welcome individuals to come to our station for tours and pick up an application. For more information about joining the Rescue Service please call (802) 425-3111. We can provide all of the training you will need to become a member!

Volunteer Rescue Members

Nick Beltran EMT	Lindsay Kingston	John Snow EMR
Brent Carriero EMT	David McNally EMT	Ashwin Sooriyakumar
Caitlin Douglass EMT	Meg Modley, EMT	Devin St. George EMT
James Faulkner EMT	Laurie Moser	
Zachary Kent EMT	Wendy Patch AEMT	

Paid Rescue Staff

Michael Gordon AEMT (Battalion Chief)		
Luke Barns AEMT	Caitlin Herr Lead Paramedic	Harrison Miller AEMT
Michael Barnum AEMT	Emmett Hoskin AEMT	Mikaela Natale AEMT
Jared Bomba AEMT	Meaghan Hughes AEMT	Megan Paquette Paramedic
Desiree Bowen AEMT	Tim Hwang AEMT	Rick Robert AEMT
Jamie Burdick Paramedic	Michael Kelleher AEMT	William Robinson AEMT
David Cohen Paramedic	Adam Kingsley AEMT	Cheryl Schrader AEMT
Keely Colburn Paramedic	Tony Korda AEMT	Kat Shaw Paramedic
Ryan Donnelly EMR	Joe Lahey AEMT	
Nate Dow AEMT	Jenna Lindemann AEMT	

Finally, we wish to thank the families of all our staff who have supported us through our time away from home providing the best medical care possible to the Town of Charlotte.

Respectfully submitted,
Rob Mullin
Deputy Chief Charlotte Fire and Rescue



Report to the Town of Charlotte

CVFRS Non-public “Special” Funds

A brief description of each fund and its summary for the fiscal year ending June 30, 2018 follows. Significant purchases from these funds include: Federal and VT UBI taxes, extrication equipment to supplement vehicle stabilization, CPR Training Materials to support Community Outreach, building and communication improvements, as well as other items identified on the approved project list as reviewed by the membership on a quarterly basis.

CVFRS (Pease Mountain) Tower Fund

CVFRS, Inc. owns a radio tower located on Pease Mountain in Charlotte. This fund was established in the late 1990's to receive lease payments made by a cellular phone company (presently Verizon Wireless) who leases antenna and equipment space on the Pease Mountain tower and site. Historically CVFRS has used the income in this account to cover the cost of our radio equipment repairs and upgrades, as well as covering the costs associated with owning and maintaining the 199 foot tall tower erected in 1986. We continue to believe that a significant reserve should be held in this fund in the event the tower, which is now over 27 years old, needs to have major repairs. We continue to assess the anticipated lifespan of this tower and the expected replacement or decommissioning costs.

CVFRS Pease Mountain Tower Account Summary 7/1/17 – 6/30/18

<u>Revenue</u>	
Verizon Lease Payments	\$30,859
Interest	<u>427</u>
	\$31,286
<u>Expenses</u>	
Communications – Radios	\$15,927
Taxes	6,133
Rescue Computer & Tablets	3,028
Bank Charges & Postage	<u>2</u>
	\$ 25,090
Net Income / (Loss)	\$ 6,196



Harriet U. Barrows Trust

In 2001, former Charlotte resident Harriet Barrows passed away and generously left CVFRS a trust in memory of her husband, Maynard O. Barrows, a past Chief of the Fire Department. This Trust provides that CVFRS receive income from the Trust to use as needed to improve and sustain the Fire Department and Rescue Squad operations. The income from this Trust is held in a separate fund and the membership votes on specific purchases. Apparatus upgrades, improvements to the station and fitness center, as well as CPR community outreach training materials are examples of how the income from this Trust is expended.

Harriet U. Barrows Trust Account Summary 7/1/17 – 6/30/18

Revenue

Trust income	\$ 55,704
Targeted Donations	4,500
CPR Training	1,645
Interest	<u>270</u>
	\$ 62,119

Expenses

Building Improvements	\$ 6,790
R-3 Equipment Updates	4,478
Fitness Center & Crew Quarter	2,976
CPR Training Materials	1,566
Prepaid Contract	732
Bank Charges	<u>2</u>
	\$ 16,544

Net Income / (Loss)	\$ 45,575
---------------------	-----------



Rescue Squad “Special Fund”

This fund contains donated funds and the proceeds from fundraising activities. The members of the Rescue Squad vote to spend these funds on equipment and items that support the operation of the organization and enhance the volunteer experience.

Rescue Squad “Special” Fund Summary 7/1/17 – 6/30/18

Revenue

Donations	\$ 1,038
Program Services	290
Interest Earned	<u>5</u>
Total Income	\$ 1,333

Expenses

Special Events	\$ 767
Cable Package for Duty Crew	195
Bank charges	<u>2</u>
Total Expenses	\$ 964

Net Income / (Loss)	\$ 369
---------------------	--------

Fire Department “Special” Fund

This fund contains donated funds and the proceeds from fundraising activities. The members of the Fire Department vote to spend these funds on equipment and items that support the operation of the organization and enhance the volunteer experience.

Fire Department “Special” Fund Summary 7/1/17 – 6/30/18

Revenue

Targeted Donations	\$ 28,078
Fire & Ice Receipts	2,725
Program Service	<u>1,019</u>
	\$ 31,822

Expenses

Extrication Equipment	\$ 26,389
Fire & Ice Expenses	2,480
Uniforms	1,286
Special Events	1,075
Public Safety Education	700
Bank Charges	<u>6</u>
	\$ 31,936

Net Income / (Loss)	\$ (114)
---------------------	-----------

**CHARLOTTE VOLUNTEER FIRE
AND RESCUE SERVICES, INC.**

**FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

JUNE 30, 2018

CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC.

JUNE 30, 2018

TABLE OF CONTENTS

Independent Auditor's Report	1 - 2
Statement of Financial Position	3
Statement of Activities	4
Statement of Cash Flows	5
Notes to Financial Statements	6 – 10
Supplementary Information	
Schedule of Functional Expenses	11



Tapia & Huckabay, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

11 Main Street, Suite B211 • P.O. Box 38 • Vergennes, VT 05491 • www.tapiahuckabay.com (802) 870-7086

Independent Auditor's Report

To the Board of Directors
Charlotte Volunteer Fire and Rescue Services, Inc.
Charlotte, Vermont

We have audited the accompanying financial statements of Charlotte Volunteer Fire and Rescue Services, Inc. (a Vermont nonprofit organization) which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these 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 financial statements are free of material misstatement.

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Charlotte Volunteer Fire and Rescue Services, Inc. as of June 30, 2018 and the changes in its net assets and its cash flows for the year then ended in conformity with U.S. generally accepted accounting principles.

Other Matter

Our audit was made for the purpose of forming an opinion on the financial statements referred to in the first paragraph taken as a whole. The supplementary information following the notes is presented for purposes of additional analysis and is not a required part of the above financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Report on Summarized Comparative Information

The prior year summarized comparative information has been derived from the Organization's 2017 financial statements which were audited by us and, in our report dated December 22, 2017, we expressed an unmodified opinion on those financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Tapia & Duckabay, P.C.

Vergennes, Vermont
November 16, 2018
Vermont Registration #108880

CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2018
(With Summarized Information for 2017)

	<u>2018</u>	<u>2017</u>
ASSETS		
Cash and cash equivalents - operating fund (Note 1)	\$ 87,455	\$ 63,682
Cash - special funds (Notes 1 & 9)	173,416	113,297
Prepaid expenses and other assets	35,446	38,388
Accounts receivable, net of allowance (Note 1)	23,600	21,135
Property and equipment, net of accumulated depreciation (Notes 3 & 6)	1,447,232	1,527,070
Beneficial interest in perpetual trust (Note 8)	<u>1,427,998</u>	<u>1,467,102</u>
TOTAL ASSETS	<u>\$ 3,195,147</u>	<u>\$ 3,230,674</u>
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable	\$ 23,679	\$ 18,759
Accrued expenses	<u>20,634</u>	<u>21,759</u>
Total Liabilities	<u>44,313</u>	<u>40,518</u>
Net Assets:		
Unrestricted	570,029	480,981
Temporarily restricted (Note 6)	1,152,807	1,242,073
Permanently restricted (Note 8)	<u>1,427,998</u>	<u>1,467,102</u>
Total Net Assets	<u>3,150,834</u>	<u>3,190,156</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,195,147</u>	<u>\$ 3,230,674</u>

See accompanying notes to financial statements.

CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018
(With Summarized Information for 2017)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2018 Total</u>	<u>2017 Total</u>
SUPPORT AND REVENUE:					
Town appropriation - operating (Notes 1 & 6)	\$ 596,018	\$ 15,794	\$ -	\$ 611,812	\$ 557,215
Town appropriation - capital (Notes 1 & 6)	-	12,888	-	12,888	8,446
Donated property and equipment	2,500	-	-	2,500	-
Other contributions and special events	35,190	-	-	35,190	12,806
Program service revenue (Note 1)	157,679	-	-	157,679	154,413
Income from perpetual trust (Note 8)	55,704	-	(39,104)	16,600	64,132
Rental income (Note 4)	30,859	-	-	30,859	29,960
Interest and other income	760	-	-	760	819
Net assets released from restrictions:					
Satisfaction of program restrictions	117,948	(117,948)	-	-	-
TOTAL SUPPORT AND REVENUE	<u>996,658</u>	<u>(89,266)</u>	<u>(39,104)</u>	<u>868,288</u>	<u>827,791</u>
EXPENSES AND LOSSES:					
Program services:					
Fire	282,546	-	-	282,546	288,615
Rescue	560,648	-	-	560,648	533,568
Supporting services:					
Management and general	57,573	-	-	57,573	54,288
Fundraising	6,843	-	-	6,843	8,030
Loss on disposition of property & equipment	-	-	-	-	8,505
TOTAL EXPENSES	<u>907,610</u>	<u>-</u>	<u>-</u>	<u>907,610</u>	<u>893,006</u>
CHANGE IN NET ASSETS	89,048	(89,266)	(39,104)	(39,322)	(65,215)
NET ASSETS, beginning of year	<u>480,981</u>	<u>1,242,073</u>	<u>1,467,102</u>	<u>3,190,156</u>	<u>3,255,371</u>
NET ASSETS, end of year	<u>\$ 570,029</u>	<u>\$ 1,152,807</u>	<u>\$ 1,427,998</u>	<u>\$ 3,150,834</u>	<u>\$ 3,190,156</u>

See accompanying notes to financial statements.

CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2018
(With Summarized Information for 2017)

	<u>2018</u>	<u>2017</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	\$ (39,322)	\$ (65,215)
Adjustments to reconcile change in net assets to net cash from operating activities:		
Town appropriation - capital	(12,888)	(8,446)
Depreciation	164,116	151,481
(Gain) loss on disposition of property & equipment	-	8,505
(Income) loss from perpetual trust	39,104	(2,780)
(Increase) decrease in operating assets:		
Prepaid expenses and other assets	2,942	(7,058)
Accounts receivable	(2,465)	(9,677)
Increase (decrease) in operating liabilities:		
Accounts payable	4,920	9,957
Accrued expenses	<u>(1,125)</u>	<u>3,045</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>155,282</u>	<u>79,812</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property and equipment	(71,390)	(142,872)
Proceeds from the disposition of property & equipment	-	10,001
Net change in special funds	<u>(60,119)</u>	<u>48,783</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(131,509)</u>	<u>(84,088)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
None	<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	23,773	(4,276)
CASH AND CASH EQUIVALENTS:		
Beginning of year	<u>63,682</u>	<u>67,958</u>
End of year	\$ <u><u>87,455</u></u>	\$ <u><u>63,682</u></u>

See accompanying notes to financial statements.

CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

History of the Organization and Nature of Activities:

Incorporated in 1951, Charlotte Volunteer Fire and Rescue Services, Inc. ("CVFRS" or "the Organization") is a nonprofit organization whose mission is to "provide fire suppression, emergency medical services and other special emergency rescue services; and to provide community safety, education, and fire prevention for the residents of the Town of Charlotte and the vicinity." The Organization's program services are separated into two "agencies" – the Charlotte Volunteer Fire Department and the Charlotte Volunteer Rescue Squad. The majority of the Organization's support comes from appropriations – both operating and capital – from the Town of Charlotte, Vermont. Additional support comes from program service revenue for ambulance services and fundraising and special events.

Financial Statement Presentation:

CVFRS reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending upon the existence and/or nature of any donor-imposed restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted contributions whose restrictions are met in the same period are shown as increases in unrestricted net assets. The transfer of assets with donor-imposed conditions is accounted for as a refundable advance, instead of as a contribution, until the conditions have been substantially met.

Cash and cash equivalents:

CVFRS has elected to treat all cash accounts, checking, savings, money market, and other cash funds purchased with an original maturity of three months or less as cash and cash equivalents for purposes of the Statement of Cash Flows (except for cash held in "special funds" discussed below).

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 amounts and disclosures. Accordingly, actual results could differ from those estimates.

Promises to Give:

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Those expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts, if material, are computed using estimated market interest rates applicable to the years in which the promises are received. Any amortization of these discounts would be reflected in contribution revenue. Conditional promises to give are not recorded until the conditions are met.

CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Accounts Receivable and Allowance for Uncollectable Accounts:

Accounts receivable represent outstanding amounts billed for ambulance and other program services. CVFRS charges current earnings with an allowance for uncollectable accounts receivable based on collection experience and a review of the collectability of specific accounts. Accounts deemed uncollectable are charged against the allowance. The estimated allowance was \$5,000 at June 30, 2017 and \$9,700 at June 30, 2018.

Comparative Financial Information:

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2017, from which the summarized information was derived.

Reclassification:

Portions of the 2017 financial statements have been reclassified to conform to the 2018 financial statement presentation.

NOTE 2 - FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing the various programs have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

NOTE 3- PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30th:

	<u>2018</u>	<u>2017</u>
Land, building and improvements	\$ 651,519	\$ 644,729
Vehicles and equipment	2,369,381	2,298,975
Office equipment	19,908	16,880
Subtotal	<u>3,040,808</u>	<u>2,960,584</u>
Less - accumulated depreciation	<u>(1,593,576)</u>	<u>(1,433,514)</u>
Net property and equipment	\$ <u>1,447,232</u>	\$ <u>1,527,070</u>

Additions to equipment are recorded at cost when purchased and at market value when donated. Depreciation, amounting to \$164,116 and \$151,481 for the fiscal years ended June 30, 2018 and 2017, respectively, is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

Building and improvements	10 - 40 years
Vehicles and equipment	5 - 15 years
Office equipment	3 - 5 years

CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 4 - INCOME TAXES

CVFRS is exempt from federal and state income tax (on activities related to its tax-exempt purpose) as an organization described in Section 501(c)(3) of the Internal Revenue Code, and is classified as a publicly supported organization under Section 509(a)(1). However, CVFRS is subject to federal and state income taxes on “unrelated business income” – in the Organization’s case, net income from the rental of a portion of the space on a communications tower it owns. Contributions to CVFRS qualify for the charitable contribution deduction under Internal Revenue Code Section 170(b)(1)(A).

NOTE 5 – CONTRIBUTED SERVICES

Under U.S. generally accepted accounting principles, contributed services are recognized as contribution revenue and as assets or expenses if the services (a) create or enhance non-financial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. As a volunteer fire and rescue organization, CVFRS receives thousands of hours of donated fire, rescue and supporting services that are *not* recognized in the financial statements because they do not meet the recognition criteria.

NOTE 6 – TOWN APPROPRIATION AND TEMPORARILY RESTRICTED NET ASSETS

Conditionally approved at the March Town Meeting, CVFRS considers the Town of Charlotte’s **operating appropriation** (\$611,812 and \$669,324 for the fiscal years ending June 30, 2017 and 2018, respectively) restricted to the specific purposes outlined in its agreement with the Town and recognizes it as revenue as it is received during CVFRS’s and the Town’s fiscal year ending June 30th. The latest agreement with the Town of Charlotte (signed in June 2014) states “..town funds appropriated for the Services and not expended by the CVFRS in the same fiscal year...shall be contributed to a CVFRS Operating Reserve Fund. The cumulative cap for the Operating Reserve Fund shall be...10% of the average operating appropriation from the Town to the CVFRS for the three prior fiscal years. Any monies in the Operating Reserve Fund that exceed this cap shall be deemed Excess Surplus...and...shall be returned to the Town in a manner to be determined by the Selectboard.” In November 2017, the Town and CVFRS agreed to a balance in the Operating Reserve Fund - as of June 30, 2017 – of \$26,822. The preliminary calculation of the 6/30/18 post-audit, reserve balance is approximately \$53,000. The amount of the Operating Reserve Fund at June 30, 2017 and the preliminary balance at June 30, 2018 were less than the cap and no amounts were or are expected to be due to the Town.

In addition to the annual operating appropriation, CVFRS submits an annual capital equipment plan to the Town and receives **capital appropriations** in the form of donations of major equipment purchased by the Town (\$8,446 and \$12,888 for the fiscal years ended June 30, 2017 and 2018, respectively). Since these assets retain a reversionary lien to the Town of Charlotte (with proceeds from the subsequent sale of any of the assets generally payable to the Town), CVFRS treats the net book value of the assets purchased by the Town via capital appropriation and all identifiable assets purchased with operating appropriations as temporarily restricted net assets on the Statement of Financial Position (\$1,152,807 and \$1,242,073 as of June 30, 2018 and 2017, respectively). *All of CVFRS’s temporarily restricted net assets are represented by the net book value of this restricted property and equipment.* Amounts on the “Town appropriation – operating” line in the temporarily restricted column on the Statement of Activities represent operating appropriation funds used to purchase property and equipment in the current year.

CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 7 – CONDITIONAL PROMISES TO GIVE

With the exception of the Town appropriation, there were no material conditional promises to give as of June 30, 2017 or 2018. As discussed above, conditional promises to give are not recorded in the financial statements until the conditions have been met.

NOTE 8 – BENEFICIAL INTEREST IN PERPETUAL TRUST AND PERMANENTLY RESTRICTED NET ASSETS

CVFRS is the sole beneficiary of a perpetual irrevocable trust held and administered by an independent trustee. Under the terms of the trust, CVFRS receives, generally, quarterly distributions of 3.75% of the fair market value of the Trust - \$55,704 and \$61,352 in the fiscal years ended June 30, 2018 and 2017, respectively (which is recognized as unrestricted revenue since there are no donor restrictions on the use of the funds). The Organization's interest in the perpetual trust - \$1,427,998 and \$1,467,102 at June 30, 2018 and 2017, respectively - is recognized at the fair market value of the assets in the trust (using "Level I" valuation inputs) and considered permanently restricted net assets. *All of CVFRS's permanently restricted net assets are represented by its interest in the perpetual trust.* Gains and losses that are not distributed by the trust are reflected as permanently restricted income from perpetual trust on the Statement of Activities (a gain of \$2,780 for the fiscal year ended June 30, 2017 and a loss of \$39,104 for the fiscal year ended June 30, 2018).

NOTE 9 – SPECIAL FUNDS

The Organization has several "special funds" retained in separate cash accounts and used for the following specific purposes:

- **Perpetual trust distributions fund** (\$17,992 and (\$25,871) at June 30, 2018 and 2017, respectively) with receipts from the quarterly perpetual trust distributions discussed above and expenditures used for special operating and capital purchases. The balance in the Fund at June 30, 2018 represents the actual balance in the cash account of \$49,828 less \$31,836 owed to the Tower Fund for advances used to purchase property and equipment and subject to a multi-year repayment schedule.
- **Tower fund** (\$143,909 (\$112,073 in cash and \$31,836 due from the perpetual trust distributions fund discussed above) and \$128,007 at June 30, 2018 and 2017, respectively) with receipts from rental income from the communications tower and expenditures for maintenance of the tower, payment of unrelated business income taxes and special purchases of communications equipment.
- **Fire services fund** (\$7,884 and \$7,648 at June 30, 2018 and 2017, respectively) with receipts from special fundraising events and designated contributions and expenditures for special fire operating and capital purchases.
- **Rescue services fund** (\$3,631 and \$3,513 at June 30, 2018 and 2017, respectively) with receipts from special fundraising events and designated contributions and expenditures for special rescue operating and capital purchases.

CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 10 – RETIREMENT PLAN

In July 2015, the Organization established a “Savings Incentive Match Plan for Employees of Small Employers (SIMPLE)”, which is open to all employees whose annual compensation exceeds \$5,000. Employees can make contributions up to prescribed limits with CVFRS making matching contributions up to 3% of total compensation. There were no employer matching contributions related to the SIMPLE plan for either of the years ended June 30, 2017 or 2018.

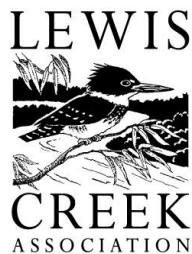
NOTE 11 - SUBSEQUENT EVENTS AND REPORT ISSUANCE DATE

Management has evaluated “events” subsequent to June 30, 2018 through November 16, 2018 (the date these financial statements were available to be issued) for potential recognition or disclosure as required under U.S. generally accepted accounting principles.

At the March 2017 annual meeting, Charlotte residents approved a bond of up to \$625,000 for the purchase of a new fire truck. In July 2017, CVFRS signed a contract for the purchase of the new vehicle which was delivered in August 2018 with an expected in-service date of December 2018.

CHARLOTTE FIRE AND RESCUE SERVICES, INC.
SCHEDULE OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018
(With Summarized Information for 2017)

	Program Services		Supporting Services		2018 TOTAL	2017 TOTAL
	Fire Services	Rescue Services	Management & General	Fundraising		
Salaries, wages & member incentives	\$ 69,922	\$ 329,420	\$ 28,278	\$ 2,828	\$ 430,448	\$ 414,947
Benefits & taxes	20,355	44,181	2,189	219	66,944	63,455
Apparatus fuel	3,653	3,865	-	-	7,518	8,628
Apparatus repairs & maintenance	15,792	6,456	-	-	22,248	14,898
Bank charges & other fees	1,114	1,415	147	18	2,694	5,576
Building maintenance	3,275	3,275	655	73	7,278	14,322
Contracted services	5,881	19,749	-	-	25,630	26,031
Dues & subscriptions	2,857	4,095	380	42	7,374	6,309
Equipment repair & maintenance	27,070	8,363	158	18	35,609	33,038
Insurance	26,361	34,489	884	98	61,832	66,197
Other expenses	1,592	665	65	9	2,331	1,402
Professional fees	-	-	9,445	-	9,445	8,450
Protective clothing	5,767	1,626	-	-	7,393	15,721
Special event expenses	-	-	-	2,480	2,480	3,804
Supplies	2,514	13,587	161	20	16,282	16,561
Telephone	1,825	4,497	466	59	6,847	6,127
Training	5,399	4,002	-	-	9,401	9,720
Utilities	7,111	7,111	1,422	158	15,802	12,758
Depreciation	82,058	73,852	7,385	821	164,116	151,481
Unrelated business income taxes	-	-	5,938	-	5,938	5,076
	<u>\$ 282,546</u>	<u>\$ 560,648</u>	<u>\$ 57,573</u>	<u>\$ 6,843</u>	<u>\$ 907,610</u>	<u>\$ 884,501</u>



Lewis Creek Association 2018 Program Highlights

2018 was full of exciting projects for Lewis Creek Association. So many reliable and talented volunteers as well as town and state staff helped LCA to grow its community service programs, especially the water quality education and improvement work that we promote through the “Ahead of the Storm” program. With many years of nature study, data collection and interpretation, LCA and its watershed towns have known since 2015 that Lake Champlain receives the bulk (~80%) of its phosphorus pollution when the streams are experiencing their highest flows. Since too few people are using this knowledge today, LCA’s “Ahead of the Storm” program is critically important for Lake Champlain Valley towns and watersheds from Addison County to Chittenden County.

This year your contributions were critical in helping to leverage funds from Lake Champlain Basin Program, private donors and various State funding sources. Your contributions, town funds and grant funds helped to afford the projects highlighted below. Our partner network continues to grow, and includes town, state and regional government groups, South Chittenden River Watch, Lake Iroquois Association, Charlotte Invasives Collaborative, Responsible Growth Hinesburg, Addison County River Watch Collaborative, Vermont Family Forests, schools, state and local land trusts, foundations and conservancies, Watersheds United Vermont, Vermont Clean Water Network, Vermont Housing and Conservation Coalition and the Vermont Natural Resources Council. The list goes on and we welcome your interest. To visit a board meeting or assist with special projects and board activities, please call and visit our growing library at lewisecreek.org, and learn about daily activities on Facebook.

Program Highlights (\$100,000 annual budget)

Restoration and Conservation

Worked with SCS students and engineers to design and implement a rain garden on campus (Shelburne)
Worked with Shelburne to identify and design two new stormwater infrastructure projects (Shelburne)
Worked with CCS students to make a funding plan to address stormwater on campus (Charlotte)
Worked with the Big Oak Lane neighborhood to install water quality treatments for protecting Thorp Brook (Charlotte)
Worked with Hinesburg Town to improve stormwater management at the town garage and create a river floodplain restoration plan (Hinesburg)
Year 10 - Thorp / Kimball invasive European Frogbit and other invasive plant control (Charlotte)
Year 7 - LaPlatte invasive European Frogbit plant control (Shelburne)
Year 3 - Invasive Yellow Iris survey and control (Ferrisburgh, Charlotte, Shelburne)

Planning and Data Collection

Provided fiscal sponsorship support for South Chittenden and Addison County River Watch groups
Prepared educational materials for LCA “Ahead of the Storm” demonstration sites and educational tours
Completed water quality sampling plans for the Lewis, LaPlatte, McCabe’s, Thorp and Kimball streams

Education and Outreach

Cosponsored a “Water Matters” event with Responsible Growth Hinesburg, preventing water quality impairment in Hinesburg village (Hinesburg)
Cosponsored a Groundwater talk with the Starksboro Conservation Commission (Starksboro)
Participated in Shelburne Stormwater Advisory Committee and VT Clean Water Network meetings
Shared water quality condition reports with towns, VT DEC and Chittenden Reg. Planning Commission
Worked with area schools to share the math & science behind installing AOTS sites on campuses

Charlotte Land Trust

During the last year the Charlotte Land Trust actively worked with several landowners to explore conservation options for their land. These properties were varied in size, location within town and in the features of the land. Most recently CLT closed on the easement to conserve 77 acres of the former West property, with almost a mile of Lewis Creek frontage. The Town's Conservation Fund was an essential part of funding that project.

Outreach and education about conservation and its benefits are among our most important, and favorite, tasks. A new event for us this past year was a scavenger hunt at the Charlotte Park and Wildlife Refuge. The scavenger hunt was well attended, especially for a first-time event, and very much enjoyed. We look forward to hosting another one in the coming year. A thank you to those who helped us organize and promote the event. Our red signs were out again in the summer to feature the land that has been conserved and the landowners who have generously done so.

CLT's Strategic Plan serves as the framework for our organization and in the past year it was reviewed and updated. We also took time throughout the year to work on policies and procedures to ensure that we stay up to date with best practices in land trust work and administration. One of those best practices is a yearly review of all the land we have under easement and our stewardship team again completed that task in the fall.

Our board expanded this past year with the addition of new board members Jessica Sanford, Jay Strausser and Steve Schubart. They bring a wealth of knowledge to our work and have been wonderful additions to the board.

Frances Foster
Marty Illick
Kate Lampton
Jane Lawlis

Lindsay Longe
David Pill
Jessie Price
Jessica Sanford

Steve Schubart
Jay Strausser
Mary Volk
David Watts

THE HISTORIC QUINLAN SCHOOLHOUSE – 2018

“The little building on the Town Green between the Library and the Town Hall”

The Quinlan Schoolhouse was not always on the Town Green – we know it was built around 1850 on the north side of Spear Street Extension, west of the Quinlan bridge, on land owned by farmer and sawyer John Quinlan. That’s how schools were built in those times, within two to three miles from the homes of students who could walk to school or be driven by horse and wagon or sleigh. (one student told of riding his pony to school In the mid-1900s and stabling it at the farm across the road). Neighboring families joined together to build and furnish the 14 schoolhouses in the town of Charlotte. If a schoolhouse were discontinued, ownership of the land reverted to the original farmer. At some point the schoolhouse was moved to a hillock on the opposite side of the road, on land eventually owned by members of the Finkelstein family, who wanted to clear the land of the somewhat deteriorated structure. (The building had been altered, and served a number of purposes, last used as a farm equipment shed.)

A group of historically minded Charlotters, including members of the Conservation Commission, the Selectboard, and others advocated for accepting the gift of the schoolhouse from the Finkelsteins; it was agreed that the Town Green, near the new library under construction, was an appropriate location. The building was dismantled, moved piece by piece, then reconstructed on its present spot. Substantial work was done by Charlotter John Hauenstein and crew, with a number of volunteers. The moving, reconstruction, and stories of students who attended the school in the 1900s were voluntarily documented in a video, available from the library.

One story, related by alumnus Garfield Belair, told of sledding at recess from the schoolhouse hillock down to the Quinlan Bridge in a time when roads were not so busy! Both old wooden sleds and “jack jumpers” were used, examples of which can now be seen in the schoolhouse. Garfield reflected: “. . . once in a while there’d be an ice storm, and of course there weren’t too many cars so - we’d go out in the road and she’d let us slide down the road, one kid would stay up on the hill and one go down the bottom of the hill by the bridge and if cars came he’d tell them ‘Hey the kids are sliding, watch out for them.’ We didn’t do it very often. Once in a great while. It was a nice ride down the hill in the road.”

