



2012
ANNUAL REPORTS
Town of Highgate
&
Highgate Town School District

Elizabeth (Betty) was born in Burlington on January 7, 1931, the daughter of Charles and Blanche (Bovatt) Corey. She graduated from Bedford Quebec High School and continued her education at the Catherine Booth School of Nursing in Montreal, where she received her degree as a Registered Nurse. Betty was the proud wife of Owen Curtis McCuin, Jr., whom she married on August 16, 1952. They shared 50 years of marriage together, raising their three children, and eventually watching their family grow to include many grandchildren and great-grandchildren.

Locally, Betty was always a very active member of the Highgate Community. In the 1970's the McCuin Family donated the land that now houses the Highgate Arena and Highgate Recreation Fields. She worked for a time at the former St. Albans Hospital. Her volunteer work and contributions to our town were a blessing to us all, and include: Bookkeeping work for the families hardware store; Volunteer work to teach children, her own children and grandchildren how to swim; 4-H leader as well as a library volunteer at the Highgate Elementary School; She was a member of the Highgate Methodist Church and the Highgate Rebecca Lodge PM of Vermont and Quebec, IOOF; Betty greatly enjoyed knitting sweaters for her children and grandchildren.

Upon retirement, Betty and Owen loved to travel and socialize with their many friends and family.

We love you "Bet"
&
You will be missed tremendously.



We proudly dedicate the Town of Highgate
2012 Annual Report
In loving memory of and to honor:

■ *Elizabeth (Betty) McCuin*

Contents

AUDITORS REPORT 3

2012 TOWN MEETING MINUTES 4

2013 TOWN MEETING WARNING..... 13

SELECTBOARD REPORT 17

TOWN ADMINISTRATOR REPORT..... 19

TOWN CLERK’S REPORT 21

TOWN TREASURER’S REPORT 22

DELINQUENT TAX REPORT 23

BOARD OF LISTERS REPORT..... 27

GENERAL FUND 30

TRUST FUNDS 34

FIRE DEPARTMENT REPORT 35

MVR REPORT..... 37

FRANKLIN COUNTY SHERIFF’S OFFICE REPORT 40

VT STATE POLICE REPORT 41

HIGHWAY DEPARTMENT REPORT..... 43

TRANSFER STATION REPORT 47

HEALTH OFFICER REPORT 49

VERMONT DEPARTMENT OF HEALTH REPORT 50

MAHA RECREATION REPORT 53

TRI-TOWN REPORT..... 54

LIBRARY REPORT..... 55

FRIENDS OF THE LIBRARY 59

HISTORICAL SOCIETY REPORT 61

PLANNING COMMISSION REPORT..... 62

NORTHWEST REGIONAL PLANNING COMMISSION REPORT 63

ZONING ADMINISTRATOR REPORT..... 65

FRANKLIN COUNTY INDUSTRIAL DEVELOPMENT CORP REPORT..... 66

SUMMER SOUNDS 67

PRINCIPAL’S REPORT..... 69

BOARD OF DIRECTORS’ REPORT 72

REPORT OF THE SUPERINTENDENT OF SCHOOLS	73
AFTER SCHOOL & SUMMER PROGRAMS.....	74
REVENUE REPORT	76
LUNCH PROGRAM	77
BALANCE SHEET	78
PROPOSED BUDGET	79
PROJECTED REVENUES	87
STAFF SALARIES.....	90
CENTRAL OFFICE BUDGET	93
EARLY CHILDHOOD PROGRAM BUDGET	94
SPECIAL EDUCATION BUDGET	95
TREASURER'S REPORT	96

ADMINISTRATIVE OFFICIALS

Wendi Dusablon, Town Clerk	<i>Term expires March 2013</i>
Thomas Racine, Town Treasurer	<i>Term expires March 2013</i>
Thomas Racine, Delinquent Tax Collector	<i>Term expires March 2013</i>
Pat McGovern, Town Moderator	<i>Term expires March 2013</i>
Bill Rowell, Town Agent	<i>Term expires March 2013</i>

APPOINTED OFFICIALS

Steve Ploof, Tree Warden	<i>Term Expires March 2013</i>
David Desorcie, Fire Marshall	<i>Term Expires March 2013</i>
Thomas Racine, Town Service Officer	<i>Term Expires March 2013</i>
Raymond Dixon, Animal Control Officer	<i>Term Expires March 2013</i>
Luke Choiniere, Health Officer	<i>Term Expires March 2013</i>
Henry Laroche, Deputy Health Officer	<i>Term Expires March 2013</i>

