



**2013**  
**ANNUAL REPORTS**  
*Town of Highgate*  
&  
*Highgate Town School District*



**Town of Highgate, VT**  
**Town Report Dedication**  
**Bernard “Wayne” Bushey**

The 2014 Highgate Town Report is dedicated to Bernard “Wayne” Bushey. After graduating from Highgate High School, Wayne entered the U.S. Air Force where he served a four year tour. After his military tour, he moved his wife, Aleta, and young family back to Highgate. He took over management of the Highgate Mobil station where he ran the business for a number of years before taking employment at the Sheldon Paper Mill, while at the same time working part time at Buster’s Mobil in Swanton.

Wayne’s interest in making the Town better started early. In 1961, the Town received its fire protection from the Town of Swanton. The voters of Highgate authorized the formation of a volunteer fire department. Wayne and a handful of individuals formed the Highgate Volunteer Fire Department. He was the departments first Chief, and served in that position for five years.

Always a hockey fan, he was often seen on Wednesday and Saturday nights on his roof trying to dial the antenna in for the Canadian station showing that night’s hockey game. In 1971, when the interest in ice hockey grew in Highgate, Wayne and a few hockey minded folks reorganized a youth hockey team. After a year, the team grew to more teams and the Missisquoi Amateur Hockey Association was born, and Wayne was the organizations first director. The associations teams played on an outdoor rink adjacent to McCuin’s store or the old Coote Field Arena in St. Albans. After 40 years, the organizations community spirit thrives in Highgate.

In 1975, Wayne took on a new challenge in our community when he was elected to the Missisquoi Valley Union School board. He served on the board for fifteen years making important decisions about hiring school officials, school infrastructure and support systems, and interacting with the community about all aspects of the school district. Wayne and Aleta also found time to start a Cub Scout den in Highgate and operated the den’s activities out of their home for a number of years.

Most recently, Wayne continues to contribute to our community by delivering meals to some of our Highgate residents through the Meals on Wheels program, serving as a member of the Knights of Columbus, and for the past few years mowing the St. Louis Church cemeteries.

Wayne has lived through times when the community helped raise and develop all the youth of the Town. He has been a mentor to many before the term was popular. Wayne has been one of the citizens that when a need in the community arose, did not make excuses of why he couldn’t help, but rose to the challenge. We thank Wayne and Aleta for their many years of contributions to our wonderful Town of Highgate.

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ADMINISTRATIVE OFFICIALS

Wendi Dusablon, <b>Town Clerk</b>	<i>Term expires March 2016</i>
Thomas Racine, <b>Town Treasurer</b>	<i>Term expires March 2016</i>
Thomas Racine, <b>Delinquent Tax Collector</b>	<i>Term expires March 2014</i>
Pat McGovern, <b>Town Moderator</b>	<i>Term expires March 2014</i>
Bill Rowell, <b>Town Agent</b>	<i>Term expires March 2014</i>

APPOINTED OFFICIALS

Steve Ploof, <b>Tree Warden</b>	<i>Term Expires March 2014</i>
David Desorcie, <b>Fire Marshall</b>	<i>Term Expires March 2014</i>
Wendi Dusablon, <b>Town Service Officer</b>	<i>Term Expires March 2014</i>
Raymond Dixon, <b>Animal Control Officer</b>	<i>Term Expires March 2014</i>
Luke Choiniere, <b>Health Officer</b>	<i>Term Expires March 2015</i>
Henry Laroche, <b>Deputy Health Officer</b>	<i>Term Expires March 2014</i>

AUDITORS

Ron Nye, <b>Auditor</b>	<i>Term expires March 2016</i>
Joseph Forgione, <b>Auditor</b>	<i>Term expires March 2014</i>
Steve Scott, <b>Auditor</b>	<i>Term expires March 2015</i>

BOARD OF SELECTMEN

Stephen Bushey, <b>Member</b>	<i>Term expires March 2014</i>
Henry Rainville, <b>Chair</b>	<i>Term expires March 2014</i>
Luke Choiniere, <b>Member</b>	<i>Term expires March 2015</i>
Andrew King, <b>Member</b>	<i>Term expires March 2015</i>
Jeff Towle, <b>Vice-Chair</b>	<i>Term expires March 2016</i>

BOARD OF LISTERS

Shirley Fecteau, <b>Lister</b>	<i>Term expires March 2014</i>
Peter St. Germain, <b>Lister</b>	<i>Term expires March 2015</i>
Aimee Reynolds, <b>Lister</b>	<i>Term expires March 2016</i>

CEMETERY COMMISSIONERS

Doug Nye, <b>Commissioner</b>	<i>Term expires March 2014</i>
Dennis Nolan, <b>Commissioner</b>	<i>Term expires March 2015</i>
Kevin Spears, <b>Chair</b>	<i>Term expires March 2016</i>
Charles T. Nye , <b>Commissioner</b>	<i>Term expires March 2017</i>
Philip Brosseau , <b>Commissioner</b>	<i>Term expires March 2018</i>

CONSTABLES

1 <sup>ST</sup> Constable	<i>Vacant</i>
2 <sup>nd</sup> Constable	<i>Vacant</i>

Development Review Board

Pauline Decarreau, **Member**  
Julie Rice, **Member**  
Woobury Rouse Jr, **Member**  
Tim Reynolds, **Member**  
Rick Trombley, **Chair**

*Term expires March 2015*  
*Term expires March 2016*  
*Term expires March 2016*  
*Term expires March 2017*  
*Term expires March 2017*

JUSTICES OF THE PEACE

Claude Chevalier, **Justice**  
John Ferland, **Justice**  
Clarence Miller, **Justice**  
Henry Laroche, **Justice**  
Stephen Bushey, **Justice**  
Dennis Nolan, **Justice**  
Patricia Rainville, **Justice**

*Term expires February 2015*  
*Term expires February 2015*

LIBRARY TRUSTEES

Karen Fortin, **Chair**  
Lucie Fortin, **Treasurer**  
Patty Rainville, **Trustee**  
Sandra Zelazo, **Trustee**  
Virginia Holiman, **Trustee**

*Term expires March 2014*  
*Term expires March 2015*  
*Term expires March 2016*  
*Term expires March 2017*  
*Term expires March 2018*

PLANNING COMMISSION

David Cadieux, **Member**  
Tim Reynolds, **Member**  
Julie Rice, **Member**  
Luc Dupuis, **Member**  
Bruce Ryan, **Member**  
Woodbury Rouse, Jr., **Member**  
Rick Trombley, **Chairman**

*Term expires 2015*  
*Term expires 2015*  
*Term expires 2015*  
*Term expires 2016*  
*Term expires 2016*  
*Term expires 2017*  
*Term expires 2017*

REGIONAL PLANNING COMMISSION

Thomas Racine – **Appointed Member**  
Richard Noel – **Appointed Member**

*Term expires 2014*  
*Term expires 2014*

TRUSTEES OF PUBLIC FUNDS

John Ferland, **Trustee**  
Evangeline LaRocque, **Trustee**  
Clarence Miller, **Trustee**

*Term expires 2014*  
*Term expires 2015*  
*Term expires 2016*

## AUDITOR'S REPORT

In 2013 we continued account reconciliations each month throughout the year, allowing for timely closure of the general ledger and annual budget preparation. We completed updating various policies and have presented the drafts to the Select board for their review and adoption. A compilation was performed by the accounting firm Sullivan and Powers for the period ending December 21, 2012 in anticipation of a bond vote to finance the upgrade of the recreational facility. They were selected after our team solicited and reviewed bids and presented recommendations to the Select Board. Procedures will be drafted by the Treasurer, for the Audit team to review, in preparation for a full outside audit to be done for the 18 month period ending June 30, 2014.

Again we are reaching out for community involvement in exploring the possibility of establishing a Finance Committee. This committee would assist with the drafting of financial policies and procedures as well as assist in creating a strong capital plan for our community. Also, there is an open position for Town Auditor. If you would like to volunteer some time in forming/participating in this committee, or in becoming a Town Auditor, please contact Tom Racine at 802-686-4697 x204 or just stop by the municipal office building during normal business hours.

Respectfully,  
Ronald C. Nye  
Steven Scott  
Joseph Forgione

## The Highgate Historical Society

Will be hosting this year's Town Meeting Luncheon

All proceeds will benefit our The Historical Society so make sure to stop by and support them!



## TOWN MEETING MINUTES

### **Call to Order & Roll Call**

The meeting was called to order at 10:02am by Patrick McGovern, Town Moderator.

**Highgate Selectboard Members:** Henry Rainville, Chair; Brian Rowell; Luke Choiniere

**Highgate Staff:** Heidi Britch-Valenta, Town Administrator; Tom Racine, Town Treasurer; Wendi Dusablon, Town Clerk; Patrick McGovern, Town Moderator

### **Moment of silence & Pledge of Allegiance**

Pat McGovern asked for a moment of silence, followed by the Pledge of Allegiance.

### **Town Meeting Guidelines**

Pat stated the ground rules for the Annual Town Meeting:

- 1) Roberts Rules states two questions, per person, per article.
- 2) All questions or statements should be directed to the Town Moderator.
- 3) When you are recognized, please stand, state your name and wait for the cordless microphone.
- 4) (Pat asked for a show of hands of anyone who is NOT a Highgate registered voter). If you are not a Highgate registered voter, you are not able to speak or vote. If you need to speak, you need permission from the body to do so.

5)

Zeb Maskell has lots of questions. Motion by Zeb Maskell to amend the rule to four questions, per person, per article, seconded by Tim Gingras. Voice vote was too close to call, so Pat asked for a show of hands. John Ferland and Clarence Miller (JPs) counted. Yes=21 / Opposed=21+. It will stay at two questions per person, per article.

### **Vermont House of Representatives**

Steve Beyor and Chuck Pearce were present (our Reps). Motion by Zeb Maskell, seconded by Scott Martin for permission for Chuck Pearce to speak – **APPROVED**. Chuck said that his committee assignment is the appropriations committee which deals with the state budget. He gave us an insight into the governor's proposed budget. 79 new employee positions are being created, most in mental health for the new state hospital in 2014, some in DCF also. Chuck elaborated on the budget and the 6.5% increase. Highgate resident and Rep. Steve Beyor also spoke. He has been assigned to Fish & Wildlife and water resources. Steve has found that most of what he does has to do with water quality. He touched on the issue of shoreline protection and that the state is looking to tell you what you can do with your property if your property contains a shoreline. Steve has spoken with Pat Branon (Transportation Comm.) regarding the Machia Road Bridge (B25). The good news is the project is on the list for research and engineering. The bad news is the bridge is listed as historic. We are looking at a minimum of two years before any construction can begin. We are only in the research and engineering stage. Paulette Unwin asked Steve about money to clean up the lake. Is it NY and VT, or just VT? Steve answered that the way it is set up is they have studied the lake and VT is the biggest polluter of the lake. Richard Noel asked Steve, back when Mr. Tanguay was the Town Administrator, didn't we do work on that bridge? Has that all been wiped away? Steve Beyor answered that he understands the answer to be yes from talking to Pat Branon. Duane Tremblay asked Steve about lake pollution. Northern NY does not have the same regulations on manure spreading. Steve answered yes and no. NY has different rules than we do, and there are also

federal standards. Pike River in Canada has poured in pollution. There are no mountains in Canada, so they don't have the massive amounts of runoff. Joyce Lafar asked about manure spreading. Zeb Maskell wants to talk to Chuck and Steve about Renewable Resources. He wants to know if this qualifies as a super fund. Steve responded that the super fund is set up by the federal government for point source pollution. It is localized, so they spend a lot of money cleaning up one area. Zeb asked if that means Renewable Resources doesn't qualify. Zeb is referring to our old dump off Route 78. We can't collect any taxes on it. There should be discussion about cleaning it up, as we are the ones who created it. Steve will try and get the answers for Zeb. Tim Gingras said on the news the other night he saw something about the Missisquoi River and how towns that it runs through would get money to clean it up. Steve knows that it has been asked to be put into the federal wild rivers program, but has nothing to do with any clean up funds. Money that comes into these programs is earmarked for certain things. Chuck Pearce stated that at Richford's town meeting (last night) they voted on this, and they will be getting some federal funds. Zeb asked Chuck and Steve if they see Norm McAllister at all. Yes, they do, almost every day. Zeb wants them to ask Norm if he hit his head because he wants to pass legislation regarding registration of bicycles at \$20.00 each. Henry Rainville asked to clarify something on Renewable Resources. They have met with officials. What it comes down to is it is a liability for the town to take that over. It's unfortunate that the government doesn't make it easier for us to make the situation better. They don't give the owner of the property much leeway on how to bring it to a conclusion, so the owner walks away. There is no way for the town to take it over. They have been working on it and have met three times since Henry has been on the board.

Pat McGovern announced that lunch would be available in the cafeteria for \$6.00 per person – shepard's pie and a roll. Sponsored by the Highgate Volunteer Fire Dept.

### **Review of Articles**

#### **Article #1 – To elect the following town officers:**

These are all on the ballot, but Pat McGovern read them aloud:

- 1) A Moderator for the ensuing year
- 2) One Selectboard member for a term of three years
- 3) One Lister for a term of three years
- 4) One Auditor for a term of three years
- 5) One Tax Collector for a term of one year
- 6) One Trustee of Trust Funds for a term of three years
- 7) One Town Clerk for a term of three years
- 8) One Town Treasurer for a term of three years
- 9) One Library Trustee for a term of five years
- 10) One Town Agent for a term of one year
- 11) One Cemetery Commissioner for a term of five years
- 12) One Constable for a term of two years
- 13) One Second Constable for a term of one year

**Article #2 – Shall the Town of Highgate issue bonds or notes in an amount not to exceed \$1,377,280 (One Million Three Hundred Seventy Seven Thousand Two Hundred Eighty Dollars) for the purposes of funding its share of recreational facility improvements located in the Town of Highgate to be owned, operated, and managed under the terms of an interlocal contract to be approved by**

**the Selectboards of the Towns of Swanton, Highgate and Franklin? The facility improvements include a finished ice skating rink surface measuring 200 feet by 85 feet.**

Pat McGovern read the article aloud for discussion purposes. This is also on the ballot, as a Yes / No question. Zeb Maskell stated, first of all, he feels it is awful that we are turning over 68% of our building. Zeb wants to amend this article. Pat McGovern told him he cannot. On this particular article, we cannot amend it, as it is on Australian ballot. If this passes, Zeb wants to make an amendment that Highgate does not spend any more money. Zeb feels Highgate should not be left eating the bullet. There was no further discussion.

**Article #3 – To receive and act on the reports of the town officers for the past year.**

Motion by Richard Noel, seconded by Zeb Maskell. Pat McGovern asked for questions. There were none. Article #3 by voice vote – **PASSED**.

**Recess Town Meeting and enter Town School District Meeting to transact the following business:**

Motion by Scott Martin, seconded by Zeb Maskell to enter into the Town of Highgate School District Meeting.

**Article #1 – To elect from the legal voters of said Town the following officers:**

Pat McGovern read them aloud.

- 1) One Moderator for the ensuing year
- 2) One School Director for a term of two (2) years
- 3) One School Director for a term of three (3) years

Motion by Zeb Maskell to nominate Patrick McGovern as school moderator, seconded by Connie Beyor. Any other nominations for school moderator? Hearing none, no discussion – Article #1 - **PASSED**. Town Clerk, Wendi Dusablon, recited the oath to Pat McGovern.

Zeb Maskell asked for clarification on whose term was up for school board director. Richard Flint's term is up, and Joyce Ashton is not running for another term. Joanne Campbell asked to hear from any candidates first, before we nominate and vote. Richard Flint stated that he has been on the school board for 8 years now and he enjoys helping the kids and it has been a big learning experience. He has learned to calm down a little bit. There are some projects coming up that he has been on the committee for (boiler & drainage). He would like to see those projects go through. Ronnie Pilbin also stood and spoke. Ronnie has been a citizen of this area for his entire life. He is here for the kids and would like to see projects go through. He does not mind running for the three year term if nobody else is interested, as he would like to see Richard remain on the board too. Ronnie withdrew his nomination for the two year term. Zeb Maskell nominated Richard Flint for the two year term, seconded by Paulette Unwin – voice vote – **PASSED**. Zeb Maskell nominated Ronnie Pilbin for the three year term, seconded by Paulette Unwin. There were no other nominations. Voice vote – **PASSED**.

**Article #2 – To act upon the reports of the School Directors:**

Motion by Zeb Maskell, seconded by Richard Noel. Pat McGovern asked for any questions, there were none. Article #2 by voice vote – **PASSED**.

**Article #3 – Will the voters of the Highgate Town School District authorize the School Directors to borrow money to pay current expenditures in anticipation of taxes and to sign notes for that purpose?**

Motion by Scott Martin, seconded by Carter Bushey. Pat McGovern asked for any questions, there were none. Article #3 by voice vote – **PASSED**.

**Article #4 – Will the voters of the Highgate Town School District approve the School Budget, in the amount of \$4,517,258 necessary for the fiscal year 2014?**

Motion by Zeb Maskell, seconded by Peter St. Germain. Connie Beyor asked for permission to share a power point presentation regarding the proposed budget. There were no objections. Connie Beyor, school board chair, presented and narrated the power point presentation with regard to the 2013-2014 Highgate school budget. Connie introduced the board, principal, asst. principal, superintendent, and assistant business manager. Overall the budget reflects a 4.38% increase. Connie asked for questions. Motion by Zeb Maskell to amend Roberts Rules to ask four questions per person, per article, seconded by Nancy Flint. Pat McGovern asked for a show of hands, which were counted by JPs John Ferland and Clarence Miller. The NO's have it, the rule will remain at 2 questions per person, per article. Duane Tremblay asked Connie how much is anticipated in savings by converting from oil to gas. Pat McGovern commented that this topic is another article. Mr. Gingras asked if the 10.6 in the presentation is per hundred dollars? How is that reflected to the tax payer? Pat McGovern asked for a blanket approval for FNWSU central office personnel to speak. Voice vote – **APPROVED**. This approval will also include the Highgate principal and asst. principal. Jack McCarthy added that it is 10 cents per hundred dollars. Paulette Tatro asked Connie how comfortable she was with the 14% increase on health insurance. Connie answered that the 11% increase was announced after their budget was submitted, as there was a deadline by law. It is budgeted at 14% but the number still has not been established. Zeb asked about the current negotiations with para-professionals. He also added that even the federal government has put a freeze on pay raises. Richard Noel asked about the health insurance, is there any negotiating or is there only one company? Connie explained that they have a contract with BC/BS. Connie added that in the coming year, the professionals will be contributing 18% towards their health insurance. Zeb feels limited to what he can ask, and commented that he asks good questions. Zeb directed his question toward the principal: not being sarcastic, but at what age or grade should a student know how to count money? Joyce Irvine replied that under the new curriculum that they apply, 2<sup>nd</sup> grade is the timeframe where students are to master the fact of counting money. Raymond Dixon chimed in that the newspaper had had a lot to say about the school and shots fired near Highgate Elementary. Pat McGovern quickly asked him to address only the budget issues right now, that this other topic can be discussed during other business. Pat asked for a show of hands with regard to who would like to move towards a paper ballot to vote on the school

budget – we need a minimum of 7 people: More than 7 raised their hands and a paper vote ensued. 80 YES / 39 NO. Article #4 by paper ballot – **PASSED**. David Rouse wanted to point out that 119 people voting on this budget accounts for only 5% of our voters.

**Article #5 – Will the voters of the Highgate Town School District authorize the Board of School Directors to borrow a sum not to exceed \$135,000.00, to be repaid over a term of three (3) years, for the purpose of converting to a natural gas heating system in both the main and white buildings?**

Motion by Scott Martin, seconded by Paulette Tatro. Scott Martin asked how long the existing tank has been in the ground. Richard Flint believes since 1989 and the other since 2001. Terry Brace confirmed 1989. Scott Martin asked for clarification, that one of the tanks had been worked on in 2005 or 2006. Pat McGovern believes the tank is older than 1989. Richard Flint is not sure if the tank will be removed. The board is leaning toward natural gas. Scott Martin supports this, but wanted clarification. Paulette Tatro asked what prompted this article, is it savings? Laura McAllister from FNWSU was present and stated that VT Gas expects a savings of \$32,000.00. This savings is not reflected in the budget that was just passed. David Roddy added that we are going to save on electricity as well. Pete Roach stated he just

switched over to natural gas and the savings are huge. Ralph Comiskey asked if this included a retro fit or replacement of the existing boiler? Richard Flint added this would be a replacement in the brick building. Zeb asked if VT Gas provides rebates for switching over to gas? Richard Flint stated that installation is free by VT Gas. Zeb asked if there was a break on the boilers? Laura McAllister added that VT Gas pays everything up to the building itself. They then analyze the possible savings and will issue a rebate based on that, but we don't know yet what that will be. Kathy Boumil inquired if anyone had contacted Efficiency VT to see if there are grant opportunities available. Richard Noel commented that it would be in the board's best interest to keep the back-up going. The concern with keeping the back up going is that the chimney is not set up for both, and it would be costly to replace the chimney. Our best bet it to go all natural. Richard Noel pointed out that we would be locked in to just one fuel type. We would have to retro fit the chimney or remove it and replace it. Mike Lambert said we need to consider keeping the back up and we are going to have an unknown cost involved also. Zeb understands that we have to budget for fuel costs, but if this passes and this installation is put it, where is the savings going to go? Back to the taxpayer? Connie Beyor feels that would make sense. Karen Gagne-Fortin added that MAHA saved \$15,000.00 per year by switching to gas. Article #5 by show of hands – **PASSED.**

**Article #6 – Will the voters of the Highgate Town School District appropriate an amount not to exceed \$60,000.00, minus any and all available funds in the Capital Reserve Fund, for the purpose of addressing drainage issues on the school property?**

Motion by Zeb Maskell, seconded by Scott Martin. Zeb asked David Roddy if we had already done some of this when they tore off the back section of a wall and did some drainage at the school? Mr. Roddy said two years ago they did some, but not enough. Water damage ruined sheetrock and carpeting in 2011. This drainage will go down and around the foundation. It will run through LaFountain's property and into a ditch on St. Armand Rd., across from Andy King's house. Zeb Maskell and Paulette Tatro asked for the appropriate page in the town report that refers to this. Laura McAllister referred them to the proper page. Diana O'Hara asked, referring to page 8, did we not appropriate money for this last year? Connie Beyor answered that we did and that was an amount of money to establish capital reserve for buildings and grounds. Some of that money was used to get engineers to develop plans for HVAC upgrades and what remains there now is about \$30,000.00. We have an estimated cost for drainage of \$60,000.00, so we will use what is left to offset the drainage. Keith Ploof asked if the water is diverted to St. Armand Road and are they going to maintain the ditch? Richard Flint answered that this is something they have talked about and they will need to get with the land owners. Richard Noel asked if they were aware of another pipe that leaves the school and goes to the river. That pipe is from the old foundry and can't be used. Diana O'Hara asked how much drainage tile is around the building. We had some, but it's not working very well. The basement has flooded and we have had mold problems. The whole thing needs to be dug up and done over and done correctly. Zeb asked what the policy is for utilizing local contractors. Do we use them, or does it go out to bid? Who decides that? Connie said the board is committed to using local contractors, but if it exceeds \$50,000.00 it must go out to bid. Scott Martin added to also be careful about knowing what you are discharging from a building and knowing where it is going. David Rouse commented that this sounds like it could easily exceed \$60,000.00. Richard Flint said no. This is \$60,000.00 including what was budgeted last year, it isn't any more than that. Article #6 by show of hands – **PASSED.**

**Article #7 – To transact any other business legally authorized to be transacted, considered appropriate and necessary when met.**

Motion by Ray Dixon, seconded by David Rouse. Mr. Dixon stated that on the Channel 5 WPTZ news he saw a report that gun shots were fired near the Highgate School and he wanted to know what actions were taken. Mr. Dixon has grandchildren there and he asked the Highgate Principal, Joyce Irvine, to answer the question. Ms. Irvine stated the VSP did not recommend a lock down. The learning opportunity that day was to work with the para-professionals out on the playground on how to get kids off the school grounds as quickly as possible. Student know how to lock down and evacuate. An example of us using emergency drills is when the gun shop had their fire. They decided to evacuate that day. Ms. Irvine stated that she takes it all very seriously. Ray Dixon asked if anything was resolved. Ms. Irvine said it was a police matter and she has not heard anything further on the issue. Richard Noel asked if there is a possibility to work with the land owner right over the tracks about future opportunities. Richard Noel had spoken to Mr. Cassidy prior to his death and Mr. Cassidy was fine with a land swap. Connie Beyor said that after talking with the Highgate Town Administrator, that David Roddy and Richard Flint are going to meet and walk the property with the Selectboard. So, yes, they are looking into future opportunities. David Rouse commented that on that land deal, he has looked at it, and there are lots of power poles that might limit what we can do. Mike Lambert added that part of the land is behind the tracks, and runs parallel to the tracks. Part of that was traded. Mr. Gagne owned a section of property and when he was on the Recreation Board they negotiated with Rosaire Gagne to have a right-of-way to square up Rosaire's property. Richard Noel added that there is no power and it is open land, as of pictures he just saw recently. Connie Beyor noted that the School Board and Selectboard have been working together on joint issues. Connie also asked that we recognize Joyce Ashton for her years of service with the Highgate School Board 2004 - 2013. Joyce Ashton spoke, stating it was an honor to service and that the town has always supported her family and it feels good to give back.

**Town Report Dedication:** The Highgate Town Report for 2012 was dedicated to Elizabeth "Betty" McCuin. The McCuin Family was present. Henry Rainville read the plaque aloud, and Joyce Ashton (daughter) spoke on behalf of the McCuin family.

Motion by Zeb Maskell to adjourn the school portion of the meeting, and enter back into Town Meeting @ 12:00pm, seconded by Peter St. Germain – **APPROVED.**

Motion by Zeb Maskell to break for lunch @12:00pm and return @ 12:45pm, seconded by Peter St. Germain – **APPROVED.**

Motion by Zeb Maskell to re-enter Town Meeting following lunch break @ 12:48pm, seconded by Paulette Tatro – **APPROVED.**

**Article #4 – Shall the voters of the Town of Highgate appropriate \$932,282.00 to meet the expenses and liabilities of the General Fund for the fiscal period beginning January 1, 2013 and ending June 30, 2014 with an estimated \$389,681.00 to be raised by taxes, as shown on pages 30-33?**

Motion by Zeb Maskell, seconded by Paulette Tatro. David Rouse asked under delinquent tax collector on page 31, he referred to fiscal year 2012 when we had an article to switch the compensation for the DTC to a salaried position. The article was defeated last year, so the DTC is still paid 8%? David Rouse asked why \$7,500.00 was not the salary. He also asked if the only thing budgeted is the DTC expense? Tom Racine responded that, no, that is a separate line item. Chris Yates understands this is an 18 month budget, but what is the tax rate? Tom answered we are projecting .3151 which is about 1.5 times, due to the 18 month budget cycle. This is on the town side only. Paulette Unwin asked on the DTC, why are we budgeting so much when he gets paid on what he collects? The line item showed the 8% penalty. Our delinquent tax collection used to be done outside, and now it is done in-house. Page 28 of the town report

shows delinquent tax receivables. A portion of this is the 8%, we have already booked the receivable. The vote last year was not affirmative to pass to a flat salary, so we retain the structure of 8% compensation. Paulette Unwin asked if that amount should read zero if you don't know what you are going to receive. Tom said this is based on history. Zeb asked on the arena, what we allocate for the arena, is there a line item? Tom stated we dropped the lease amount due to MAHA taking on greater expenses. If the bond vote passes going into 2014 this line item won't be there. Zeb asked if it is a motion to reduce the general fund that if this bond vote passes we reduce our general fund budget by any fees pertaining to the arena? Why should Highgate be liable if we are dividing it up? Peter Roach said there is a motion on the floor, and this would be an amendment. The questions becomes is this germane to the topic at hand? Zebus question is – if the bond passes, what are we doing with the reserve account and the funds in there? Do those disappear? Tom Racine asked if Zeb was referring to the donation account. Yes, he is. Is that part of the General Fund? No, they are donations that were collected early in the process. Those funds are designated for the arena project and have nothing to do with the General Fund. Construction would not begin until March 2014 so we will have another ice season prior to construction. The donation account is designated for the arena project only, if the project moves forward the funds will be used for the arena. Tammy Rowell asked, as a follow up to Zeb's question, are all the expenses that are incurred to this point going to be shared with the other towns if the bond goes through? Tom said no, not until the project is underway. The items in the General Fund are for the general expenses at the arena. Henry Rainville said if the three town vote is affirmative today, this business venture does not start tomorrow. It will start, hopefully, in the next twelve months. We are continuing as we have been for one more year. We have to plan for it that way, because we don't know what will happen. If the affirmative does happen, it is our hope that in the next twelve months we would have a contract and move forward. We have a grant that Highgate was awarded years ago. When we started this seven years ago, Highgate was moving forward alone. We have kept that money there, looking at the big picture. Keith Ploof asked on page 32, what does the \$16,000.00 cover? Tom replied that is for liability and property insurance. David Beyor asked about grant money. If this passes we will be part of a three part system. Will the money left from the grant and donations be put towards Highgate's portion? Henry Rainville responded that the HUD money and the donation money would be basically lowering the 4.5 million that was asked for. It would not be Highgate's portion. It would be a portion of the whole project. Henry clarified that the article states 4.3 million. The three boards have agreed to spend up to 4.5 million total, 4.3 from the tax payers and the rest from the HUD money and donation money that Highgate established. Connie Beyor asked, is it fair to say that for the bond, each town is paying their portion based on their grand list? Yes. Connie stated that the good people of Highgate are handing over our building as well as the grant money, do we have appropriate representation on the governing board? Henry Rainville said as a board, he agrees that Highgate has bent over backwards to try and make this work. Having been on this side for the last seven years, he does not see what other options there are. He thinks this is the best scenario we can come up with and continue a Recreation Department in Highgate. He does not see how Highgate can do this alone. We have had many many meetings on this. Pat McGovern interjected because he does not want to steer too far from the topic at hand. Paulette Tatro added that before MAHA took over running the facility, the staff over there had their salary showing up in the recreation budget. Where does that expenditure show now? Tom said that his understanding of it is that the highway department will be absorbing the summer mowing. Brian Rowell added that the only money coming out of the tax base is for the insurance on the property. After the vote passes (if it does), that amount would be split. Tom wants Connie to understand that we have not received the HUD money. We get reimbursed, and we have until 2015 to draw on it. It was asked why we can't have the donation money offset Highgate's current expenses until the Tri-Town takes over? Tom's perspective is that there

is a concern if we use donation money for general operation expenses, it is not being used as it was intended. Debbie Rouse asked why is the Town Administrator getting a \$7,000.00 raise plus an assistant, accounting for a 27% raise. Tom referred to page 31 of the town report. We need to keep in mind, this is an 18 month period. The assistant was requested by the Town Administrator, who is also the Planning & Zoning Administrator. The assistant should not be considered a raise. Henry Rainville added that when Heidi Britch-Valenta was hired, you could call it a probationary period. Once she started working and the value of the work and ability to work with her was clear, that was part of the renegotiation of her contract. Ralph Comiskey asked, as far as the reserve fund, in the instance that there is a maintenance issue related to the ice equipment (for example), would that reserve fund be appropriate for that? Or does it come from the General Fund? Henry responded that, as a board, the fund raising money is looked at as part of a new ice making system. In his opinion, if there was a large expense that came up, the board would have to look at it and think about the community development fund and replenish it back. David Beyor asked if we still have a recreation budget and how much is it. Where is that money going now? Tom responded, no, there is nothing more than the line item on page 32 for recreation, and that is primarily the premium for liability and insurance on the property itself. Diana O'Hara asked if Highgate owns the arena. Yes, we do. She also asked about the money put into the arena and why does Swanton have three people on the board. Ralph Comiskey asked why Missisquoi Valley Rescue was now a line item and no longer an article. Tom responded that is because we have a contractual agreement, so it was put in the General Fund. Pat McGovern asked for any more questions, there were none. Pat re-read the article aloud and asked for a show of hands. Members of the BCA counted – 57 YES / 36 NO – Article #4 by show of hands – **PASSED.**

**Article #5 – Shall the voters of the Town of Highgate appropriate \$808,920.00 to meet the expenses and liabilities of the Highway Department for the fiscal period beginning January 1, 2013 and ending June 30, 2014, with an estimated \$553,993.00 to be raised by taxes, as shown on pages 45-46?**

Motion by Liza Comiskey, seconded by Richard Noel. David Rouse made a motion to accept the article and move on. Pat McGovern read the article aloud. Article #5 by voice vote – **PASSED.**

**Article #6 – Shall the voters of the Town of Highgate appropriate \$93,815.00 to be raised by taxes to meet the expenses and liabilities of the Highgate Public Library for the fiscal period beginning January 1, 2013 and ending June 30, 2014, as show on page 58?**

Motion by Zeb Maskell, seconded by Karen Fortin. David Rouse asked about the insurance policy for the library and why it was shown under the library and not in the General Fund. Henry Rainville clarified that we are only paying it once. Nancy Flint asked why the budget went up so drastically from last year, by \$36,000.00. Tom stated it was primarily due to the 18 month budget cycle. Nancy also noted a suggestion, to put the school library and public library together here at the school. She feels it is a feasible thing to do. There were no more questions or comments on this. Article #6 by voice vote – **PASSED.**

**Article #7 – Shall voters of the Town of Highgate approve the expenditure of up to \$145,000.00 from the Transfer Station Fund to be used for the purchase of a truck for the Highway Department?**

Motion by Peter St. Germain, seconded by Richard Noel. Zeb asked what are we buying for a truck? We have not bought one, but are looking toward a Western Star. Zeb also inquired, when they make the purchase will it be all new plow, sander, etc? Henry said, yes, it would be all new. Zeb asked are we

going to sell the old one with everything on it. Yes. In years past we have sold the truck and kept some of the plowing equipment, but this year we are looking to sell the whole truck with equipment. Tim Reynolds asked, when this new truck is purchased, will parts be interchangeable? Alice (Sue) Cota lives at the end of Monument Road, sometimes she sees a Swanton truck come through, followed by a Highgate truck. Steve Ploof responded that there is a new driver in Swanton, Harold Garrett, and he likes to turn around down at the end of Monument Road by Sue's house. That is why she is seeing Swanton go by. Ralph Comiskey asked on the balance sheet for the transfer station, with the revenues that we are anticipating, will we be in good shape? Yes, Tom replied, we should retain a positive fund balance. Dan Fortin asked how much longer can we anticipate receiving money from this source? Henry answered that our contract is ongoing and is reviewed every 4-5 years. Article #7 by voice vote – **PASSED**.