How does the Quinlan Schoolhouse now serve the Town of Charlotte? At occasional “Open Schoolhouses” for all Charlotters, visitors experience a link back to our rich heritage. Most importantly it is an enduring teaching and learning resource – a concrete connection to historical concepts, especially for our children. We hope you will visit and become acquainted with this Charlotte treasure!

The Friends of the Quinlan Schoolhouse



CHARLOTTE HISTORICAL SOCIETY'S ANNUAL REPORT

The Charlotte Historical Society notes with regret the death of Don Lockhart. Don and his wife Betty Ann, doing business as Perceptions, Inc., have been actively involved in many local historical projects, gathering local stories, photographs, and artifacts. They have made many presentations over the years. One major project was the tremendous effort Don and Betty Ann made for the 250th Anniversary Committee. Called "That's How the Story Goes," Don videotaped the personal recollections of several dozen local citizens, which Betty Ann then transcribed into booklet form. The Lockharts completed a similar project of recollections by former students of the Quinlan School. The efforts by Don and Betty Ann to record first person stories will only grow in importance as time passes.

The society was pleased to support the efforts of Judy Chaves, who brought her many years of research on the history of Mt. Philo State Park to fruition this year when her highly acclaimed book, *Secrets of Mount Philo: A Guide to the History of Vermont's First State Park*, was published by the Vermont Historical Society. With the Charlotte Land Trust, we were fortunate to sponsor her presentation at the Mt. Philo Inn a couple of years ago, where we discovered the passion and intensity with which she has sought and consolidated information on one of her favorite hiking sites. Tom Slayton, editor of *Vermont Life* magazine for many years, described it as "a fascinating trip through the mountain's intricate past and a guide to its relics, hidden byways and natural communities."

Our society president has been active again this year working with a committee to establish a Vermont Civil War Heritage Trail. Civil War historians and authors Howard Coffin and Liam McKone have been serving as consultants for the project since its inception.

This summer at our usual open houses on Sunday afternoons in July and August, Happy Patrick, Martha Stone, Molly King, and Loren Tindall were occupied in sorting and cataloguing our extensive paper records in addition to meeting and greeting guests who stopped in to check out the exhibits. This is a time-consuming project, and their hard work is appreciated. This will be an ongoing task.

Randy Archer of our society has been an active gold panner for many years, and has made several presentations about the gold rush in Vermont in the late 19th Century. He discovered the Byington vest in our collection and has been using it as a visual aid in his talks. Alfred Byington struck it rich in the California gold fields, turned his gold in for US Double Eagle gold \$20 pieces, and sewed them in a vest so he could carry his wealth discreetly and securely under his clothing on his trip back to Vermont. This year, Randy presented his talk at the Shelburne Museum, the Stowe Historical Society, the Burlington Gem and Mineral Club, and the Shelburne/Charlotte Rotary Club. It makes an interesting talking point.

Dan Cole made two presentations at the Charlotte Senior Center this year on Charlotte Civil War veterans Henry Drum and Patrick Sheehy.

We have been in consultation with Rick Kerschner on conservation of our building and artifacts. Rick is a North Ferrisburgh resident and has been extremely accessible to our society as we research optimum conservation techniques. He is the former Director of Preservation & Conservation at the Shelburne Museum and is now a private consultant with a worldwide clientele, including the Forbidden City in China. He has made several recommendations that we hope to implement in the near future.

We hosted our 40th Annual Christmas Party at the Charlotte Museum on December 2, and look forward to 2019.

Respectfully submitted,
Daniel T. Cole, President

Chittenden Solid Waste District 2018 Charlotte Town Report

Background: Solid waste management these days is about “resource recovery” through responsible sorting and recycling of all the materials we fabricate, distribute, use and then discard. The description below reviews Charlotte happenings with waste reduction and resource recovery (2014-2018).

CSWD Community Clean-Up Fund: Each member town has access to matching grants for clean-up projects. CSWD balance for Charlotte as of July 2018 is \$3,124.00. The fund is replenished by CSWD \$500 annually up to a \$5,000.00 cap. Please see Town of Charlotte website [Community Clean Up Fund](#) or CSWD <https://cswd.net/grants-and-funding/cleanup-fund/> for how to apply for these funds.

Grants from 2015-present to Charlotte funded cleanup of an illegal dump site on Limekiln Rd., removed phone poles and old tires from the wetlands behind the CCS Quonset Hut, and cleared out 15+ years of collected materials from the Quonset Hut. **No Town funds were used.** CSWD provided \$2,646.00 matching funds (\$350/\$750/\$1546) for those 3 projects, CCS and CVSD provided \$4,325.95 (\$987.95/\$3,338) for the two school related projects.

Special thanks to Junior Lewis and Crew, CVSD and CCS Facilities staff for the cleanup and to Dean Bloch and our Selectboard for approving these grant applications.

CSWD Recycling and Composting Container Grants: The Town has received two container grants for containers used at events in public spaces: one application from CCS, one from the Town. Cost to the Town was \$378.00.



Compost/Recycling/Trash toters for use at events sponsored by the Recreation Committee, Senior Center, Town Library, CVFRS and Trails Committee. Special thanks to Dean Bloch, Nicole Conley, Bill Fraser-Harris, Margaret Woodruff, Beth Merritt, Nan Mason, CVFRS, (and many other volunteers) for reducing waste at jamborees, barbeques, book sales, trail dedication, safety days etc. You are promoting resource recovery through accurate sorting.



Compost bins for the Town Hall library/garden and Senior Center, demonstrating back yard composting techniques. Special thanks to library and Town staff who are managing food scraps in these bins with the help of Abby Foulk, CSWD Board Representative.



The Town (Library, Selectboard, Senior Center and Recreation Committee) will be jointly applying for three sets of these collapsible **Clear Stream waste sorting stations**, to be stored at the Library and circulated to Town residents for both public and private use. Matching funds would come from FY19, totaling \$438.00.

Future projects:

- Offer home or small scale community composting trainings, with local site tours.
- Collaborate with townspeople and the Selectboard to research a local drop-off option for food scraps.
- Increase awareness about “how to keep your event out of the landfill”.



Respectfully submitted, with thanks to our town

Abby Foulk, CSWD Board Representative afoulk@gmavt.net and Rachel Stein, CSWD Board Representative Alternate

FY2018 ANNUAL REPORT**Charlotte**

The Chittenden County Regional Planning Commission (CCRPC) is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. Its vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. The CCRPC serves as the region's federally designated metropolitan planning organization (MPO) and is responsible to all citizens of the region to ensure the implementation of the best regional and transportation plan for Chittenden County. The CCRPC also provides technical and planning assistance to its member municipalities and the Vermont Agency of Transportation (VTrans).

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities; transportation representatives from VTrans, Green Mountain Transit (GMT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Burlington International Airport (BIA), and a rail industry representative; and, at-large members representing the interests of agriculture, environmental conservation, business, and housing/socio-economic. The legislative body of each Chittenden County municipality selects its own representative and alternate. The full CCRPC selects the at-large representatives.

The CCRPC appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY18, the CCRPC invested more than \$5.7 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages more than \$5.3 million in Federal and State investment with \$245,000 in municipal dues and another \$132,000 in local match for specific projects—a **14:1 return on local investment**.

Charlotte representatives to the CCRPC Board and other committees in FY18 were:

- CCRPC representative – Jim Donovan
- CCRPC alternate – Marty Illick
- Transportation Advisory Committee (TAC) – Dean Bloch
- Planning Advisory Committee (PAC) – Daryl Benoit
- Clean Water Advisory Committee (CWAC) – Daryl Benoit
- All-Hazards Mitigation Plan Update Committee – Daryl Benoit
- Long Range Planning Committee – Jim Donovan
- Long Range Planning Energy Sub-Committee – Jim Donovan and Matt Burke

Specific activities the CCRPC is engaged in with Charlotte, as well as some of CCRPC's regional activities, are discussed in the following sections.

CHARLOTTE ACTIVITIES

In FY2018, the CCRPC provided assistance to Charlotte on the following projects and initiatives:

- **Charlotte Planning and Zoning Assistance** – CCRPC staff provided interim assistance to the Town of Charlotte by handling resident inquiries, researching questions, managing zoning and water/wastewater permitting, conducting site visits as needed, and upon request, offering suggestions for changes or improvements in software systems and information flow.
- **Municipal Plan Development Assistance** – CCRPC staff reviewed and provided comments on Charlotte's draft Town Plan in preparation for a review by the CCRPC Planning Advisory Committee and final adoption by the CCRPC Board in March, 2018.
- **Municipal Energy Planning/Act 174 Assistance** – CCRPC staff worked with Charlotte staff, the Charlotte Planning Commission and the Charlotte Energy Committee to draft edits to the Charlotte Town Plan to meet the Department of the Public Service Energy Planning Standards for Municipalities.
- **FEMA Pre-Disaster Mitigation** – CCRPC staff worked in early 2018 with municipal staff to prepare a 2017 Progress Report on the implementation of the actions recommended in the Charlotte municipal All-Hazard Mitigation Plan. Typically, these were roadway and stormwater projects to mitigate the impacts of future severe rainstorms.
- **Emergency Management – LEOP**: CCRPC staff offered assistance in the spring of 2018 with the annual local emergency operations plan (LEOP) to ensure that Charlotte is prepared in the event of a disaster.
- **Geographic Information Systems** – CCRPC GIS staff developed maps for the Charlotte Town Plan, made updates to Charlotte's Wildlife Habitat online map (<https://map.ccrpcvt.org/WLHabMap/>) and the Town's map viewer, revised the Town's conserved lands and trails data, prepared a wall-sized zoning map and provided other GIS-related technical assistance. CCRPC GIS staff uploaded zoning and overlay data to the Vermont Open GeoData Portal.
- **Municipal Infrastructure Inventories** – Pavement and culvert inventories were completed.
- **Traffic Counts** – The CCRPC conducted two roadway (AADT) counts in support of Charlotte's transportation projects and studies (<http://vtrans.ms2soft.com/>).
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance**: CCRPC staff continued to provide assistance to all member municipalities to address policy, data, and reporting issues to meet the MRGP requirements. Conceptual plans were developed for high priority road erosion sites on Lime Kiln Road, Carpenter Road, Guinea Road, and Converse Bay Road for a total of \$5,000.
- **VTrans Better Roads Program**: Concept plans developed for Lime Kiln Road were used to apply for a FY19 Better Roads Category B grant totaling \$28,800. Using FY18 Better Roads Category A grant funds (\$6,200), CCRPC staff conducted Road Erosion Inventories (REIs) for MRGP compliance.