AUDITORS

Ron Nye, Auditor	<i>Term expires March 2013</i>
Joseph Forgione, Auditor	<i>Term expires March 2014</i>
Steve Scott, Auditor	<i>Term expires March 2015</i>

BOARD OF SELECTMEN

Brian P. Rowell, Vice Chair	<i>Term expires March 2013</i>
Henry Rainville, Chair	<i>Term expires March 2014</i>
Luke Choiniere, Member	<i>Term expires March 2015</i>

BOARD OF LISTERS

Michelle Douglas, Lister	<i>Term expires March 2013</i>
Shirley Fecteau, Lister	<i>Term expires March 2014</i>
Peter St. Germain, Lister	<i>Term expires March 2015</i>

CEMETERY COMMISSIONERS

Ron Nichols, Commissioner	<i>Term expires March 2013</i>
Doug Nye, Commissioner	<i>Term expires March 2014</i>
Dennis Nolan, Commissioner	<i>Term expires March 2015</i>
Kevin Spears, Chair	<i>Term expires March 2016</i>
Charles T. Nye , Commissioner	<i>Term expires March 2017</i>

CONSTABLES

Kermit Drown, 1ST Constable	<i>Term expires March 2013</i>
2 nd Constable	<i>Vacant</i>

JUSTICES OF THE PEACE

Claude Chevalier, Justice	<i>Term expires February 2015</i>
John Ferland, Justice	<i>Term expires February 2015</i>
Clarence Miller, Justice	<i>Term expires February 2015</i>

Henry Laroche, **Justice**
Stephen Bushey, **Justice**
Dennis Nolan, **Justice**
Patricia Rainville, **Justice**

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

LIBRARY TRUSTEES

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

Term expires March 2013
Term expires March 2014
Term expires March 2015
Term expires March 2016
Term expires March 2017

PLANNING COMMISSION

David Cadieux, **Member**
Pauline Decarreau, **Member**
Bruce Ryan, **Member**
Shawn Neill, **Chairman**
James Paquette, **Member**
Woodbury Rouse, Jr., **Member**
Paulette Unwin, **Member**

Term expires 2013
Term expires 2013
Term expires 2013
Term expires 2014
Term expires 2014
Term expires 2014
Term expires 2014

REGIONAL PLANNING COMMISSION

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

Term expires 2013
Term expires 2013

TRUSTEES OF PUBLIC FUNDS

Henry Laroche, **Trustee**
John Ferland, **Trustee**
Evangeline LaRocque, **Trustee**

Term expires 2013
Term expires 2014
Term expires 2015

ZONING BOARD OF ADJUSTMENT

Richard Trombley, **Chairman**
Luc Dupuis, **Member**
Michael Patnode, **Member**
Tim Reynolds, **Member**
Georgette Johnson, **Member**

Term expires 2013
Term expires 2013
Term expires 2013
Term expires 2014
Term expires 2014

AUDITORS REPORT

2012 proved to be another productive year for the Highgate Town Auditors. Account reconciliations were maintained each month throughout the year with year-end final reconciliation allowing timely closure of the general ledger and annual budget preparation. We are also continuing to work on adopting and updating policies & procedures.

This year the towns of Swanton, Highgate, and Franklin will each be voting on a bond to finance the upgrade of the recreational facility. As a requirement of the VMBB, a compilation will be performed by an outside auditing firm for the period ending December 31, 2012. This will be followed by a full audit for the 18 month period ending June 30, 2014. You can read more about the switching of our fiscal period in the Town Treasurer's Report. An RFP for the aforementioned auditing services has been sent out and we will be reviewing bids at the end of February.

Again this year, we would like to reach out to the people of the Town of Highgate for assistance with the possible exploration 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. If you would like to volunteer some time toward this mission, please contact Tom Racine at 802-868-4697 x 204 or just stop by the municipal office building during normal business hours.

Respectfully,
Highgate Town Auditors

Ronald C. Nye
Joe Forgione
Steve Scott

The Highgate Volunteer Fire Department

Will be hosting this year's Town Meeting Luncheon

All proceeds will benefit our Fire Fighters so make sure to stop by and support them !



2012 TOWN MEETING MINUTES

Call to Order & Roll Call

The meeting was called to order at 10:00 a.m. Present were:

Highgate Selectboard Members: Jeff Towle - Chair, Henry Rainville & Brian Rowell.

Highgate Staff: David Jescavage - Town Administrator, Tom Racine - Town Treasurer, Wendi Dusablon - Town Clerk & Patrick McGovern - Town Moderator.

Pledge of allegiance & moment of silence

Pat McGovern led the audience in reciting the pledge of allegiance and asked for a moment of silence.