**Article #8 – Shall the voters of the Town of Highgate approve the transfer of \$30,000.00 from the Transfer Station Reserve Fund to the Fire Truck Reserve Account for the replacement of a Highgate volunteer Fire Department fire truck?**

Motion by Carter Bushey, seconded by Shirley Fecteau. David Rouse is bringing this up as a taxpayer, not as a firefighter. David stated that everything else we are voting on is based on 18 months. Could this \$30,000.00 be turned into \$45,000.00 towards the fire truck (based on an 18-month budget). David was looking for clarification because the article does not state 18 months. Ray Dixon asked how much money was in that fund and how much longer we have to keep putting money in before we get a truck. Tom referred everyone to page 28 of the town report. Brian Rowell stated that one more year is the time frame we are looking at. Article #8 by voice vote – **PASSED**.

**Article #9 – Shall the voters of the Town of Highgate appropriate \$100,000.00 to be raised by taxes to meet the expenses and liabilities for the repair and reconstruction of the East Highgate Bridge (B-25)?**

Motion by Liza Comiskey, seconded by Richard Flint. Zeb asked if we had already appropriated \$100,000.00 last year for this. The answer is, yes. Zeb then asked why we are asking for more. Henry Rainville responded that this is just a drop in the bucket. It would cost \$1.8 million for a refurbished bridge, with one lane and weight standards that aren't really up to today's necessities. Or, \$3.2 million for a new bridge, two lanes, with appropriate weight limits. We have substantial issues with one abutment and the center pier of B25. The Selectboard has been hesitant to spend much money on it, not knowing what the public wants to move forward with. Richard Noel asked, with the bridge being historical, would we remove it, or build next to it? Henry said in his personal opinion, he would remove that bridge and put in a two-lane bridge. But are we allowed to? We don't know yet. There is no point to remove it if the public wants to keep it. We are trying to minimize costs. Engineering costs a lot of money. Debbie Rouse travels that bridge several times per day. She feels we really only need a one-lane bridge there. Would it be cheaper if we go cement instead of metal? Henry stated that right now we have boiler plate information, basically stating that a bridge of this size and etc. will cost you X amount of dollars. Debbie Rouse thinks it's stupid to fix it, it should be a new bridge if possible, and we don't need two lanes there. Henry added that based on traffic study / counts, there are 700+ cars per day that cross the Machia Road bridge, so a two-lane bridge would be more feasible. Debbie disagrees. Mike Lambert agrees we need a new bridge there, but a one-lane bridge is the way to go. He feels this way mostly because once you create a two-lane bridge there, it will create truck traffic. If you put more truck traffic on Machia Road and Morey Road towards St. Albans you are going to incur more expenses with road maintenance and upkeep and also need to widen the roads. Tim Reynolds said as a taxpayer he does not want to spend any more money than need be. He is worried about people coming down that hill and losing their brakes, they

need an escape route and a two-lane bridge would help. Paulette Tatro asked if it is the Selectboards intent that this money would be used for matching funds for bridge construction. Henry said there is a large crack in that center pier. A temporary fix was to caulk the crack and we have done that. That was a \$6,000.00 temporary fix, as we are held liable by people above us on what we need to do to keep this bridge open. We are looking to get federal money for the bridge, and it looks good for us right now. We are going to have to do short term fixes to keep the bridge open, because a new bridge is years away. David Rouse commented on the 10,000 pound limit. His truck with an ATV and passengers puts him over weight. He feels if you can't drive an ordinary truck over that bridge we should just close it. Pete Roach commented that a new one-lane bridge would be \$2.8 million and \$3.5 million for a new two-lane bridge. Pete feels it is something to think about and compare. Richard Flint asked how the town has been plowing B25 – the road crew has been using the 1-ton to plow it. Article #9 by voice vote – **PASSED.**

**Article #10 – Shall the voters of the Town of Highgate approve the collection of property taxes in semi-annual installments? Billing would occur in early July with installment dates of September 15<sup>th</sup> and April 15<sup>th</sup>. Postmarks would no longer be accepted.**

Motion by Liza Comiskey, seconded by Paulette Tatro. Zeb Maskell stated that he pays his taxes and he has a Christmas fund from October – October which he uses to pay them when they are due each year. He feels we need to leave it alone. Tom Racine stated that with regard to installments, we are trying to stretch it out over a longer period of time. The article back in October was tabled when we discussed quarterly installments. People seemed uncomfortable with moving to four payments at that meeting. Moving to two payments would ease the burden, but it is a change. Tom has had many conversations with Brian Rowell also, and Brian is not in favor of installments either. Tom would like to see installments indefinitely, not just for this 18 month cycle. As far as postmarks, Tom has seen less and less people taking advantage of postmarks. More and more people are using escrow. Postmarks are not always clear, and many towns are moving away from postmarks. Paulette Unwin is not liking the April 15<sup>th</sup> date. She feels that is a double whammy. For people who get state pre-bates, how will that work? Tom said a number of years ago they stopped sending money to individuals and towns. The town simply gets a credit amount to apply towards individual taxpayers bills. The school rate is set in the summer. Prebate information is coming in right now. Paulette Unwin is concerned about over paying the town because her prebate has not hit yet. Tom clarified that any over payment would be reimbursed by the town. Paulette Tatro asked if this does not pass and we stay with one payment, would it still be due in October? Tom said yes, that is the case. John Wilda stated that some people borrow money for their taxes and he thinks the April 15<sup>th</sup> date is an awful idea. If a postmark is good enough for the IRS, why isn't it good enough for the Town of Highgate? Tammy Rowell asked, with multiple installments, and if someone can't make a payment, will they get charged penalty and interest? Tom clarified they would be charged interest, but no penalty. The penalty would not be until the final payment is due. Diana O'Hara had concerns about it affecting peoples income taxes if you have one installment due in one year vs. another – meaning you could only claim part of it. Mike Lambert added that with an escrow account, come October they will get hit hard. Duane Tremblay asked with the 18 month deal, we are going to have to pay for 18 months in October 2013? Tom clarified that the additional 6 months is on the *town side only*. Duane asked why we moved in this direction, and Tom answered that we had a special vote that was warned and took place on October 9, 2012. Paulette Unwin asked if we are hiring more help because of this additional work. Or will the people we have be working additional hours? Henry Rainville answered, no. Paulette Unwin asked Henry to remember that. Fred Bloniarz stated that he is on a fixed income. He has wants and needs, and feels the town should only be dealing with what we need,

not what we want. He feels it is easy to spend his money, but it is not right. He does not begrudge people having more because they have worked for it. Pat McGovern reminded everyone that we are only

talking about installments for tax payments right now on this article. Liza Comiskey made a motion to move the question, seconded by Joanne Campbell. Article #10 by voice vote – **FAILED**.

**Article #11 – Shall the voters of the Town of Highgate vote to add two additional Selectboard members to the town board with each of the new positions to be established with 2 year terms (although in accord with 17 VSA 2650 when first elected, one shall be for a one year term and one for a two year term so that the terms will be staggered)?**

Motion by Chris Yates, seconded by Zeb Maskell. Liza Comiskey inquired whether the new members would be appointed or would there be a special election? It has been the sentiment of the current Selectboard that there would be an election. If there was an election, it would need to be noticed and happen sometime this summer. David Rouse asked if the terms would be staggered and could there be an 18-month term (laughter). Paulette Tatro spoke, as she is the one who lead the petition drive to have this article placed on the warning. She feels we need five people on the board, we are a large area with large issues. She believes we need five members on the board to share the burden. There were no other questions or comments. Article #11 by voice vote – **PASSED**.

**Article #12 – As an advisory, non-binding opinion, shall the Town of Highgate regulate recreational / target shooting (not applicable to hunting or self-defense) of any firearm (handgun, rifle, shotgun) on residential properties accessed from or physically bordering Monument Road, Tanglewood Drive, Jedware Circle, Penny Lane, and within 1000’ of Highgate Elementary and MVU school grounds?**

Motion by Liza Comiskey, seconded by Paulette Tatro. Pat McGovern began by asking for a show of hands of who was *not* a Highgate townsperson. Steve Bushey asked for a brief background on why this issue was brought forward. Henry Rainville stated that we were approached by Mr. Vern Brosky III with regard to a situation in his neighborhood. Mr. Brosky III came to the Selectboard on two separate occasions, and they were two of the most highly attended Selectboard meetings Henry had ever seen. This is a very emotional issue. It is also a safety issue and a noise issue. Henry, as a board member, tried to get the sides to come together and come to a conclusion. A petition was filed, so as a board they decided that they would agree to put the petition on the Town Meeting agenda (warning). This is a *non-binding* issue. There was a site visit on March 2<sup>nd</sup>, this past Saturday. Henry was not able to attend, but Brian Rowell and Luke Choiniere were both there. Liza Comiskey asked about the federal law with regard to shooting within 1000’ feet of a school. She understands that an incident happened on Feb. 11<sup>th</sup> in our town, near the school. Henry added that the board is presenting the issue as it has been presented to them. Zeb asked what the findings were from the site visit. Luke Choiniere stated that they found there were some shooting ranges in their own woods on their own property and the woods were quite dense. They did not find any evidence of bullet holes in the areas there had been accusations of. All land owners seemed cooperative to improve their backstops. Fred Bloniarz added that he has a lot to say about this. He was at the site visit. He has come here to town meeting unbiased and he is still unbiased. Fred stated that he was at the site visit on March 2<sup>nd</sup> in place of Henry Rainville. Henry Rainville stopped Fred at that point, clarifying that he did not appoint Fred Bloniarz to represent him on the March 2<sup>nd</sup> site visit. Fred stated that he was going to state the facts. Fred had previously driven around the cul-de-sac in that neighborhood several times and on one occasion Vern Brosky III began to follow him. During conversation, Vern offered to show Fred around some of the sites in question. They went to the bed & breakfast on Route 7, they also went on Penny Lane. Vern showed Fred where the truck was parked

when the windshield was blown out. Fred asked Vern for pictures. Fred stated that if he was parked and a windshield was hit, he would be running and calling for help. Vern also commented to Fred regarding the Brown property and the Libbey property. Vern drove Fred further and commented that people from

Swanton were also shooting across the river and that a house opposite from Jeff Coon's house had 17 holes in it. Fred asked if these people had been apprehended or if they had attempted to apprehend them. Why didn't anyone call the police? If Mr. Brosky was concerned about safety, Fred wanted to know why the police were not called. Fred added that if people are hunting on three sides of the property, why is Vern concerned about target shooting? David Rouse inquired about the 10 minute time limit. Pat McGovern said it is part of Roberts Rules. Vern Brosky III spoke, stating that he is the one who led the petition. He said there are issues in the neighborhood. Vern pointed out that the damage on the silo on Route 7 was inconclusive as to whether it was bullets or not. Another house had satellite hardware holes in it, not bullet holes. During the summer of 2012 it was almost daily with the shooting going on. Residents on the back part of Tanglewood Drive are the ones who really had to deal with it. John Wilda lives on Monument Road. He is one of the people who filed a complaint about the shooting in the summer of 2012. One instance, it was six hours straight. His concern is safety. We are one of a few towns that has no ordinance on recreational shooting. We can sit here and wait until somebody gets shot or injured, or we can do something. He shoots, but only at a registered range. And we have one right here in Highgate. He does not see why others can't drive 5 or 10 miles and do the same. He is afraid to go back there and walk his own property, because some of them are very high caliber bullets. Some are using steel belted tires as part of their backstops, and those ricochet bullets. Ray Dixon is against any ordinance. He questioned the wording on the original petition as it was signed. Wendi Dusablou, Town Clerk, provided a copy to the Selectboard of the original petition as it was signed. Heidi Britch-Valenta added that the Selectboard is not acting out of need, they are acting out of an earnest effort to have the people heard. The Selectboard is not able to be forced to create an ordinance. The Selectboard has put a large amount of energy into understanding that there are citizens on both sides of this with valuable information to share. Ray Dixon was on the site visit on Saturday. He did not see any evidence of bullet holes. He agrees there is a problem with noise, but feels the noise is coming from the range on Frontage Road. Mark Baltzell is a resident of this neighborhood also. He did not go on the site visit on March 2<sup>nd</sup>. He knows of one resident who fires into a berm and fires toward an intersection and near a recreational area. He has a military background and has been shot. He is asking for an ordinance to be passed. John Vanslette is in the concrete business and he was on the site visit. He stated that the pucks in the silo are actually air pockets. He pointed to the air holes in the concrete here on the walls of the gymnasium and said those are not bullet holes, they are air pockets. Mr. Vanslette hopes people are smart enough to vote against this. Beth Libbey lives on Monument Road. She does not have a range, but her husband uses Mr. Vanslette's range. She is disturbed that her neighbors could not approach her. She stated that ranges are used to site in rifles during rifle season, and during the summer months they are shooting skeet in preparation for duck hunting. She has lived on Monument Road for 20 years. Her children have played there. Her husband and friends are responsible shooters and respected hunters. Safety is important to them. They do not shoot at trees with targets. Mrs. Libbey is more than willing to let Mr. Wilda know when they plan to shoot on a Saturday morning. This is upsetting to her, and disheartening. Things have been stated publically and have not proven to be true. Based on that, we are here discussing her neighborhood and she did not realize they had an issue with her. David Rouse commented on the shooting outside of 1000' from a school. The town owns the 20 acre parcel next to the school and he was reminding people that the school grounds are actually quite vast. Claudine Deslandes asked what is high density, and why is it only her area of town that is listed here? The density of her neighborhood is equivalent to Lamkin Street, but Lamkin Street is not listed on this article. Heidi responded that for this proposal, it is not based on zoning districts. It is based on the petitioners immediate concern in his area. The Selectboard will take the information back and either choose an ordinance or choose to do nothing. Mrs. Deslandes stated that on the river during duck season there are bullets flying everywhere. She does not feel that any rules should just apply to her neighborhood and around the school. She feels that is

discrimination. Henry Rainville stated that an ordinance of this fashion could be created in a certain area. Henry would not want to do it that way, but it could happen. Sue Cota lives on Monument Road. She is not against hunting or fishing, but stated that bullets have bounced off her property from across the river, and it goes on every weekend. She is partly in favor of an ordinance. Joe Commo is against an ordinance. If you pass an ordinance in one place, everyone will also feel threatened by it. He has his own range and his neighbor, Doug, also has a range. Neighbors should be able to work it out. Otherwise, you need to have law enforcement work it out. We do not need laws to punish everyone for what a very few are doing wrong. A neighbor from across the river from Sue Cota spoke. He stated that people may think they are hearing gun shots but might actually be hearing something else. Lisa Wilda Letourneau spoke. She has four children and they used to play at her father's house in the yard on Monument Road. They are no longer allowed to play there, for safety reasons. She referred to what happened in Essex a few years ago. She asked everyone to please consider that. Zeb Maskell has lived here for 45 years, and been a property owner for much of that time. He feels this community is very responsible and police their own. He is a strong believer in the 2<sup>nd</sup> Amendment. It is a certain few people who ruin it for everyone. Fred Bloniarz added that he respects Mr. Wilda's opinion. Fred mentioned that Jeff Coon had been shooting into a low berm, and has stopped. Fred does not want people in Highgate held responsible for something happening in the town of Swanton. Tina Brosky spoke as a resident of Tanglewood Drive. She agrees that a few people do ruin it for everyone, but you can't police your own. There needs to be something in place. It isn't helpful if you are trying to sell your home and people can hear shots all the time. It is a safety issue. Chris Crowe added that from what he is hearing, this is mainly an issue of noise. He believes a noise ordinance would help. David Rouse asked if a resident of Lamkin Street, Ed Lambert, could speak. Mr. Lambert is not a registered voter. By show of hands, Mr. Lambert was granted permission to speak. Mr. Lambert stated he has been to Iraq and Afghanistan. He has lived in this area since the 3<sup>rd</sup> grade, he is now 52 years old. He shoots toward the beaver pond. An ordinance would take away his rights. Where does it all stop? Liza Comiskey stated that we have been on this topic for 55 minutes now. She would like to move the question to a paper vote, seconded by Dan Fortin. Pat McGovern reminded everyone that regardless of how people vote, the Selectboard does not have to take action on it. Pat re-read the article, which then went to a paper vote. Results of the paper vote 38 YES / 65 NO. Article #12 by paper ballot – **FAILED**.

**Article #13 – To transact any other business legally authorized to be transacted, considered proper and necessary when met.**

Motion by Dan Fortin, seconded by Ralph Comiskey. Barb Chevalier asked with regard to the recreation path and the Missisquoi Bridge, why is the bridge now posted for no pedestrian traffic? Henry Rainville asked her to clarify, is she talking about the Mill Hill bridge? Yes, that is the location she is asking about. The State of Vermont has closed that bridge because a large piece of the abutment is missing. It is a money issue and because it is a state historical bridge, it is not a town issue. Henry said they have not heard any more on this from the state. Dan Fortin asked if we were still working on FarmAid coming to Highgate. Henry stated that issue was dead in the water, the promoters did not find Highgate an appropriate site. Henry also added that we have put ourselves in a pickle by defeating the article to have tax installments. We will check with town counsel and if they approve it, the Selectboard will set the tax date. Also, the election to add two more Selectboard members, would people like this to happen this

summer? Henry asked for a show of hands on how many would like to see this happen this summer – there were many. Not many were interested in waiting until next town meeting. We will have a special election this summer. Steve Bushey asked Henry if there was a member of the current Selectboard who was leaving after 18 years? Yes, Brian Rowell is leaving after 18 years of service to the Town of Highgate as a Selectboard member. Henry thanked Brian for this years of service. It has been a pleasure

to work with Brian. He is the quiet voice, and often times the stabilizing voice of the Selectboard. We wish Brian Rowell well. THANK YOU BRIAN! Brian spoke briefly and thanked everyone for the support over the years. He found his time on the board to be quite a learning experience and finds Highgate to be a real caring town. Article #13 by voice vote – **PASSED.**

**Adjournment**

Motion by Richard Noel, seconded by Peter St. Germain to adjourn Town Meeting 2013 @ 3:23pm – **APPROVED.**

Respectfully submitted by:  
Wendi Dusablon, Town Clerk  
Minutes approved by:  
Henry Rainville, Selectboard Chair  
Patrick McGovern, Town Moderator



## TOWN MEETING DAY VOTING RESULTS

### **School Articles**

Article #1 - voice vote:

Moderator - Pat McGovern, School Director 2 years -Richard Flint, School Director 3 years - Ron Pilbin

Article #2 - voice vote: approved

Article #3 - voice vote: approved

Article #4 - paper ballot (school budget): approved total votes 119 yes: 80, no: 39

Article #5 - show of hands (note): approved

Article #6 - show of hands (reserve): approved

Article #7 - voice vote: approved

### **Town Articles**

Article #3 - voice vote (general fund budget): approved

Article #4 - voice vote (highway fund budget): approved

Article #5 - voice vote (public library budget): approved

Article #6 - voice vote: approved

Article #7 - voice vote: approved

Article #8 - voice vote: approved

Article #9 - voice vote: approved

Article #10 - voice vote: defeated

Article #11 - voice vote: approved

Article #12 - paper vote: defeated total votes 113 yes: 38, no: 65

Article #13 - voice vote: approved

### AUSTRALIAN BALLOT

Article #1

Auditor	Ron Nye (450)
Board of Listers	Aimee Reynolds (428)
Cemetery Commissioners	(position not filled)
Delinquent Tax Collector	Tom Racine (438)
First Constable	(position not filled)
Library Trustees	Virginia Holiman (436)
Second Constable	(position not filled)
Selectboard	Jeff Towle (407)
Town Agent	(position not filled)
Town Clerk	Wendi Dusablon (462)
Town Moderator	Pat McGovern (452)
Town Treasurer	Tom Racine (445)
Trustees of Public Funds	Clarence Miller (450)

Article #2 - Tri-Town Arena Bond Vote	Checklist Total - 2,026
Yes: 237, No: 186, Blank: 65	Total Votes – 488 (24%)

TOWN MEETING WARNING

**The legal voters of the Town of Highgate, Vermont, are hereby notified and warned to meet at the Highgate Elementary School in the Town of Highgate on Tuesday, March 04, 2014 between the hours of seven o'clock in the forenoon (7:00 A.M.), at which time the polls will open, and seven o'clock in the evening (7:00 P.M.), at which time the polls will close, to vote by Australian ballot upon the following Articles of business:**

**ARTICLE #1:** To elect the following town officers:

1. A Moderator for the ensuing year.
2. One Selectboard Member for a term of three years.
3. One Selectboard Member for a term of two years.
4. One Lister for a term of three years.
5. One Auditor for a term of three years.
6. One Tax Collector for a term of one year.
7. One Trustee of Trust Funds for a term of three years.
8. One Library Trustee for a term of five years.
9. One Library Trustee for a term of three years.
10. One Town Agent for a term of one year.
11. One Cemetery Commissioner for a term of five years.
12. One Constable for a term of two years.
13. One Second Constable for a term of one year.

**ARTICLE #2:** Shall the Town of Highgate issue bonds or notes in an amount not to exceed one million three hundred thousand dollars (**\$1,300,000**), for the purpose of funding an estimated \$2.8 million dollar **Highgate Arena Renovation Project**, contingent upon a successful capital campaign project by June 30, 2015.

**ARTICLE #3:** Shall the voters of the Town of Highgate appropriate **\$5,302.50** per year for five (5) years and \$1.00 per capita (estimated at **\$3,535.00**) per year thereafter for the purpose of joining the **North West Solid Waste Management District**?

**The legally qualified voters of the Town of Highgate, Vermont are hereby warned and notified to meet at the Highgate Elementary School Gymnasium on Tuesday, March 04, 2014 at 10:00 a.m. to transact the following business:**

**ARTICLE #4:** To receive and act on the reports of the town officers for the past year.

**RECESS TOWN MEETING AND ENTER TOWN SCHOOL DISTRICT MEETING TO  
TRANSACT THE FOLLOWING BUSINESS:**

- ARTICLE #1:** To elect from the legal voters of said Town the following officers:
1. One Moderator for the ensuing year;
  2. One School Director for a term of one (1) year;
  3. One School Director for a term of two (2) years;
  4. One School Director for a term of three (3) years.
- ARTICLE #2:** To act upon the reports of the School Directors.
- ARTICLE #3:** Will the voters of the Highgate Town School District authorize the School Directors to borrow money to pay current expenditures in anticipation of taxes and to sign notes for that purpose?
- ARTICLE #4:** Will the voters of the Highgate Town School District approve the **School Budget**, in the amount of **\$4,686,738** necessary for the fiscal year 2015?
- ARTICLE #5:** Will the voters of the Highgate Town School District appropriate **\$55,000** for the purpose of completing the **drainage project**?
- ARTICLE #6:** Will the voters of the Highgate Town School District appropriate **\$65,000** for the purpose establishing a **capital reserve fund** to address items such as, but not limited to, the school roofs, parking lots, and accessibility issues?
- ARTICLE #7:** To transact any other business legally authorized to be transacted, considered appropriate and necessary when met.

Dated at Highgate Center, Vermont this **31<sup>st</sup> day of January, 2014.**

Connie Beyor  
David Roddy  
Richard Flint  
Ron Pilbin  
Nola Gilbert

**ADJOURN THE TOWN SCHOOL DISTRICT MEETING AND REENTER THE  
TOWN MEETING.**

- ARTICLE #5:** Shall the voters of the Town of Highgate appropriate **\$780,348** to meet the expenses and liabilities of the **General Fund**, with an estimated **\$232,520** to be raised by taxes?
- ARTICLE #6:** Shall the voters of the Town of Highgate appropriate **\$832,273** to meet the expenses and liabilities of the **Highway Department**, with an estimated **\$538,550** to be raised by taxes?
- ARTICLE #7:** Shall the voters of the Town of Highgate appropriate **\$68,750** to be raised by taxes to meet the expenses and liabilities of the **Highgate Public Library**?
- ARTICLE #8:** Shall voters of the Town of Highgate approve a sum of **\$50,000** to be raised in taxes and transferred to the fire truck reserve account for the replacement of a **Highgate Volunteer Fire Department** fire truck?
- ARTICLE #9:** Shall voters of the Town of Highgate approve a sum of **\$25,000** from the General Fund surplus to be reserved for the rehabilitation of the **East Highgate Bridge (B-25)**?
- ARTICLE #10:** Shall the voters of the Town of Highgate set the final date of payment for the 2014-2015 property taxes to be **Monday, October 27, 2014** with payments to be received in the town office by 5:00pm or postmarked by October 27, 2014?
- ARTICLE #11:** To transact any other business legally authorized to be transacted, considered proper and necessary when met.

Dated at Highgate Center this **31<sup>st</sup> day of January, 2014.**

Attest: Wendi Dusablon, Clerk  
Henry Rainville, Select Board Chair  
Jeff Towle, Select Board Vice-Chair  
Luke Choiniere, Select Board Member  
Stephen Bushey, Select Board Member  
Andrew King, Select Board Member

## SELECTBOARD REPORT

I would first like to welcome our two newest members, Andy King and Steve Bushey, to the board which has created a five member Selectboard in Highgate as per the wishes of the voters at the last town meeting. It is proving to be a positive direction for the Town as we're able to be more proactive than reactive in getting business completed.

The Selectboard has been very busy again this year with a multitude of projects. Bridge 25 (Machia Road Bridge) is still very high on the list of projects that we need to move forward with as we navigate the State/Federal and Historical requirements. You will notice that we are again requesting the voters to set aside funds toward the required matches that the town will incur for this endeavor. On the note of matching funds we are creating a budget line item for "matching funds".

As you all know, the Tri-town effort was disbanded and from that, the Highgate Selectboard agreed to move forward with a proposal to the voters as you will notice on Article 2. Our hope is to have as much information as possible available prior to town meeting for the voters .

Dogs have continued to be a costly, time consuming and troublesome issue for the board. It is our hope that by the time this is published we will have approved a new dog ordinance which will better serve our community and put the town at less risk of financial burden.

One of the mindsets for the Selectboard over the last year or two was to find ways for better communication between all of the boards and Town staff. We have been meeting jointly with other boards this past year with open discussion on how to make improvements. One of the consensus was to move in the direction of a Development Review Board (DRB) with the hopes improving time lines for permit request and consolidating work. With this structure our Planning Commission would now be able to focus on "planning" which in turn would help the Selectboard plan for the future.

The transfer station site has proven to be a financial asset to our community over the years. The site has also proven to be costly at times, as we had another landslide in the making on the site. We hired G.W.Tatro along with the aid of Jim Smith for a site plan and we repaired the site to protect our capped landfill. We have applied for FEMA funds to aid with the cost of that project.

We have completed the HVAC system upgrade in the municipal building along with converting to natural gas for our fuel supply. Over the last several years we have made several necessary capital improvements to the building which is now 30 plus years old. One of the last remaining areas that need improvement s are the bathrooms. A fresh coat of paint is in the talks for the office areas.

Again, we would like to thank all those that volunteer their time and talents for the betterment of community. We also thank all of our friends, family and neighbors who serve in the armed forces for their sacrifices to protect us and our Nation.

Respectfully,

Henry Rainville (Chair)

Jeff Towle (Vice Chair)

Luke Choiniere

Andy King

Steve Bushey

## TOWN ADMINISTRATOR REPORT

In Highgate, October equals tax time which may not be a favorite season for some, but it is a good time for us in the office to connect with residents. One question that I heard a few times caught my attention and will be the focus of this report.

“What do I get for my taxes?” is an understandable question particularly if it comes from a resident who lives on a private road and has the responsibility to maintain their own roads. I wanted to provide a quick overview of the many ways your tax dollars are put to use.

Maintaining Highgate’s public roads requires the bulk of the budget funds. The equipment, material, and time to maintain our roads is extremely costly but even those on private roads, benefit from the Highway Department’s work when commuting to work or other destinations. It would be hard to imagine a Vermont winter without a dedicated road crew on the job.

Tax dollars support the cost of democracy in the form of petitions, elections, budget votes, and opinion votes which are managed by the Board of Civil Authority, and Town Clerk. In addition to managing elections, the Town Clerk is in charge of the safe and efficient storage and retrieval of all vital records, land use decisions, deeds. The Clerk also assists with genealogy and legal research, issues licenses, and permits, and provides free notary services.

There is also the expense of the administration of the town budget through the Town Treasurer, auditors and trustees. The Town Treasurer also manages the delinquent taxes, tax sales, payroll, insurance issues, purchasing, and publishing the annual report to the tax payers.

Public safety for residents is maintained through contracts with the Franklin County Sheriff’s Office, Missisquoi Valley Rescue, and the Humane Society as well as a Health Officer, Animal Control Officer, Fire Warden, and a Fire Department. While Highgate does not pay it’s fire fighters, your tax dollars pay for the facility, equipment, insurance, organizational memberships and trainings for the department.

Public Safety and communal harmony are also protected through appropriate regulations developed by the Selectboard, Planning Commission and Development Review Boards. These regulations are implemented by the boards at legally noticed hearings. Support to these boards and enforcement of their regulations are provided through the Zoning Administrator.

Residents have filed multiple complaints in 2013 that require investigation and follow up. Beyond the Zoning Administrator, enforcement of ordinances is provided by the Selectboard, Health Officer, Animal Control Officer, Fire Warden, and Constable. The Selectboard has been required to hold vicious dog hearings, remove vicious dogs from owners, and work with Law Enforcement Officers to complete these tasks. Some complaints involve renter’s rights, health code violations, zoning violations, animal abuse, nuisance animals, littering, loitering and they all must be followed up on. The Town must also utilize an attorney for representation in some of these matters.

Tax dollars also support our bustling library where residents can loan books, use computers, or participate in a multitude of activities. Highgate also offers recreational opportunities in the arena, ball fields, Town parks and in our State Park, Highgate Cliffs.

The safe and convenient management of solid waste is provided through the landfill and transfer station.

The Town also pays membership fees into organization that assist municipalities with legal guidance, board development, bylaws, trainings, and legislative updates such as Northwest Regional Planning Commission, VT League of Cities and Towns .

Of course, you tax dollars also support the school budget to educate our children. Even those residents who don't have school age children benefit from a healthy school system through an improved tax base and by the jobs created in the facility.

As the Town Administrator, I work to support the Selectboard in all of their projects. This year we have several large projects including an emergency repair at the transfer station, the Machia Road Bridge Upgrade, the Arena upgrade, the Lamkin Street sidewalk installation, a study of Route 78, conversion to Development Review Board, a zoning bylaw rewrite, a better back road grant project on Jones Road, and the installation of the heating and cooling system in the municipal office. Support to the Selectboard comes in the form of organizing and scheduling meetings, presentations, grant writing, grant administration, communications, subcommittees, and trainings.

I hope this overview is valuable to understanding the details of your budget. The General Fund and the Highway Fund will give you further insight into how each department is funded. Your questions and suggestions are always welcome.

I look forward to working with you this year.

Thank you for your support.

Heidi Britch-Valenta

Town Administrator 868-4697 x 203

hbvalenta@comcast.net

**FREE CHILD CARE WILL BE AVAILABLE AT TOWN MEETING**

March 4, 2014

Child care will be available in the Highgate Elementary School library  
**beginning at 9:45am.** Please pick your child / children up  
for the lunch break, and you may bring them back if you plan  
to stay for the remainder of the meeting.  
TV, snacks & crafts will be available for the children.