- **Grants-in-Aid:** CCRPC staff assisted in planning for and implementing two water quality projects on Lewis Creek Road totaling \$8,622 that resulted in roadway/stormwater upgrades for MRGP compliance. Staff also provided assistance with planning for future grants-in-aid cycles.
- **Technical Assistance** – CCRPC staff provided a variety of technical assistance to the town, including:
 - worked with VEIC staff to set up an electric vehicle education presentation at the library in Charlotte;
 - updated Charlotte’s zoning data so that it could be uploaded to the Vermont Open Geodata Portal (<http://geodata.vermont.gov/>);
 - updated vtculverts.org website with recently replaced culverts;
 - conducted a crash data analysis to identify potential Charlotte roadways for the Systemic Local Roads Safety (SLRS) Program.

Charlotte Projects in the Transportation Improvement Program (TIP)

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal transportation funds, each transportation project, program or operation must be authorized through the TIP. Charlotte projects included in the TIP are listed below. These projects are also identified in the FY2018 Vermont Agency of Transportation Capital Program for design or construction.

- **US 7 Reconstruction** – (Ferrisburgh line north 2.9 miles) \$19,617,815 project for road reconstruction. This project was completed in 2018.
- **US7/Ferry Road Traffic Signal Upgrade** – \$535,000 for a traffic signal system upgrade. This project is scheduled for construction in 2019.
- **Rail Crossing Improvements at Thompson Point Road** - \$125,000 for safety improvements to be constructed in 2019.
- **Rail Bridge Rehabilitation, Thorp Brook** - \$525,000 project to rehabilitate the rail bridge over Thorp Brook. This project will be funded with state fund and will be constructed in 2020.

REGIONAL ACTIVITIES

- **ECOS Plan and Annual Report** – The ECOS Plan is the combined Regional Plan, Metropolitan Transportation Plan, and Comprehensive Economic Development Strategy for Chittenden County and was readopted in 2018 with major updates to the energy, transportation and economic development sections:
 - 2018 ECOS Plan: <http://www.ecosproject.com/2018-ecos-plan/>
 - Summary: http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf
 - The 2017 Annual Report highlights regional accomplishments, trends, and high priority actions: <http://www.ecosproject.com/annual-report/>
 - The ECOS Scorecard is our online data platform that hosts the ECOS Partners’ shared measurement system that monitors how Chittenden County is doing with regard to achieving our shared ECOS goals:

- **Legislative Forum** – The CCRPC hosted the 2017 Legislative Breakfast in December as a forum for a short and focused conversation with local legislators and municipal representatives on key issues and topics important to area municipalities for the 2018-2019 legislative session, including: housing, water quality, and municipal shared services.
(<http://www.ccrpcvt.org/about-us/commission/policies-positions/>)
- **Building Homes Together** – The CCRPC, Champlain Housing Trust and Housing Vermont continue to lead a coordinated campaign to strengthen Chittenden County communities and our economy by building 3,500 homes by 2021 for people of all incomes, including 700 affordable homes. CCRPC staff developed a series of housing indicators with the first-year data for a press conference that was held in September 2017. CCRPC also began to host a meeting of municipal Housing Committees to facilitate peer learning.
(<http://www.ecosproject.com/building-homes-together>)
- **Clean Water** – The CCRPC is committed to supporting water quality initiatives throughout our region to ensure that all residents have access to clean drinking water; to strengthen our region's recreation and tourism industry; and to become more resilient to flood events. To assist our member municipalities and the state in working together to achieve these goals, the CCRPC has facilitated the Clean Water Advisory Committee and the MS-4 Sub-Committee (<https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/>), provided guidance for the Vermont Clean Water Fund, worked with state officials to revise the grant manual for the Ecosystem Restoration Program, assisted municipalities with Better Roads grants and stormwater master plans, and participated in water quality-focused advocacy and education programs such as the Chittenden County Stream Team (<http://rethinkrunoff.org/the-stream-team/>) and Lake Champlain International.
- **Public Health**– The CCRPC supports and serves the Chittenden County Opioid Alliance (CCOA, <http://www.ecosproject.com/chittenden-county-opioid-alliance>) together with numerous other regional stakeholders. The CCOA is made up of many dedicated stakeholders who come from different sectors of the community and have partnered together: local non-profit agencies, state and local government; UVM Medical Center; Health Department; business leaders and community members in Chittenden County. CCRPC also served as the lead agency for the Regional Prevention Partnership (<http://www.healthvermont.gov/alcohol-drug-abuse/programs-services/prevention-programs>). Accomplishments included expansion of drug take back locations, promoting drug take-back days, fake ID enforcement, and community education about substance use prevention.
- **Regional Dispatch Implementation** – The CCRPC continues to work in partnership with Chittenden County municipalities to implement a plan for a consolidated regional dispatch environment for law enforcement, fire and rescue agencies. CCRPC staff facilitated discussions with municipal legislative bodies, participated in hearings with the Vermont Legislature's Government Operations Committees and provided support to the Joint Survey Committee. Following strong support from voters in Burlington, Colchester, Milton, South Burlington, Williston and Winooski on Town Meeting Day 2018, the Chittenden County Public Safety Authority (CCPSA) was approved as a new union municipal district tasked with delivering regional emergency dispatch services to improve public safety operations.

(<http://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/>)

- **Emergency Management** – In collaboration with the Local Emergency Planning Committee (LEPC 1, <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>), the CCRPC hosted and participated in a variety of emergency management-related workshops and exercises to enhance resilience to disasters in our region. CCRPC also served as a key coordinator between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, worked with municipalities to complete Local Emergency Operations Plans, and facilitated Incident Command System training.
- **Regional Energy Planning** – The CCRPC adopted a Regional Energy Plan to support the State’s Comprehensive Energy Plan consistent with municipal and regional land use plans and policies. The CCRPC conducted significant outreach and incorporated feedback into the Plan from the following: municipal Energy Committee/Planning Commissions; municipal legislative bodies; members of the public; State agencies, including the Vermont Department of Public Service; and CCRPC’s Long Range Planning Committee, Energy Sub-committee, Executive Committee and the Board of Directors. The final plan was adopted on June 20, 2018 as part of the ECOS Plan (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>) and was granted an Affirmative Determination of Energy Compliance by the Department of Public Service on August 9, 2018. This means that the ECOS Plan’s policies will be given “substantial deference” during Public Utilities Commission proceedings. CCRPC has increased participation in PUC proceedings to ensure that local and regional policies are recognized.
- **Education & Training** – The CCRPC participated in and hosted the following trainings: Act 174 Training Assistance, Emergency Management Director/Public Information Officer Workshops, Act 250: Next 50 Years Conference, Economics of Housing Workshop, Regional Housing Convening. The CCRPC also continued to host the 12-month webinar series from the Association of Pedestrian and Bicycling Professionals for municipalities and regional partners.
- **Lake Champlain Byway** – Chittenden County includes eight Byway communities: Milton, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne and Charlotte. The CCRPC supported the Lake Champlain Byway by encouraging the communities to adopt the 2017 Byway Corridor Management Plan and supporting improvements to Byway signage, cell phone audio stories, brochures and a new website (www.lakechamplainbyway.com).
- **Transportation Demand Management** – The CCRPC and VTrans transitioned the popular annual **Way to Go! Challenge** (www.waytogovt.org) to a school-focused K-12 program to encourage sustainable transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits. With the recent expansion of CATMA’s (Chittenden Area Transportation Management Association) TDM services throughout the region, 2017 was the final year of promotion for **Go! Chittenden County**, a one-stop-shop for information and advice about our region’s transportation resources (www.gochittendencounty.org). The CCRPC’s **Travel Smarter** campaign and trip planner provides a side-by-side comparison of the time, costs, distance, and calories associated with driving, biking, walking, and taking the bus. This transitioned into VTrans’ TDM program (www.TravelSmarterVT.org).
- **Neighbor Rides** – Since Spring 2013, the CCRPC has been investing in Neighbor Rides to improve the integration of volunteer drivers into human services transportation to increase

access to transportation for seniors and persons with disabilities by offering a lower-cost mode of transport. (<http://www.unitedwaynwvt.org/Neighbor-Rides>)