Town Meeting guidelines

- Only registered voters in the Town of Highgate may speak to any of the articles. Non-residents were asked to stand, and must seek permission from the voters to speak.
- All questions directed to the Town Moderator.
- The Highgate Historical Society will be providing lunch at \$6 per person.
- Pat McGovern cited Roberts Rules, page 375, where each person may speak to each item only twice, unless amended by the voters. Mark Maskell (Zeb) questioned this, and Pat explained.
- Please stand, speak clearly and wait for the cordless microphone.

Vermont House of Representatives

Representative Norman McAllister was in attendance to field questions. Albert Pearce was ill and not in attendance this year.

Mr. McAllister stated that in Montpelier they started the session with lots of issues surrounding the floods and making sure funding was in place. All Vermont roads are now passable. He was proud of Vermont and Vermonters for coming together after "Irene" to get the job done. Mr. McAllister said they will get the budget in the next few weeks, but he has not seen it yet. The health care bill passed in the last couple weeks, he is not sure how it will be funded or who is going to pay. Still lots of unanswered questions. Something else coming up, that is quite controversial, is mandatory immunization for children. Redistricting this year - Highgate, Franklin, Berkshire & Richford will stay together with 2 member representation.

*** Questions for Mr. McAllister*

Zeb Maskell asked about possible consolidations of supervisory unions. Mr. McAllister did not have any information with regard to that.

Norman Campagna asked Mr. McAllister's opinion about closing Vermont Yankee and the loss of all those jobs. Mr. McAllister stated that it was of great concern. He is a proponent of renewable energy, but not at all costs. There are people in Vermont who want it shut down, no matter what. Experts say it is safe.

Jim Bray from Highgate Falls asked about Route 78 between Highgate & Swanton. Is there any plan to fix it? Mr. McAllister would like to give us good news, however, the Route 78 project is two years away (gasps from the crowd). Joanne Campbell asked if in response to that, is there anything we or you (Norm) can do to encourage the road be fixed sooner. Get your neighbors to call your representatives. Or take the Governor on a ride down Route 78. That worked in Franklin on Route 120.

Connie Beyor asked if the legislature had set the base rate for equalized pupil spending. Has the Senate passed it? No. When will it be established? Should be in the next week or two.

2012 TOWN MEETING MINUTES - CONTINUED

Review of Articles

The Town Moderator reviewed the following Articles:

Article #1: To elect the following officers, balloting to be by Australian ballot, March 6, 2012, from 7:00a.m - 7:00p.m. at the Highgate Elementary School Gymnasium, pursuant to Title 17 V.S.A. 2642.

- 1) A Moderator for the ensuing year
- 2) One Selectman 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 one year
- 7) One Trustee of Trust Funds for a term of three years
- 8) One Library Trustee for a term of two 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 four year term
- 12) One Cemetery Commissioner for a five year term
- 13) One Second Constable for a term of one year

Motion made by Zeb Maskell, seconded by David Roddy to accept. No discussion. Hearing none - **PASSED.**

Article #2: To receive and act on the reports of the town officers for the past year.

Motion made by Zeb Maskell, seconded by Peter St. Germain to accept. Discussion: Paulette Tatro asked which report we were acting on, Tom Racine stated it was the entire 2011 Town Report with all reports and data. No more discussion. Hearing none - **PASSED.**

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

Motion made by Zeb Maskell, seconded by Joanne Campbell to enter into the Town of Highgate School District Meeting.

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 two years
3. One School Director for a term of three years

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

Motion made by Zeb Maskell to nominate David Roddy as School Director for a term of two years, seconded by Michelle Douglas. Any other nominations? Hearing/seeing none, all in favor - **PASSED.**

Motion made by Peter St. Germain to nominate Liza Comiskey as School Director for a term of three years, seconded by Cassius Maskell. Other nominations? Hearing/ seeing none, all in favor - **PASSED.**

2012 TOWN MEETING MINUTES - CONTINUED

Article #2: To receive and act on the reports of the School Directors.