**Please call the Town Office prior to March 4<sup>th</sup> @ 868-4697 x 201 to register if you  
will require child care at Town Meeting, so we may plan accordingly.**

Thank you ☺

## NORTHWEST SOLID WASTE DISTRICT MEMBERSHIP

### *What does it mean to Highgate?*

The residents of Highgate are being asked to approve Town membership into the Northwest Solid Waste District (NWSWD) by Australian ballot this year. This change is primarily in response to mandates from State Legislation ACT 148 and the new ANR Solid Waste Management Rules that will increase the cost of managing solid waste in the future by requiring composting of all organic material, recycling, diversion of construction and demolition materials, tires, electronics, as well as the necessary outreach and education programs to facilitate these changes.

The last 5-year Solid Waste Implementation Plan (SWIP) filed by the Town in 2008 included a \$6,000 annual budget just for educational literature, outreach, and hazardous waste days. With the new requirements, this budget will dramatically increase making the cost of joining the district an undeniable value. Managing the changes will become a full time role for the town necessitating reporting to the state on hauler's practices and pricing structure, gauging resident's recycling knowledge, and quantifying the impact of education programs with town wide surveys. Gearing up for these changes is not a wise use of our resources when a more economical option is available in the district. Another valuable service the District will provide is a staff enforcement officer to investigate illegal dumping and burning complaints.

The Town has struggled with managing the cost of household hazardous waste days for a few years because subcontracting this waste removal has become increasingly expensive due to our remote location and relatively low intake of material per event. Few contractors are even willing to offer us a bid for services at these events which creates an unfavorable negotiating standpoint for the town. The opportunity for year round collection is also reported to increase the amount of hazardous material that is properly disposed of.

Highgate has resisted joining the district far longer than most other towns in our region in part because we greatly value our independence. True to that theme, there are a few important ways the Town will continue to ensure a convenient system for our residents to manage solid waste. The Highgate Transfer station will continue to serve residents locally, and a new brush depot conveniently located near the station will accept yard debris. We are also optimistic we will be able to work with the district to locate a year round hazardous waste site in town to serve this area.

The benefits of membership in short are; a more cost effective way to manage solid waste, an enforcement officer, education and outreach programs, reporting and recertification to the state, year round hazardous waste collection, and eligibility to participate in all district programs. These benefits far out way the cost of joining the district which is based on an annual \$1.00 per capita fee and a onetime \$2.50 per capita membership fee (to be spread over 5 years). There will be a fee assessed to trash haulers per ton of waste which is designed to incentivize recycling with a 'throw less, recycle more' philosophy. This fee has caused concern for increased curbside service fees however; most haulers are already covering households that are in a district and passing those fees on to customers without offering a discount to non-member households. In some cases, customers have already been paying those fees without the benefits of membership. Considering these facts, we believe the time is right to join the district.

## TOWN CLERK'S REPORT

In 2013 I began my second term as Highgate Town Clerk. Thank you for allowing me to continue to serve in this role. The year 2013 was yet another very busy one, with lots of activity both in the office and within our town.

- **ELECTIONS** - We had two elections in 2013. Town Meeting Day on March 5<sup>th</sup> and a special Selectboard Election on June 18<sup>th</sup> where two additional Selectboard Members were added and we now have a board with five members.  
Town Meeting Day                                      March 5, 2013                                      votes cast 488  
Special Selectboard Election                                      June 18, 2013                                      votes cast 178
  
- **VITAL STATISTICS** – The following certificates were added to our vault in 2013; Births 24; Deaths 34; Marriages 23; Burial Permits 18.
  
- **DOG LICENSES** – We spent a great deal of time and resources licensing dogs and dealing with dog issues in the year 2013. A total of **776** dogs were licensed in Highgate during 2013. As a reminder, dog licenses are due between January 1<sup>st</sup> – April 1<sup>st</sup> each year. Late fees apply after April 1<sup>st</sup>. Our annual rabies shot clinic for dogs and cats will be held on Saturday, March 22<sup>nd</sup> from 10am – noon at the Highgate Fire Station.
  
- **LAND RECORDS** – The Town of Highgate continues to use a digitized land records program through Xerox / ACS, which has proved to be a solid and well received program by both internal staff and external researchers alike. In 2014 I hope to explore the possibility of digitizing our maps (mylars) as we continue to move forward with this system and this vendor. For the calendar year 2013, a total of 1,051 documents were recorded for a total of 3,731 pages added to our land records volumes. We are currently in Volume #169 in the Highgate Land Records.
  
- **JUST FOR FUN** – We had some great times here in Highgate in 2013. We turned **250** and celebrated in grand style on July 27<sup>th</sup> with a town-wide celebration held at the Highgate Arena site. Our towns Memorial Day Celebration in May included the fire department BBQ and parade, and let's not forget the Summer Sounds Concert Series on Sunday evenings in the town park.

I welcome your comments, questions and/or concerns any time. Please check out our Facebook page [www.facebook.com/TownofHighgateVT](http://www.facebook.com/TownofHighgateVT) and our new town website [www.highgatevt.org](http://www.highgatevt.org) - both are updated frequently with the latest and greatest happenings in Highgate.

Kind regards,

Wendi Dusablon  
Town Clerk  
802-868-4697 x201                      hgtownclerk@gmail.com

## TOWN TREASURER'S REPORT

As you may recall this is the year that we are transitioning our financial reporting from a calendar year to a fiscal period matching the school and the state. This means that our current budgeting period is running from January 01, 2013 through June 31, 2014. You'll notice in the municipal budgets that we are comparing an 18 month approved budget with 18 months of anticipated spending. As with the school this is due to the fact that now the municipal budgeting period ends in June and is not yet closed.

General Fund receipts were up nearly 10% due to increases in delinquent property tax interest, Swanton Village power generation fees, and grant receipts. Expenditures were up 2% largely due to the additional costs of completing the HVAC install in the municipal building. We had originally budgeted at a deficit of \$80,455 due to a prior year surplus and we anticipate that we will have a slight surplus when we close the period in June. We are showing the combined surplus offsetting the upcoming 2015 budget.

The Highway Department did end up with 1.8% in increased revenues, however we found ourselves with a considerable amount of unanticipated expenditures largely due to another landslide repair at the Transfer Station. We had budgeted at a deficit of \$30,545 due to prior year surplus but we anticipate carrying forward a deficit of \$45,984. We are trying to take a more proactive approach with these landslide issues by applying for FEMA funding to support future repairs. It's unclear whether or not we will be awarded the funds, but in the event that we are successful we have included the grant match in the proposed 2015 budget. We were successful in securing both a class 2 paving grant as well as a structures grant for a large culvert repair. However, all associated work as well as our regular paving, which was to have been done this past summer, has been deferred and is now scheduled to be done in the summer of 2014.

Host fees for the Transfer Station remain steady and we anticipate that revenues will be close to the amount budgeted. As indicated in the report we did purchase a Highway Department truck showing an expenditure of \$139,197 and reserved an additional \$30,000 for the future Fire Department truck purchase.

As noted in the Library Budget Report, we will be incorporating their data into the town's fund accounting system beginning July 01, 2014. Historically the accounting has been a bit fragmented with payroll being run through the town software, maintenance expenditures being run through the town software and posted in the General Fund, and the remaining Library operating budget maintained in house. I look forward to working with our Librarian, Liza Comiskey, as well as the Library Trustees in streamlining the accounting process.

With the change in fiscal period, upcoming audit, and changes associated with the Library, Planning Commission, and Development Review Board, it has become apparent that our chart of accounts once again needs a bit of attention. We are attempting to restructure with a stricter adherence to VTGFOA standards and we are trying to group information by both department and office for better reporting. You will notice that the budget structure in this annual report reflects the anticipated changes.

Again, I am grateful for the support that I receive as treasurer for the town and I look forward to serving the community in the upcoming year. As always please do not hesitate to contact me with any questions or concerns that you might have.

Respectfully Submitted,

Tom Racine

Town Treasurer & Delinquent Tax Collector

(802) 868-4697 x 204 [tracine.town@comcast.net](mailto:tracine.town@comcast.net)

## DELINQUENT TAX REPORT

### LIST OF PROPERTY OWNERS WITH OUTSTANDING PROPERTY TAXES AS OF 12/31/13

<b>PARCEL ID</b>	<b>PROPERTY OWNER</b>	<b>LOCATION</b>
0016761002	BERARD JOSHUA & JAIME	ILA LANE
0030000016	BLUTO TIMOTHY & RENA	TARTE RD
0014078597	BOHANNON FLOYD	RTE 78
0020007049	BRUNO ROBERT & LINDA	ST ARMAND RD
0007001100	BUSHEY DAVID	CARTER HILL RD
0014062101	BUTTON HERBERT & KATHLEEN	HANNA RD
0007027130	CAMPBELL JAMES & DEBORAH	FRONTAGE RD
0012001025	CHENEY BONNIE	CARTER HILL RD
0018078170	CHEVALIER KATHLEEN	RTE 78
0030000331	CHEVRIER ARMAND & ERNESTINE	AIRPORT RD
0005017152	CONDIE ALLYSON	SHIPYARD BAY RD
0021078486	CORWELL MICHAEL W & ROBBIE LYNN	RTE 78
0002018145	DEROSIA ARLENE	FORTIN RD
0012078185	DEROSIA CHARLENE C	RTE 78
0002039056	DUDLEY MYRON C & ESTHER M	COUNTRY CLUB RD
0030000105	DUPREY ROSE	RTE 78
0020005051	ELWOOD LYNN	LAMKIN ST
0009034075	FACKLER DEAN C	DURKEE RD
0002018153	FERREIRA DAVID	FORTIN RD
0007018060	FLANAGAN TERRANCE & SHARON	CARMAN BROOK RD
0007018035	FORTIN RICHARD & CAROL	FORTIN RD
0002700264	FOSGATE DAVID	RTE 7
0018078153	FOURNIER KEVIN M & CARRIE A	ROBERTS LN
0013044002	FOURNIER TIMOTHY	COOK RD
0008007125	FURLOW BUCK O D & APRIL L	ST ARMAND RD
0008030032	GAGNE DENIS & KATHLEEN	GAGNE RD
0009034079	GAGNE KEVIN J	DURKEE RD
0007029064	GAGNE MARK & JEAN	CAMPAGNA RD
0009025001	GAGNER EUGENE & LISA	BOUCHARD RD
0030000044	GREENIA JEREMY	CADIEUX LN
0020005131	GREENIA JOSEPH	LAMKIN ST
0002009021	GREENIA JOSEPH & CRYSTAL	RHEAUME RD
0030000027	GREENIA MELANIE	LAMKIN STREET
0008022085	GREENIA PROPERTIES LLC	TARTE RD
0020005130	GREENIA ROMAINE, ESTATE OF	LAMKIN ST
0030000224	GROSS JENNIFER	VIRGINIA LANE
0003012184	GUYETTE PAUL C & CYNTHIA A	ROLLO RD
0013045001	HEALD ARTHUR A	MOREY RD
0016001244	HEMINGWAY NICOLE L	CARTER HILL RD
0008029084	HEMOND PAULA	CAMPAGNA RD
0008029076	HOAGUE LYNFORD & DORE	CAMPAGNA RD
0021005196	HOAGUE RAQUEL	HOAGUE DR
0018078173	JEDCO INC	RTE 78
0005054025	JONES DAVID & LISA	OLD CAMP RD
0003012239	KENZ STEVEN	ROLLO RD
0014078609	KIRBEY PETER E	RTE 78
0006099099	KITTELL ROBERT & MARTHA J	MUDGETT ISLAND
0016018001	KOONS TERRY & SHARON	CARTER HILL RD
0005017087	LACROIX CHRISTINE	CARRIER WAY
0005017038	LAFRANCE BEVERLY LIFE ESTATE	LAFRANCE RD
0021005245	LAMPMAN HERBERT	LAMKIN ST
0014078706	LAPAN LAWRENCE JR & LAURIE	RTE 78
0014078706	LAPAN LAWRENCE JR & LAURIE	RTE 78
0021005230	LOCKE BONNY	LAMKIN ST
0009003041	LOCKE KATHY	WHISPERING PINES
0009003045	LOCKE KATHY A	WHISPERING PINES
0020078440	LUSSIER WILFRED JR & RONALD	RTE 78
0030000166	MACHIA COREY	COOK RD
0014006380	MACHIA DAVID	MACHIA RD
0014078656	MACHIA DUSTIN & CHAD	RTE 78

0014078668	MANY ALLAN & THERESA	RTE 78
0011700028	MARTIN EDWIN H SR	DECKER RD
0003012020	MASKELL MICHAEL & MARIE	ROLLO RD
0015053048	MCDONALD BRENDA	RICE HILL RD
0014078750	MCLAUGHLIN NICOLE	RAYMO DR
0014078599	MEDOR PERLEY	RTE 78
0015051002	MESSECK MYRON & CHRISTIE	OLD SCHOOLHOUSE RD
0014034048	MOREY JUDY M	DURKEE RD
0030000173	MORGAN SCOTT	LAMKIN ST
0016001242	MOSHER DOUGLAS & SHARON	CARTER HILL RD
0007001170	MULHERON JILL	OAK HAVEN RD
0030000306	MURRAY JASON	LYNN LOU DR
0008007097	NADEAU DANIEL	ST ARMAND RD
0020005091	NADEAU DENNIS & WENDY	LAMKIN ST
0020005095	NADEAU DENNIS & WENDY	LAMKIN ST
0020207163	NICHOLS ANTHONY & KIM	HIGHGATE RD
0008022016	NICHOLS KEVIN R	TARTE RD
0030000467	NOEL SHANE	RTE 7
0030000034	OLDS HEATHER	OLDS DR
0016072009	OLDS LEE & LORI	MISTY MEADOWS LANE
0030000046	PELICAN FAYE & ERIC	OLDS DR
0030000046	PELICAN FAYE & ERIC	OLDS DR
0002039078	PFEIFFER ANGELA	COUNTRY CLUB RD
0014078667	PUTNAM DONALD SR	RTE 78
0012078169	RENEWABLE RESOURCES	RTE 78
0030000108	REYNOLDS JOHN & RHODA	LYNNLOU DR
0030000054	ROBERTS WENDELL J	ROBERTS LN
0018078154	ROBERTS WENDELL T & DEBRA	ROBERTS LN
0020006122	ROBINSON JONATHAN D	BROSSEAU RD
0008007167	ROLLO DAVID	CAMPAGNA RD
0020006148	ROONEY ROBERT L	BROSSEAU RD
0015050043	SARTWELL CHARLES & KIMBERLY	DUNTON RD
0014006495	SARTWELL DORIS A LIFE ESTATE	MACHIA RD
0007018056	SCARPINATO WILLIAM J	CARMAN BROOK RD
0018078064	SHOVER JOHN & ELEANOR	PARIZO RD
0016001253	SPEARS JOY CHAFFEE	CARTER HILL RD
0030000150	ST ARNAULT MARCIA	LYNN LOU DR
0008207433	SUCH JUNE	GORE RD
0030000477	TARDY CHRISTOPHER	LUKE ST
0016001300	TURNER PAUL A & SHIRLEY J	CARTER HILL RD
0030000334	TURNER PETER	ROCK DR
0030000231	VANSLETTE DAVID	FRONTAGE RD
0005055009	WARD JANICE	PLATT RD
0030000234	WELLS MICHAEL & NORMA	GILBERT LN
0020064006	YOUNG RONALD BRUCE SR & SALLY	MILL HILL RD

## Highgate Justices of The Peace

Stephen Bushey	103 Quarry Lane	Swanton, VT 05488	868-7359
Claude Chevalier	P.O. Box 35	Highgate Ctr., VT 05459	868-4604
John Ferland	3565 Gore Rd	Highgate Ctr., VT 05459	868-7650
Henry Laroche	P.O. Box 12	Highgate Ctr., VT 0549	868-4852
Clarence Miller	P.O. Box 84	Highgate Ctr., VT 05459	868-4192
Dennis Nolan	1264 St. Armand Rd	Highgate Ctr., VT 05459	868-9774
Patricia Rainville	4582 Gore Rd	Highgate Ctr., VT 05459	868-4703

## BOARD OF LISTERS REPORT

### **2013-2014 Goals**

- Make sure that all of the properties were appraised fair and equal to similar properties in Highgate.
- Help our town homeowners make sure they filed their homestead exception forms - HS-122 & HS 144 with the State.
- Help our Town homeowners understand how we arrive at their appraisal.
- Update and improve our tax mapping program.
- We have 1680 Taxable Parcels & 1963 Total Parcels

For 2014-2015 we would like to continue with some of those goals and expand others. The one big area we would like to expand on and improve is making it easier for our town home/ land owners, developers, real-estate brokers, researchers, etc. to be able to access information on the web. As part of the town budget we have budgeted \$2000.00 for program. Anyone from their home and/or office will be able to access documents that are all public knowledge i.e. tax maps, parcel abutters, lister cards and tax bill for each parcel in the Town of Highgate. The Updated 2013-14 maps are here & on the web. Currently, we are working on a system to download updated property cards.

We welcome Aimee Reynolds as our new Lister. She has been training & doing a great job.

We also have been keeping up on 911 addresses for the State & Town providing 911 #s for the Fire Dept., Post office & homeowners.

For those interested in the Veterans Exempt, you can go online to Vt.gov, then to Tax Exempt for Veterans.

So far this year we have 75 permits for new construction. We have been busy out on the road with inspections and data entry.

The Vermont Tax books will not be mailed this year. You will have to go online, **VT Dept of Taxes**, to get your forms for **HS-122 & HS-144**. You will need to mail these 2 forms **EVERY** year. We will also have these forms at the Town Office. Your tax preparer will also have these forms.

As always, if you have questions please call us at 868-4697, x 208. Our scheduled work hours are: Tuesday & Wednesday, 8:30 – 4:30 or by appointment.

Sincerely,

Aimee Reynolds, Peter St.Germain & Shirley Fecteau

COMBINING BALANCE SHEET

Town of Highgate, Vermont  
**COMBINING BALANCE SHEET**  
**12/31/2013**

<b>Account Description</b>	<b>General Fund</b>	<b>Highway Fund</b>	<b>Transfer Station</b>	<b>Special Funds</b>	<b>All Funds</b>
<b><i>Assets</i></b>					
Cash on Hand	\$1,347,773	\$0	\$0	\$219,041	\$1,566,814
Due From/To Other Funds	(\$498,776)	\$320,400	\$35,661	\$142,714	(\$0)
Delinquent Taxes Receivable	\$374,111	\$0	\$0	\$0	\$374,111
Allowances for Doubtful Accts	(\$152,296)	\$0	\$0	\$0	(\$152,296)
Accounts Receivable	\$4,205	\$0	\$4,526	\$0	\$8,731
Loans Receivable	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses	\$3,073	\$0	\$0	\$0	\$3,073
<b><i>Total Assets</i></b>	<b><u>\$1,078,090</u></b>	<b><u>\$320,400</u></b>	<b><u>\$40,187</u></b>	<b><u>\$361,755</u></b>	<b><u>\$1,800,432</u></b>
<b><i>Liabilities</i></b>					
Accounts Payable	\$31,600	\$0	\$0	\$0	\$31,600
Lease Deposit	\$10,000	\$0	\$0	\$0	\$10,000
Reserve - Landfill	\$0	\$0	\$31,100	\$0	\$31,100
Reserve - Fire Truck	\$173,141	\$0	\$0	\$0	\$173,141
Reserve - East Highgate Bridge	\$200,000	\$0	\$0	\$0	\$200,000
Reserve - Audit	\$10,000	\$0	\$0	\$0	\$10,000
<b><i>Total Liabilities</i></b>	<b><u>\$424,741</u></b>	<b><u>\$0</u></b>	<b><u>\$31,100</u></b>	<b><u>\$0</u></b>	<b><u>\$455,841</u></b>
<b><i>Fund Balance</i></b>					
Fund Balance Prior Years	\$315,956	\$21,253	\$151,506	\$303,323	\$792,038
Fund Balance Current Year	\$337,392	\$299,147	(\$142,418)	\$58,432	\$552,553
<b><i>Total Fund Balance</i></b>	<b><u>\$653,348</u></b>	<b><u>\$320,400</u></b>	<b><u>\$9,087</u></b>	<b><u>\$361,755</u></b>	<b><u>\$1,344,590</u></b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>\$1,078,090</u></b>	<b><u>\$320,400</u></b>	<b><u>\$40,187</u></b>	<b><u>\$361,755</u></b>	<b><u>\$1,800,432</u></b>

SPECIAL FUNDS

Town of Highgate, Vermont

**SPECIAL FUNDS**

**12/31/2013**

<b>Account Description</b>	<b>Community Dev Fund</b>	<b>Arena Fund</b>	<b>Reappraisal Fund</b>	<b>Preservation Fund</b>	<b>Computer Fund</b>	<b>All Funds</b>
<b><i>Assets</i></b>						
Merchants Bank - CDF	\$162,841	\$0	\$0	\$0	\$0	\$162,841
Merchants Bank - Arena	\$0	\$56,200	\$0	\$0	\$0	\$56,200
Due From/To Other Funds	(\$1,788)	\$0	\$98,259	\$38,597	\$7,646	\$142,713
Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0
Loans Receivable	\$0	\$0	\$0	\$0	\$0	\$0
<b><i>Total Assets</i></b>	<b><u>\$161,053</u></b>	<b><u>\$56,200</u></b>	<b><u>\$98,259</u></b>	<b><u>\$38,597</u></b>	<b><u>\$7,646</u></b>	<b><u>\$361,755</u></b>
<b><i>Liabilities</i></b>						
Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0
<b><i>Total Liabilities</i></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b><i>Fund Balance</i></b>						
Fund Balance Prior Years	\$162,775	\$0	\$98,424	\$35,673	\$6,451	\$303,323
Fund Balance Current Year	(\$1,722)	\$56,200	(\$165)	\$2,924	\$1,195	\$58,431
<b><i>Total Fund Balance</i></b>	<b><u>\$161,053</u></b>	<b><u>\$56,200</u></b>	<b><u>\$98,259</u></b>	<b><u>\$38,597</u></b>	<b><u>\$7,646</u></b>	<b><u>\$361,755</u></b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>\$161,053</u></b>	<b><u>\$56,200</u></b>	<b><u>\$98,259</u></b>	<b><u>\$38,597</u></b>	<b><u>\$7,646</u></b>	<b><u>\$361,755</u></b>

GENERAL FUND

Town of Highgate, Vermont  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND FY2014**

<b>Account Description</b>	<b>FY2014 Approved 18 Month Budget</b>	<b>Jan13-Jul14 Anticipated 18 Month Total</b>	<b>Jan13-Jul14 Favorable/ (Unfavorable)</b>	<b>FY2015 Proposed 12 Month Budget</b>
<b>Revenues</b>				
<b><i>Property Taxes</i></b>				
Current Property Taxes	\$583,496	\$579,559	(\$3,937)	\$232,520
Property Tax Adjustment	\$5,000	\$12,603	\$7,603	\$5,000
Delinquent Property Taxes - Interest	\$19,000	\$27,158	\$8,158	\$19,000
Delinquent Property Taxes - Penalty	\$18,000	\$18,382	\$382	\$18,000
<b><i>Subtotal - Property Taxes</i></b>	<b><u>\$625,496</u></b>	<b><u>\$637,702</u></b>	<b><u>\$12,206</u></b>	<b><u>\$274,520</u></b>
<b><i>Licenses &amp; Permits</i></b>				
Business Licenses	\$800	\$500	(\$300)	\$800
Marriage Licenses	\$300	\$230	(\$70)	\$300
Animal Licenses	\$10,000	\$10,810	\$810	\$5,000
DMV Renewal	\$1,500	\$1,194	(\$306)	\$1,500
<b><i>Subtotal - Licenses &amp; Permits</i></b>	<b><u>\$12,600</u></b>	<b><u>\$12,734</u></b>	<b><u>\$134</u></b>	<b><u>\$7,600</u></b>
<b><i>Intergovernmental Revenues</i></b>				
Swanton Village	\$300,000	\$364,324	\$64,324	\$325,000
Judicial Fines	\$2,500	\$7,137	\$4,637	\$2,500
Current Use	\$31,000	\$40,274	\$9,274	\$35,000
PILOT	\$10,000	\$12,410	\$2,410	\$10,000
Fish & Wildlife	\$1,500	\$1,454	(\$46)	\$1,500
<b><i>Subtotal - Intergovernmental Revenues</i></b>	<b><u>\$345,000</u></b>	<b><u>\$425,599</u></b>	<b><u>\$80,599</u></b>	<b><u>\$374,000</u></b>

<b>Account Description</b>	<b>FY2014 Approved 18 Month Budget</b>	<b>Jan13-Jul14 Anticipated 18 Month Total</b>	<b>Jan13-Jul14 Favorable/ (Unfavorable)</b>	<b>FY2015 Proposed 12 Month Budget</b>
<b><i>Grant Revenues</i></b>				
NRPC - Municipal Planning Grant	\$0	\$5,600	\$5,600	\$0
VLCT - Equipment Grant	\$0	\$3,377	\$3,377	\$0
<b><i>Subtotal - Grant Revenues</i></b>	<b><u>\$0</u></b>	<b><u>\$8,977</u></b>	<b><u>\$8,977</u></b>	<b><u>\$0</u></b>
<b><i>Charges for Services</i></b>				
Recording Fees	\$28,124	\$28,124	\$1	\$18,750
Research Fees	\$1,125	\$1,125	\$0	\$750
Photocopies	\$8,250	\$8,250	\$0	\$5,500
DRB Fees	\$12,748	\$12,748	\$0	\$4,250
<b><i>Subtotal - Charges for Services</i></b>	<b><u>\$50,246</u></b>	<b><u>\$50,247</u></b>	<b><u>\$1</u></b>	<b><u>\$29,250</u></b>
<b><i>Investment Income</i></b>				
Investment Income - Banks	\$4,500	\$3,298	(\$1,202)	\$3,000
Investment Income - Other	\$0	\$0	\$0	\$0
<b><i>Subtotal - Investment Income</i></b>	<b><u>\$4,500</u></b>	<b><u>\$3,298</u></b>	<b><u>(\$1,202)</u></b>	<b><u>\$3,000</u></b>
<b><i>Other Revenues</i></b>				
Waugh Farm Lease	\$0	\$1,000	\$1,000	\$1,000
Other Revenue	\$300	\$329	\$29	\$0
Arena Facility Lease	\$7,500	\$9,000	\$1,500	\$6,000
<b><i>Subtotal - Other Revenues</i></b>	<b><u>\$7,800</u></b>	<b><u>\$10,329</u></b>	<b><u>\$2,529</u></b>	<b><u>\$7,000</u></b>
<b>Total Revenues</b>	<b><u>\$1,045,642</u></b>	<b><u>\$1,148,886</u></b>	<b><u>\$103,244</u></b>	<b><u>\$695,370</u></b>

<b>Account Description</b>	<b>FY2014 Approved 18 Month Budget</b>	<b>Jan13-Jul14 Anticipated 18 Month Total</b>	<b>Jan13-Jul14 Favorable/ (Unfavorable)</b>	<b>FY2015 Proposed 12 Month Budget</b>
<b>Expenses</b>				
<b>Selectboard</b>				
Selectboard Compensation	\$4,875	\$4,750	\$125	\$5,250
Social Security (OASDI)	\$302	\$295	\$7	\$326
Medicare (Med)	\$71	\$69	\$2	\$76
Worker's Compensation	\$21	\$21	\$0	\$23
Official/Administrative	\$1,000	\$0	\$1,000	\$0
Professional Development	\$1,000	\$0	\$1,000	\$300
Travel Expenses	\$0	\$0	\$0	\$100
<b><i>Subtotal - Selectboard</i></b>	<b><u>\$7,269</u></b>	<b><u>\$5,135</u></b>	<b><u>\$2,134</u></b>	<b><u>\$6,075</u></b>
<b>Town Administrator</b>				
Town Admin Salary	\$74,797	\$74,797	\$0	\$51,406
Town Admin Assist. Wages	\$10,426	\$6,500	\$3,926	\$10,426
Insurance Buyout	\$7,403	\$7,403	\$0	\$0
Group Insurance	\$0	\$0	\$0	\$8,400
Social Security (OASDI)	\$5,743	\$5,743	(\$0)	\$3,834
Medicare (Med)	\$1,343	\$1,343	\$0	\$897
Retirement Contributions	\$4,110	\$4,110	\$0	\$2,570
Professional Dues	\$0	\$0	\$0	\$100
Unemployment Compensation	\$0	\$0	\$0	\$529
Worker's Compensation	\$408	\$408	(\$0)	\$272
Professional Development	\$2,000	\$1,120	\$880	\$600
Travel Expenses	\$0	\$0	\$0	\$300
<b><i>Subtotal - Town Administrator</i></b>	<b><u>\$106,229</u></b>	<b><u>\$101,424</u></b>	<b><u>\$4,805</u></b>	<b><u>\$79,333</u></b>

Account Description	FY2014 Approved 18 Month Budget	Jan13-Jul14 Anticipated 18 Month Total	Jan13-Jul14 Favorable/ (Unfavorable)	FY2015 Proposed 12 Month Budget
<b>Town Clerk</b>				
Town Clerk's Salary	\$55,528	\$55,528	\$0	\$38,164
Election Officials Wages	\$0	\$0	\$0	\$2,000
Group Insurance	\$12,635	\$12,635	\$0	\$8,400
Social Security (OASDI)	\$3,443	\$3,443	(\$0)	\$2,490
Medicare (Med)	\$805	\$805	\$0	\$582
Retirement Contributions	\$2,221	\$2,221	\$0	\$1,527
Professional Dues	\$0	\$0	\$0	\$100
Worker's Compensation	\$244	\$244	\$0	\$177
Official/Administrative	\$4,000	\$4,000	\$0	\$3,000
Professional Development	\$750	\$750	\$0	\$500
Travel Expenses	\$0	\$0	\$0	\$100
<b>Subtotal - Town Clerk</b>	<b><u>\$79,626</u></b>	<b><u>\$79,626</u></b>	<b><u>\$0</u></b>	<b><u>\$57,040</u></b>
<b>Listers</b>				
Listers' Salaries	\$37,645	\$37,645	\$0	\$37,440
Social Security (OASDI)	\$2,334	\$2,334	(\$0)	\$2,321
Medicare (Med)	\$546	\$546	(\$0)	\$543
Professional Dues	\$0	\$0	\$0	\$100
Worker's Compensation	\$166	\$166	(\$0)	\$165
Technical Services	\$3,700	\$5,324	(\$1,624)	\$5,029
Travel Expenses	\$0	\$0	\$0	\$300
<b>Subtotal - Listers</b>	<b><u>\$44,390</u></b>	<b><u>\$46,015</u></b>	<b><u>(\$1,625)</u></b>	<b><u>\$45,898</u></b>
<b>Town Treasurer</b>				
Town Treasurer's Salary	\$58,346	\$58,346	\$0	\$37,830
Insurance Buyout	\$7,403	\$7,403	\$0	\$4,800
Social Security (OASDI)	\$4,076	\$4,076	\$0	\$2,643
Medicare (Med)	\$953	\$953	\$0	\$618

Account Description	FY2014 Approved 18 Month Budget	Jan13-Jul14 Anticipated 18 Month Total	Jan13-Jul14 Favorable/ (Unfavorable)	FY2015 Proposed 12 Month Budget
Retirement Contributions	\$3,287	\$3,287	\$0	\$2,532
Professional Dues	\$0	\$0	\$0	\$100
Worker's Compensation	\$289	\$289	\$0	\$188
Professional Development	\$750	\$0	\$750	\$500
Travel Expenses	\$0	\$0	\$0	\$100
<b>Subtotal - Town Treasurer</b>	<b><u>\$75,106</u></b>	<b><u>\$74,354</u></b>	<b><u>\$752</u></b>	<b><u>\$49,310</u></b>
<b>Delinquent Tax Collector</b>				
DTC Compensation	\$20,000	\$20,000	\$0	\$14,000
Social Security (OASDI)	\$1,240	\$1,240	\$0	\$868
Medicare (Med)	\$290	\$290	\$0	\$203
Worker's Compensation	\$88	\$88	\$0	\$62
Official/Administrative	\$1,000	\$498	\$502	\$0
Professional Development	\$0	\$0	\$0	\$100
Legal Expenditures	\$0	\$0	\$0	\$400
<b>Subtotal - Delinquent Tax Collector</b>	<b><u>\$22,618</u></b>	<b><u>\$22,116</u></b>	<b><u>\$502</u></b>	<b><u>\$15,633</u></b>
<b>Town Auditor</b>				
Town Auditor Compensation	\$2,250	\$1,500	\$750	\$1,500
Social Security (OASDI)	\$140	\$93	\$47	\$93
Medicare (Med)	\$33	\$22	\$11	\$22
Worker's Compensation	\$10	\$7	\$3	\$7
Professional Development	\$0	\$0	\$0	\$250
Other Professional	\$8,000	\$8,000	\$0	\$6,000
Printing & Binding	\$3,800	\$3,442	\$358	\$1,600
Travel Expenses	\$0	\$0	\$0	\$100
<b>Subtotal - Town Auditors</b>	<b><u>\$14,232</u></b>	<b><u>\$13,064</u></b>	<b><u>\$1,168</u></b>	<b><u>\$9,571</u></b>
<b>Town Operations</b>				
Other Professional	\$0	\$3,500	(\$3,500)	\$0
Legal Expenditures	\$10,500	\$13,500	(\$3,000)	\$7,500