- **Regional Active Transportation Plan** – The CCRPC began steps to implement the Regional Pedestrian-Bicycle Plan recommendations for a comprehensive, connected, accessible and safe regional network for walking and biking. CCRPC staff led the development and launch of the regional **Greenride Bikeshare** system (www.greenridebikeshare.com), provided walk/bike recommendations on local and state paving plans, assisted municipalities with bike/ped grant applications, developed model bike parking ordinances for municipalities, promoted TDM strategies, and conducted walk/bike counts on paths, bike lanes and roadways. (<http://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>)
- **Regional Transportation Model** – The regional transportation model was updated to better reflect current and future transportation demands due to forecasted demographic and employment changes in the county. The model is a tool used by the CCRPC to compare various land use and transportation scenarios and their effects on our transportation system at a regional level. Most recently, it was utilized in the 2018 update of our Metropolitan Transportation Plan (MTP) to assist in identifying and prioritizing transportation investments that will be most effective in meeting the MTP goals.
- **Chittenden County Transportation Survey** – The 2018 survey largely replicates the 2000, 2006 and 2012 versions to note any historical attitudinal shifts. The chief purpose of the survey is to objectively measure public opinion in Chittenden County regarding the performance of the region's transportation system and to identify strategies to address existing and future deficiencies. Relative to performance, questions measure public opinion on how well the transportation system serves the public's travel needs, affects livability, promotes economic development and opportunity, and affects the environment. The most recent survey was conducted this past April and May and the survey report is currently being drafted. Results will be released in October 2018.
- **Diversity & Equity** – The CCRPC continues to use the **2014 Public Participation Plan (PPP)** to guide our focus on diversity and equity in all projects. An update is planned in FY19 to ensure everyone understands our role and responsibilities for public participation. (<http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)
- **Regional Technical Assistance** – This includes but is not limited to, technical assistance for various transportation issues, GIS mapping, model municipal plans, bylaw and ordinance revisions, Act 250/Section 248 application reviews, grant administration, build-out analyses, orthoimagery acquisition, and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>).
- **Intelligent Transportation Systems (ITS)** – The CCRPC has been planning, designing and implementing advanced technologies on congested corridors in the county to improve safety, facilitate traffic flows and reduce delays. (<https://www.ccrpcvt.org/our-work/our-plans/intelligent-transportation-systems/>):
 - **Advanced Traffic Monitoring System (ATMS) using Bluetooth Technology** - The CCRPC, in close coordination with VTrans and FHWA, planned, designed and implemented an Advanced Traffic Monitoring System for five (5) congested corridors in Chittenden County to gather real-time travel data using Bluetooth technology. The system will ultimately

integrate with the VTrans ATMS and Traveler Information System (TIS) for 511 through the State Transportation Operations Center (TOC). The CCRPC has already implemented a pilot corridor (Williston Road/US 2) using six (6) Bluetooth sensors for real-time travel data collection, testing and validation purposes. This fall, 24 Bluetooth sensors will be installed along the remaining four (4) corridors. The entire system will be tested and validated and the real-time travel data collected will assist VTrans and municipalities to improve the efficiency, safety, and reliability of the regional transportation system.

- **Exit 14 Area Traffic Signal Assessment Study** – The CCRPC has been coordinating with VTrans and the municipalities of South Burlington and Burlington to identify strategies to reduce congestion and improve traffic flows in the vicinity of the I-89 Exit 14 interchange. The CCRPC has completed a system assessment study for traffic signals along Williston Road/Main Street between Staples Plaza and Midas Drive, and Dorset Street between Williston Road and Kennedy Drive and developed a strategic plan for signal and communications infrastructure improvements and upgrades. Exit 14 Earmark funds will be used in the near future to implement the highest priority recommendations in South Burlington.

For further information about the CCRPC please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker, cbaker@ccrpcvt.org, 802-846-4490 ext *23.

Vermont Department of Health Report 2018 For Charlotte

Your Health Department district office is in Burlington at the address and phone number above. Come visit or give us a call!

At the Vermont Department of Health, we are working every day for your health. With our headquarters and laboratory in Burlington and 12 district offices around the state, we deliver a wide range of public health services and support to your community. We partner with local organizations, businesses and health care providers to ensure we're equipped to respond to the community's needs.

In 2018, we worked in partnership with communities to:

- Increase capacity statewide to prevent underage and binge drinking and reduce prescription drug misuse and with [Regional Prevention Partnerships \(RPP\)](#).
- Prevent and control the spread of [infectious disease](#). In 2018 we spent \$13,729,406 on vaccines provided at no cost to healthcare providers around the state to make sure children and adults are protected against vaccine-preventable diseases.
- [Promote wellness](#) by focusing on walking and biking safety, reducing tobacco exposure, and increasing access to healthy foods through the implementation of local projects and municipal strategies.
- Serve families and children with the Women, Infants, and Children ([WIC](#)) Nutrition Education and Food Supplementation Program. In 2018, we served over 11,000 families. WIC families supported farmers by purchasing Vermont grown fruits and vegetables at farmers markets around Chittenden County by redeeming Farm to Family coupons.
- Share new data and reports including the [Vermont Lead in School Drinking Water Testing Pilot Report](#) which is helping Vermonters understand and address the risk of lead in school drinking water, and the [Injury and Violence in Vermont](#) report, which is shedding light on the risk of suicide among youths.
- Work with businesses in planning and starting [worksites wellness](#) strategies to improve on-the-job opportunities for health for employees including creating Breastfeeding Friendly businesses to support working mothers.
- Work with local partners, including, schools, hospitals, and emergency personnel, to ensure we are prepared to distribute medicine, supplies, and information during a [public health emergency](#).
- Improve understanding of how to stay healthy at work, home, and in the community through initiatives and resources related to 3-4-50, Help Me Grow, WIC, Building Bright Futures, Be Tick Smart, 802Quits, and the Breastfeeding Friendly Employer project.

Learn more about what we do on the web at www.healthvermont.gov

Join us on <https://www.facebook.com/VTDeptHealthChittendenCo/>

Follow us on www.twitter.com/healthvermont



2018 Annual Report

Champlain Valley School District



The Champlain Valley School District's Annual Report including the proposed annual Budget and annual Report Card is available in the following ways:

- Posted on the web at www.cvsdvt.org,
- Upon request, a printed copy will be sent to you at your home address. Please call 985-1914, or
- A printed copy may be picked up at your local school or town office.

This report includes information that is no longer in the local annual Town Report.



Dear Families and Community Members,

Research and common sense tells us that schools succeed when educators, parents, and communities collaborate. Of course, there is much more to the success equation. In the Champlain Valley School District, we are proud of the work we are doing around the six elements of successful schools most recently articulated by the National School Boards Association.

- We focus on the total child. Our goal is to help all students become effective and empowered learners. We support their academic and social-emotional learning so that they will develop the skills and habits to succeed in our ever-changing world.
- We are committed to equity and access. We set high standards for learning and we make sure that all students have the individual and collective resources and supports to reach them. Please read Jeff Evans' and Meagan Roy's executive summaries in the CVSD School Report for specific ways in which we do this.
- We value family and community engagement. We believe that every family wants the best for its children and we encourage and support collaboration through parent/teacher conferences, strong parent/school organizations (FAPAC, PTO, PiE, etc.), and meaningful structures and opportunities for input.
- We distribute leadership in meaningful and important ways. There are many opportunities in CVSD schools to take on leadership roles regardless of official title. Our joint commitment - teachers and administrators - is to work together to do everything it takes to make our schools better.
- We have a strong teaching force and staff. Our principals, teachers, school counselors, specialists, and coordinators are well educated and well prepared, and they are committed to continuous learning.
- We value relationships. We care about each other, our students and their families. We place a high priority on ensuring a climate of safety, mutual trust, and respect. Each of our schools works with their parent groups to ensure that our schools are welcoming.



Of course, any one of these essential elements alone does not guarantee success. It is the interaction between the elements – the sum total – that makes the difference. We are proud of the work we've done to coordinate this work and to ensure a cohesive and coherent learning environment. Still, we are continually looking for ways to improve. Our students deserve no less.

With gratitude and appreciation,
Elaine F. Pinckney
Superintendent of Schools

CVSD Board of Educators Annual Report



I am honored to share highlights of Champlain Valley School District's first eighteen months as the largest consolidated district in the state. The CVSD School Report contains a wealth of information and provides a glimpse into the incredible work of the entire CVSD community. Please be sure to take a look. Since consolidation, our Board has focused on ensuring that the CVSD mission drives our work and that equity and autonomy guide our decision making.

The CVSD mission is to develop citizens who learn actively and collaboratively, think creatively and critically, live responsibly and respectfully, contribute positively to their community and pursue excellence. As a consolidated district, all of our common learning expectations and proficiency based graduation requirements have been aligned with this mission. The Board, through its Indicator Committee, has worked with the District's administration to answer the question "How do we know we are accomplishing our mission?" Utilizing our Continuous Improvement Plan, we now have indicators in four major categories (Proficiency, Personalization, Multi-Tiered Systems of Support and Social-Emotional Learning) that will help us monitor progress towards fulfillment of our mission.

While we have one mission for a consolidated CVSD, we recognize the autonomy that each school brings to meet that mission. What does equity and autonomy look like in a district with 3950 students in six schools in five towns? The Board spent considerable time at our retreat determining what "equity" means in CVSD. We adopted the VSBA/VSA working definition of "equity":

Educational equity means that each student receives the resources and educational opportunities they need to learn and thrive.

- Equity means that a student's success is not predicted nor predetermined by characteristics such as race, ethnicity, religion, family economics, class, geography, disability, language, gender, sexual orientation, gender identity or initial proficiencies.
- Equity means that every school provides high quality curriculum, programs, teachers and administrators, extracurricular activities and support services.
- Equity goes beyond formal equality where all students are treated the same. Achieving equity may require an unequal distribution of resources and services.
- Equity involves disrupting inequitable practices, acknowledging biases, employing practices that reflect the reality that all students will learn, and creating inclusive multicultural school environments for adults and children.

Although we are one district, we value the talents and differences that make each school unique. We strive to preserve the autonomy of each school which helps drive innovation and student success. The balance of equity/autonomy is a conversation we often have as we develop and revise our policies and budget.

Consolidation has also allowed the Board to change its budgeting and facilities management practice. Because our enrollment is projected to remain steady, we are now using a five year strategic model, based on economic indicators, as a target for our budgets. In addition, with the

completion of the Williston and Shelburne building project, a five year capital improvement plan has been developed to address current and anticipated future needs of our six buildings. This capital improvement plan will allow us to more accurately plan and budget for those necessary improvements.

External factors have also had an impact on our new district. Just after the publication of last year's annual report, the CVSD Board responded to the Parkland School shootings and the thwarted plot in Fair Haven, Vermont by passing a resolution on gun related violence. In addition to expanding the safety and security measures at each school, we have contracted for a school resource officer to be provided by the Shelburne Police Department.