Motion made by Zeb Maskell, seconded by David Beyor. Connie Beyor introduced the School Board, as well as the Highgate Principal and Asst. Principal, and the Superintendent of Schools. Connie gave us a background on the new Principal's credentials. The last page of the Town Report is a bit hard to read, Connie had clearer copies available if needed. Moderator asked if there were any questions on Article #2. Ralph Comiskey inquired about how our kids did on math standards, are we improving? Connie asked for permission for Joyce Irvine to speak. Motion made by Ralph Comiskey, seconded by Zeb Maskell. Joyce has been working on her report. One grade level is not doing as well as the rest, and third grade is surpassing anything they have done in the past. Math overall is lower than reading. We are closing the gap in reading between students who receive free & reduced lunch and those that do not. She is doing a presentation on Thursday night if anyone wishes to attend. Copies will be available in the school office. Paulette Tatro had a comment about the format of the school report in the Town Report. It does not flow well, something to think about in the future. There were no further comments, all in favor - **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 made by Zeb Maskell, seconded by Liza Comiskey. Any discussion? Duane Tremblay was confused. Why do we have to borrow money, don't we have money there? Connie addressed the question. Fiscal year begins July 1. Taxes are collected in October so we have to borrow money to close the gap. Zeb asked if we had ever had to utilize that and actually borrow money. Yes we have. Pat McGovern was able to field the question, based on his previous school board experience. Paulette Tatro asked if on page 78 if the \$18,434 was interest? Becky Hart, Supervisory Union Business Manager, was present. Motion made by Zeb Maskell, seconded by Heather Larivee for Becky Hart to speak. Becky said the practice has been to borrow for the entire year. Duane Tremblay was again confused. Tom Racine responded, the practice of borrowing and investing is called arbitrage. In the long term, we earn more interest income. No further questions, all in favor - **PASSED.**

Article #4: Will the voters of the Highgate Town School District approve the School Budget, in the amount of \$4,327,553 necessary for the fiscal year of 2013?

Motion made by Zeb Maskell, seconded by Joanne Campbell. Zeb asked who was going to give the presentation, Pat McGovern stated it would be Connie Beyor. Connie spoke to the lengthened school day for next year, this will provide additional instructional time for science and social studies. She thanked M&C Transport for safely delivering the students to and from school each day, and thanked the Highgate Road Crew for keeping the driveway clear and safe. Connie presented a PowerPoint presentation. Questions: Zeb asked if we had investigated our special ed costs, and what is the supervisory union doing to help? He feels special ed is out of control. Connie spoke to the issue, informing voters that special education costs are down for next year, while still meeting all the needs of the students. If we can't meet their needs, something else needs to be provided. It is looked at very carefully. Zeb also asked about No Child Left Behind. Connie stated that Vermont, as well as other states, have applied for a waiver to follow a different set of specifics. She stated some of the positive of NCLB. Claude Chevalier had questions with regard to the presentation and additional revenues. Would that be there every year? Referring to page 91 in the Town Report, this is a one time revenue and that the tax rates they have showed us included the septic and capital reserve fund. Steve Beyor asked why we can't exceed the standards that are set up by the State and Federal Govt. Do we look at other countries

2012 TOWN MEETING MINUTES - CONTINUED

around the world and try to implement their methods into our system? Connie stated that the NECAP tests measure scores in math, reading, writing and science. Every three years they raise the bar as to what a student should score at their grade level. Are our students doing better? Yes, they are. Ralph Comiskey asked if they were following what NY is doing on teacher assessments. Is that going to go Federal? Jim Bray stated that every year he comments during this part of the meeting. He feels his children are getting a better education up here both in Highgate and MVU. The staff up here works hard and they “bring it every day”. He has lived in the south and moved back up here for that very reason. Zeb commented that he understands Roberts Rules of Order, but he feels that that sometimes people need to speak more than twice. Pat McGovern said we can amend Roberts Rules to speaking 4 times. Hand vote taken, and passed by 2/3 majority. Motion by Ralph Comiskey, seconded by Heather Larivee to give Dr. McCarthy and Becky Hart both permission to speak. Zeb asked about other benefits on pages 92,93,94 of the town report. Becky Hart responded that that covers municipal retirement, course work reimbursement, and whatever did not fit into the other categories. Ralph Comiskey asked about Administrative Salaries. Was a new person added to the staff? Yes, an assistant business manager was added. MVU was restructured, and now only has two employees at the MVU site, and a position was added at the supervisory union. Paulette Tatro commented on Claude Chevalier’s question from earlier. Connie stated it is very hard to control special ed costs when at any time during the year a student can move in and require services. There is no way to predict that. Claude commented again, what is total central office budget? \$718K. Zeb added another question, if we are bringing carry over into the following year, why do we need to borrow money? Becky Hart responded. Any further questions? Zeb raised his hand, and asked for a paper ballot vote. Pat asked for a show of hands (more than 7 raised their hands). Paper ballot results: **Total 106. Yes 78 / No 28 - PASSED.**

Article #5: Will the voters of the Highgate Town School District appropriate an amount, not to exceed \$15,000, for the purpose of replacing the school’s septic tank?