Account Description	FY2014 Approved 18 Month Budget	Jan13-Jul14 Anticipated 18 Month Total	Jan13-Jul14 Favorable/ (Unfavorable)	FY2015 Proposed 12 Month Budget
Technical Services	\$10,500	\$10,500	\$0	\$6,125
Custodial Services	\$0	\$0	\$0	\$3,380
Buildings Maintenance	\$0	\$0	\$0	\$2,000
Equipment Maintenance	\$0	\$0	\$0	\$1,096
Construction Service	\$30,000	\$45,507	(\$15,507)	\$25,000
Insurance Expense	\$21,878	\$21,878	\$0	\$17,161
Communications - Telephone	\$7,380	\$7,737	(\$357)	\$5,300
Postage	\$7,500	\$7,500	\$0	\$5,000
Advertising	\$3,000	\$3,000	\$0	\$2,500
Annual Dues	\$7,598	\$7,598	\$0	\$8,020
General Supplies	\$9,000	\$9,000	\$0	\$6,000
Natural Gas	\$12,000	\$10,500	\$1,500	\$5,000
Electricity	\$13,500	\$11,500	\$2,000	\$8,000
Streetlights	\$37,500	\$40,035	(\$2,535)	\$0
Furniture & Fixtures	\$8,370	\$8,370	\$0	\$7,512
Interest Expense	\$3,000	\$0	\$3,000	\$0
Bad Debt/Abatements	\$2,500	\$2,500	\$0	\$7,000
Articles/Appropriations	\$156,727	\$156,727	\$0	\$82,219
Miscellaneous	\$5,192	\$4,000	\$1,192	\$4,000
<b>Subtotal - Town Operations</b>	<b><u>\$346,145</u></b>	<b><u>\$363,352</u></b>	<b><u>(\$17,207)</u></b>	<b><u>\$202,813</u></b>
<b>Fire Department</b>				
Worker's Compensation	\$1,530	\$1,530	\$0	\$1,052
Professional Development	\$0	\$0	\$0	\$500
Equipment Maintenance	\$3,000	\$4,366	(\$1,366)	\$3,000
Vehicle Maintenance	\$6,000	\$6,865	(\$865)	\$5,000
Insurance Expense	\$5,687	\$5,687	\$0	\$4,240
Communications	\$9,238	\$7,748	\$1,490	\$10,702
Annual Dues	\$420	\$446	(\$26)	\$500
Travel Expenses	\$1,000	\$787	\$213	\$100
Gasoline	\$0	\$0	\$0	\$1,000

<b>Account Description</b>	<b>FY2014 Approved 18 Month Budget</b>	<b>Jan13-Jul14 Anticipated 18 Month Total</b>	<b>Jan13-Jul14 Favorable/ (Unfavorable)</b>	<b>FY2015 Proposed 12 Month Budget</b>
Diesel	\$5,000	\$3,500	\$1,500	\$3,500
Machinery & Equipment	\$17,600	\$20,177	(\$2,577)	\$10,000
Furniture & Fixtures	\$0	\$0	\$0	\$2,000
Debt Payments	\$0	\$0	\$0	\$18,300
<b><i>Subtotal - Fire Department</i></b>	<b><u>\$49,475</u></b>	<b><u>\$51,106</u></b>	<b><u>(\$1,631)</u></b>	<b><u>\$59,894</u></b>
<b>Ambulatory Services</b>				
Other Professional	\$149,087	\$149,087	\$0	\$121,026
<b>Police Patrol Services</b>				
Other Professional	\$82,800	\$83,000	(\$200)	\$56,868
<b>Animal Control Officer</b>				
ACO Compensation	\$4,500	\$5,850	(\$1,350)	\$3,900
Social Security (OASDI)	\$279	\$279	\$0	\$242
Medicare (Med)	\$65	\$65	\$0	\$57
Unemployment Compensation	\$0	\$0	\$0	\$78
Worker's Compensation	\$20	\$20	(\$0)	\$210
Professional Development	\$0	\$0	\$0	\$100
Other Professional	\$0	\$4,000	(\$4,000)	\$2,000
Legal Expenditures	\$0	\$0	\$0	\$1,000
<b><i>Subtotal - Animal Control Officer</i></b>	<b><u>\$4,864</u></b>	<b><u>\$10,214</u></b>	<b><u>(\$5,350)</u></b>	<b><u>\$7,587</u></b>
<b>Cemetery Commissioners</b>				
Cemeteries Article/Appropriation	\$16,000	\$16,000	\$0	\$14,000
<b>Health Officer</b>				
Health Officer Compensation	\$1,000	\$1,000	\$0	\$500
Social Security (OASDI)	\$62	\$62	\$0	\$31
Medicare (Med)	\$15	\$15	(\$1)	\$7
Unemployment Compensation	\$0	\$0	\$0	\$10

Account Description	FY2014 Approved 18 Month Budget	Jan13-Jul14 Anticipated 18 Month Total	Jan13-Jul14 Favorable/ (Unfavorable)	FY2015 Proposed 12 Month Budget
Worker's Compensation	\$4	\$4	\$0	\$2
Professional Development	\$0	\$0	\$0	\$100
<b>Subtotal - Health Officer</b>	<b><u>\$1,081</u></b>	<b><u>\$1,081</u></b>	<b><u>\$0</u></b>	<b><u>\$650</u></b>
<b>Parks Department</b>				
Parks Dept Wages	\$0	\$845	(\$845)	\$3,110
Social Security (OASDI)	\$0	\$52	(\$52)	\$193
Medicare (Med)	\$0	\$12	(\$12)	\$45
Unemployment Compensation	\$0	\$0	\$0	\$62
Worker's Compensation	\$0	\$4	(\$4)	\$45
Equipment Maintenance	\$0	\$0	\$0	\$500
Gasoline	\$0	\$0	\$0	\$300
<b>Subtotal - Parks Department</b>	<b><u>\$0</u></b>	<b><u>\$913</u></b>	<b><u>(\$913)</u></b>	<b><u>\$4,255</u></b>
<b>Recreation Department</b>				
Recreation Dept Wages	\$0	\$0	\$0	\$15,600
Social Security (OASDI)	\$0	\$0	\$0	\$967
Medicare (Med)	\$0	\$0	\$0	\$226
Unemployment Compensation	\$0	\$0	\$0	\$312
Worker's Compensation	\$0	\$0	\$0	\$69
Other Professional	\$0	\$0	\$0	\$13,500
Insurance Expense	\$16,394	\$17,797	(\$1,403)	\$13,146
<b>Subtotal - Recreation Department</b>	<b><u>\$16,394</u></b>	<b><u>\$17,797</u></b>	<b><u>(\$1,403)</u></b>	<b><u>\$43,820</u></b>
<b>Public Library</b>				
Public Library Maintenance	\$101,815	\$101,815	\$0	\$0
<b>Historical Society</b>				
Historical Society Article/Appropriation	\$1,000	\$1,000	\$0	\$1,000

<b>Account Description</b>	<b>FY2014 Approved 18 Month Budget</b>	<b>Jan13-Jul14 Anticipated 18 Month Total</b>	<b>Jan13-Jul14 Favorable/ (Unfavorable)</b>	<b>FY2015 Proposed 12 Month Budget</b>
<b>Planning Commission</b>				
PC Compensation	\$0	\$0	\$0	\$1,260
Social Security (OASDI)	\$0	\$0	\$0	\$78
Medicare (Med)	\$0	\$0	\$0	\$18
Unemployment Compensation	\$0	\$0	\$0	\$25
Worker's Compensation	\$0	\$0	\$0	\$6
Official/Administrative	\$5,490	\$1,200	\$4,290	\$0
Professional Development	\$0	\$0	\$0	\$500
Other Professional	\$0	\$3,589	(\$3,589)	\$0
Technical Services	\$1,800	\$1,800	\$0	\$1,800
<b>Subtotal - Planning Commission</b>	<b><u>\$7,290</u></b>	<b><u>\$6,589</u></b>	<b><u>\$701</u></b>	<b><u>\$3,687</u></b>
<b>Development Review Board</b>				
DRB Compensation	\$0	\$0	\$0	\$1,260
Social Security (OASDI)	\$0	\$0	\$0	\$78
Medicare (Med)	\$0	\$0	\$0	\$18
Unemployment Compensation	\$0	\$0	\$0	\$25
Worker's Compensation	\$0	\$0	\$0	\$6
Official/Administrative	\$675	\$675	\$0	\$0
Professional Development	\$0	\$0	\$0	\$500
<b>Subtotal - Development Review Board</b>	<b><u>\$675</u></b>	<b><u>\$675</u></b>	<b><u>\$0</u></b>	<b><u>\$1,887</u></b>
<b>Total Department</b>	<b><u>\$1,126,097</u></b>	<b><u>\$1,144,363</u></b>	<b><u>(\$18,266)</u></b>	<b><u>\$780,348</u></b>
<b>Surplus/(Deficit)</b>	<b><u>(\$80,455)</u></b>	<b><u>\$4,523</u></b>	<b><u>\$84,978</u></b>	<b><u>(\$84,978)</u></b>
<b>Prior Period Carry Fwd</b>				<b><u>\$84,978</u></b>
<b>Adjusted Balance</b>				<b><u>\$0</u></b>

TRUST FUNDS

Town of Highgate, Vermont

**HIGHGATE TRUST FUNDS**

**12/31/2013**

Account Description	Operating Account	St. Louis Cem Assoc	Highgate Cem Assoc	St. Johns Cemetery	E. Highgate Cemetery	Sherwood Cemetery	Public Library	Historical Society	All Funds
<b>Assets</b>									
Checking	\$106	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$106
Edward Jones	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
Peoples Trust CD	\$38,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,000
Peoples Trust Savings	\$3,532	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,532
Due From/To Other Funds	(\$101,044)	\$44,660	\$28,394	\$11,161	\$7,029	\$6,500	\$2,300	\$1,000	\$0
<b>Total Assets</b>	<b><u>\$594</u></b>	<b><u>\$44,660</u></b>	<b><u>\$28,394</u></b>	<b><u>\$11,161</u></b>	<b><u>\$7,029</u></b>	<b><u>\$6,500</u></b>	<b><u>\$2,300</u></b>	<b><u>\$1,000</u></b>	<b><u>\$101,638</u></b>
<b>Liabilities</b>									
Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Liabilities</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>Fund Balance</b>									
Fund Balance Prior Years	\$0	\$43,960	\$28,394	\$10,670	\$5,697	\$1,200	\$2,300	\$1,000	\$93,221
Fund Balance Current Year	\$594	\$700	\$0	\$491	\$1,332	\$5,300	\$0	\$0	\$8,417
<b>Total Fund Balance</b>	<b><u>\$594</u></b>	<b><u>\$44,660</u></b>	<b><u>\$28,394</u></b>	<b><u>\$11,161</u></b>	<b><u>\$7,029</u></b>	<b><u>\$6,500</u></b>	<b><u>\$2,300</u></b>	<b><u>\$1,000</u></b>	<b><u>\$101,638</u></b>
<b>Total Liabilities &amp; Fund Bal</b>	<b><u>\$594</u></b>	<b><u>\$44,660</u></b>	<b><u>\$28,394</u></b>	<b><u>\$11,161</u></b>	<b><u>\$7,029</u></b>	<b><u>\$6,500</u></b>	<b><u>\$2,300</u></b>	<b><u>\$1,000</u></b>	<b><u>\$101,638</u></b>

Town of Highgate, Vermont  
**HIGHGATE TRUST FUNDS**  
12/31/2013

Account Description	Operating Account	St. Louis Cem Assoc	Highgate Cem Assoc	St. Johns Cemetery	E. Highgate Cemetery	Sherwood Cemetery	Public Library	Historical Society	All Funds
<b>Income</b>									
<b>Lot Sales</b>									
Darrell Seavey	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Gilbert & Gemma Boucher	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Willis Real	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Delbert Witham	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$50
Charles Cook	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$50
Barbara Stewart	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$50
Myon Craig	\$0	\$0	\$0	\$0	\$350	\$0	\$0	\$0	\$350
Normand & Lena McCallister	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$500
Diana & John O'Hara	\$0	\$0	\$0	\$0	\$300	\$0	\$0	\$0	\$300
<b>Subtotal - Lot Sales</b>	<b>\$0</b>	<b>\$700</b>	<b>\$0</b>	<b>\$150</b>	<b>\$1,150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>
<b>Other Income</b>									
Interest Income Current Year	\$0	\$648	\$412	\$162	\$102	\$94	\$33	\$15	\$1,465
Interest Income Prior Year	\$594	\$0	\$0	\$341	\$182	\$0	\$0	\$0	\$1,117
Funds Transfer	\$0	\$0	\$0	\$0	\$0	\$5,300	\$0	\$0	\$5,300
<b>Subtotal - Other Income</b>	<b>\$594</b>	<b>\$648</b>	<b>\$412</b>	<b>\$503</b>	<b>\$284</b>	<b>\$5,394</b>	<b>\$33</b>	<b>\$15</b>	<b>\$7,883</b>
<b>Total Income</b>	<b>\$594</b>	<b>\$1,348</b>	<b>\$412</b>	<b>\$653</b>	<b>\$1,434</b>	<b>\$5,394</b>	<b>\$33</b>	<b>\$15</b>	<b>\$9,883</b>
<b>Expenses</b>									
Earnings Disbursement	\$0	\$648	\$412	\$162	\$102	\$94	\$33	\$15	\$1,465
<b>Surplus/(Deficit)</b>	<b>\$594</b>	<b>\$700</b>	<b>\$0</b>	<b>\$491</b>	<b>\$1,332</b>	<b>\$5,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,417</b>

## FIRE DEPARTMENT REPORT

The Highgate Volunteer Fire Department would like to thank the tax payers for their continued support. We are continuing to be a fully volunteer department with dedicated and committed firefighters. We have been proud to provide 50 years of dedicated service.

We have and will continue to strive to keep spending to a minimum; however some of our equipment and gear will eventually need to be replaced. This is necessary to comply with required standards and for the safety of our firefighters. We are working closely with Tom Racine and Heidi Britch-Valenta in all areas of the budget in order to keep the expenses to a minimum.

In 2012 we responded to 77 calls, the breakdown is as follows:

8 Structure Fires, 5 Brush Fires, 3 Carbon Monoxide Activations, 17 Motor Vehicle Accidents, 5 Medical Assist, 1 Mutual Aid, 2 Chimney Fires, 2 Car Fires, 23 Good Intent and 9 Alarm Activations.

If you would like to burn natural wood or brush, please obtain a burn permit from the fire warden. We would be glad to assist with your spring clean up burning, please call one of the officers to set up. As always donations are appreciated. As a reminder it is illegal to burn trash.

In order for us to respond as efficiently as we can it is crucial that your 911 address be effectively displayed, it will be extremely helpful if they are also reflective at night.

We also take pride in staying active within the community. Our Memorial Day BBQ, Auction and Ham Dinner continued to be popular venues. Along with other departments we continued to provide the Franklin County Field Days and Air Show with fire coverage. Due to the lack of snow we were unable to host our annual sliding party in 2012; however we hope to continue the tradition in 2013. This year's Santa Day hosted over 300 children. Along with our members we also received the assistance of our auxiliary to provide children with refreshments, crafts, a gift and photos with Santa. Many thanks to James Depatie for providing the very popular hay ride.

We meet on Monday nights and are always looking for members, if interested please stop by the station and fill out an application.

### **Current Officers**

- ❖ Fire Chief - Dick Souza 868-7434
- ❖ Assistant Chief – Kevin Flint 868-3767
- ❖ Captain – Tammy Rouse 868-2641
- ❖ Lieutenant Gary Greenough 868-7880
- ❖ Administrative Captain David Desorcie 868-2777
- ❖ Secretary/Treasurer Merry Souza 868-7434

In conclusion, I would like to thank all the members of the Fire Department and their families for their dedicated efforts in serving the citizens of Highgate.

Respectfully submitted  
Dick Souza, Fire Chief

MVR REPORT

MISSISQUOI VALLEY RESCUE, INC.

**Crew Members EMS Incident Participation**

Reporting Between: 01/01/13 - 12/31/13

Printed On: 01/12/2014

Name	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sept 13	Oct 13	Nov 13	Dec 13	Total	Percent
, OBSERVER (OBSERVER)	0	0	0	0	0	7	3	0	1	8	8	2	29	0.96%
AGENCY, OTHER (FF DRIVER)	0	1	2	0	0	4	0	0	1	3	2	1	14	0.47%
Amcare, Paramedic (Paramedic)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Bachand, Nathan (99043)	7	3	0	0	4	2	1	1	6	5	5	1	35	1.16%
Benoit, Brian (EMT)	5	8	9	13	11	11	11	16	9	12	18	14	137	4.55%
BENOIT, DENIS (9038 )	11	24	14	12	22	12	14	29	41	46	27	34	286	9.50%
Berry, Rocky (5719)	11	9	4	6	4	2	11	5	11	4	3	2	72	2.39%
BILLADO, LYNN (96826 )	22	23	13	12	22	19	16	20	18	21	19	20	225	7.48%
Chevalier, Ashley (101612)	12	7	12	9	12	9	1	18	7	13	7	8	115	3.82%
Constantine, Christopher (Driver)	4	2	3	3	8	4	3	3	3	8	3	6	50	1.66%
Domey, Cody (None1)	0	0	2	13	8	10	9	26	33	15	15	0	131	4.35%
Fiaschetti, Sandra (Billing)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Greene, Courtney (101317 )	8	5	23	17	20	23	18	37	21	24	22	29	247	8.21%
Grisgrabber, Fredrick (900000)	0	0	0	0	0	0	0	0	0	23	7	11	41	1.36%
Higgins, William (98048)	0	0	5	17	9	12	11	13	28	13	9	8	125	4.15%
LAMPMAN, CRYSTAL (14867)	16	8	9	26	12	19	11	20	11	18	18	10	178	5.91%
Leffler, Krystalyn (102069)	0	1	0	1	0	0	4	9	0	0	0	0	15	0.50%
NWTC, STUDENT 1 (900001)	0	0	0	0	0	0	0	0	0	0	2	2	4	0.13%
NWTC, STUDENT 2 (900002)	0	0	0	0	0	0	0	0	0	0	0	1	1	0.03%
PARENT, DANIEL (98574)	5	3	7	7	8	6	6	3	2	2	7	3	59	1.96%
Ploof, Keith (None 2)	6	12	6	9	6	0	3	2	4	6	4	6	64	2.13%
Ramsdell, Joshua (99024)	18	37	13	25	29	15	29	46	31	32	28	29	332	11.03%
ROCHELEAU, PAUL (2606 )	34	30	28	23	33	17	29	37	29	42	22	30	354	11.76%
Rocheleau, Troy (Jr Member)	0	2	1	0	0	0	1	4	3	4	9	13	37	1.23%
ROGER, CLEMENT (7747)	0	0	0	0	1	1	0	0	3	0	0	3	8	0.27%
ST PIERRE, DAVID (4081 )	2	4	4	5	2	1	2	9	3	2	0	3	37	1.23%
Thorpe, Jaime (101841)	9	12	5	14	12	17	7	3	0	0	2	0	81	2.69%
White, Michael (101882)	0	0	0	0	18	12	14	11	0	0	0	12	67	2.23%
<b>Total Number of Incidents: 989</b>														

*Runs by City*

City	# of Runs	% of Runs
ALBURGH	2	0.20%
Fairfield	1	0.10%
Franklin	5	0.51%
Highgate Center	192	19.41%
Highgate Springs	39	3.94%
Isle La Motte	1	0.10%
MILTON	1	0.10%
Saint Albans Bay	5	0.51%
Sheldon	2	0.20%
St.Albans	73	7.38%
Swanton	664	67.14%
Unknown	4	0.40%
<b>Total</b>	<b>989</b>	<b>100%</b>

## MISSISQUOI VALLEY RESCUE, INC.

### Runs by County

County	# of Runs	% of Runs
CHITTENDEN	1	0.10%
Franklin	981	99.19%
GRAND ISLE	3	0.30%
Unknown	4	0.40%
<b>Total</b>	<b>989</b>	<b>100%</b>

### Times of Call

Time Period	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	Percentage
0001 - 0300	14	11	5	11	7	11	11	70	7.08%
0301 - 0600	7	12	9	6	3	14	12	63	6.37%
0601 - 0900	13	10	10	16	11	12	8	80	8.09%
0901 - 1200	20	32	25	25	24	24	28	178	18.00%
1201 - 1500	24	22	19	24	23	22	33	167	16.89%
1501 - 1800	23	24	25	22	29	19	24	166	16.78%
1801 - 2100	28	21	23	21	26	25	19	163	16.48%
2101 - 0000	19	7	8	14	14	16	19	97	9.81%
Unknown	0	0	0	0	0	0	0	5	0.51%
<b>Total</b>	<b>148</b>	<b>139</b>	<b>124</b>	<b>139</b>	<b>137</b>	<b>143</b>	<b>154</b>	<b>989</b>	<b>100%</b>

### Call Summary Report

	#	%
No Lights and Sirens	31	3.13%
Lights and Sirens	957	96.76%
Initial No Lights or Sirens, Upgraded to Lights and Sirens	1	0.10%
<b>Total</b>	<b>989</b>	<b>100.00%</b>
<b>Transport Code</b>	<b>#</b>	<b>%</b>
No Lights or Sirens	61	6.17%
Lights and Sirens	639	64.61%
Initial Lights and Sirens, Downgraded to No Lights or Sirens	2	0.20%
Unknown	287	29.02%
<b>Total</b>	<b>989</b>	<b>100.00%</b>
<b>Response Disposition</b>	<b>#</b>	<b>%</b>
Treated, Transported by Private Vehicle	2	0.20%
Treated, Transported by EMS (BLS)	78	7.89%
Treated, Transported by EMS (ALS)	595	60.16%
Treated, Transported by EMS	2	0.20%
Treated, Transferred Care	8	0.81%
Treated and Released	9	0.91%
Standby Only - No Patient Contacts	10	1.01%
Patient Refused Care	168	16.99%
No Treatment Required	83	8.39%
No Patient Found	12	1.21%
Dead at Scene	12	1.21%
Cancelled	10	1.01%
<b>Total</b>	<b>989</b>	<b>100.00%</b>
<b>Response Request</b>	<b>#</b>	<b>%</b>
Medical Transport	9	0.91%

Interfacility Transfer (Unscheduled)	7	0.71%
Interfacility Transfer (Scheduled)	3	0.30%
Flagdown/Walk-in Non-emergent	1	0.10%
Flagdown/Walk-in Emergent	6	0.61%
911 Response (Scene)	963	97.37%
<b>Total</b>	<b>989</b>	<b>100.00%</b>
<b>Responding Unit</b>	<b>#</b>	<b>%</b>
Unit 1	929	94.22%
Unit 2	57	5.78%
<b>Total</b>	<b>986</b>	<b>100.00%</b>

**Missisquoi Valley Rescue, Inc.**  
Annual Report of Cash Receipts and Disbursements  
**For the year ended December 31, 2013**

	2013	2013	<b>Proposed</b>
	Actual	Budget	<b>2014</b>
<b>Receipts:</b>			<b>Budget</b>
Memorial Equipment Fund	3,390	2,500	2,500
Donations	3,400	2,000	2,000
Interest	48	100	100
Billings Received	279,972	265,000	265,000
Miscellaneous	0	500	500
<b>Community Support</b>	<b>294,900</b>	<b>294,900</b>	<b>345,788</b>
Community Support -Equipment Purchase	7,312 *	7,312	7,312
Total Receipts	\$589,022	\$572,312	\$623,200
<b>Disbursements:</b>			
Payroll & Payroll Taxes	361,010	362,000	394,000
Medical Insurance	7,273	0	0
Office Supplies	3,922	3,000	4,000
Advertising and P.R.	4,992	2,000	2,500
Gas and Diesel	9,133	8,500	10,000
Miscellaneous	1,789	800	1,000
Training	1,970	1,000	1,000
Insurance	47,606	48,000	48,000
Communications	342	2,000	5,000
Oxygen	1,470	2,500	2,500
Medical & Personal Protection Supplies	12,917	13,000	14,500
Equipment	15,534	12,000	12,000
Heavy Rescue & Heavy Rescue Building	1,248	1,700	1,700
MVR Quarters	8,187	8,500	8,500
Bay Rent & Utilities	5,125	5,500	5,500
Equipment Maintenance	225	500	1,000
Vehicle Maintenance	9,815	2,500	3,500

Building Maintenance & Janitorial	2,970	3,000	3,000
Telephone	3,274	3,500	3,500
Uniforms and Accessories	9,479	2,000	2,000
Professional Services	77,491	77,000	78,000
Interest Expense	6,073	6,000	4,000
Total Disbursements	<u>591,845</u>	<u>565,000</u>	<u>605,200</u>
<b>Net Receipts over/(under) Disbursements</b>	<u><u>(\$2,823)</u></u>	<u><u>\$7,312</u></u>	<u><u>\$18,000</u></u>

**Missisquoi Valley Rescue, Inc.**  
Annual Report of Cash Receipts and Disbursements  
**For the year ended December 31, 2013**

Continued			<b>Proposed</b>
	2013	2013	<b>2014</b>
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
<b>Net Receipts over/(under) Disbursements</b>	(2,823)	7,312	18,000
<b>Line of Credit activity:</b>			
Draw down on Line of Credit	39,189 *	0	0
Payments on Line of Credit	<u>(11,958) *</u>	<u>(7,312)</u>	<u>(18,000)</u>
<b>Net Cash Change for the Year</b>	24,408	<u><u>0</u></u>	<u><u>0</u></u>
Beginning Account Balance	<u>65,390</u>		
<b>Ending Account Balances</b>	<u><u>\$89,798</u></u>		
<b>Account Balances at 12/31/2013</b>			
General Business Account	\$34,074		
Payroll Account	16,688		
Savings	<u>39,036</u>		
	<u><u>\$89,798</u></u>		

\* Line of Credit and Community Support -Equipment: In 2011 MVR purchased a Zohl EKG Machine along with 2 Zohl Autopulse CPR machines. Swanton town will contribute a total of \$29,250 to help offset the cost. The town has so far disbursed \$21,938 and will disburse the remaining \$7,312 in 2014. In order to pay for the needed equipment purchases as well as operating shortfalls during the year, the rescue squad acquired a line of credit in 2011.

The total amount owed on the line of credit as of 12/31/13 is \$107,465.

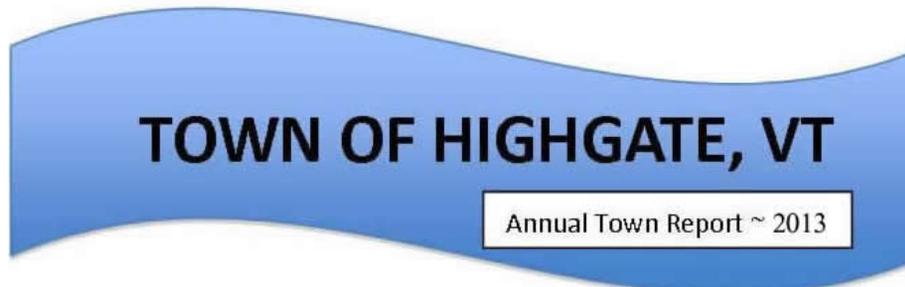
**Breakdown of professional services:	2013	2014
	Actual	Budget
Billing Fees	16,922	17,000
Dispatching	60,569	61,000
Legal Fees	0	
	<u>77,491</u>	<u>78,000</u>

**Community Support Request**

For the year ending December 31, 2014

Budgeted community support for 2014

Highgate	35%	\$121,026
Swanton	65%	<u>224,762</u>
<b>Total (found in 2014 budget)</b>		<b><u>\$345,788</u></b>



The 2013 Highgate Town Report is now available!

Please pick up your copy at one of the following locations:

- Highgate Town Clerks Office
- Highgate Public Library
- Martins Store – Highgate Springs



Please call or email with any questions  
or if pick up is a hardship.  
868-4697 x201



Dog licenses for 2014 are now  
available at the Town Clerks Office.  
Please license by April 1<sup>st</sup> to avoid late fee:

FRANKLIN COUNTY SHERIFF'S OFFICE REPORT



Robert W. Norris  
Sheriff

I would first like to thank all the townships and those residents throughout Franklin County who have continued to support this office. With your support and interaction with this office, we have been able to address many of your concerns and we look forward to working with you in this upcoming year. The men and women of the Franklin County Sheriff's Office look forward to offering continued professional law enforcement services to all residents of your community.

The following is a report of the activity of the Franklin County Sheriff's Office for the period of January 1, 2013 through December 31, 2013.

The men and women of this office handled approximately 2,242 complaints throughout the county.

This office issued 828 tickets in 2013 with a combined fine total of \$156,699.00.

We made 313 arrests in 2013.

The following are the totals for your community:

**Arrests: 38      Incidents: 309      Tickets: 88**

Notable Arrests: DLS (9)  
Notable Incidents: Citizens Dispute (21)  
Notable Tickets: Speeding (54)

We will continue to work with all the residents of Highgate and ask that you visit our website at [www.franklincountysheriff.net](http://www.franklincountysheriff.net) and visit us on Facebook.

Thank you,

Robert W. Norris  
Franklin County Sheriff

VT STATE POLICE REPORT

802.524.5993

STATE OF VERMONT

802.527.1150

DEPARTMENT OF PUBLIC SAFETY  
VERMONT STATE POLICE



**St. Albans Barracks  
Post Office Box 809  
St. Albans VT 05478**

January 1, 2014

On behalf of the Vermont State Police, St. Albans Barracks, I am providing you the “2013” Vermont State Police St. Albans Barracks Annual Report for review. This report will provide you information in regards to current staffing, specialty services provided and our annual crime statistics. Please review this document and if appropriate, include this information in your town’s annual report prior to town meeting day.

**St. Albans Barracks Mission Statement**

The mission of the Vermont State Police St. Albans Barracks is to protect the citizens of Franklin and Grand Isle Counties. Each Trooper will dedicate themselves to this community caretaking mission. We will reduce crime and enforce the laws of our roadways with a two pronged approach of intensive criminal interdiction along with an aggressive highway safety enforcement program.

- *Criminal interdiction and investigation – The St. Albans Barracks will make every attempt to interdict crime before it makes its way into our jurisdiction. We will accomplish this goal through an extensive intelligence network that will allow us to stay in touch with the communities that we serve and by sharing investigative information with our local, county, state and federal law enforcement partners. We will aggressively pursue those that distribute drugs to our citizens and we will pursue those that commit violent crimes in our area and will bring the weight of the Barracks to bear on these types of investigations.*
- *Highway Safety Enforcement Programs – Through an aggressive motor vehicle enforcement program, our Troopers will seek out and arrest those individuals that choose to drink and drive on our highways. We will coordinate our efforts with other highway safety resources in an effort to target specific problem areas and make our presence known on the roadways. Along with this, our Troopers will take advantage of every motor vehicle contact to look beyond the traffic stop in an effort to identify criminal activity as it traverses our highways.*

**Specialty Services Provided by the Troopers Assigned to the St. Albans Barracks**

In addition to their field responsibilities, many of the Troopers assigned to the St. Albans Barracks are members of special response teams that provide expert response capabilities in a variety of areas. It should be noted that these duties are considered (additional duties) that fall above and beyond the Troopers daily activities. Many of these Troopers are on call 24 hours a day, seven days a week and are

capable of responding anywhere in the state when their services are needed. The allocation of these resources is as follows:

- 4 – Troopers on the Tactical Services Unit (SWAT Team)
- 1 – Trooper on the SCUBA Team
- 1 – Trooper on the Search and Rescue Team
- 1 – Trooper assigned a K-9
- 1 – Trooper on the Crash Reconstruction Team
- 3 – Troopers trained as Drug Recognition Experts
- 2 – Troopers on the Crime Scene Search Team
- 2 – Troopers on the Clandestine Laboratory Team

**Highway Safety Highlights**

In keeping with the Field Force Mission Statement, it has been the intent of the Barracks during this last year to deter and prevent motor vehicle violations through aggressive motor vehicle enforcement and any opportunities to educate. Working with our county and local law enforcement partners and the State Police Traffic Safety Unit, we successfully reduced the number of property damage accidents this year from 178 in 2012 to 150 in 2013. Motor vehicle accidents with injury remained consistent, with 61 in both 2012 and 2013 . We have continued to be aggressive with road patrols, with 1393 tickets written and 3311 warnings issued in 2013. Finally, we were successful in arresting 125 impaired drivers in 2013, up from 88 in 2012.

Fatal motor vehicle accidents in 2013 totaled five in Franklin and Grand Isle Counties, which remained the same from 2012. We will continue to make an aggressive motor vehicle campaign a priority in the coming year.

**Annual Crime Statistics for St. Albans Barracks:**

Total cases investigated:	5837
Total arrests:	540
Total tickets issued:	1393
Total warnings issued:	3311
Fatal Accidents Investigated:	5
Burglaries Investigated:	97
DUI's	125

**Local Community Report: Highgate**

Total Cases:	487
Total Arrests:	43
DUI's	10
Accidents w/ Damage	10
Accidents w/ Injury	5
Vandalisms:	8
Alarms	11
Burglaries	10

Summary: We will continue our partnerships and cooperation with our local communities in our collective goals of making our highways and communities safe for all those who live in and visit Franklin and Grand Isle Counties.