While there have been challenges associated with merging districts we have met them by utilizing the strengths we possess. CVSD is looked upon as a model for consolidation for good reason. Our focus is on what is best for all students with the belief in the learning ability of every child.

Finally, I'd like to recognize Kevin Mara's retirement from the CVSD School Board. Kevin has been a member and chair of the Williston School Board, the CSSU Board, the consolidation study committee, and the facilities committee before joining the CVSD Board. His comprehensive knowledge and quiet fortitude will be missed.

Respectfully Submitted,
Lynne Jaunich
Chair, CVSD School Board



WARNING
CHAMPLAIN VALLEY SCHOOL DISTRICT ANNUAL MEETING
MARCH 4, 2019 AND MARCH 5, 2019

The legal voters of the Champlain Valley School District, are hereby notified and warned to meet at the Champlain Valley Union High School Room 160 in the Town of Hinesburg at five o'clock in the evening (5:00p.m.) on March 4, 2019, to transact any of the following business not involving voting by Australian ballot, and to conduct an informational hearing with respect to Articles of business to be considered by Australian ballot on March 5, 2019.

ARTICLE I: To elect a moderator, clerk and treasurer.

ARTICLE II: To hear and act upon the reports of the school district officers.

ARTICLE III: Shall the voters of the Champlain Valley School District authorize the Board of School Directors to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year?

ARTICLE IV: Shall the voters of the Champlain Valley School District authorize the Board of School Directors to provide a mailed notice of availability of the Annual Report to residents in lieu of distributing the Annual Report?

ARTICLE V: To establish the date of the Champlain Valley School District Annual Meeting of Monday, March 2, 2020 at 5pm at CVU High School and recessed and opened back up at Australian ballot voting on Town Meeting Day.

ARTICLE VI: To transact any other business proper to come before the meeting.

BALLOT QUESTIONS

The legal voters of the Champlain Valley School District, are hereby notified and warned to meet at their respective polling places on Tuesday, March 5, 2019, at seven o'clock in the forenoon (7:00a.m.), at which time the polls will open, and seven o'clock in the afternoon (7:00p.m.), at which time the polls will close, to vote by Australian ballot on the following articles of business:

ARTICLE VII: Shall the voters of the Champlain Valley School District approve the expenditure by the Board of School Directors of the sum of Seventy-Eight Million, Nine Hundred One Thousand, One Hundred Seventy Dollars (\$78,901,170) which is the amount the Board of School Directors has determined to be necessary for the ensuing fiscal year commencing July 1, 2019? It is estimated that the proposed budget, if approved, will result in education spending of Sixteen Thousand Seventy-One Dollars (\$16,071) per equalized pupil. This projected spending per equalized pupil is 2.0% higher than spending for the current year.

ARTICLE VIII: Shall the voters of the Champlain Valley School District authorize the Board of School Directors to allocate its current fund balance, without effect upon the District tax levy, as follows: assign, Five Hundred Thousand Dollars (\$500,000) of the school district's current fund balance as revenue for the 2019-2020 operating budget, assign up to One Million Dollars (\$1,000,000) of the school district's current fund balance to the District's Construction Fund for facilities repairs and maintenance projects, and assign the remaining balance, One Million,

Eight Hundred Twenty-Nine Thousand, Six Hundred Ninety-Eight Dollars (\$1,829,698) as revenue for future budgets?

ARTICLE IX: Shall the voters of the Champlain Valley School District authorize the Board of Directors to borrow money by issuance of notes not in excess of Four Hundred Eighty-Five Thousand Dollars (\$485,000) for the purpose of purchasing five (5) school buses?

POLLING PLACES

Charlotte
Hinesburg
Shelburne
Williston
St. George

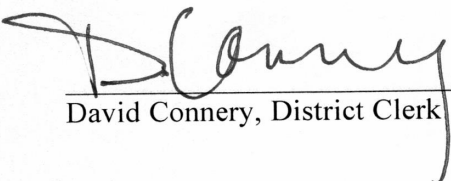
Charlotte Central School – Multi Purpose Room
Hinesburg Town Hall – Upstairs
Shelburne Town Center – Gymnasium
Williston Armory
St. George Town Hall/ Red Schoolhouse

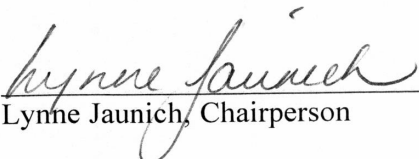
Ballots shall be transported and delivered to the Champlain Valley Union High School in the Town of Hinesburg and there commingled and counted by members of the Boards of Civil Authority of several towns under the supervision of the Clerk of the Champlain Valley School District.

The legal voters of the Champlain Valley School District are further notified that voter qualification, registration and absentee/early voting relative to said annual meeting shall be as provided in Section 706u of Title 16, and Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated.

Adopted and approved at a duly noticed, called and held meeting of the Board of School Directors of the Champlain Valley School District on January 22, 2019. Received for record and recorded in the records of the Champlain Valley School District on January 23, 2019.

ATTEST:

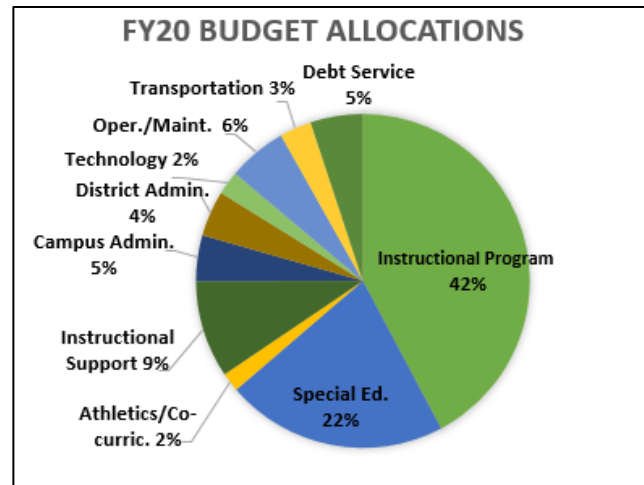

David Connery, District Clerk


Lynne Jaunich, Chairperson

CVSD PROPOSED BUDGET INFORMATION

FY19 Budget	\$76,838,041
FY20 Budget	\$78,901,170
Percent Increase	2.7%

Expense Changes FY19 to FY20	
FY19 Budget	\$76,838,041
FY19 to FY20 Increases/Decreases	
Salary and Benefits (Regular Ed)	\$1,341,684
Special Education	\$573,772
Tuition Costs	(\$211,597)
Educational supplies, books, fees, etc.	\$216,737
Operations and Maintenance	\$142,095
Technology	\$28,122
Transportation	\$216,650
Food Service Subsidy	\$86,666
Consolidation Savings	(\$331,000)
CHANGE (2.7%)	\$2,063,129
FY20	\$78,901,170



CVSD Board Budget Goals

- Support implementation of Mission and Vision
- Meet or Exceed Education Quality Standards
- Implement key initiatives
- Implement and continue to improve the budget process, including the focus on community input
- ...at a cost the community will support

The proposed budget is increasing by 2.7% this year. Spending covers the increase of goods and services, such as energy costs and contractually obligated salary. These increases are partially offset by reductions made possible by the district consolidation implemented on July 1, 2017.

BUDGET IMPLICATIONS

Homestead Tax Rate

The forecasted state-wide homestead yield is \$10,666 which, based on the state's formula, produces a pre-CLA equalized homestead tax rate of \$1.51 (per \$100 of property value) for the CVSD towns. Adjusting for our 6¢ consolidation incentive, our equalized tax rate becomes \$1.45. Actual tax rates are adjusted further in each town for a statewide Common Level of Appraisal (CLA).

Equalized Tax Rate

FY '19	FY '20	FY '20, After 6¢ Consolidation Incentive is Applied
\$1.46	\$1.51	\$1.45 = Adjusted Equalized Tax Rate

CLA and Actual Homestead Tax Rate with CLA Applied

Adjusted Equalized Tax Rate = \$1.45	Common Level of Appraisal or CLA, issued 12/2018	Est. Actual Homestead Rate w/CLA Applied	Chg. From Previous Year
Charlotte	97.7%	\$1.48	-0.3%
Hinesburg	99.8%	\$1.45	0.1%
Shelburne	95.1%	\$1.52	-0.2%
St. George	93.1%	\$1.55	1.2%
Williston	94.7%	\$1.53	2.4%

Cost Per Equalized Pupil

FY '19 Cost per Equalized Pupil	FY '20 Cost per Equalized Pupil	Percent Change
\$15,749	\$16,071	2.0%

Property Tax Relief

You may be eligible for an education property tax reduction that will be applied to your 2018-19 tax bill. To apply for tax relief contact the Vermont Department of Taxes at www.tax.vermont.gov or 802-828-2505.