It has been a pleasure to serve and continue to serve the citizens of your community. If you have any questions, please don't hesitate to call me.

Lt. John Flannigan  
Station Commander  
St. Albans Barracks

## HIGHWAY DEPARTMENT REPORT

### **WINTER MAINTENANCE POLICY**

**Snow Plowing:** The Town of Highgate begins plowing when the snow has accumulated 2 to 3 inches. After roads are clear, sanding and salting will begin.

**Plow Routes:** Each plow route is approximately 15 miles long and takes 3 to 4 hours to cover. This means if plowing started when there was 2 inches of snow on the road, by the time the vehicle finishes the route 3 or 4 hours later, there is the potential for up to 6 inches of snow on the road again, at the start of the route. Therefore, during a heavy snow storm, at times, there will be snow on the roads. There shall be no riders in the Town of Highgate Maintenance Vehicles other than the operator of the vehicle and authorized town officials. All Winter Maintenance Vehicles shall be pulled to the side of the road when the operator is using a cell phone.

**Freezing Rain Storms:** It is important to note that salt or sand is less effective if applied before the rain stops. There is little the Town of Highgate Highway Department can do during a winter freezing rainstorm. Salt and sand will be applied to the roads sparingly during the freezing rain and more aggressively as needed once the storm is over.

**Clean Road:** The Town of Highgate does not have a clean road policy; therefore, it is possible that not all roads will be kept completely clear of snow, and therefore caution is advised for winter driving. Salt will be used sparingly. The dirt roads will be sanded, but as long as there is ice under the sand, instant stops are impossible.

**Mailboxes:** The Town of Highgate does not replace damaged mailboxes. The Road Foreman should be contacted for proper placement of mailboxes.

**Trash Placement:** The Town of Highgate does not offer curbside pickup. Trash and trash receptacles should not be placed in the Town's rights-of-way. The Town will not be responsible for damage to trash receptacles or trash cleanup as a result of its obstructing snow removal.

**Parked Vehicles:** No vehicle shall be parked on the Town's right-of-way, from the start of precipitation until 48 hours after the storm ends. The Town reserves the right to tow parked vehicles at the owner's expense. The Town is not liable for damages incurred to vehicles parked in the Town's right-of-way. [V.S.A.23 §1742]

You can view the Town of Highgate GIS information online at <http://www.caigisonline.com/highgatevt/>

For a full view of the town's road map go to <http://www.nrpcvt.com/RoadMaps/HighgateRoadMap.pdf>

HIGHWAY FUND

Town of Highgate, Vermont

**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL  
HIGHWAY FUND FY2014**

Account Description	FY2014 Approved 18 Month Budget	Jan13-Jul14 Anticipated 18 Month Total	Jan13-Jul14 Favorable/ (Unfavorable)	FY2015 Proposed 12 Month Budget
<b>Revenues</b>				
<i>Property Taxes</i>				
Current Property Taxes	\$553,993	\$554,446	\$453	\$538,550
<b><i>Subtotal - Property Taxes</i></b>	<b><u>\$553,993</u></b>	<b><u>\$554,446</u></b>	<b><u>\$453</u></b>	<b><u>\$538,550</u></b>
<i>Licenses &amp; Permits</i>				
Overweight Permit Fees	\$1,000	\$1,000	\$0	\$500
Driveway Permit Fees	\$600	\$400	(\$200)	\$300
<b><i>Subtotal - Licenses &amp; Permits</i></b>	<b><u>\$1,600</u></b>	<b><u>\$1,400</u></b>	<b><u>(\$200)</u></b>	<b><u>\$800</u></b>
<i>Intergovernmental Revenues</i>				
AOT - State Aid	\$222,782	\$226,862	\$4,080	\$151,152
<b><i>Subtotal - Intergovernmental Revenues</i></b>	<b><u>\$222,782</u></b>	<b><u>\$226,862</u></b>	<b><u>\$4,080</u></b>	<b><u>\$151,152</u></b>
<i>Grant Revenues</i>				
Better Back Roads - Jones Rd	\$0	\$10,000	\$10,000	\$0
Class 2 Paving Grant	\$0	\$0	\$0	\$145,384
Class 2 Structures Grant	\$0	\$0	\$0	\$42,371
<b><i>Subtotal - Grant Revenues</i></b>	<b><u>\$0</u></b>	<b><u>\$10,000</u></b>	<b><u>\$10,000</u></b>	<b><u>\$187,755</u></b>
<b>Total Revenues</b>	<b><u>\$778,375</u></b>	<b><u>\$792,708</u></b>	<b><u>\$14,333</u></b>	<b><u>\$878,257</u></b>

<b>Account Description</b>	<b>FY2014 Approved 18 Month Budget</b>	<b>Jan13-Jul14 Anticipated 18 Month Total</b>	<b>Jan13-Jul14 Favorable/ (Unfavorable)</b>	<b>FY2015 Proposed 12 Month Budget</b>
<b>Expenses</b>				
Foreman's Wages	\$61,722	\$61,722	(\$0)	\$40,872
Crew Wages	\$113,788	\$113,788	(\$0)	\$73,486
Temp Help Wages	\$0	\$1,020	(\$1,020)	\$3,000
Foreman's Overtime	\$13,353	\$13,353	\$0	\$8,888
Crew Overtime	\$24,618	\$24,618	(\$0)	\$16,313
Temp Help Overtime	\$0	\$1,080	(\$1,080)	\$0
Insurance Buyout	\$17,410	\$17,410	\$0	\$9,600
Group Health Insurance	\$20,217	\$20,217	(\$0)	\$11,411
Social Security (OASDI)	\$14,315	\$14,315	\$0	\$9,546
Medicare (Med)	\$3,348	\$3,348	(\$0)	\$2,233
Retirement Contributions	\$9,236	\$9,236	(\$0)	\$6,039
Unemployment Compensation	\$1,048	\$1,048	\$0	\$681
Worker's Compensation	\$16,998	\$16,998	\$0	\$11,448
Professional Development	\$0	\$0	\$0	\$200
Other Professional	\$5,500	\$3,743	\$1,758	\$1,000
Vehicle Maintenance	\$43,500	\$43,500	\$0	\$29,000
Rental of Equipment & Vehicles	\$8,000	\$8,000	\$0	\$6,000
PACIF Insurance	\$12,218	\$12,218	\$0	\$9,115
Communications - Radios	\$1,000	\$1,000	\$0	\$1,000
Staff Travel	\$450	\$450	\$0	\$100
General Supplies	\$6,650	\$6,650	\$0	\$4,640
Electricity - Sand Shed	\$750	\$750	\$0	\$500
Electricity - Street Lights	\$0	\$0	\$0	\$26,652
Heating Fuel - Oil	\$900	\$900	\$0	\$800
Gasoline	\$0	\$0	\$0	\$6,000

<b>Account Description</b>	<b>FY2014 Approved 18 Month Budget</b>	<b>Jan13-Jul14 Anticipated 18 Month Total</b>	<b>Jan13-Jul14 Favorable/ (Unfavorable)</b>	<b>FY2015 Proposed 12 Month Budget</b>
Diesel Fuel	\$60,000	\$60,000	\$0	\$39,000
Road Materials	\$373,900	\$374,150	(\$250)	\$247,500
Machinery & Equipment	\$0	\$0	\$0	\$4,000
Furniture, Fixtures & Equipment	\$0	\$0	\$0	\$1,000
Projects	\$0	\$52,575	(\$52,575)	\$57,000
Grants	\$0	\$7,148	(\$7,148)	\$205,251
<b><i>Subtotal - Department</i></b>	<b>\$808,920</b>	<b>\$869,237</b>	<b>(\$60,316)</b>	<b>\$832,273</b>
<b>Surplus/(Deficit)</b>	<b>(\$30,545)</b>	<b>(\$76,529)</b>	<b>(\$45,984)</b>	<b>\$45,984</b>
<b>Prior Period Carry Fwd</b>				<b>(\$45,984)</b>
<b>Adjusted Balance</b>				<b>\$0</b>



TRANSFER STATION

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL  
TRANSFER STATION FUND FY2014**

Account Description	FY2014 Approved 18 Month Budget	Jan13-Jul14 Anticipated 18 Month Total	Jan13-Jul14 Favorable/ (Unfavorable)	FY2015 Proposed 12 Month Budget
<b>Revenues</b>				
Environmental Conservation Grants	\$2,000	\$4,137	\$2,137	\$2,000
Casella Host Fees	\$90,000	\$88,441	(\$1,559)	\$60,000
<b>Total Revenues</b>	<b><u>\$92,000</u></b>	<b><u>\$92,578</u></b>	<b><u>\$578</u></b>	<b><u>\$62,000</u></b>
<b>Expenses</b>				
Testing/Certification	\$11,800	\$11,800	\$0	\$0
HHWD - Expense	\$6,000	\$5,676	\$324	\$0
Equipment Purchase - Highway Truck	\$145,000	\$139,197	\$5,803	\$0
Equipment Purchase - Fire Truck Reserve	\$30,000	\$30,000	\$0	\$0
Solid Waste District	\$0	\$0	\$0	\$5,303
<b>Total Expenses</b>	<b><u>\$192,800</u></b>	<b><u>\$186,673</u></b>	<b><u>\$6,127</u></b>	<b><u>\$5,303</u></b>
<b>Surplus/(Deficit)</b>	<b><u>(\$100,800)</u></b>	<b><u>(\$94,095)</u></b>	<b><u>\$6,705</u></b>	<b><u>\$56,698</u></b>

## CEMETERY COMMISSIONERS REPORT



The Highgate Cemetery Commissioners continue to maintain and upgrade the conditions of our cemeteries here in the Town of Highgate. In 2013 our main goal was to start the restoration of the Platt Cemetery in Highgate Springs. We removed trees and brush and had it weed whacked so the area was able to be mowed. Afterwards we had the stones set professionally. We plan to finish the restoration of Platt in 2014 by cleaning the stones and having a permanent fence and gate erected.



We also had to remove a tree in the St. John's Cemetery that was endangering several stones and removed some stumps and leveled some ground.

Our many thanks go out to Ben Nye for services this past year. He is one of the main reasons our cemeteries are looking as good as they do. We would also like to thank the community of Highgate for your continued support!

Respectfully Submitted,  
Highgate Cemetery Commissioners

Kevin Spears, Charles Nye, Dennis Nolan, Douglas Nye, Ronald Nichols

**TOWNS OF HIGHGATE & FRANKLIN, VT**  
**BUSINESS & HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENTS**

**Saturday, April 26, 2014 and Saturday, August 23, 2014**

**8:00am — noon**

- WHO:** The residents & businesses of Highgate and Franklin, Vermont only
- WHERE:** Highgate Sand Shed on Transfer Station Road—near Casella Transfer Station
- FEES:** \$5.00 PER HOUSEHOLD for 10 pounds or 10 gallons (cash or check)  
An extra fee will be charged for amounts over the base amount per household



**ACCEPTED ITEMS:** Paints (no latex paint), paint strippers & thinner, solvents, stains & varnishes, solvent adhesives, lighter fluid, mothballs, cleaning supplies, wart removers, antifreeze, engine degreaser, carburetor cleaner, brake fluid, transmission fluid, car wax, dry gas, old gasoline, poisons, insecticides, weed killers, oven, toilet bowl and drain cleaners, dyes, wood preservatives, pressurized spray cans, hobby supplies, airplane glue, rubber cement, fiberglass resins, photo chemicals, chemistry sets, furniture, floor and metal cleaners, rat poisons, varnish, swimming pool chemicals, dry cell batteries, rug and upholstery cleaners, spot removers, dry cleaning solvents, septic tank degreasers, products containing mercury (florescent tubes & bulbs), flea shampoo and powder, rust solvents, and PCB materials.

**ITEMS NOT ACCEPTED:** Ammunition, fireworks, explosives of any type, radioactive wastes, compressed gas cylinders, medicines & medical, infectious and biological wastes, syringes, water reactive materials, smoke detectors, latex paint, and asbestos. Other items may be rejected based on a decision of the contracted professional crew.

**NOTES:** The Towns of Highgate and Franklin VT reserve the right to refuse materials that cannot be safely handled or identified as well as large amounts of household hazardous waste. Please do not bring small children or pets to the collection and please be patient.

**FOR FURTHER INFORMATION PLEASE CALL:**

**Town of Highgate** 802-868-4697 x203

**Town of Franklin** 802-285-2101

**Casella Waste** 1-802-651-5493

**APT Environmental** 1-802-893-8281

PLEASE TRANSPORT ITEMS SAFELY. TIGHTEN CAPS AND LIDS IN ORIGINAL LABELED CONTAINERS. KEEP VEHICLE USED FOR TRANSPORT WELL VENTILATED. PACK CONTAINERS IN STURDY UPRIGHT BOXES AND PAD WITH NEWSPAPER. SORT AND PACK SEPARATELY PAINT, PESTICIDES AND HOUSEHOLD CLEANERS. AVOID SPILLS AND DO NOT PUT MATERIALS IN GARBAGE BAGS. NEVER MIX CHEMICALS. DO NOT SMOKE WHEN HANDLING HAZARDOUS MATERIALS. **BUSINESSES CALL APT IN ADVANCE TO ARRANGE COLLECTION.**

## HEALTH OFFICER REPORT

I, Luke Choiniere, was nominated by the Selectboard and appointed by the Commissioner of Health for Health Officer of Highgate. I have done my best to address issues as they arise.

We had a new concern during the summer when Eastern Equine Encephalitis (EEE) was detected in a horse in Highgate. This virus carried by a mosquito can be transmitted to horses, ponies, alpacas, and llamas as well as human. Simple measures to avoid contact with mosquitoes is advised and this can mean limiting outside activity as dusk and dawn and wearing adequate clothing and repellent. Keeping your yard free from stagnant water is key to limiting breeding ground. No human illness was reported in our area and cool weather soon came in to play and limited the risk.

The burning ordinance has been enforced more recently than it has in the past. Burning of any trash in Vermont is prohibited. I am watching out for this so please report any suspicious activity.

### **Town Health Officer Program**

Every Vermont town has a Health Officer who is nominated by the Selectboard and appointed by the Commissioner of Health. Health Officers work with the Vermont Department of Health to investigate and reduce local public health threats. The Health Officer and Deputy Health Officer respond to numerous complaints during the year regarding failed septic systems, substandard rental units, animal bites, illegal household trash burning, and related issues in Highgate. **Luke Choiniere** currently serves as the Health Officer for the Town and can be reached at **868-7673**.

### **Rabies in Highgate**

The Town's Animal Control Officer, **Ray Dixon**, responds to calls from people concerning animal bites, nuisance dogs, and rabies. He can be reached directly at **868-4903**. If you would like more information on rabies, call the Rabies Hotline at 1-800-472-2437 or Vermont State Veterinarian Bob Johnson at 1-800-640-4374. **Be certain to have all of your pets and domestic animals vaccinated against rabies. This is required before a dog can be licensed with the Town.**

### **Rental Housing**

All rental housing (including the rental of a house, mobile home, or accessory apartment) must comply with the building, fire, electrical, plumbing, and life safety codes, etc. that are promulgated in Vermont's *Labor & Industry Standards* and the state's *Rental Housing Health Code*. Complaints about substandard conditions in a rental property can be made directly to the Vermont Department of Public Safety at (802) 879-2300.

### **Miscellaneous**

The Asbestos and Lead Poisoning Abatement Program is a state program. For further information, please call 800-439-8550. Burning household trash is illegal under both Vermont law and a Highgate ordinance because of its potential to cause serious health problems. State and municipal officials may enforce penalties on individuals who burn trash. Violators are subject to fines up to \$500 and may have their driver's, hunting, and/or fishing license privileges suspended. For detailed information, please visit: [www.dontburnvt.org](http://www.dontburnvt.org).

Respectfully Submitted,  
Luke Choiniere, Health Officer  
Henry Laroche, Deputy Health Officer

## VERMONT DEPARTMENT OF HEALTH REPORT

The Vermont Department of Health is working every day for your health every day. 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 work to promote and protect your health and we prepare and respond to public health events and emergencies.

Through the **Special Supplemental Nutrition Program for Women, Infants and Children (WIC)** we served about half of all Vermont families with pregnant women and children to age 5, providing individualized nutrition education and breastfeeding support, healthy foods and a debit card to buy fruit and vegetables. 178 women, infants and children living in Highgate were enrolled in WIC. The average value of foods provided is \$50 per person per month.

The St. Albans District Office promoted immunizations and worked to control the spread of infectious diseases like influenza, measles and Pertussis (whooping cough). This year saw another rise in the number of cases of Pertussis, from 95 statewide in 2011 to 471 from January 1 to November 30, 2012. Franklin and Grand Isle Counties had 34 confirmed cases of Pertussis.

Vaccine for children is provided at no cost to health care providers statewide in order to protect young children against vaccine-preventable diseases. The St. Albans District Office sponsored walk-in clinics beginning in September and running through February 2013 and provided vaccinations to 270 individuals.

A new online resource (**Environmental Public Health Tracking**) was launched that brings environmental and public health data together in one place. The Tracking portal, at **[www.healthvermont.gov/tracking](http://www.healthvermont.gov/tracking)**, has searchable local and national data about the state's air quality, asthma hospitalizations, birth defects, cancer rates, carbon monoxide poisoning, drinking water, heart attacks, lead poisoning and reproductive health.

Through the Vermont Department of Health, the Franklin Grand Isle Regional Prevention Collaborative was awarded \$140,000 to prevent chronic disease by increasing access to healthy eating and opportunities to be physically active, supporting Healthy Retailers, preventing alcohol and drug abuse, reducing exposure to second hand smoke, and helping smokers to quit.

The **St. Albans District Office** is located at 20 Houghton Street, Suite 312 and the phone number is **802-524-7970** or toll free **1-888-253-8801**. Visit **[www.healthvermont.gov](http://www.healthvermont.gov)** for more information, news, alerts, and resources.

Follow the St. Albans District Office at **[www.facebook.com/vdhstalbans](http://www.facebook.com/vdhstalbans)**.

# Green Mountain Transit Agency Town of Highgate FY13 Annual Report



## Who We Are

GMTA is the public transportation provider for the northwest and central regions of Vermont, offering a variety of services to the communities in which we serve. GMTA is proud to offer traditional public transportation services like commuter and deviated fixed routes to densely populated municipalities, while providing individualized services such as Medicaid, Elderly and Disabled and shopping shuttle services to both urban and rural locations.

## Our Services

### Individual Medicaid, Elderly and Disabled Transportation

GMTA provides essential medical and non-medical transportation service to those who qualify for either Medicaid or Elderly and Disabled funds, or both. We offer individual specialized services which are provided through shuttle service, GMTA volunteer driver or through coordinated services with our local partner C.I.D.E.R..

**For FY13, GMTA provided ongoing Medicaid and Elderly and Disabled service for 43 Town of Highgate residents. The services provided to these residents totaled 1,156 trips and 21,495.20 total miles traveled.**

#### Service includes rides to:

- Medical treatment
- Meal site programs
- Senior Center and Adult Day Care
- Prescription and Shopping
- Social and daily services
- Physical Rehabilitation

### Critical Care Transportation

GMTA provides free transportation for those in need of critical care medical services such as radiation and dialysis treatment. Critical Care services are available to anyone within our service regions for local or long distance treatment locations.

### Social Service

GMTA collaborates with the VT Agency of Human Services and area providers to support the needs of those seeking access to locations providing essential human services. Transportation services include rides to mental health and drug treatment programs, Reach Up and Vocational Rehabilitation training and general human service resource agencies.

### General Public Transportation Service

GMTA provides traditional general public transportation service, which directly supports the increasing demand for affordable commuting, local economic development and daily need transportation solutions.

# Green Mountain Transit Agency Town of Highgate FY13 Annual Report



For FY13, the Franklin/Grand Isle region total ridership for fixed route, commuter, shopping shuttle and St. Albans LINK service was 64,397.

General public transportation for the Franklin Grand Isle region is available through deviated fixed route, commuter routes, weekly shopping shuttle and direct regional connections to Chittenden County. Current routes for the region include:

<u>ROUTE</u>	<u>RIDERSHIP</u>
ST ALBANS LINK EXPRESS	22,514
ST ALBANS SHUTTLE	21,539
ALBURGH-GEORGIA COMMUTER	12,160
RICHFORD-ST ALBANS COMMUTER	6,926
TUES. PRICE CHOPPER SHOPPING SHUTTLE	1,258

## Information

### Service Information

Please feel free to contact us with questions or to request additional information on GMTA services at 802.527.2181 or [gmtaride.org](http://gmtaride.org).

### Volunteer Driver Program

Volunteer Drivers are generous residents within our service area who provide individual rides for fellow community members under the management of GMTA. Drivers are reimbursed for the miles they drive, design their own schedule and are the foundation of our rural services. If you are interested in becoming a Volunteer Driver within your community, please contact us at 802.527.2181 or [info@gmtaride.org](mailto:info@gmtaride.org).

## Thank You

Thank you to the taxpayers of the Town of Highgate for your continued financial support of GMTA's public transportation service and for your commitment to affordable and efficient transportation solutions.

## MAHA RECREATION REPORT

### **MAHA Facility Board Report to Town of Highgate 2013**

The Missisquoi Amateur Hockey Association's (MAHA) goal is to run the facility to its full potential by introducing and building multi-age recreational programs during both the ice and non-ice seasons. MAHA hopes to play a big role in the future renovation of the arena. MAHA is built from the Highgate, Franklin, Swanton and Sheldon communities and has been offering recreation to the youth of the area for over 30 years.

The MAHA Board has appointed a separate board to run the facility and its programs. The all-volunteer board is led by residents of Highgate, Swanton, and Franklin.

#### **Spring/Summer Activities:**

Indoor turf was used for indoor soccer programs, baseball and softball practice, and field hockey clinics. Over 160 youth, 12 men's league teams, and 2 co-ed teams participated in indoor soccer. St. Albans Lacrosse teams rented the turf for practices. Local Little League (baseball & softball) teams also took advantage of the pitching machine and turf for fielding practice and clinics.

#### **Fall/Winter Activities:**

Activities that run over the winter include: public skating, stick and puck, men's league hockey, learn-to-skate program, broomball, along with the youth and high school hockey programs. There are 155 MAHA hockey players, 32 MVU hockey players, 6 men's league teams. MAHA also rents ice time weekly to the St. Albans Skating Association (SASA) and the Milton Youth Hockey Association.

#### **Improvements to the Arena:**

MAHA received a generous donation valued at over \$400,000.00 from Sticks & Stuff (Gerry Belisle, Kris Bullock & Jeff Lamphere) of recreational equipment from the former IROC building in Newport. Donations include dasher boards, glass, weight room equipment, in-line skates, sport court flooring, basketball nets, scoreboards, benches and more.

The donated scoreboard from Sticks and Stuff has been hung and upgraded with new number boards and a wireless keypad system.

MAHA upgraded the bathrooms and showers in the locker rooms this past fall, by having the floor and shower sprayed by Garage Outfitters, a new coat of paint and installing new toilets. The lobby and hallway was given a new coat of paint. The vending machines were moved inside the arena to add space to the lobby. Some of the donated benches were added to the lobby and back hallway for much needed additional sitting areas.

MAHA also purchased and installed a new motor for one of the compressors.

#### **Other:**

MAHA has donated ice and turf time to the Highgate Elementary School, MVU Middle School, and area preschools and libraries for their many activities throughout the year.

## HART REPORT

### **HART (Highgate Arena Renovation Team)**

**The goal is an affordable multi-generational multi-recreational facility. This is an investment and commitment for our community!**

**Indoor Turf** for Soccer, field hockey, baseball, softball, summer camps

**Ice** for hockey, public skating, learn-to-skate, broomball, stick & puck

- 575 Youth hockey players & 32 High School hockey players
- 450 Elementary & middle school participants
- 125 learn to skate & preschool
- 88 Adult league players
- Average over 100 public skaters every week

**Future Community room, Weight room, indoor walking area**



#### **The Highgate Arena:**

- Needs to replace the ice system in the near future!
- The HUD grant needs to be used by September 2015.
- Make building improvements for added safety
- Under MAHA's management, the facility has operated with a net income for the past 3 years plus purchased capital improvements for the building (indoor turf, new furnace, locker room bathroom upgrades)
- MAHA received a generous donation from Sticks & Stuff (Kris Bullock, Gerry Belisle & Jeff Lamphere) of recreational equipment from the former IROC building in Newport. Donations include dasher boards, glass, weight room equipment, scoreboard, in-line skates, basketball nets, air sock, sports court flooring, benches and more.
- The town of Highgate was awarded \$18,000 in grant money toward a dehumidification system that is in progress for 2014
- Wiemann Lamphere Architects have created a revised design that has an addition to the North, ice surface with deeper corners, 6 total locker rooms, a weight room, community room and a walking area around the rink (that would have been nice this winter when the ice made it so dangerous to walk outside). The ice length remains the same. The new design is on display in the arena lobby. [www.tri.clients.wiemannlamphere.com](http://www.tri.clients.wiemannlamphere.com)
- Working on creating a capital campaign to raise \$1.5 million in donations and ask Highgate voters to support a \$1.3 million bond.

HART would like to thank the MAHA board for everything they do to run the Arena so effectively and keep the young and old active. HART would also like to thank the Highgate Selectboard for all of their support and asking the tough questions to make sure the project is done correctly.

HART was formed when the Tri-Town Recreation Committee (TTRC) was dissolved because the bond vote failed in Swanton. HART members are Kimberly Gates, Paulette Tatro, Brian Spears, Josh Larocque and Chris Yates. HART welcomes comments. [HART@franklinvt.net](mailto:HART@franklinvt.net)

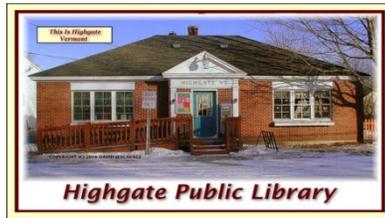
**Please Support the future of the Arena!**

## LIBRARY REPORT

# *Highgate Public Library*

P.O. Box 76

Highgate Center, Vermont 05459



2013 was a year for the books, both literally and figuratively, at the Highgate Public Library. Circulation continues to rise, as does our programming selection and participation. The highlight of the year was being awarded a very generous grant from the Ashgate Foundation. Allowing the library to reach our goal of automating our entire collection. What takes libraries months, if not years, thanks to hundreds of volunteer hours, took us only one week! It was a huge undertaking, but one that has made our library even more user friendly.

Our little library strives to meet the needs of our community and to fill the gaps in services for our residents. Yes, libraries will always be about the books, but as we move into the future, we are also focused on lifelong learning and meeting the everyday needs of those we serve. Nationwide, public libraries are reimagining the library as an engaged community center. At the Vermont Department of Libraries, our library is known as “the little library with the big programs.” Often we are asked to present our ideas and methods for being so creative at state conferences. One of the ways we do this is by always looking for ways to improve our services. Please share your programming ideas with us, for it is your voice, your library and your programs. If you haven’t visited the library, please make it a priority during 2014.



During the next year one of our goals is to continue to grow our Highgate Fit-Kidz program, which is a grant-funded program that started in 2013. Initially, it was developed to provide Highgate’s children with free opportunities to be active, have fun, feel good and live healthy. Fit-Kidz provides children and their parents with a great way to meet new people, develop friendships and for some families, a new support system. In 2013 we reached over 140 children through one of our Fit-Kidz program offerings. Yoga Tots, Skater Tots, Little Dribblers and Girls on the Run were received with open arms and 2014 is already off to an active start!

A top priority for us in 2014, is to continue working closely with local agencies to bring services to Highgate residents ages 55 +. For many communities, the library is a gathering site for senior events and programs. Highgate’s Library should be no different, we want to encourage seniors to take advantage of the warm, welcoming environment that has been created! It is our hope for the library to be a drop in site for senior meals. Another goal is to increase our book drop-off and home delivery services. The library would also like to offer social hours and class offerings on Monday and Friday mornings.



**Here are a few highlights from our year:**

- Thanks to Ben & Jerry's our Highgate Fit-Kidz grant was approved and our library programs expanded even more! Our goal for Highgate Fit-Kidz is to provide our youth with opportunities that allow them to be active, healthy and experience a variety of different sports and exercise programs at little to no cost to their families. All while enhancing their awareness of sports, healthy habits, building positive peer-relationships, and building self-esteem. In 2013 we successfully ran: Yoga Tots, Skater Tots, Girls on the Run, and Little Dribblers. Due to the EEE threat, our soccer tot program was cancelled. However, we are excited to be able to continue this program in 2014.
- The Ashgate Foundation awarded to the library the necessary funding to fully automate our collection. In August, with the help of many dedicated volunteers, this was successfully completed! Now our library catalog is available to all patrons on-line.
- Highgate continues to work closely with Franklin County Building Brighter Futures Program. In August, our programing grant proposal of \$3,165 was approved allowing us to continue providing fun and innovative programs for children ages birth to six.
- Our 4<sup>th</sup> Annual Polar Express was even bigger and better than ever! The library is so fortunate to have such a caring and supportive community to assist in providing a bit of Holiday Cheer to our little ones and their families. In total, 88 children and 176 adults took part in this year's program –to our amazement, all 88 available tickets were taken within 1 ½ days of opening registration! Our hope is to be able to offer 125 children tickets next year and continue to grow this annual programing tradition.
- **Program Offerings continued to grow:** Adult yoga, Hunter Education, babysitting courses, Family Movie Matinees, 2 story times per week, a fun filled 6 week summer reading program, Tractor Day, 12 Little Explorer nature programs, 2 summer camps, Stuffed Animal Sleepover, Born to Read, parent's night out card making evenings, PJ story times, book discussions, teen programs, Mother Goose math & science based parent programs, Caitlin's Closet, Halloween Gala and Trick or Treat hours... these are just some of the programing highlights from 2013!
- **E-book circulation** is available to our patrons through our new online catalog. If you have an e-reader and would like access to this service, please stop in and see us and we will get you set up! Please visit our website at [www.highgatelibrary.wordpress.com](http://www.highgatelibrary.wordpress.com) to search title holdings.
- **Library passes** to Echo, Shelburne Museum, Shelburne Farms, Vermont State Parks, Vermont Historic Sites, Birds of Vermont Museum and the Vermont Historical Museum, continue to save residents money and are always in demand. All you need to access these is your library card!
- **Over 500 FREE online, self-paced, continuing education courses through Universal Class and the Vermont Department of Libraries!** All you need is your new library card and access to a computer with internet connection. If you don't have a library card, or access to a computer, just stop in to the library and we will get you connected!

In closing, as always, we invite you to stop in and check us out. If you have not visited us in a while, you may be surprised at how we have changed and all that we have to offer.

Sincerely,

**Liza L. Comiskey**, Librarian



HIGHGATE PUBLIC LIBRARY FINANCIAL STATEMENTS

**CHECKING ACCOUNT**

Balance on Hand 1/1/13	\$ 9,366.49
<b>Receipts</b>	
Highgate Trust Funds	\$ 73.60
Town Funds	\$ 31,668.66
Fundraisers	\$ 219.70
Grants	\$ 5,953.87
Donations	\$ 2,012.80
Friends of the Library	\$ 1,000.00
<b>Total receipts</b>	<u>\$ 40,928.63</u>
<b>Total balance &amp; receipts</b>	\$ 50,295.12

**Expenditures**

Salaries	\$ 18,231.91
Social Security & Medicare	\$ 1,190.00
Health Ins.	\$ 4,211.76
Retirement	\$ 549.60
Travel & Workshops	\$ 496.50
Memberships & Dues	\$ -
Postal (box, stamps, book returns)	\$ 684.20
General Supplies	\$ 1,193.10
Telephone & Internet	\$ 1,400.30
Books & Magazines	\$ 3,975.72
Automation	\$ 1,420.37
Software	\$ -
Special programs	\$ 7,344.76
Technical Support	\$ 505.00
Background checks	\$ 41.50
Equipment	\$ 686.09
<b>Total Expenditures</b>	\$ 41,930.81

<b>Balance in checkbook 12/31/13</b>	\$ 8,364.31
<b>Petty cash 12/31/13</b>	\$ 100.00
<b>Balance on Hand 12/31/13</b>	<u><u>\$ 8,464.31</u></u>

**SAVINGS ACCOUNT**

Balance on Hand 1/1/13	\$1,546.18
Interest earned	<u>\$ 0.30</u>
Total balance and receipts	\$1,546.48
Transfer to Anderson account	<u>\$1,546.48</u>
<b>Balance on Hand 12/31/13</b>	<u><u>\$ -</u></u>

**ANDERSON ACCOUNT - Restricted**

Balance on Hand 1/1/13	\$7,050.79
Interest earned	\$ 4.36
Donations	\$ 700.00
Fundraising	\$ 513.50
Transfer from saving	\$1,546.48
Total balance and receipts	<u>\$9,815.13</u>
<b>Balance on Hand 12/31/13</b>	<u><u>\$9,815.13</u></u>

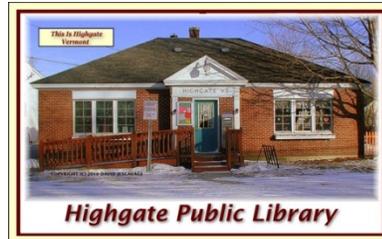
<p>Checkbook balance includes restricted grant money.</p>
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## HIGHGATE PUBLIC LIBRARY BUDGET

	1/1/13-6/30/13		7/1/13-6/30/14		7/1/14-6/30/15
	Budget	Total Expended	Budget	Estimate	Proposed Budget
Librarian's Salary	\$ 13,740.00	\$ 13,739.96	\$ 27,880.00	\$ 27,880.00	\$ 29,380.00
Support Staff	\$ 6,000.00	\$ 4,491.95	\$ 12,000.00	\$ 10,500.00	\$ 12,000.00
Emp Social Security & Medicare	\$ 1,780.00	\$ 1,190.00	\$ 3,590.00	\$ 3,480.00	\$ 3,630.00
Librarian's Health Insurance	\$ 4,550.00	\$ 4,211.76	\$ 9,100.00	\$ 7,100.00	\$ 7,140.00
Retirement - VMERS	\$ 550.00	\$ 549.60	\$ 1,100.00	\$ 1,115.00	\$ 1,200.00
Travel & Workshops	\$ 200.00	\$ 388.98	\$ 400.00	\$ 460.00	\$ 400.00
Memberships and Dues	\$ 50.00		\$ 50.00	\$ 50.00	\$ 50.00
Postal	\$ 425.00	\$ 403.44	\$ 850.00	\$ 800.00	\$ 850.00
General Supplies	\$ 400.00	\$ 636.37	\$ 800.00	\$ 1,200.00	\$ 1,000.00
Telephone and Internet*	\$ 200.00	\$ 357.02	\$ 400.00	\$ 350.00	\$ 400.00
Books & Magazines	\$ 2,350.00	\$ 2,383.37	\$ 4,700.00	\$ 5,100.00	\$ 5,000.00
Automation	\$ 250.00		\$ 500.00	\$ 495.00	\$ 500.00
Software	\$ 50.00		\$ 100.00		\$ -
Special Programs	\$ 400.00	\$ 376.74	\$ 800.00	\$ 1,000.00	\$ 1,000.00
Technical Support	\$ 150.00	\$ 505.00	\$ 300.00	\$ 1,000.00	\$ 600.00
Background checks	\$ 50.00	\$ 25.00	\$ 100.00	\$ 50.00	\$ 100.00
Equipment	\$ 1,050.00	\$ 250.27	\$ -	\$ 3,700.00	\$ 500.00
<b>Totals</b>	<b>\$ 32,195.00</b>	<b>\$ 29,509.46</b>	<b>\$ 62,670.00</b>	<b>\$ 64,280.00</b>	<b>\$ 63,750.00</b>
Carryover	<u>\$ 1,050.00</u>	<u>\$ 1,635.54</u>	\$ -	<u>\$ (1,635.54)</u>	
<b>Budget Total</b>	<b>\$ 31,145.00</b>		<b>\$ 62,670.00</b>	<b>\$ 62,644.46</b>	
Expenditures from other incomes:					
E-Rate Grant (telephone)		\$ 356.99		\$ 800.00	
Books		\$ 111.79			
Special Programs		\$ 2,944.16		\$ 6,000.00	
Postage				\$ 50.00	
Automation				\$ 925.00	
Mileage		<u>\$ 10.31</u>		<u>\$ 25.00</u>	
<b>Total Expenditures</b>		<b>\$ 32,932.71</b>		<b>\$ 72,080.00</b>	

**Note: Beginning July 1, 2014 the financial data for the Highgate Public Library will be incorporated into the town's fund accounting software system. For budgeting purposes we have moved \$5,000 from the General Fund to the proposed library budget figure for a total of \$68,750 which is the amount of the appropriation request for the library found in article #7 of the warning.**

## FRIENDS OF THE LIBRARY



### *Friends of the Highgate Public Library*

*Friends of the Highgate Public Library* is a nonprofit 501 (C) 3 advocacy organization, which was formed in 2010. Our goal is a simple one. We want to support our local public library by helping to foster, encourage, sponsor, and promote the Library through contributions (for activities and items not covered in the annual operating budget) and program enrichment.

Highgate sees our little library as an important asset and the heart of this community. It is where children & teens go during the after school hours, where job seekers access online employment information, where more often than not, the sound of children's laughter radiates throughout the building as they enjoy a program. It is the "people's university", because it is available to all, regardless of age, skill level or their ability to pay. It is where people of all ages can peruse self-directed learning, socialize and network. For the people of Highgate, it is their library.

#### **Q: What is a "Friend"?**

**A:** A "Friend" is a supporter of the library who helps to foster, encourage, sponsor, and promote the perpetuation, improvement and interest in the Highgate Public Library. This is accomplished by stimulating community awareness of the library; by supporting special collections, acquisitions and active ties for the library; by purchasing special items which cannot be bought from the operating budget; by encouraging gifts, endowments and memorials to the library for special items;

To become A "Friend" of the library, you pay a very small (\$3 for individual-\$10 for a family) annual membership fee. You can choose to be an Active or Supporting Member. Active members may be asked to volunteer their time and/or talents for various projects. Supporting members are dues-paying members only and will not be asked to volunteer and by supporting activities of the library by providing volunteer help.

#### **Q: How Is This Different from a Library Trustees?**

**A:** The work of the Friends is different from that of the Trustees of the Library. While the Trustees set policy for the organization, the Friends provide the "extras".

#### **Q: What does my dues money do?**

**A:** Friends is a non-profit organization – all dues money benefits the library. Dues are used to help advertise fund-raising events and are also used to purchase special books and equipment for the library, and or to sponsor special events for the library.

**Q: How does Friends raise funds?**

**A:** Friends of the Highgate Public Library hold three annual events:

- Book Sale, Perennial Swap & Lawn Sale Extravaganza (held the 2<sup>nd</sup> weekend in May)
- Discounted Highgate Family Ski Days at Jay Peak (for more information on ski dates, please visit the Highgate Library’s website)
- Annual Fall Friends Membership Drive

*Friends of the Highgate Public Library also want to remind community members, that a charitable donation can be a wonderful, meaningful way to honor a special person. Families and friends can memorialize their loved ones. Companies and co-workers can honor retirees. Gifts can also be given on behalf of “the person who has everything.”*

**Q: How do I become a “Friend”?**

**A:** You may print off the membership form directly from our site by clicking the membership form page (see side bar) or stop in and pick one up at the library or at the Town Clerk’s Office.

Please visit the American Library Association’s website at:

<http://www.ala.org/ala/mgrps/divs/altaff/altaff/friend-your-library.cfm> for further information on Friends of the Library groups.

\*Friends Meetings are held on a quarterly basis.

Please feel free to contact us with any questions you may have regarding the Friends of the Highgate Public Library.

Sincerely,

*Michelle Beaulieu, President*

HISTORICAL SOCIETY REPORT

**Highgate Historical Society – 2013**



Our meetings are held on the third Wednesday of the month during the months of May through October at 7:00pm.

The museum is open the first and third Sundays of the month from 10:00am – 2:00pm during the months of May through October.

For more information, please contact Dennis Nolan (President) at 868-9974 or Charles Nye (Curator) at 868-4619.

Many thanks to all who helped with our annual **May lawn sale** and our **September bake sale**. Also, we had some great donations this past year of Highgate memorabilia to add to our collection.

- ❖ In June, we will represent Highgate at the Vermont History Expo held in Tunbridge, VT.
- ❖ In August Ryea & Sons (masons) repaired brickwork on the Museum.
- ❖ August was the 28<sup>th</sup> anniversary of the Highgate Historical Society.

Sincerely,

Charles T. Nye

## PLANNING COMMISSION REPORT

A number of months ago, the Selectboard began looking into the option of converting to a Development Review Board (DRB). The DRB would assume the duties of the current Zoning Board of Adjustment as well as duties of the Planning Commission. After many discussions with the Town Administrator, the current Zoning Board and the Planning Commission, it was decided to move ahead with the change.

Effective January 1, 2014, the Development Review Board was established for the Town of Highgate. The new process makes for a more stream-lined process saving the applicant the need to appear before two boards to obtain permits needed for a project.

A Development Review Board is a local land use board that holds quasi-judicial proceedings (hearings) to review land use applications. The DRB assumes all development review functions previously held by the ZBA, which includes appeals of decisions of the administrative officer, variances and conditional use permits. The DRB also conducts all land use review functions previously held by the PC, which are typically site plan and subdivision review.

In 1994, the State Legislature amended the planning and zoning laws to encourage communities to move from the historic PC/ZBA model of land use review, where both entities hear certain development applications, to a single land use review board, the DRB. This streamlined permit review process eliminates possible conflicts between two land use review boards with overlapping authority.

Along with this change, the scope of the Planning Commission can now focus on the current and future needs of the Town; namely, a municipal plan and capital budget, economic and social development, historic and scenic preservation, telecom, septic, and natural resource planning.

Volunteers from both previous boards were appointed to terms on the DRB as well as the revised Planning Commission.

Newly appointed members of the DRB are: Pauline Decarreau, Tim Reynolds, Julie Rice, Woody Rouse and Rick Trombley.

Newly appointed members of the Planning Commission are: David Cadieux, Luc Dupuis, Tim Reynolds, Julie Rice, Woody Rouse, Bruce Ryan and Rick Trombley.

Both the Development Review Board and the Planning Commission are in need of members. Interested residents may call the Town Administrator (868-4697) to obtain further information.



## 2013 Town Report

The Regional Commission is a multi-purpose governmental organization formed by and serving the municipalities of Franklin and Grand Isle Counties. All municipalities in the region are entitled to equal voting representation by two locally appointed members to the Board of Commissioners. Northwest Regional Planning Commission implements a variety of projects and programs tailored to local, regional and statewide needs.

### **Northwest Regional Planning Commission Projects & Programs:**

*Municipal plan and bylaw updates and related technical assistance:* Focus on predictable and effective local permitting through education and training, bylaw modernization and plan updates.

*Brownfields:* Complete environmental site assessments and fund clean-ups so properties can be sold, developed or re-developed to benefit the economy, create or protect jobs and increase housing opportunities.

*Transportation planning:* Coordinate local involvement in transportation decisions through the Transportation Advisory Committee (TAC), and provide services such as intersection studies, corridor plans and traffic counts.

*Emergency planning:* Better prepare our region and state for disasters by coordinating with local volunteers and VT Department of Emergency Management and Homeland Security on emergency planning, exercises and training.

*Energy conservation and development:* Implement projects to support municipal energy conservation to save energy and tax dollars, support job training programs, and identify opportunities for renewable energy generation.

*Watershed planning and project development:* Implement water quality projects and programs to protect water resources, ensure safe water supplies, enhance recreational opportunities and address known sources of pollution.

*Regional plans:* Coordinate infrastructure, community development and growth at the regional level through the development, adoption, and administration of a comprehensive regional plan.

*Geographic Information System Services:* Provide municipalities, state agencies and regional groups with mapping and data analysis in support of their projects.

*Special projects:* Complete special projects such as downtown revitalization, recreation paths, farmland preservation, economic development and affordable housing projects.

*Grants:* Provide assistance identifying appropriate grant sources, defining a project scope and writing grant applications.

## In Highgate the Northwest Regional Planning Commission:

- Conducted a community meeting under the Healthy People, Strong Communities project to gather input and share ideas on economic development, community health, bike and pedestrian safety, disaster resilience and the overall future of the community.
- Began working on consolidation, reorganization and revision of Town Zoning Bylaws, Subdivision Regulations, and Flood Hazard Regulations.
- Assisted the town with applications to the state Hazard Mitigation Grant Program for property buyouts and to address landslide issues around the transfer station.
- Began working on a Hazard Mitigation Plan following FEMA guidelines.
- Met with the planning commission as part of the enhanced municipal consultation process to review the town plan, identify training needs and discuss local and regional priorities.
- Provided assistance with an application for Village Center Designation from the VT Downtown Program.
- Assisted with the Bridge #25 project on Machia Road including ranking it as a high priority for the VTrans Town Highway Bridge Program and advocating for the bridge to be repaired/replaced.
- Awarded the Town of Highgate with an \$18,000 Healthy People, Strong Communities Implementation Grant for the dehumidification system at the Highgate Arena.
- Assisted with updates to the Basic Emergency Operations Plan.
- Drafted a successful Municipal Planning Grant Application for Infrastructure Planning and development of a Capital Improvement Program.
- Updated the E-911 poster map, road atlas and road map.

*Highgate Regional Commissioners:*

Richard Noel & Tom Racine

*TAC Committee*

Richard Noel

This year the Commission will further develop our Healthy People, Strong Communities project to promote economic development and community health, including providing over \$200,000 in implementation grants to community groups and adopting a new regional plan. We will also continue our programs in local and regional planning and project implementation and will provide other needed services to our member municipalities. The Commission has no regulatory or taxing authority; however, each year we do request a per capita assessment from our members in support of local and regional activities and to provide matching funds needed for state and federal programs.

Your continued support for local and regional planning is greatly appreciated. NRPC is your resource -- please call on us for assistance with planning, zoning, transportation, mapping, or other needs.

## ZONING ADMINISTRATOR REPORT

Projects continued at a steady pace in the Zoning Department. There were a total of 79 permits issued which were primarily additions, barns, shed, decks with only 12 permits issued for new homes.

The procedure for land use review was improved by conversion to a Development Review Board (DRB). Previously applicants might need to appear before both the Zoning Board of Adjustment and the Planning Commission for a project. The DRB will hear all land use application which streamlines the process for applicants and allows the Planning Commission (PC) to focus on Planning.

The PC is currently completing a bylaw rewrite to merge the bylaws and regulations for a more user friendly document. The change will also adjust the bylaws for compliance with Flood Plain regulations as well as Shoreline Districts. Following that process they will begin the work of creating a capital budget for the Town to improve our funding process for large projects. Both of these projects are funded with Municipal Planning Grants.

The newly formed boards will need a few new members to move forward. The PC is seeking applicants who have an interest in the long range vision for the town and creating the map to achieve those goals.

Residents are invited to use the online GIS Mapping program that allows you to view your parcel map, aerial view, zoning district and parcel data at [caigisonline.com](http://caigisonline.com). You can also view and print your tax bill from your home if you need it. Permit Applications are available at the website [Highgate.weebly.com](http://Highgate.weebly.com).

Please remember to check before you begin a project to see if you need a state or local permit. If you are uncertain if your project will require a state permit, please contact the Agency of Natural Resources Permit Specialist, Jeff McMahon at [Jeff.McMahon@state.vt.us](mailto:Jeff.McMahon@state.vt.us).

Our notices are published in the St. Albans Messenger and posted at Desorcie's Market, the Post Office, Library, and Mobile Station.

Zoning Administrator, Heidi Britch-Valenta 868-4697 x 203 or [hbvalenta@comcast.net](mailto:hbvalenta@comcast.net)

## FCIDC REPORT



January 10, 2014

Franklin County Industrial Development Corporation (FCIDC) is the Regional Development Corporation for Franklin County. FCIDC is located in St. Albans and serves all of the communities within Franklin County. We are funded through a variety of sources including State and municipal funding, contributions from businesses, banks and utilities, property rental income, and some grant administration and bookkeeping

The mission of FCIDC is to create an environment that will attract capital investment as well as create and retain jobs. Currently the unemployment rate is hovering around four percent. Our region has been very fortunate to have the diversification of employers that we do. We have a strong agriculture and manufacturing presence, great healthcare, state and federal jobs as well as an expanding retail base. FCIDC is focused mainly on the growth of value added manufacturing and technology jobs, but we do tend to be involved in other aspects of the economy, i.e. diversified agriculture, workforce development and improving the County's infrastructure.

Historically our manufacturing growth has been attributed to our close proximity to the Quebec border. Canadian companies want to be close to their home headquarters access the US market and to eliminate any border delays by shipping directly within the U.S. Over the last two years FCIDC has contracted with a local consultant who is bilingual to promote Vermont/US Growth opportunities to Canadian companies. Currently we are in discussion with two Canadian firms looking to expand into Franklin County over the next two years.

In Addition to focusing on our mission here is a brief list of just some of the activities FCIDC is involved with:

- Franklin/Grand Isle Career Job Expo – To be held March 27, 2014
- In Good Taste – A showcase for local foods
- The Enosburg Business Park – Accessed a grant and invested money into the Park
- Ongoing company visits
- Site Location Resource
- Active participation on
- Georgia Industrial Development Corporation
- Challenger Learning Center
- Franklin/Grand Isle Workforce Investment Board
- Northwest Regional Planning Commission – Brownfield commitment
- Maintaining a Revolving Loan Fund – To serve as a lender of last resort
- Administer a bi-annual wage survey for local manufacturers
- Work closely with local schools to promote career education
- Assist the Small Business Development Center with space for their business counselor

Tim Smith serves as the executive Director of FCIDC and can be reached at 524-2194 or by email [Tim@FCIDC.com](mailto:Tim@FCIDC.com) .

SUMMER SOUNDS

# Summer Sounds

Outdoor Concert Series

The All Arts Council's *Summer Sounds* popular, long running, outdoor series offers free concerts on warm summer Sunday evenings. Visit [www.summer.allarts.org](http://www.summer.allarts.org) for more info.



The 2013 series was our 24th season. We had a special event as we joined with the Highgate 250 Celebration to have music all day with **Dark Horse** plus the **MVU Jazz Band**, the **MVU Rock Ensemble**, singer **Alanna Freeman**, and storyteller **Virginia Holiman**. The **Sky Blue Boys**, **Mango Jam**, and **Towne Meeting** each returned to wow the crowd. The *Summer Sounds Surprise* was the **Rick Davis Band** opening for **Dick Prescott** in their first appearance in Highgate. The **Joe Levesque Big Band** wrapped the season with a standing ovation.

Highgate businesses, many community groups, dozens of volunteers, and the Town all worked together; all the performers did a grand job. Our roster of generous local sponsors – Desorcie's Market, Drummac Septic Service, O. C. McCuin and Sons, and Ray's Extrusion Dies and Tubing – joined the Town of Highgate to make the season possible. Desserts were presented by the All Arts Council, Highgate Historical Society, Highgate VFD, and Special Olympics. The All Arts Council also presented a *Summer Sounds* concert at Bay Day.

The Fire Department and Rec Department pitched in with general support. The Highway Department got us the great new sign! The *St. Albans Messenger* and Comcast Channel 15 covered every event and provided wonderful publicity. The volunteer videography crew produced a "front row seat" show of the *Summer Sounds* concerts and many more besides. (If you missed any of the concerts, the *Almost Live* series airs on Channel 15. Visit [www.northwestaccess.info](http://www.northwestaccess.info) for the schedule.)



MVU BAND AT THE ARENA

Highgate disbursed \$3,000 of our \$5,950 total budget. Our local sponsors contributed \$1,000 and we earned about \$200 on the 50-50 and other donations in Highgate. We had many terrific donations of goods and services as well. (If we had to pay for all that "in-kind" help, it would have cost about \$5,000 more.)

We have started booking the 2014 *Quarter Century Summer Sounds* season with as many extra concerts of country, jazz, pops, brass, classics, and even a little rock-n-roll as we can fit in the park. The *Summer Sounds* concerts are always on Sunday evenings, always at 7 p.m., always in a Town Park, always in the summer, and always free.

Thanks for your continuing support!

Dick Harper, Chair, All Arts Council



RICK DAVIS OR DICK PRESCOTT?  
YOU DECIDE!

2013  
ANNUAL REPORT



HIGHGATE TOWN SCHOOL DISTRICT

## PRINCIPAL'S REPORT

Welcome to Highgate Elementary School! Our staff is thrilled to be building the educational foundation upon which our community children grow. We are a welcoming school in which the children of our community will be nurtured as they embark upon their educational endeavors. We welcome and *need* the community to be partners in learning process for our Highgate children.

It takes an entire community to provide a comprehensive education for its children. We are grateful to the following groups for contributing to our students' school experience: Crossroads, Northwest Tutoring, Highgate Public Library and its programs, School Community Partnership Committee, PTKO (Parents-Teachers-Kids-Organization), Ms. Hemingway's Traveling Storyteller and Backpack Theater, Ben and Jerry's Foundation C.A.T. Team, Vermont Symphony Orchestra, Highgate Sports Arena skating program, Smugglers Notch ski program, Camp Highgate, Tyler Place, and our school based and community based athletic programs. These programs along with our community members enhance the educational experience for our community children.

In addition to creating a welcoming and thriving community for students, we are incorporating the Common Core State Standards to educate your children. The CCSS define what all students are expected to know and be able to do. Highgate Elementary School's teachers, staff, and administrators have begun assuming the responsibility of implementing the Common Core. We are working collaboratively to implement the standards and to promote student success. Highgate Elementary School continues to use a variety of supports and services in and out of the classroom to help meet the needs of every child.

We are committed to giving our students the tools they need to succeed in the 21<sup>st</sup> century and the key to that is technology. With technology integrated into our curriculum, a student is actively making choices about how to generate, obtain, manipulate, or display information. Technology use allows many more students to be actively thinking about information, making choices, and executing skills than is typical in teacher-led lessons. Moreover, when technology is used as a tool to support students in performing authentic tasks, the students are in the position of defining their goals, making design decisions, and evaluating their progress. The teacher's role changes as well. The teacher is no longer the center of attention as the dispenser of information, but rather plays the role of facilitator, setting project goals, providing guidelines and resources, moving from student to student or group to group, and providing suggestions and support for student activity. With this in mind, we continue to add and upgrade our equipment, which includes computers, document cameras, smartboards, and software. These improvements in technology will make it possible for our students to access the resources they need to compete in our ever-changing world.

The Franklin Northwest Supervisory Union was selected to participate in a unique program. The U.S. Department of Education Office of Special Education has awarded a grant to the University of Kansas. Three schools in our Supervisory Union, including Highgate Elementary, have been selected to work with this group. The program we are involved in is called S.W.I.F.T. (Schoolwide Integrated Framework for Transformation). During the next four years the SWIFT group will work with our district personnel, school leadership, and school staff to continue to advance the critical features of SWIFT implementation. Examples of these features include: inclusive academic and behavior instruction; a strong positive school culture, and a trusting family community. The SWIFT Center community uses their talents, passion, and resources to ensure that every child is a valued member of their school and given the support they need to achieve academic and social success. Involvement in this innovative program is a great opportunity for our school community!!

This past Christmas break we had a unique challenge presented at our school. I had the privilege of working closely with Heidi Britch-Valenta, Henry Rainville, our fire department, and the Red Cross as we opened our school as an emergency shelter. Our building was open 24 hours a day on December 23, 24, and 25<sup>th</sup>. Our community leaders were a pleasure to work with and their efforts resulted in our community members having a warm, safe place to stay while power was being restored to their establishments. Thank you to everyone who contributed.

As the new Principal of Highgate Elementary School, it has been my sincere pleasure and honor to return to the Franklin Northwest Supervisory Union and become a member of this school community. Highgate Elementary School enjoys a rich history of cultural excellence and academic persistence. During my first six months in the district, I found school staff, students, parents, and community members willing to have close working relationships and focus upon what is best for children. I look forward to working with the dedicated staff and our school community to provide the best possible educational opportunities for our students. **I have chosen to become part of your team!** Through these close partnerships with everyone associated with Highgate Elementary School, I am confident we can make our school an even better place for our students and adults to learn and grow. Together, we will challenge all obstacles and transform them into *winning* opportunities. Thank you to everyone for past, present, and future support of our school community.

Go HAWKS!

Respectfully Submitted,

Mr. Marcel Choquette, Principal

## BOARD OF DIRECTORS' REPORT

It is with pleasure that the Highgate School Board reports to you on several of the past year's activities. Together with the school's administration, teachers and staff, and the Supervisory Union's administration and staff, we continue to work toward providing the children of Highgate, their parents and the greater Highgate community with a school system that is educationally strong, fiscally sound, responsible and sustainable.

Once again, this past year has seen a great deal of energy and time spent on our buildings and grounds. As a result of taxpayer support last March, we completed a conversion to natural gas and upgrades to our heating and ventilation system project. The fuel oil tanks were also removed. This winter's weather is providing us with a variety of conditions to test our new system. After communication with the Select Board and property owners, finally we have: determined a way to provide appropriate drainage for the White building, secured the necessary easement and have an engineered plan for the work to be completed. In the future, this plan gives us the capacity to extend the drainage areas beyond the White building. In a separate article, we are requesting \$55,000 to be combined with money already in the capital reserve fund to complete the project this summer.

In June our school said goodbye to teachers Gayle Garretson, Patty McDermott, and longtime hot lunch agent Maureen Conley. Collectively, these ladies represent over 75 years of commitment and dedication to Highgate's children. We are most sincerely grateful for their many, many years of service. We will miss them. We are pleased to report that Kristy Knott and Lydia Davison have been hired as sixth grade teachers.

In July, we welcomed Marcel Choquette as our new principal. Mr. Choquette's educational experiences include teaching, coaching at various levels, being an athletic director and providing the leadership and management for summer sports programs at a nearby college. We began the school year with a new hot lunch program. Lunch program requirements mandated by the state and federal governments have grown exponentially in the past two to three years. The Board decided to pursue the public bidding process to find a new food service management company. The Abbey Group's bid was chosen and they now are providing both breakfasts and lunches for our students. In addition the Abbey Group prepares fresh fruit and vegetable snacks daily for all students (result of a grant obtained by the school) and provides a light supper available to the students who participate in our after school programs: Crossroads and Crossroads Explorers.

Regularly scheduled school board meetings are held on the second Thursday of each month beginning at 6:15 pm in the school library. Each agenda includes an opportunity for citizens and staff to be heard. Most meetings are recorded and can be seen on cable TV, Channel 15. We welcome your suggestions, questions, ideas and concerns at our meetings.

An **informational meeting** explaining the elementary school budget for fiscal year 2015 is scheduled for **Thursday, February 13<sup>th</sup>, beginning at 7:30 in the school library.** We encourage all Highgate residents to attend this informational meeting and to attend the annual Town Meeting in March.

As our school continues to address the challenges of learning in the 21<sup>st</sup> century, we would like to acknowledge and thank the community for their faithful support of our most important resource....our children!

Respectfully submitted,

Connie Janes Beyor, Chair  
David Roddy, Vice-Chair  
\*Nola Gilbert, Clerk  
Richard Flint  
Ron Pilbin

<b>School Directors'</b>			
<b>Term Expirations</b>			
Connie Beyor	2014	3 yr.	term
David Roddy	2014	2 yr.	term
*Nola Gilbert	2014	*	
Richard Flint	2015	2 yr.	term
Ron Pilbin	2016	3 yr.	term

\*As a result of the resignation of Liza Comiskey, Nola Gilbert was appointed by the Board to fill the position until Town Meeting when voters will elect someone to complete the remaining year of Liza's 3 year term.

## REPORT OF THE SUPERINTENDENT OF SCHOOLS

This has been another productive and exciting year for the Highgate Elementary School. Under the leadership of our new Principal, Marcel Choquette, the Highgate Elementary School staff, students, parents, and Board of Directors are working collaboratively to make our school the best it can be and to create a positive and effective culture for learning and teaching.

The Franklin Northwest Supervisory Union Central Office continues to work closely with all five of our schools especially in the areas of curriculum, fiscal management, grant oversight, and supervision.

The Franklin Northwest Supervisory Union provides an array of positive programs for our youth throughout the supervisory union utilizing partnerships. We are most thankful to have the various programs and organizations such as Early Education, after school initiatives, Indian Education, libraries, municipalities, the Faith Community, local businesses, parent groups, Boys and Girls Scouts and many other positive programs for the youth we serve.

The FNWSU Central Office administers federal and state grants that support programs such as supplemental reading, student and program assessment, and curriculum development in science, language arts, foreign language, social studies and math. Additionally, grants help support after school programs in each school. Other federal and state funds are used to support library resources, mini-grants, and staff development. The Indian Education Program has assisted in funding cultural programs, curriculum development, mentoring, the learning center and programs in collaboration with institutions of higher education.

The total enrollment as of October 1, 2013 was 292, and is broken down as follows: Kindergarten, 54; Grade 1, 37; Grade 2, 47; Grade 3, 43; Grade 4, 47; Grade 5, 36; and Grade 6, 28.

The Highgate Elementary School Board of Directors and the administration have developed a budget for the 2014-2015 school year. I urge you to attend the annual informational meeting and vote on this budget on Town Meeting Day.

Respectfully submitted,

Dr. John J. McCarthy

Superintendent of Schools

FNWSU AFTER SCHOOL PROGRAMS

**FRANKLIN NORTHWEST SUPERVISORY UNION**

**AFTER SCHOOL & SUMMER PROGRAMS**

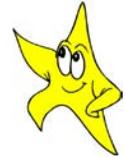
*Committed to enriching the lives of  
Franklin, Highgate, Sheldon and Swanton students,  
by providing fun, inspirational, educational, experiential  
activities, opportunities and academic support.*



Crossroads

After School

CROSSROADS  
EXPLORERS



January 2014

Greetings Highgate Residents,

The Franklin Northwest Supervisory Union After School & Summer Programs administration is pleased to report for all schools, we had 717 students attending programs last year, which is approximately 40% of all students attending the schools in Highgate, Franklin, Sheldon and Swanton (of students in grades with after school programming). That is more than one third (up from 34.7% the prior year) of all FNWSU students attending the after school programs; students benefiting from the homework support, science, technology, math, arts and literacy enrichment programs as well as recreational opportunities and fitness challenges. With the partial funding of the Vermont Agency of Education 21<sup>st</sup> Century Community Learning Centers Program Grant, these programs continue under the guidance and oversight of the Vermont Agency of Education which requires the elements of high-quality programming to be met and reported annually, which include:

- linkages to the school day
- high quality staff
- safe & appropriate environment
- high interest programming
- school leadership support
- regular attendees
- instructional leadership
- flexible structures & student choice
- program leadership
- community partnerships

The Highgate Crossroads after school program for 5<sup>th</sup> & 6<sup>th</sup> grade students, meets 4 days a week for 20 weeks during the school year. On an average there were 21 students who attended daily, with a total of 50 students registered for the year, making it 65% of the school's 5<sup>th</sup> & 6<sup>th</sup> grade population participating. In the end of year reports sent to the Agency of Education (AOE) for last school year, it was reported that for our regular attendees (those who attend 30 days or more):

- 45% math NECAP scores improved or were maintained at upper proficiency level scores
- 48% reading NECAP scores improved or were maintained at upper proficiency level scores
- 50% had a decrease in the number of school days absent

The Highgate Crossroads Explorers after school program is for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grade students, meets 3 days a week for 21 weeks during the school year. On an average there were 20 students who attended daily, with a total of 75 students registered for the year, making it 57% of the 2<sup>nd</sup> through 4<sup>th</sup> grade school

population participating. For end of year reporting to the AOE, it was reported that for our regular attendees (those attending 30 days or more):

- 75% had improved math score level comparison for the January and May assessments
- 84.6% had improved reading score level
- 64% had a decrease in the number of school days absent

With our program goals of improving academic achievement and school day attendance, we are pleased that our Highgate student participants are showing these gains.



There is a growing body of research evidence indicating that high quality after school programs can reduce risk-taking behaviors, provide positive developmental opportunities, and improve the academic performance of students, particularly those at risk of academic failure. Research supports that:

- After school programs help keep children safe.
- After school programs can reduce obesity.
- After school programs improve children's personal development, social skills, and self esteem.
- Students in after school programs are more likely to go to school, attend regularly, enjoy school and behave better in the classroom.
- After school programs Improve test scores and grades.
- After school programs can reduce juvenile crime rates which are typically highest between 3-5pm.

After school and summer programs are an investment in our communities now and for our future.

If you would like more information on the Highgate Crossroads or Crossroads Explorers After School Programs, please contact me or Joyce Ashton, our Crossroads Coordinator at the school (868-4170 ext 222 or [jashton@fnwsu.org](mailto:jashton@fnwsu.org)).

You can also check out our FNWSU website [www.afterschoolprograms.fnwsu.org](http://www.afterschoolprograms.fnwsu.org).