CVSD Employees Currently Staffed at Charlotte Central School 2018-2019

First Name	Last Name	Position	Annual Pay
Julianna	Akt	Special Education Support/Instruction Support	24,739.00
David	Baird	K-6 Elementary Teacher	77,560.00
Katherine	Batty	School Counselor	52,203.90
Nana	Boffa	Instruction Support	30,810.12
Helen	Bora	Food Service Worker	11,127.16
Kelly	Bouteiller	K-6 Elementary Teacher	7,506.30
Allison	Carr	Special Education Teacher	69,752.00
Nihad	Cekovic	Physical Education Teacher/Café/Recess Asst	38,899.80
Sarah	Cota	K-6 Elementary Teacher	77,209.00
Ashley	Cotton	Art Teacher	33,779.20
Michael	Dinicola	Behavior Specialist/Planning Room	37,505.00
Alison	Douglas	Lead Occupational Therapist	83,708.00
Katherine	Duprat	School Nurse	58,784.00
Christa	Duthie-Fox	K-6 Elementary Teacher	88,089.00
Christina	Evans	Special Education Support	21,241.00
Margaret	Evans	7-8 Middle Level Teacher	56,591.00
Michelle	Filardi	K-6 Elementary Teacher	88,089.00
Katie	Fraser	7-8 Middle Level Teacher	60,539.00
Donna	Fraser-Leary	Special Education Support	25,655.00
John	Gallagher	Food Service Worker	22,790.24
Brenda	Gaulin	Special Education Support	28,003.00
Kristine	Gerson	K-6 Elementary Teacher	88,089.00
Natasha	Grey	7-8 Middle Level Teacher	55,714.00
Reina	Guarnicca	World Language Teacher	25,224.50
Lorraine	Hart	Special Education Support	13,447.00
Timothy	Holcomb	School Counselor	64,575.00
Caroline	Homan	Special Education Teacher	58,784.00
Audrey	Hornbeck	Custodian	36,039.90
Michelle	Houghton	instructional Support	28,378.46
Heidi	Huestis	Library Media Specialist	77,209.00
Todd	Jacques	Custodian	32,177.60
Ena	Jeset	K-6 Elementary Teacher	88,089.00
Elizabeth	Kehr	instructional Support	20,992.40
Matthew	Kent	Physical Education Teacher	46,062.00
Kathy	Lara	K-6 Elementary Teacher	88,089.00
Cynthia	Laware	Receptionist	32,477.06
Geraldine	Leckerling	Special Education Support	24,609.00
Monica	Littlefield	Music Teacher	40,140.00
Monica	Lubic	K-6 Elementary Teacher	88,089.00
Matthew	Lutz	7-8 Middle Level Teacher	82,825.00
Devin	Lynch	Special Education Support	15,226.00
Betsy	Martin	Special Education Support	22,224.00
Nancy	Matthews	7-8 Middle Level Teacher	88,089.00
Allan	Miller	Instructional Coach	88,089.00
Douglas	Miller	Lead Custodian	47,216.00

Angela	Morin	Special Education Teacher	64,049.00
Janelle	Moynihan	Special Education Teacher	57,907.00
Stephanie	Murray	Instructional Coach	82,474.00
Vicki	Nelson	School Counselor	63,873.60
Zachary	Pichette	Special Education Support	29,151.00
Meghan	Pidgeon	Special Education Support	25,468.00
Douglas	Pierson	Special Education Teacher	64,487.00
Sarah	Pierson	World Language Teacher	88,089.00
Linda	Poirier	K-6 Elementary Teacher	53,520.00
Jennifer	Roth	Co-Principal/Instructional Leader	94,760.00
Elizabeth	Rowntree	K-6 Elementary Teacher	69,313.00
William	Schmidt	Lead Custodian	44,475.60
Kimberly	Servin	instructional Support	30,452.84
Melissa	Skinner	Special Education Support	24,668.00
Elizabeth	Skypeck	Food Service Director	60,561.00
Elizabeth	Slater	Special Education Teacher	77,209.00
Karen	Small	Special Education Support	26,676.00
Andrew	Smith	Music Teacher	88,089.00
Victoria	Snyder	Special Education Support	26,248.00
Shannon	Spellman	Instructional Coach	85,106.00
Penny	Stearns	Instructional Coach	88,089.00
Rachel	Stein	Special Education Support	16,296.00
Naomi	Strada	Administrative Assistant	55,897.40
Stephanie	Sumner	Lead Principal	100,147.00
Leslie	Thayer	K-6 Elementary Teacher	82,825.00
Bridget	Thomas	Bookkeeper	43,472.00
Mary	Tierney	7-8 Middle Level Teacher	88,089.00
Cassandra	Townshend	Special Education Director	83,391.00
Katherine	Wagner	Campus Administrative Support	55,897.00
James	Waite	Custodian	34,202.48
Lin	Warren	Special Education Support	20,062.90
Nancy	Wood	Special Education Teacher	82,825.00
Kaitlyn	Woods	Special Education Teacher	56,152.00

CVSD & CVU Administration 2018-2019

First Name	Last Name	Position	Annual Pay
Elaine	Pinckney	Superintendent	178,991
Meagan	Roy	Dir. of Student Support Services	128,544
Jeff	Evans	Dir. of Learning and Innovation	129,432
Mark	McDermott	Dir. of HR: Personnel. Policy and Legal Services	109,592
Jeanne	Jensen	COO	154,500
Adam	Bunting	CVU Principal	136,817
Robin	Lauzon	CVU House Director	103,958
Nick	Molander	CVU House Director	101,513
Katherine	Riley	CVU Dir. of Curriculum and Instruction	103,228
Dan	Shepardson	CVU Student Activities Director	112,211
Anna	Couperthwait	CVU Dir. of Special Education	105,000

INDEX

ABSTRACT OF ANNUAL TOWN MEETING (3/6/2018).....	29
APPOINTED STAFF.....	36
APPOINTED TOWN OFFICERS.....	34
AUSTRALIAN BALLOT RESULTS (3/6/2018).....	30
AUSTRALIAN BALLOT RESULTS (4/3/2018).....	31
BIRTHS 2018.....	40
BOARD OF LISTERS REPORT.....	47
CHAMPLAIN VALLEY SCHOOL DISTRICT 2018 ANNUAL REPORT— <i>EXCERPT</i>	166
CHARLOTTE INVASIVES COLLABORATIVE REPORT.....	65
CHARLOTTE LAND TRUST REPORT.....	154
CHARLOTTE LIBRARY REPORT.....	49
CHARLOTTE PARK & WILDLIFE OVERSIGHT COMMITTEE REPORT.....	57
CHARLOTTE SENIOR CENTER REPORT.....	50
CHARLOTTE STATISTICS AND INFORMATION.....	178
CHARLOTTE VOLUNTEER FIRE & RESCUE SERVICES CORPORATE REPORT.....	133
CHARLOTTE VOLUNTEER FIRE & RESCUE SERVICES-PROPOSED FY20 BUDGET.....	27
CHARLOTTE VOLUNTEER FIRE & RESCUE SPECIAL FUNDS REPORT.....	137
CHARLOTTE VOLUNTEER FIRE DEPARTMENT ANNUAL REPORT.....	134
CHARLOTTE VOLUNTEER RESCUE SQUAD ANNUAL REPORT.....	136
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION REPORT.....	158
CHITTENDEN SOLID WASTE DISTRICT REPORT.....	157
CIVIL MARRIAGES 2018	42
CONSERVATION COMMISSION'S REPORT.....	63
CVFRS FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION FOR FY 2018.....	140
CVSD EMPLOYEES' ANNUAL PAY IN 2018-2019.....	174
DEATHS 2018.....	44
DEDICATION.....	2
DELINQUENT TAXES.....	46
E-911 ADDRESS POSTING INSTRUCTIONS.....	1
ELECTED TOWN OFFICERS.....	32
ENERGY COMMITTEE REPORT	61
FIRE & RESCUE CAPITAL RESERVE FUND PROJECTION (TOWN)	26
FRIENDS OF THE CHARLOTTE SENIOR CENTER REPORT.....	51
HISTORIC QUINLAN SCHOOLHOUSE REPORT.....	155
HISTORICAL SOCIETY REPORT.....	156
HOMESTEAD & NON-RESIDENTIAL EDUCATION TAX RATE CALCULATION (FY 2018-2019)....	24
INDEX.....	176
INFORMATION REGARDING REGISTRATION AND VOTING.....	8
JUSTICES OF THE PEACE 2018.....	43
LEWIS CREEK ASSOCIATION ANNUAL REPORT.....	153
NAMES TO APPEAR ON THE BALLOT (3/5/2019).....	11
NOTICE OF BUDGET VOTE ON APRIL 9, 2019.....	13
PLANNING COMMISSION'S REPORT.....	54

INDEX

PROPOSED FY20 EXPENSE BUDGET (TOWN).....	16
PROPOSED FY20 REVENUE BUDGET (TOWN).....	14
RECREATION COMMISSION & RECREATION DEPARTMENT REPORT.....	55
ROAD COMMISSIONER'S REPORT.....	48
SELECTBOARD REPORT.....	37
TABLE OF CONTENTS.....	3
TAX RATE CALCULATION FY 2018-2019 (APPROVED).....	23
TAX RATE ESTIMATE FOR FY 2019-2020.....	22
TAX RATE HISTORY.....	25
TOWN AUDIT REPORT FOR FISCAL YEAR 2018.....	68
TOWN CLERK & TREASURER REPORT.....	39
TRAILS COMMITTEE REPORT.....	56
TREE WARDEN REPORT.....	59
TRUSTEE OF PUBLIC FUNDS REPORT.....	66
VERMONT HEALTH DEPARTMENT REPORT.....	165
WAGES PAID TO TOWN EMPLOYEES.....	45
WARNING FOR PUBLIC INFORMATIONAL HEARING (3/4/19).....	12
WARNING, ANNUAL TOWN MEETING (3/5/2019).....	7
WELCOME TO TOWN MEETING IN CHARLOTTE.....	5
ZONING ADMINISTRATOR'S REPORT.....	52
ZONING BOARD OF ADJUSTMENT REPORT.....	53



Engine 2

CHARLOTTE STATISTICS & INFORMATION

Chartered	June 24, 1762
Population (2010 Census)	3,754
Altitude	100 Feet
Area	32,320 Acres
Registered Voters (December 31, 2018)	3,243
Voted in Last General Election (November 6, 2018)	2,386
Affordable Housing Fund Policy & Procedures	January 24, 2011
Animal Control Ordinance	June 12, 1995
Charlotte Park & Wildlife Ordinance	July 21, 1998
Town Plan	March 6, 2018
Land Use Regulations	March 1, 2016
Motor Vehicle & Traffic Reg. Ordinance	April 14, 2014
Street Name Ordinance	June 2, 1997
Class 2 Highways	31.79 miles
Class 3 Highways	42.45 miles
Class 4 Highways	.20 miles
Legal Trails	.46 miles

TOWN OF CHARLOTTE
Charlotte, Vermont 05445

Presort STD
U.S. POSTAGE
PAID
Burlington, VT
Permit # 165