Thank you for your continued support,

*Carol Lizotte*

FNWSU After School & Summer Programs Director  
868-4967 ext 21 or [clizotte@fnwsu.org](mailto:clizotte@fnwsu.org)



REVENUE REPORT

<p><b>HIGHGATE SCHOOL DISTRICT</b>  <b>Revenue Report</b>  <b>July 1, 2012 - June 30 , 2013</b></p>
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	Budgeted	Actuals	Variance
General Fund Balance, 7/1/2012	\$251,264	\$362,557	\$111,293
Grant Fund Balance, 7/1/2012	\$0	\$27,462	\$27,462
<b>Subtotal - Beginning Balances</b>	<b>\$251,264</b>	<b>\$390,019</b>	<b>\$138,755</b>
Homestead Property Taxes	\$791,747	\$788,312	-\$3,434
Non-Homestead Property Taxes	\$971,537	\$962,871	-\$8,666
Education Spending Revenue from State	\$1,690,338	\$1,702,438	\$12,100
Special Education State Aid	\$435,743	\$534,658	\$98,915
Transportation Reimbursement	\$67,001	\$76,538	\$9,537
Interest Income	\$15,000	\$17,435	\$2,435
Grant funding	\$93,388	\$69,447	-\$23,941
FNWSU Support - Speech & SpecEduc. Clerical & Supply	\$0	\$20,563	\$20,563
Medicaid Reimbursement	\$0	\$25,920	\$25,920
Education Jobs Fund	\$61,535	\$61,535	\$0
Summer School Reimbursement	\$0	\$6,541	\$6,541
Workmans Comp. Reimbursement	\$0	\$2,045	\$2,045
Miscellaneous Reimb./Refunds:	\$0	\$0	\$0
<b>Subtotal - Receipts:</b>	<b>\$4,126,289</b>	<b>\$4,268,304</b>	<b>\$142,015</b>
State of VT Hot Lunch Reimbursements	\$0	\$0	\$0
Berlin City Grant	\$0	\$1,000	\$1,000
EarMark Grant	\$0	\$15,468	\$15,468
Fresh Fruit and Vegetable Grant	\$0	\$12,400	\$12,400
North Country Grant	\$0	\$500	\$500
Playgroup Grant	\$0	\$0	\$0
Summer Camp	\$0	\$11,195	\$11,195
Star Base Program	\$0	\$1,400	\$1,400
Technology Article	\$0	\$0	\$0
Subtotal - Grant Revenues:	<b>\$0</b>	<b>\$41,963</b>	<b>\$41,963</b>
<b>TOTAL RECEIPTS &amp; Cash Balances</b>	<b>\$4,377,553</b>	<b>\$4,700,287</b>	<b>\$322,734</b>
minus total Expenditures:		-\$4,470,452	
<b>Total Fund Balance</b>		<b>\$229,835</b>	
Grant & Special Revenue Fund Balance, 6/30/13		\$63,453	
Capital Project Fund Balance, 6/30/13		\$0	
<b>Total General Fund Balance FY2013</b>		<b>\$166,382</b>	
Audited Fund Balance, June 30, 2013		\$166,382	
Reported for FY14 Property Tax reduction		\$111,293	
Unreserved FY13 Fund Balance		<b>\$55,089</b>	

LUNCH PROGRAM

Highgate Hot Lunch Report  
July 1, 2012 to June 30, 2013

July 1, 2012	9,656.69
Cash on Hand	<u>15.39</u>
	9,672.08
Income Federal Reimbursement	99,314.08
State Match Lunch	2,658.70
Breakfast	727.38
Adult Income	6,779.50
Children Income	37,701.54
A La Carte Sales	604.94
Other income	106.21
Fresh Fruit and Vegetable Program	<u>12,400.34</u>
	160,292.69
Total	169,964.77
Expenses Food and Milk	103,417.32
Supplies	10,312.53
Wages and Benefits	46,627.95
Insurance Employee Match	3,484.02
Employer Match	3,278.32
USDA Deliveries and Storage	803.75
Over Payment of Insurance	205.30
Miscellaneous	<u>255.45</u>
Total Expenses	168,384.64
Balance July 1, 2013(Checkbook)	1,580.13
Expected June Reimbursement	5,483.20
Fresh Fruit and Vegetable Program	<u>646.57</u>
	6,129.77
Overdue Charges	591.55
USDA Inventory	4,038.06
Food and Supply and Inventory	<u>1,072.28</u>
	5,110.34
<b>Program Value</b>	<b>13,411.79</b>

Respectfully Submitted,  
Maureen Conley, Hot Lunch Agent

BALANCE SHEET

**HIGHGATE SCHOOL DISTRICT  
BALANCE SHEET**

	June 30, 2012	June 30, 2013
<b>ASSETS:</b>		
Cash & Cash Equivalent	\$447,432	\$297,570
<b>Total Assets:</b>	<b>\$447,432</b>	<b>\$297,570</b>
<b>LIABILITIES &amp; EQUITY:</b>		
Payroll Withholdings & Liabilities	\$57,412	\$67,734
Due to Other Funds	\$27,463	\$63,454
Fund Equity	\$362,557	\$166,381
<b>Total Liabilities &amp; Equity:</b>	<b>\$447,432</b>	<b>\$297,570</b>

Fund Balance:	<b>\$362,557</b>	<b>\$166,381</b>
Adjustment to Prior Year's Revenues	\$0	\$0
Unreported Fund Balance from Prior Year to reduce next year's taxes	-\$226,264	-\$111,293
Current Year's Carryover Reported to reduce next year's taxes	-\$25,000	\$0
Special Article	\$0	\$0
Unreserved Fund Balance (goes towards subsequent tax year)	\$111,293	\$55,088

A copy of the annual outside audit of the Highgate Town School District's financial statements for fiscal year ending June 30, 2013, performed by Angolano & Co., Shelburne VT, is available at the Town Clerk's Office and/or the Superintendent of Schools' Office.

PROPOSED BUDGET

<b>HIGHGATE SCHOOL DISTRICT</b>
<b>FY2013 Expenditures, FY2014 Estimated Expenditures, and FY2015 Proposed School Budget</b>

Funct/ Object	Description	FY2013 Budget	FY2013 Actuals	FY2014 Budget	FY2014 Estimated	FY2015 Proposed	Budget Change
<b>1100</b>	<b>INSTRUCTIONAL PROGRAMS:</b>						
110	Teachers' Salaries	\$1,289,798	\$1,337,879	\$1,389,580	\$1,334,007	\$1,442,129	\$52,549
111	Extracurricular Salaries	\$5,100	\$5,000	\$5,000	\$5,000	\$5,000	\$0
112	Behavior Management	\$0	\$22,736	\$24,525	\$23,808	\$50,646	\$26,121
119	Paraprofessionals' Salaries	\$98,363	\$139,773	\$115,384	\$168,566	\$163,477	\$48,093
120	Substitutes Salaries	\$14,500	\$30,338	\$17,000	\$25,000	\$17,000	\$0
121	Tutors' Salaries	\$7,500	\$4,267	\$7,500	\$8,355	\$7,500	\$0
210	Health Insurance	\$264,443	\$298,572	\$398,602	\$387,658	\$416,016	\$17,414
	<i>less projected employee contributions</i>			(\$69,659)	(\$67,248)	(\$72,274)	(\$2,615)
211	Dental Insurance	\$21,098	\$21,202	\$24,038	\$21,872	\$24,013	(\$25)
212	Catamount Insurance	\$500	\$0	\$500	\$500	\$500	\$0
220	Social Security	\$108,267	\$113,810	\$119,262	\$116,768	\$128,960	\$9,698
240	Municipal Retirement	\$3,935	\$5,712	\$4,615	\$7,695	\$6,539	\$1,924
250	Workers Compensation	\$10,277	\$3,186	\$10,860	\$3,960	\$11,748	\$888
260	Unemployment Compensation	\$1,500	\$488	\$1,500	\$4,420	\$1,500	\$0
300	Contracted Services	\$1,000	\$407	\$2,000	\$3,800	\$2,000	\$0
300.0							
1	Instructional Audit	\$0	\$10,630	\$0	\$0	\$0	\$0
310	After School Programs support	\$34,236	\$32,403	\$42,515	\$42,515	\$31,952	(\$10,563)
311	Mentoring Services	\$2,250	\$3,000	\$1,500	\$1,500	\$1,500	\$0
312	Contracted Math Services	\$20,000	\$18,400	\$25,581	\$20,000	\$0	(\$25,581)
320	Purchased Services (NCSS)	\$24,855	\$78,242	\$20,000	\$32,823	\$26,780	\$6,780
430	Repair & Maintenance	\$13,450	\$3,889	\$5,600	\$5,600	\$5,600	\$0
440	Copier Equipment Lease	\$0	\$7,839	\$7,839	\$7,839	\$7,839	\$0
540	Advertising	\$2,000	\$319	\$2,000	\$2,000	\$1,500	(\$500)
560	Student Tuition	\$27,947	\$53,878	\$36,274	\$63,269	\$96,000	\$59,726
580	Travel	\$0	\$0	\$0	\$0	\$0	\$0

610	Instructional Supplies	\$30,811	\$12,038	\$30,000	\$30,000	\$30,000	\$0
640	Instructional Books	\$10,000	\$6,980	\$10,000	\$10,000	\$10,000	\$0
660	Manipulatives	\$2,000	\$1,015	\$2,000	\$2,000	\$2,000	\$0
670	Computer Software	\$0	\$0	\$0	\$930	\$0	\$0
730	Equipment	\$5,840	\$4,404	\$5,840	\$5,840	\$5,840	\$0
<b>Subtotal - Instructional Prog.</b>		<b>\$1,999,670</b>	<b>\$2,216,409</b>	<b>\$2,239,856</b>	<b>\$2,268,477</b>	<b>\$2,423,765</b>	<b>\$183,909</b>

Funct/ Object	Description	FY2013 Budget	FY2013 Actuals	FY2014 Budget	FY2014 Estimated	FY2015 Proposed	Budget Change
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<b>1210</b>	<b>SPECIAL EDUCATION:</b>						
110	Teachers' Salaries	\$209,854	\$182,660	\$198,954	\$200,598	\$210,004	\$11,050
115	Paraprofessionals' Salaries	\$219,265	\$175,721	\$209,962	\$187,151	\$196,408	(\$13,554)
120	Substitutes' Salaries	\$7,500	\$24,359	\$7,500	\$14,000	\$10,000	\$2,500
121	Tutors' Salaries	\$11,500	\$6,792	\$9,500	\$9,500	\$9,500	\$0
210	Health Insurance	\$103,601	\$70,737	\$96,517	\$96,157	\$96,599	\$82
	<i>less projected employee contributions</i>			(\$16,210)	(\$16,095)	(\$16,237)	(\$27)
211	Dental Insurance	\$3,805	\$3,086	\$3,270	\$3,271	\$3,219	(\$51)
220	Social Security	\$34,281	\$28,485	\$32,735	\$29,663	\$32,735	\$0
240	Municipal Retirement	\$8,771	\$6,045	\$8,398	\$7,486	\$7,856	(\$542)
250	Workers Compensation	\$3,271	\$3,271	\$2,995	\$2,995	\$2,995	\$0
260	Unemployment Compensation	\$500	\$0	\$500	\$500	\$500	\$0
300	Purchased Services	\$24,855	\$2,638	\$0	\$2,000	\$0	\$0
566	Tuition to Private Schools	\$27,947	\$52,313	\$28,774	\$20,000	\$0	(\$28,774)
580	Travel	\$2,500	\$311	\$2,500	\$2,500	\$1,500	(\$1,000)
610	Supplies	\$6,000	\$5,674	\$6,000	\$6,000	\$6,000	\$0
640	Books	\$1,500	\$0	\$1,500	\$1,500	\$1,500	\$0
730	Equipment	\$2,000	\$400	\$2,000	\$2,000	\$2,000	\$0
<b>Subtotal - Spec. Education</b>		<b>\$667,150</b>	<b>\$562,493</b>	<b>\$594,895</b>	<b>\$569,226</b>	<b>\$564,579</b>	<b>(\$30,316)</b>

<b>1214</b>	<b>EARLY CHILDHOOD PROGRAM:</b>						
331	Assessment	\$159,656	\$159,656	\$165,874	\$165,874	\$175,573	\$9,699
<b>Subtotal - Early Childhood Prog.</b>		<b>\$159,656</b>	<b>\$159,656</b>	<b>\$165,874</b>	<b>\$165,874</b>	<b>\$175,573</b>	<b>\$9,699</b>

<b>2120</b>	<b>COUNSELING SERVICES</b>						
110	Counselor 's Salary	\$44,698	\$44,698	\$46,039	\$46,039	\$47,420	\$1,381
210	Health Insurance	\$11,369	\$11,368	\$15,614	\$15,067	\$15,745	\$131
	<i>less projected employee contributions</i>			(\$2,811)	(\$2,712)	(\$2,834)	(\$23)
210.1	Dental Insurance	\$757	\$738	\$790	\$790	\$778	(\$12)
220	Social Security	\$3,419	\$3,241	\$3,522	\$3,522	\$3,628	\$106
250	Workers Compensation	\$326	\$326	\$322	\$322	\$332	\$10

Funct/ Object	Description	FY2013 Budget	FY2013 Actuals	FY2014 Budget	FY2014 Estimated	FY2015 Proposed	Budget Change
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<b>2120</b>	<b>COUNSELING SERVICES (continued)</b>						
580	Travel	\$0	\$91	\$0	\$0	\$0	\$0
610	Instructional Supplies	\$180	\$99	\$180	\$184	\$180	\$0
640	Instructional Books	\$225	\$85	\$225	\$230	\$225	\$0
660	Manipulatives	\$250	\$0	\$250	\$250	\$250	\$0
	<b>Subtotal - Counseling</b>	<b>\$61,224</b>	<b>\$60,647</b>	<b>\$64,131</b>	<b>\$63,692</b>	<b>\$65,724</b>	<b>\$1,593</b>

<b>2130</b>	<b>HEALTH SERVICES:</b>						
110	Nurse's Salary	\$36,716	\$36,716	\$37,817	\$37,817	\$38,952	\$1,135
120	Substitutes' salaries	\$500	\$1,036	\$500	\$500	\$500	\$0
210	Health Insurance	\$15,240	\$15,240	\$20,932	\$20,197	\$21,106	\$174
	<i>less projected employee contributions</i>			(\$3,768)	(\$3,636)	(\$3,799)	(\$31)
211	Dental Insurance	\$1,166	\$1,138	\$1,217	\$1,218	\$1,198	(\$19)
220	Social Security	\$2,847	\$2,649	\$2,931	\$2,893	\$3,018	\$87
250	Workers Compensation	\$272	\$272	\$268	\$268	\$276	\$8
300	Purchased Services	\$400	\$0	\$400	\$400	\$400	\$0
430	Repair & Maintenance	\$125	\$152	\$125	\$125	\$125	\$0
610	Supplies	\$1,000	\$736	\$1,000	\$1,000	\$1,000	\$0
	<b>Subtotal - Health Serv.</b>	<b>\$58,266</b>	<b>\$57,939</b>	<b>\$61,422</b>	<b>\$60,782</b>	<b>\$62,776</b>	<b>\$1,354</b>

<b>2150</b>	<b>SPEECH PATH. &amp; AUDIOLOGY:</b>						
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110	SLP Salary	\$43,101	\$43,101	\$44,394	\$44,394	\$45,726	\$1,332
115	Paraprofessional Salary	\$13,009	\$10,098	\$10,768	\$6,281	\$6,470	(\$4,298)
210	Health Insurance	\$11,055	\$8,588	\$12,710	\$17,749	\$18,548	\$5,838
	<i>less projected employee contributions</i>			(\$2,145)	(\$3,114)	(\$3,255)	(\$1,110)
211	Dental Insurance	\$400	\$680	\$790	\$790	\$778	(\$12)
220	Social Security	\$4,292	\$3,855	\$4,220	\$3,877	\$3,993	(\$227)
240	Municipal Retirement	\$520	\$417	\$431	\$251	\$259	(\$172)
250	Workers Compensation	\$410	\$410	\$386	\$386	\$365	(\$21)
300	Contracted Speech Services	\$13,500	\$4,025	\$7,000	\$7,000	\$7,000	\$0
610	Supplies	\$500	\$484	\$500	\$500	\$500	\$0
	<b>Subtotal - Speech Pathology</b>	<b>\$86,787</b>	<b>\$71,658</b>	<b>\$79,054</b>	<b>\$78,114</b>	<b>\$80,384</b>	<b>\$1,330</b>

Funct/ Object	Description	FY2013 Budget	FY2013 Actuals	FY2014 Budget	FY2014 Estimated	FY2015 Proposed	Budget Change
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<b>2213</b>	<b>INSTR. STAFF TRAINING:</b>						
270	Course Reimbursement	\$17,500	\$14,995	\$17,500	\$17,500	\$17,500	\$0
270.1	Staff Development	\$3,000	\$361	\$3,000	\$3,000	\$3,000	\$0
	<b>Subtotal - Staff Training</b>	<b>\$20,500</b>	<b>\$15,356</b>	<b>\$20,500</b>	<b>\$20,500</b>	<b>\$20,500</b>	<b>\$0</b>

<b>2222</b>	<b>LIBRARY SERVICES:</b>						
110	Librarian's Salary	\$67,539	\$67,539	\$57,548	\$57,548	\$59,274	\$1,726
120	Substitutes' Salaries	\$500	\$383	\$500	\$500	\$500	\$0
210	Health Insurance	\$5,783	\$5,783	\$7,944	\$7,665	\$8,010	\$66
	<i>less projected employee contributions</i>			(\$1,430)	(\$1,380)	(\$1,442)	(\$12)
211	Dental Insurance	\$390	\$390	\$418	\$418	\$411	(\$7)
220	Social Security	\$5,205	\$5,105	\$4,441	\$4,402	\$4,573	\$132
250	Workers Compensation	\$497	\$497	\$406	\$406	\$418	\$12
430	Repair & Maintenance	\$450	\$155	\$450	\$450	\$450	\$0
449	Other Purchased Services	\$50	\$0	\$50	\$50	\$50	\$0
580	Travel and Conference	\$100	\$0	\$100	\$100	\$100	\$0
610	Supplies	\$500	\$0	\$500	\$500	\$500	\$0
640	Books & Periodicals	\$5,000	\$4,238	\$5,000	\$5,000	\$5,000	\$0

650	Audiovisuals	\$250	\$0	\$250	\$250	\$250	\$0
670	Computer Software	\$2,637	\$1,483	\$2,637	\$2,637	\$2,637	\$0
730	Equipment	\$6,500	\$5,967	\$2,500	\$2,500	\$2,500	\$0
<b>Subtotal - Library</b>		<b>\$95,401</b>	<b>\$91,540</b>	<b>\$81,314</b>	<b>\$81,046</b>	<b>\$83,231</b>	<b>\$1,917</b>

<b>2225</b>	<b>SCHOOL-WIDE TECHNOLOGY</b>						
110	Coordinator's Salary	\$31,919	\$32,795	\$32,877	\$32,877	\$33,863	\$986
210	Health Insurance	\$15,240	\$15,956	\$20,932	\$20,197	\$21,106	\$174
	<i>less projected employee contributions</i>			(\$3,768)	(\$3,030)	(\$3,799)	(\$31)
211	Dental Insurance	\$540	\$540	\$540	\$540	\$540	\$0
220	Social Security	\$2,442	\$2,298	\$2,515	\$2,515	\$2,591	\$76
240	Municipal retirement	\$1,277	\$1,323	\$1,315	\$1,315	\$1,355	\$40
250	Workers Compensation	\$239	\$239	\$230	\$230	\$237	\$7

Funct/ Object	Description	FY2013 Budget	FY2013 Actuals	FY2014 Budget	FY2014 Estimated	FY2015 Proposed	Budget Change
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<b>2225</b>	<b>SCHOOL-WIDE TECHNOLOGY CONT.</b>						
270	Coursework Reimbursement	\$1,200	\$135	\$1,200	\$1,200	\$1,200	\$0
320	Website	\$0	\$0	\$0	\$0	\$2,500	\$2,500
430	Repair & Maintenance	\$2,500	\$302	\$2,500	\$2,500	\$1,500	(\$1,000)
530	Telephone/Internet	\$500	\$227	\$500	\$350	\$1,600	\$1,100
580	Conference/Travel	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$0
610	Supplies	\$3,500	\$1,542	\$3,500	\$3,500	\$3,850	\$350
640	Books	\$750	\$0	\$750	\$750	\$0	(\$750)
670	Computer Software	\$5,250	\$1,115	\$5,250	\$12,870	\$7,300	\$2,050
730	Equipment	\$0	\$0	\$15,000	\$7,380	\$1,400	(\$13,600)
739	Computer Equipment	\$15,000	\$16,542	\$0	\$0	\$31,700	\$31,700
<b>Subtotal - School-Wide Technology</b>		<b>\$81,357</b>	<b>\$73,014</b>	<b>\$84,341</b>	<b>\$84,194</b>	<b>\$107,943</b>	<b>\$23,602</b>

<b>2310</b>	<b>BOARD OF EDUCATION:</b>						
111	Board Salaries	\$3,350	\$3,350	\$3,350	\$3,350	\$3,350	\$0
220	Salary, Board Secretary	\$750	\$1,141	\$750	\$750	\$1,000	\$250

260	Social Security	\$295	\$344	\$314	\$314	\$333	\$19
330	Legal Services/Negotiations	\$2,500	\$3,420	\$5,000	\$5,000	\$7,500	\$2,500
580	Travel and Conference	\$0	\$90	\$0	\$0	\$0	\$0
610	Supplies	\$200	\$112	\$200	\$200	\$200	\$0
810	Dues [VSBA]	\$1,400	\$1,648	\$1,650	\$1,681	\$1,650	\$0
<b>Subtotal - Board of Educ.</b>		<b>\$8,495</b>	<b>\$10,105</b>	<b>\$11,264</b>	<b>\$11,295</b>	<b>\$14,033</b>	<b>\$2,769</b>

<b>2321</b>	<b>OFFICE OF THE SUPT:</b>						
331	S. U. Assessment (Central Office)	\$80,168	\$80,168	\$88,863	\$88,863	\$108,978	\$20,115
333	S. U. Assessment (SpecEduc Admin)	\$73,450	\$73,450	\$83,780	\$83,780	\$86,078	\$2,298
<b>Subtotal - Supt's Office</b>		<b>\$153,618</b>	<b>\$153,618</b>	<b>\$172,643</b>	<b>\$172,643</b>	<b>\$195,056</b>	<b>\$22,413</b>

<b>2410</b>	<b>PRINCIPAL's OFFICE:</b>						
110	Principal & Asst Principal's Salaries	\$168,113	\$168,113	\$172,706	\$152,530	\$141,656	(\$31,050)
111	Substitute Coordination	\$5,000	\$10,000	\$10,000	\$10,000	\$3,500	(\$6,500)
119	Admin Asst & Secretary's Salaries	\$66,721	\$66,010	\$63,263	\$62,020	\$56,221	(\$7,042)
120	Substitutes' Salaries	\$1,000	\$1,377	\$1,000	\$1,000	\$1,000	\$0

Funct/ Object	Description	FY2013 Budget	FY2013 Actuals	FY2014 Budget	FY2014 Estimated	FY2015 Proposed	Budget Change
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<b>2410</b>	<b>PRINCIPAL's OFFICE CONT.:</b>						
210	Health Insurance	\$29,068	\$23,349	\$31,502	\$35,396	\$29,029	(\$2,473)
	<i>less projected employee contributions</i>			(\$4,964)	(\$4,789)	(\$3,845)	\$1,119
211	Dental Insurance	\$1,470	\$2,059	\$2,288	\$2,593	\$2,560	\$272
212	Long Term Disability Insurance	\$689	\$566	\$708	\$708	\$581	(\$127)
220	Social Security	\$18,424	\$18,453	\$18,893	\$16,031	\$15,482	(\$3,411)
240	Municipal Retirement	\$2,869	\$2,532	\$2,931	\$2,481	\$2,389	(\$542)
250	Workers Compensation	\$1,806	\$1,806	\$1,729	\$1,729	\$1,417	(\$312)
270	Course Reimbursement	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$0
300	Contracted Services	\$7,368	\$7,509	\$3,217	\$6,342	\$6,191	\$2,974
301	Purchased Services	\$0	\$16,212	\$0	\$0	\$2,500	\$2,500
430	Repair & Maintenance	\$400	\$50	\$400	\$400	\$400	\$0

530	Telephone	\$5,250	\$3,668	\$5,250	\$5,250	\$15,050	\$9,800
531	Postage	\$1,000	\$780	\$1,000	\$1,000	\$1,000	\$0
580	Conference/Travel	\$2,200	\$0	\$2,200	\$2,200	\$2,200	\$0
610	Supplies	\$500	\$562	\$500	\$500	\$500	\$0
670	Software	\$0	\$660	\$0	\$0	\$0	\$0
730	Equipment	\$5,500	\$5,645	\$1,000	\$1,000	\$2,000	\$1,000
810	Dues & Memberships	\$1,000	\$545	\$1,000	\$1,000	\$750	(\$250)
<b>Subtotal - Principal's Office</b>		<b>\$320,378</b>	<b>\$329,897</b>	<b>\$316,623</b>	<b>\$299,391</b>	<b>\$282,581</b>	<b>(\$34,042)</b>

<b>2520</b>	<b>FISCAL SERVICES:</b>						
110	Bookkeeper's Salary	\$9,957	\$11,303	\$11,250	\$10,256	\$11,250	\$0
220	Social Security	\$762	\$865	\$861	\$785	\$861	\$0
240	Municipal Retirement	\$597	\$735	\$731	\$667	\$731	\$0
370	Audit Services	\$3,700	\$4,400	\$0	\$0	\$0	\$0
610	Supplies	\$750	\$762	\$750	\$750	\$775	\$25
810	Miscellaneous	\$0	\$37	\$0	\$0	\$0	\$0
830	Interest on Current Loan	\$6,000	\$11,223	\$6,000	\$6,000	\$7,660	\$1,660
<b>Subtotal - Fiscal Services</b>		<b>\$21,766</b>	<b>\$29,323</b>	<b>\$19,592</b>	<b>\$18,458</b>	<b>\$21,277</b>	<b>\$1,685</b>

Funct/ Object	Description	FY2013 Budget	FY2013 Actuals	FY2014 Budget	FY2014 Anticipated	FY2015 Proposed	Budget Change
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<b>2540</b>	<b>PLANT OPERATIONS:</b>						
110	Custodians' Salaries	\$114,915	\$119,690	\$122,599	\$118,757	\$126,320	\$3,721
120	Substitutes' Salaries	\$1,500	\$621	\$1,500	\$1,500	\$0	(\$1,500)
210	Health Insurance	\$50,534	\$49,273	\$65,422	\$58,851	\$60,041	(\$5,381)
	<i>less projected employee contributions</i>			(\$9,813)	(\$8,828)	(\$9,006)	\$807
211	Dental Insurance	\$1,080	\$1,373	\$1,620	\$1,620	\$1,620	\$0
220	Social Security	\$8,906	\$8,513	\$9,494	\$9,085	\$9,663	\$169
240	Municipal Retirement	\$4,597	\$4,684	\$4,904	\$4,750	\$5,053	\$149
250	Workers Compensation	\$6,985	\$6,985	\$7,136	\$7,136	\$7,263	\$127
260	Unemployment Compensation	\$0	\$0	\$0	\$0	\$0	\$0
300	Contracted Services	\$0	\$0	\$775	\$775	\$775	\$0

421	Disposal/Recycling Services	\$5,100	\$5,434	\$5,100	\$5,100	\$5,500	\$400
430	Repair/Maintenance	\$42,500	\$38,253	\$38,500	\$47,631	\$38,500	\$0
430.1	Contracted Maintenance	\$11,280	\$4,899	\$9,015	\$9,015	\$7,500	(\$1,515)
430.2	Remediation/HVAC	\$0	\$1,768	\$0	\$16,572	\$0	\$0
521	Property Insurance	\$11,600	\$11,402	\$12,000	\$11,235	\$11,572	(\$428)
580	Travel / Mileage	\$250	\$337	\$250	\$277	\$300	\$50
610	Supplies	\$21,341	\$14,536	\$20,300	\$20,300	\$20,300	\$0
622	Electricity	\$42,000	\$38,490	\$42,000	\$42,000	\$42,000	\$0
624	Fuel	\$64,500	\$60,593	\$65,000	\$50,000	\$45,000	(\$20,000)
700	Equipment	\$5,000	\$900	\$5,000	\$5,000	\$10,000	\$5,000
<b>Subtotal - Plant Operation</b>		<b>\$392,088</b>	<b>\$367,749</b>	<b>\$400,802</b>	<b>\$400,776</b>	<b>\$382,401</b>	<b>(\$18,401)</b>

<b>2546</b>	<b>SECURITY SERVICES</b>						
300	Other Purchased Service	\$300	\$0	\$0	\$112	\$0	\$0
301	Contracted Services	\$1,000	\$0	\$0	\$0	\$0	\$0
610	Supplies	\$1,000	\$0	\$0	\$0	\$0	\$0
<b>Subtotal - Pupil Transportation</b>		<b>\$2,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$112</b>	<b>\$0</b>	<b>\$0</b>

<b>2550</b>	<b>PUPIL TRANSPORTATION</b>						
513	Contracted Service	\$167,335	\$171,385	\$170,682	\$170,682	\$178,740	\$8,058
513.0							
1	Non-Special Educ Transportation	\$7,290	\$7,832	\$0	\$0	\$23,175	\$23,175
514	Other Transportation	\$0	\$2,748	\$7,500	\$13,974	\$0	(\$7,500)
515	Special Education Transportation	\$7,290	\$13,578	\$7,500	\$12,500	\$0	(\$7,500)
<b>Subtotal - Pupil Transportation</b>		<b>\$181,915</b>	<b>\$195,543</b>	<b>\$185,682</b>	<b>\$197,156</b>	<b>\$201,915</b>	<b>\$16,233</b>

Funct/ Object	Description	FY2013 Budget	FY2013 Actuals	FY2014 Budget	FY2014 Anticipated	FY2015 Proposed	Budget Change
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<b>2600</b>	<b>FOOD SERVICE</b>						
110	Lunch Room Supervision	\$9,303	\$11,091	\$10,518	\$9,662	\$0	(\$10,518)
210	Health Insurance (Food Serv staff)	\$6,968	\$7,174	\$15,887	\$6,388	\$0	(\$15,887)
	<i>less projected employee contributions</i>			(\$7,944)	(\$3,194)	\$0	\$7,944

220	Social Security	\$711	\$848	\$805	\$739	\$0	(\$805)
300	Contracted Service - Subsidy	\$0	\$0	\$0	\$1,000	\$0	\$0
		\$0	\$0	\$0	\$0	\$5,000	\$5,000
	<b>Subtotal - Food Service</b>	<b>\$16,982</b>	<b>\$19,113</b>	<b>\$19,266</b>	<b>\$14,595</b>	<b>\$5,000</b>	<b>(\$14,266)</b>
<b>5100</b>	<b>DEBT SERVICE</b>						
830	Interest	\$0	\$0	\$0	\$0	\$0	\$0
910	Principal	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal - Debt Service</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>2600</b>	<b>SPECIAL PROJECT ARTICLE</b>						
300	Other Purchased Services	\$15,000	\$15,416	\$0	\$0	\$0	\$0
	<b>Subtotal - Debt Service</b>	<b>\$15,000</b>	<b>\$15,416</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>BUDGET TOTAL</b>		<b>\$4,342,553</b>	<b>\$4,429,472</b>	<b>\$4,517,259</b>	<b>\$4,506,331</b>	<b>\$4,686,738</b>	<b>\$169,479</b>

% Increase

3.75%

REVENUES & TAX RATE  
**HIGHGATE TOWN SCHOOL DISTRICT**

	<b>FY2014</b>	<b>FY2015</b>
<b>EXPENSES:</b>		
Highgate School District Budget Proposal	\$4,517,258	\$4,686,738
Special Articles	\$75,000	\$120,000
	<b><u>\$4,592,258</u></b>	<b><u>\$4,806,738</u></b>
<b>REVENUES:</b>		
Interest Earnings	\$15,000	\$15,000
Prior Year's Unreserved Fund Balance	\$111,293	\$55,089
Adjustment to Prior Year Revenues	\$0	\$0
Current Year Carryforward	\$0	\$0
Anticipated Grant Funding towards Staffing	\$137,574	\$131,127
IDEA B Funding - Clerical	\$7,500	\$7,500
Projected Special Education Aid:		
Mainstream Block Grant	\$111,907	\$111,110
Intensive Reimbursement	\$233,867	\$214,753
EEE Grant	\$47,372	\$51,137
Care & Custody	\$0	\$0
Education Jobs Fund	\$0	\$0
Projected Transportation Reimbursement	<u>\$72,834</u>	<u>\$80,492</u>
<b>Subtotal - Revenues</b>	<b><u>\$737,347</u></b>	<b><u>\$666,208</u></b>
<b>EDUCATION SPENDING</b>	<b><u>\$3,854,911</u></b>	<b><u>\$4,140,530</u></b>

**PROJECTED TAX RATES BEFORE COMMON LEVEL OF APPRAISAL ADJUSTMENT**

Equalized Pupils	313.36	302.04
Spending per Equalized Pupil [educ spending ÷ eq.pupils]	\$12,302	\$13,709
<i>base spending amount</i>	<i>\$9,151</i>	<i>\$9,382</i>
District Spending Adjustment	134.43%	146.12%
<i>Base Homestead Tax Rate</i>	<i>\$0.94</i>	<i>\$1.01</i>
Projected Equalized Tax Rate - Highgate School [base rate x spending adjustment x elem student ratio]	<b>\$0.632</b>	<b>\$0.738</b>

**PROJECTED TAX RATES AFTER COMMON LEVEL OF APPRAISAL ADJUSTMENT**

Based on current Common Level of Appraisal [increased to 112.20% of State value, from 111.03% in FY14]		
<b>Homestead Tax Rate:</b>	<b>\$0.569</b>	<b>\$0.658</b>
Non-Homestead Tax Rate:	<b>\$0.635</b>	<b>\$0.673</b>

\*Each year VT statute calls for the Base Spending Amount to increase by the most recent NEEP cumulative price index; however, over the past few years the legislature has not done so. The \$9,382 figure would be in effect if this statute is followed.

District: <b>Highgate</b> County: <b>Franklin</b>		<b>T095</b> Franklin Northwest		Statutory calculation: See note at bottom of page.	Recommended homestead rate from Tax Commissioner. See note at bottom of page.
				<b>9,382</b>	<b>1.01</b>
Expenditures		FY2012	FY2013	FY2014	FY2015
1.	<b>Budget</b> (local budget, including special programs, full technical center expenditures, and any Act 144 expenditures)	\$4,162,150	\$4,327,553	\$4,517,259	\$4,686,738
2.	plus Sum of separately warned articles passed at town meeting	\$26,000	\$50,000	\$75,000	\$120,000
3.	minus Act 144 Expenditures, to be excluded from Education Spending	-	-	-	-
4.	<b>Act 68 locally adopted or warned budget</b>	\$4,188,150	\$4,377,553	\$4,592,259	\$4,806,738
5.	plus Obligation to a Regional Technical Center School District if any	-	-	-	-
6.	plus Prior year deficit repayment of deficit	-	-	-	-
7.	<b>Gross Act 68 Budget</b>	\$4,188,150	\$4,377,553	\$4,592,259	\$4,806,738
8.	S.U. assessment (included in local budget) - informational data	\$278,901	\$313,274	\$338,517	\$370,629
9.	Prior year deficit reduction (included in expenditure budget) - informational data	-	-	-	-
Revenues					
10.	Local revenues (categorical grants, donations, tuitions, surplus, etc., including local Act 144 tax revenues)	\$664,557	\$923,931	\$737,347	\$866,208
11.	plus Capital debt aid for eligible projects pre-existing Act 50	-	-	-	-
12.	plus Prior year deficit reduction if included in revenues (negative revenue instead of expenditures)	-	not allowed	not allowed	not allowed
13.	minus All Act 144 revenues, including local Act 144 tax revenues	-	-	-	-
14.	<b>Total local revenues</b>	\$664,557	\$923,931	\$737,347	\$866,208
15.	<b>Education Spending</b>	\$3,523,593	\$3,453,622	\$3,854,912	\$4,140,530
16.	Equalized Pupils (Act 130 count is by school district)	313.18	314.98	313.36	302.04
17.	<b>Education Spending per Equalized Pupil</b>	\$11,251.02	\$10,964.58	\$12,301.86	\$13,709
18.	minus Less ALL net eligible construction costs (or P&I) per equalized pupil	-	-	-	-
19.	minus Less share of SpEd costs in excess of \$50,000 for an individual	-	-	-	-
20.	minus Less amount of deficit if deficit is SOLELY attributable to tuitions paid to public schools for grades the district does not operate for new students who moved to the district after the budget was passed	-	-	-	-
21.	minus Less SpEd costs if excess is solely attributable to new SpEd spending if district has 20 or fewer equalized pupils	-	-	-	-
22.	minus Estimated costs of new students after census period	-	-	-	-
23.	minus Total tuitions if tuitioning ALL K-12 unless electorate has approved tuitions greater than average announced tuition	NA	NA	-	-
24.	minus Less planning costs for merger of small schools	-	-	-	-
25.	plus Excess Spending per Equalized Pupil over threshold (if any)	threshold = \$14,733 \$11,251	threshold = \$14,841 \$10,965	threshold = \$15,456 \$12,302	threshold = \$16,168 \$13,709
26.	Per pupil figure used for calculating District Adjustment				
27.	<b>District spending adjustment</b> (minimum of 100%) (\$13,709 / \$9,382)	131.683% based on \$8,544	125.697% based on \$8,723	134.432% based on \$9,151	146.115% based on \$9,382
Prorating the local tax rate					
28.	Anticipated district equalized homestead tax rate to be prorated (146.115% x \$1.010)	\$1.1458 based on \$0.87	\$1.1187 based on \$0.89	\$1.2637 based on \$0.94	\$1.4758 based on \$1.010
29.	Percent of Highgate equalized pupils not in a union school district	50.620%	50.840%	50.030%	50.01%
30.	Portion of district eq homestead rate to be assessed by town (50.010% x \$1.48)	\$0.5799	\$0.5687	\$0.6322	\$0.7380
31.	<b>Common Level of Appraisal (CLA)</b>	105.11%	108.00%	111.03%	112.20%
32.	Portion of actual district homestead rate to be assessed by town (\$0.738 / 112.20%)	\$0.5517 based on \$0.860	\$0.5266 based on \$0.87	\$0.5694 based on \$0.94	\$0.6578 based on \$1.01
<p>If the district belongs to a union school district, this is only a PARTIAL homestead tax rate. The tax rate shown represents the estimated portion of the final homestead tax rate due to spending for students who do not belong to a union school district. The same holds true for the income cap percentage.</p>					
33.	Anticipated income cap percent to be prorated (146.115% x 1.84%)	2.37% based on 1.80%	2.26% based on 1.80%	2.42% based on 1.80%	2.69% based on 1.84%
34.	Portion of district income cap percent applied by State (50.010% x 2.69%)	1.20% based on 1.80%	1.15% based on 1.80%	1.21% based on 1.80%	1.35% based on 1.84%
35.	Percent of equalized pupils at Missisquoi Valley UHSD	49.38%	49.16%	49.97%	49.99%
36.		-	-	-	-

- Following current statute, the base education amount is calculated to be \$9,382. The tax commissioner has recommended base tax rates of \$1.01 and \$1.51. The administration also has stated that tax rates could be lower than the recommendations if statewide education spending is held down.  
 - Final figures will be set by the Legislature during the legislative session and approved by the Governor.  
 - The base income percentage cap is 1.84%.

**Comparative Data for Cost-Effectiveness, FY2015 Report**  
**16 V.S.A. § 165(a)(2)(K)**

School: Highgate Schools  
 S.U.: Franklin Northwest S.U.

A list of schools and school districts in each cohort may be found on the DOE website under "School Data and Reports":  
<http://www.state.vt.us/educ/>

**FY2013 School Level Data**

**Cohort Description:** Elementary school, FY2013 enrollment ≥ 300  
 (32 schools in cohort)

**Cohort Rank by Enrollment** (1 is largest)  
 23 out of 32

School level data		Grades Offered	Enrollment	Total Teachers	Total Administrators	Stu / Tchr Ratio	Stu / Admin Ratio	Tchr / Admin Ratio
Smaller ->	C P Smith School	PK - 5	321	24.20	1.00	13.26	321.00	24.20
	Vergennes UESD #44	PK - 6	327	22.00	1.00	14.86	327.00	22.00
	Rick Marcotte Central School	K - 5	334	29.00	1.00	11.52	334.00	29.00
	<b>Highgate Schools</b>	<b>PK - 6</b>	<b>344</b>	<b>29.40</b>	<b>2.00</b>	<b>11.70</b>	<b>172.00</b>	<b>14.70</b>
< -Larger	Newport City Elementary Schools	PK - 6	346	32.00	2.00	10.81	173.00	16.00
	Orchard School	K - 5	368	31.20	1.00	11.79	368.00	31.20
	Edmunds Elementary School	K - 5	369	28.20	1.00	13.09	369.00	28.20
<b>Averaged SCHOOL cohort data</b>			<b>416.22</b>	<b>31.74</b>	<b>1.48</b>	<b>13.11</b>	<b>280.46</b>	<b>21.39</b>

School District: Highgate  
 LEA ID: T095

Special education expenditures vary substantially from district to district and year to year. Therefore, they have been excluded from these figures.

The portion of current expenditures made by supervisory unions on behalf of districts varies greatly. These data include district assessments to SUs. Including assessments to SUs makes districts more comparable to each other.

**FY2012 School District Data**

**Cohort Description:** Elementary school district, FY2012 FTE ≥ 300  
 (9 school districts in cohort)

Grades offered in School District | Student FTE enrolled in school district | Current expenditures per student FTE EXCLUDING special education costs

**Cohort Rank by FTE**  
 (1 is largest)  
 8 out of 9

School district data (local, union, or joint district)

Grades offered in School District	Student FTE enrolled in school district	Current expenditures per student FTE EXCLUDING special education costs
Norwich	K-6	306.20
<b>Highgate</b>	<b>K-6</b>	<b>311.25</b>
Derby	K-6	329.40
Cambridge	PK-6	350.29
Brandon	PK-6	373.93
<b>Averaged SCHOOL DISTRICT cohort data</b>		<b>463.87</b>

Current expenditures are an effort to calculate an amount per FTE spent by a district on students enrolled in that district. This figure excludes tuitions and assessments paid to other providers, construction and equipment costs, debt service, adult education, and community service.

**FY2014 School District Data**

LEA ID	School District	Grades offered in School District	School district tax rate			Total municipal tax rate, K-12, consisting of prorated member district rates		
			SchIDist Equalized Pupils	SchIDist Education Spending per Equalized Pupil	SchIDist Equalized Homestead Ed tax rate	MUN Equalized Homestead Ed tax rate	MUN Common Level of Appraisal	MUN Actual Homestead Ed tax rate
T095	Highgate	K-6	313.36	12,301.86	1.2637	1.2491	111.03%	1.1250
T040	Cambridge	PK-6	323.48	12,885.31	1.3236	1.3572	100.65%	1.3484
T058	Derby	K-6	338.13	12,892.40	1.3243	1.3309	99.96%	1.3315
T026	Brandon	PK-6	338.34	12,472.16	1.2812	1.3565	102.37%	1.3251

The Legislature has required the Department of Education to provide this information per the following statute:  
 16 V.S.A. § 165(a)(2) The school, at least annually, reports student performance results to community members in a format selected by the school board. . . . The school report shall include:

(K) data provided by the commissioner which enable a comparison with other schools, or school districts if school level data are not available, for cost-effectiveness. The commissioner shall establish which data are to be included pursuant to this subdivision and, notwithstanding that the other elements of the report are to be presented in a format selected by the school board, shall develop a common format to be used by each school in presenting the data to community members. The commissioner shall provide the most recent data available to each school no later than October 1 of each year. Data to be presented may include student-to-teacher ratio, administrator-to-student ratio, administrator-to-teacher ratio, and cost per pupil.

STAFF SALARIES

**HIGHGATE SCHOOL DISTRICT**

**2013 - 2014 Staff Salaries**

<b><u>Professional Staff:</u></b>	<b><u>Degree</u></b>	<b><u>Step</u></b>	<b><u>Level</u></b>	<b><u>FTE</u></b>
Kyle Ashton [Classroom Teacher]	MA	3	II	100%
Paul Bangs [Classroom Teacher]	MA+15	16	II	100%
Brandy Brown [Classroom Teacher]	BA	5	II	100%
Leslie Byrne [Art Teacher]	BA+30	16	II	80%
Louanne Collins [Classroom Teacher]	MA	15	II	100%
Dianna Conley [Special Education]	BA+30	1	I	100%
Lydia Davison [Classroom Teacher]	BA	1	I	100%
Susan Desrochers [Classroom Teacher]	BA+45	10	II	100%
Claire Dietsche [Classroom Teacher]	MA	13	II	100%
Corinne Dyke [Literacy]	BA+15	8	II	10%
Lynn Fitzgerald [Classroom Teacher]	MA+30	16	II	100%
Jennifer Gagne [School Nurse]	BS/RN	4	II	100%
Lynne Hansen [Literacy]	MA	16	II	75%
Meghan Heald [Classroom Teacher]	BA+30	2	II	100%
Kelly Heinlein [Classroom Teacher]	MA	10	II	100%
Diane Hemingway [Classroom Teacher]	MA+30	15	II	100%
Lisa Hess [Classroom Teacher]	BA+15	13	II	100%
Edna Iannaco [Literacy]	MA	9	II	80%
Kristy Knott [Classroom Teacher]	BA	1	I	100%
Domye LaBrusciano [Classroom Teacher]	BA	2	I	100%
Sara Laderman [Gen'l & Instrumental Music]	BA	5	II	100%
Amanda Lamb [Speech Pathologist]	MA+30	2	Prof.	100%
Paul Legris [Classroom Teacher]	BA+45	16	II	100%
John Lumsden [Physical Education]	MA	14	II	100%
Jennifer Luneau [Special Education]	MA	9	II	100%
Marilyn McSweeney [Classroom Teacher]	MA	6	II	100%
Cynthia Newett [Special Education]	BA+30	5	I	100%
Ellen Desjardin O'Neil [Classroom Teacher]	BA	2	I	100%
Cheryl Ostrander [Special Education]	MA+15	16	II	100%
Amber Renaudette [Literacy]	MA	6	II	60%
Beth Ann Richey [Preschool Teacher]	MA	5	I	50%
Monica Sweet [Guidance Counselor]	MA	5	II	100%
Christina Therrien [Classroom Teacher]	MA	6	II	100%
Kelly Thomas [Librarian]	MA	12	I	100%
Paula Whitehead [Classroom Teacher]	BA+15	11	II	100%

**Funded with Federal Grant Funds**

Corinne Dyke [Literacy]	BA+15	8	II	50%
Lynne Hansen [Literacy]	MA	16	II	25%
Corynn Labounty [Math]	MA	3	II	100%
Edna Iannaco [Literacy]	MA	9	II	20%
Amber Renaudette [Literacy]	MA	6	II	40%

**Technology Coordinator:**

**Years of Service**

**FTE**

Heather Larivee	7	100%
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**Instructional Assistants:**

**Years of Service**

**FTE**

-	-	-
Stacey Bennett	10	100%
Dawn Britch	17	100%
Marie Bruyette	7	100%
AmyJo Bushey	4	50%
Chelsea Bushey	2	100%
Theresa Cadieux	3	100%
Darryl Coutts	7	100%
Taylor Gagne	2	100%
Mary Johnson	1	60%
Jennifer Kinney	7	100%
Patricia LaBrie	34	50%
Joyce Lafar	13	100%
Louise Machia	12	100%
Carla Noel	12	100%
Sharon Rheaume	18	100%
Linda Rixford	16	100%
Lisa Rollo	7	100%
Tammy Rouse	8	100%
Shelby Scott	1	100%
Jan Sweet	16	100%
Kristy Taylor	10	100%
Priscilla Taylor	11	100%
Bernadette Tremblay	31	100%
Paula Yandow	2	100%

SALARY SCHEDULE & INDEX

**HIGHGATE SCHOOL DISTRICT  
2013 - 2014  
Salary Schedule & Index**

Step	BA/BS		BA/BS+ 15		BA/BS+ 30		BA + 45		MA		MA + 15		MA + 30	
1	1.00	\$32,885	1.05	\$34,529	1.10	\$36,173	1.15	\$37,818	1.20	\$39,462	1.25	\$41,106	1.30	\$42,750
2	1.05	\$34,529	1.10	\$36,173	1.15	\$37,818	1.20	\$39,462	1.25	\$41,106	1.30	\$42,750	1.35	\$44,394
3	1.10	\$36,173	1.15	\$37,818	1.20	\$39,462	1.25	\$41,106	1.30	\$42,750	1.35	\$44,394	1.40	\$46,039
4	1.15	\$37,818	1.20	\$39,462	1.25	\$41,106	1.30	\$42,750	1.35	\$44,394	1.40	\$46,039	1.45	\$47,683
5	1.20	\$39,462	1.25	\$41,106	1.30	\$42,750	1.35	\$44,394	1.40	\$46,039	1.45	\$47,683	1.50	\$49,327
6	1.25	\$41,106	1.30	\$42,750	1.35	\$44,394	1.40	\$46,039	1.45	\$47,683	1.50	\$49,327	1.55	\$50,971
7	1.30	\$42,750	1.35	\$44,394	1.40	\$46,039	1.45	\$47,683	1.50	\$49,327	1.55	\$50,971	1.60	\$52,616
8	1.35	\$44,394	1.40	\$46,039	1.45	\$47,683	1.50	\$49,327	1.55	\$50,971	1.60	\$52,616	1.65	\$54,260
9	1.40	\$46,039	1.45	\$47,683	1.50	\$49,327	1.55	\$50,971	1.60	\$52,616	1.65	\$54,260	1.70	\$55,904
10	1.45	\$47,683	1.50	\$49,327	1.55	\$50,971	1.60	\$52,616	1.65	\$54,260	1.70	\$55,904	1.75	\$57,548
11	1.50	\$49,327	1.55	\$50,971	1.60	\$52,616	1.65	\$54,260	1.70	\$55,904	1.75	\$57,548	1.80	\$59,193
12	1.55	\$50,971	1.60	\$52,616	1.65	\$54,260	1.70	\$55,904	1.75	\$57,548	1.80	\$59,193	1.85	\$60,837
13	1.60	\$52,616	1.65	\$54,260	1.70	\$55,904	1.75	\$57,548	1.80	\$59,193	1.85	\$60,837	1.90	\$62,481
14					1.75	\$57,548	1.80	\$59,193	1.85	\$60,837	1.90	\$62,481	1.95	\$64,125
15					1.80	\$59,193	1.85	\$60,837	1.90	\$62,481	1.95	\$64,125	2.00	\$65,770
16					1.85	\$60,837	1.90	\$62,481	1.95	\$64,125	2.00	\$65,770	2.05	\$67,414

CENTRAL OFFICE BUDGET

FRANKLIN NORTHWEST SUPERVISORY UNION CENTRAL OFFICE BUDGET FY2015					
	FY2013 Actuals	FY2014 Budget	FY2014 Anticipated	FY2015 Budget	Highgate Share
<b>Expenses:</b>					
Administration Salaries	\$432,849	\$446,744	\$448,445	\$461,570	\$64,389
Support Staff Salaries	\$56,467	\$64,388	\$64,002	\$86,500	\$12,067
Insurance Benefits	\$73,613	\$85,629	\$95,722	\$123,836	\$17,275
Other Benefits	\$24,961	\$25,992	\$26,261	\$29,592	\$4,128
Payroll Expense	\$39,303	\$44,543	\$44,462	\$48,275	\$6,734
Purchased Prof. Services	\$13,064	\$39,600	\$39,800	\$41,250	\$5,754
Repair&Maintenance / Equipment Lease	\$4,499	\$5,250	\$6,472	\$5,500	\$767
Other Property Services	\$33,926	\$33,850	\$34,034	\$35,150	\$4,903
Office Expenses	\$13,681	\$11,000	\$12,054	\$11,000	\$1,535
Travel / Conference	\$11,106	\$10,250	\$10,250	\$10,250	\$1,430
Supplies	\$7,801	\$8,750	\$8,750	\$28,750	\$4,011
Equipment	\$1,733	\$10,000	\$10,000	\$5,000	\$698
Dues & Fees	\$4,110	\$4,000	\$4,110	\$4,500	\$628
<b>Total Expense:</b>	<b>\$717,113</b>	<b>\$789,996</b>	<b>\$804,362</b>	<b>\$891,173</b>	<b>\$124,319</b>
<b>Revenues:</b>					
Title I, II, IV, and V Funding	\$99,055	\$88,312	\$88,205	\$96,121	\$13,409
Other Grant receipts	\$12,501	\$17,449	\$8,650	\$8,650	\$1,207
Other/Miscellaneous	\$63,693	\$32,750	\$46,077	\$5,200	\$725
<b>Total Revenues:</b>	<b>\$175,249</b>	<b>\$138,511</b>	<b>\$142,932</b>	<b>\$109,971</b>	<b>\$15,341</b>
<b>FY2015 ASSESSMENT AMOUNT</b>	<b><u>\$587,740</u></b>	<b><u>\$651,483</u></b>	<b>666,487</b>	<b><u>\$781,202</u></b>	<b><u>\$108,978</u></b>

EARLY CHILDHOOD PROGRAM BUDGET

FRANKLIN NORTHWEST SUPERVISORY UNION EARLY CHILDHOOD PROGRAM BUDGET FY2015					
	FY2013 Actuals	FY2014 Budget	FY2014 Anticipated	FY2015 Budget	Highgate Share
<b>Expenses:</b>					
ECP Administration	\$36,964	\$40,000	\$39,600	\$40,788	\$11,012
Teachers' Salaries	\$208,879	\$214,204	\$233,736	\$222,266	\$60,012
Support Staff	\$73,163	\$79,164	\$87,205	\$90,204	\$24,355
Speech Pathologist Salary	\$89,213	\$93,560	\$91,889	\$94,646	\$25,554
ECP Secretary Salary	\$21,707	\$25,116	\$25,284	\$26,292	\$7,099
Insurance Benefits	\$98,160	\$119,740	\$103,394	\$140,999	\$38,070
Payroll Expense	\$33,948	\$38,837	\$40,664	\$40,718	\$10,994
Other Benefits	\$6,478	\$5,000	\$5,000	\$6,052	\$1,634
OT/PT & Psychological Services	\$14,353	\$12,750	\$12,750	\$12,750	\$3,443
Purchased Prof. Services	\$13,350	\$10,800	\$10,800	\$12,300	\$3,321
Repair&Maintenance	\$848	\$2,100	\$2,100	\$2,100	\$567
Office Expenses	\$21,037	\$33,655	\$33,655	\$38,655	\$10,436
Student Tuition & Transportation	\$0	\$750	\$500	\$750	\$203
Travel / Conference	\$12,383	\$7,500	\$7,500	\$7,500	\$2,025
Supplies & Equipment	\$6,537	\$9,725	\$9,725	\$8,250	\$2,228
<b>Total Expense:</b>	<b>\$637,020</b>	<b>\$692,901</b>	<b>\$703,802</b>	<b>\$744,270</b>	<b>\$200,953</b>
<b>Revenues:</b>					
Preschool Tuition Receipts	\$0	\$0	\$0	\$0	\$0
Grant Funding	\$57,152	\$31,500	\$60,010	\$54,000	\$14,580
Carryover from Prior Year	\$53,972	\$45,000	\$67,399	\$40,000	\$10,800
<b>Total Revenues:</b>	<b>\$111,124</b>	<b>\$76,500</b>	<b>\$127,409</b>	<b>\$94,000</b>	<b>\$25,380</b>
<b>FY2015 ASSESSMENT AMOUNT</b>	<b><u>\$593,296</u></b>	<b><u>\$616,403</u></b>		<b><u>\$650,270</u></b>	<b><u>\$175,573</u></b>

SPECIAL EDUCATION BUDGET

FRANKLIN NORTHWEST SUPERVISORY UNION SPECIAL EDUCATION BUDGET FY2015					
	FY2013 Actuals	FY2014 Budget	FY2014 Anticipated	FY2015 Budget	Highgate Share
<b>Expenses:</b>					
Special Education Administration	\$174,968	\$175,837	\$174,919	\$180,167	\$18,698
Medicaid Clerk / Clerical Support	\$35,437	\$38,233	\$38,233	\$39,481	\$12,239
School Psychologists	\$173,902	\$179,119	\$179,119	\$184,493	\$57,192
Insurance Benefits	\$84,322	\$95,733	\$88,780	\$103,618	\$26,252
Payroll Expense	\$29,448	\$33,326	\$33,255	\$34,291	\$7,473
Other Benefits	\$3,697	\$5,388	\$5,485	\$5,564	\$1,725
Purchased Professional Services	\$7,119	\$5,500	\$5,500	\$6,000	\$1,860
Office Expenses	\$515	\$1,250	\$1,250	\$1,500	\$465
Travel / Conference	\$0	\$750	\$750	\$750	\$233
Supplies	\$836	\$1,250	\$1,250	\$1,250	\$388
Equipment	\$0	\$1,000	\$1,000	\$1,000	\$310
Dues & Fees	\$1,076	\$1,000	\$1,000	\$1,150	\$357
<b>Total Expense:</b>	<b>\$511,320</b>	<b>\$538,386</b>	<b>\$530,541</b>	<b>\$559,264</b>	<b>\$127,190</b>
<b>Revenues:</b>					
Medicaid Reimbursement	\$28,511	\$27,540	\$27,540	\$28,357	\$8,791
IDEA-B Grant Reimbursement	\$105,149	\$101,502	\$99,502	\$104,263	\$32,321
Other	\$2,535	\$0	-\$5,678	\$0	\$0
<b>Total Revenues:</b>	<b>\$136,195</b>	<b>\$129,042</b>	<b>\$121,364</b>	<b>\$132,620</b>	<b>\$41,112</b>
<b>FY2015 ASSESSMENT AMOUNT</b>	<b><u>\$332,289</u></b>	<b><u>\$369,447</u></b>		<b><u>\$426,644</u></b>	<b><u>\$86,078</u></b>

TREASURER'S REPORT

<b>FRANKLIN NORTHWEST SUMMARY</b> <b>TREASURER'S REPORT</b> <b>July 1, 2012 - June 30, 2013</b>
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	Beginning Balance	FY2013		Ending Balance
		Receipts	Expenditures	
Title I Grant	\$6,301	\$881,617	\$921,397	-\$33,479
School Improvement - Green Mtn Star Coaching	\$0	\$32,000	\$27,643	\$4,357
Title IIA Grant - Teacher Quality	-\$607	\$271,718	\$265,414	\$5,697
IDEA-B Grant	-\$63,455	\$740,593	\$686,821	-\$9,683
IDEA-B Preschool Grant	\$838	\$14,817	\$15,305	\$350
Early Education Initiative Grant	\$0	\$25,000	\$25,000	\$0
Best Grant	\$10,701	\$20,148	\$27,879	\$2,970
FNW Crossroads Program	-\$56,689	\$309,809	\$210,787	\$42,333
Crossroads non-grant revenues	\$0	\$164,750	\$136,816	\$27,934
Sheldon Fundraising	\$500	\$1,087	\$0	\$1,587
Saturday AM Grant	\$21,339	\$0	\$21,339	\$0
Tobacco Grant	\$1,874	\$18,250	\$18,212	\$1,912
VT Kids Against Tobacco	\$1,754	\$0	\$271	\$1,483
Standards Board	\$521	\$1,180	\$1,476	\$225
Medicaid Reimbursements (school-based)	\$450,686	\$293,979	\$305,293	\$439,372
Medicaid Reimbursements (FNWSU)	\$29,451	\$32,664	\$33,123	\$28,992
EPSDT Reimbursements	\$103,216	\$41,888	\$44,859	\$100,245
Central Office	\$63,492	\$699,497	\$717,112	\$45,877
Special Education	\$1,835	\$398,658	\$406,171	-\$5,678
Early Childhood Program	\$53,972	\$593,294	\$579,867	\$67,399
<b><u>Fiduciary/Fiscal Agent Funds:</u></b>				
Franklin/Grand Isle County ECP Advisory Council	\$173,833	\$8,069	\$8,498	\$173,404
Success by Six Grant	-\$73,168	\$156,085	\$82,917	\$0
Franklin/Grand Isle County Bookmobile	\$0	\$89,962	\$109,805	-\$19,843
VEHI Pathpoints Wellness Program	\$21,383	\$7,000	\$14,496	\$13,887
Indian Education Grant	\$1	\$229,263	\$229,263	\$1
Mentoring Program	\$34,416	\$0	\$4,675	\$29,741
Technical Educ Equipment Grant (MVU)	\$0	\$9,969	\$9,969	\$0
SPARK Grant (Sheldon)	\$0	\$400	\$391	\$9
Team Nutrition Grant (Swanton)	\$0	\$0	\$1,000	-\$1,000
Carnegie Grant (MVUHS)	\$2,852	\$0	\$0	\$2,852

A copy of the Independent Audit for the fiscal year ending June 30, 2013, performed by Angolano & Co., may be obtained from the Superintendent of Schools' Office.

MONTHLY MEETING SCHEDULE

**TOWN OF HIGHGATE  
MONTHLY MEETING SCHEDULE 2014**

→ PLANNING COMMISSION – meetings start at 6pm

→ DEVELOPMENT REVIEW BOARD – meetings start at 6pm

→ SELECTBOARD – meetings start at 7pm

MONTH	APPLY BY	PLANNING	DRB	SELECTBOARD
Jan. 2014	Dec. 20 – PC Dec. 31 – DRB Jan. 3 & 17 - SLB	Jan. 6	Jan. 16	Jan. 9 & 23
Feb. 2014	Jan. 31 – PC Jan. 27 – DRB Jan. 30 & Feb. 14 - SLB	Feb. 18	Feb. 13	Feb. 6 & 20
Mar. 2014	Feb. 28 – PC Feb. 24 – DRB Feb. 27 & Mar. 14 - SLB	Mar. 18	Mar. 13	Mar. 6 & 20
Apr. 2014	Mar. 28 – PC Mar. 24 – DRB Mar. 28 & Apr. 11 - SLB	Apr. 15	Apr. 10	Apr. 3 & 17
May 2014	May 2 – PC Apr. 21 – DRB Apr. 25 & May 9 - SLB	May 20	May 8	May 1 & 15
June 2014	May 30 – PC May 23 – DRB May 30 & June 13 - SLB	June 17	June 12	June 5 & 19
July 2014	June 27 – PC June 30 – DRB July 3 & 18 - SLB	July 15	July 17	July 10 & 24
Aug. 2014	Aug. 1 – PC July 29 – DRB Aug. 1 & 15 - SLB	Aug. 19	Aug. 14	Aug. 7 & 21
Sept. 2014	Aug. 29 – PC Aug. 25 – DRB Aug. 29 & Sept. 12 - SLB	Sept. 16	Sept. 11	Sept. 4 & 18
Oct. 2014	Oct. 3 – PC Sept. 22 – DRB Sept. 26 & Oct. 10 - SLB	Oct. 21	Oct. 9	Oct. 2 & 16
Nov. 2014	Oct. 31 – PC Oct. 27 – DRB Oct. 31 & Nov. 14 - SLB	Nov. 18	Nov. 13	Nov. 6 & 20
Dec. 2014	Nov. 26 – PC Nov. 24 – DRB Nov. 26 & Dec. 12 - SLB	Dec. 16	Dec. 11	Dec. 4 & 18
Jan. 2015	Dec. 31 – PC Dec. 29 – DRB Jan. 2 & 16 - SLB	Jan.20	Jan. 15	Jan. 8 & 22

Phone 802-868-4697

Fax 802-868-3064

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

\* REVISED JAN. 7, 2014 \*

IMPORTANT NUMBER & WEBSITES

Town of Highgate	<a href="http://www.highgatevt.org">www.highgatevt.org</a>	(802)868-4697
Highgate Public Library	<a href="http://www.highgatelibrary.wordpress.com">www.highgatelibrary.wordpress.com</a>	(802)868-3970
State Police	<a href="http://www.dps.state.vt.us/vtsp">www.dps.state.vt.us/vtsp</a>	(802)524-5993
Franklin County Sheriff	<a href="http://www.franklincountysheriff.net">www.franklincountysheriff.net</a>	(802)524-2121
Northwestern Medical Center	<a href="http://www.northwesternmedicalcenter.org">www.northwesternmedicalcenter.org</a>	(802)524-5911
Missisquoi Valley Rescue	<a href="http://www.missisquoi-valley-rescue.angelfire.com">www.missisquoi-valley-rescue.angelfire.com</a>	(802)868-2352
Casella Waste Systems, Inc.	<a href="http://www.casella.com">www.casella.com</a>	(802)651-5493
Highgate Center Post Office	<a href="http://www.usps.com">www.usps.com</a>	(802)868-2576
Highgate Springs Post Office	<a href="http://www.usps.com">www.usps.com</a>	(802)868-2106
Vermont Dept of Health	<a href="http://www.healthvermont.gov">www.healthvermont.gov</a>	(800)640-4374
FNWSU	<a href="http://www.fnwsu.org">www.fnwsu.org</a>	(802)868-4967
MVU Middle/High School	<a href="http://www.mvuschool.org">www.mvuschool.org</a>	(802)868-7311
Highgate Elementary School	<a href="http://www.fnwsu.org/highgate">www.fnwsu.org/highgate</a>	(802)868-4170

**ITEMS OF INTEREST**

**Town Clerk Office Hours**

**Monday-Friday**

8:30am to 12 noon & 1:00pm to 4:30pm

*State & Federal Holidays are observed*

**Library Hours**

**Monday & Thursday** 2:00pm – 6:00pm

**Tuesday & Wednesday** 9:00am – 6:00pm

**Saturday 9:00am** – 2:00pm

**Friday & Sunday** – Closed

**Casella Waste Transfer Station & Recycling Center Hours**

**Monday – Friday** 8:00am – 4:00pm    **Saturday** 8:00am – Noon

**It's Time To License Your Dog(s) Again  
With The Town of Highgate**

licensing period is January 1st – April 1st

**Reminder**

**On or before April 1, 2014**

**Neutered \$12.00**

**Non-neutered \$16.00**

**FEEES GO UP AFTER APRIL 1 - \$18.00 / \$22.00**

**Proof of Rabies Vaccination Required**

You may also license your dog(s) by mail:  
please email [hgownclerk@gmail.com](mailto:hgownclerk@gmail.com) for details



**DOG & CAT SHOT CLINIC**

**Saturday, March 22, 2014**

**10:00am - Noon**

**Highgate Fire Station**

**Attending Vet: Paws For Thought 868-4300**

**Prices: Rabies \$10, Distemper \$15, Rabies & Distemper \$20**

**DOG LICENSES AVAILABLE AT CLINIC**