Motion made by Liza Comiskey, seconded by Zeb Maskell. Questions: Zeb wanted to hear somebody speak to the article. Connie addressed Zeb’s concerns regarding the septic tank for the white building. No other questions - **PASSED.**

Article #5B (two articles listed as #5 in error) Will the voters of the Highgate Town School District appropriate an amount, not to exceed \$35,000, to establish a Capital Reserve Fund for the purpose of making capital improvements related, but not limited to, property drainage, and roof maintenance?

Motion made by Liza Comiskey, seconded by Zeb Maskell. Zeb had comments. He was concerned that articles like this were already in the budget and had already been voted on. Connie corrected him on that. Claude Chevalier asked if it was \$35K or what does “not to exceed” mean? Connie clarified they want to put \$35K in the fund. Lise Gagner asked if this was an existing reserve fund. No it is not. We do not currently have one. Duane Tremblay spoke, asking about damage to the basement of the white building from the spring flooding and if the money had already been spent. Mold damage was on the north side of the building. Testing was done, which mandated what kind of work needed to be completed. GW Savage presented the best bid for the work. Cost was just over \$19K. Zeb said when that building was renovated we had hired Dubois & King at that time. Was anything mentioned then about drainage issues? David Roddy commented that 2011 was the wettest year since 1927. Renovations to that building were in 1999. If we use Dubois & King again, shouldn’t this be addressed? Dan Fortin asked if this money was being raised by taxes. Would it be proper for another fund to help? The article is not written that way. He would like to amend the article to source it from the transfer station fund. Henry Rainville said it was his understanding that we cannot co-mingle money. Pat does not think he can accept this amendment. Tom

2012 TOWN MEETING MINUTES - CONTINUED

Racine spoke to the fact that the reserve on the Town side in those areas is low. We are going to need it for articles we have not discussed yet on the Town side of things. Dan Fortin asked if he could amend his amendment and table the discussion until after we know more, after we have seen the town budget. Motion by Dan Fortin is to table the article. Discussion. Richard Noel does not believe we can do this. And we don't have the funds. Voting on amendment to table article 5B. No's have it. Back to article – any discussion? Rebecca Howrigan wants to amend the article to specifically say \$35K and get rid of “not to exceed”, seconded by Paulette Tatro. Discussion? Voting on amendment only - **PASSED as amended.**

Article #6: To transact any other business legally authorized to be transacted, considered appropriate and necessary when met.

Motion made by Zeb Maskell, seconded by Carter Bushey. Joyce Ashton spoke, she publically thanked Karen Gagne Fortin for her work with the School Board. The School Board presented Karen with a plaque, and read it aloud. Questions? Zeb suggested that if there are articles affecting the budget, that they be discussed before the budget vote so it is less confusing. -**PASSED.**

Motion made by Claude Chevalier, seconded by Heather Larivee to adjourn the school portion of the meeting, and enter back into Town Meeting @ 12:10pm.

Motion made by Liza Comiskey, seconded by Heather Larivee to enter back into Town Meeting.

Presentation by Henry Rainville and the Town of Highgate office staff to Henry Laroche. Henry was the recipient of the 2011 Town Report dedication. Henry's family was present and he was honored with a plaque. Henry spoke briefly and thanked everyone.

Recess for lunch @ 12:15pm. Town Meeting will resume @ 1:15pm.

Re-enter Town Meeting @ 1:15pm.

Motion made by Zeb Maskell, seconded by Richard Noel.

Article #3: Shall the voters of the Town of Highgate appropriate the amount of \$573,876 to meet the expenses and liabilities of the General Fund, with an estimated \$42,234 to be raised by taxes?

Motion made by Liza Comiskey, seconded by Claude Chevalier. Tom Racine spoke, referencing page 24 & 25 of the town report. Questions, none. Pages 26 & 27 are the personnel side and office expenses. Question from Rebecca Howrigan, about how we saved money by not mailing the town reports. Tom explained we did not order 1200, we ordered 800 and still have quite a few left. Ralph Comiskey asked about fuel and electricity. He questioned if we would remain flat on the fuel line item. Tom referenced our hope to finish the HVAC project. Kellie Uzell asked about the \$47K to the recreation dept, page 52. MAHA leases the facility and runs all the programming. The \$47K is with regard to Henry Benedict who is a full time employee over at the arena. Paulette Tatro commented that he also does non-arena type functions throughout the summer months. Any further questions on the general fund, none - **PASSED.**

Article #4: Shall the voters of the Town of Highgate appropriate the amount of \$560,902 to meet the expenses and liabilities of the Highway Department, with an estimated \$401,617 to be raised by taxes?

Motion made by Claude Chevalier, seconded by Zeb Maskell. Tom Racine referenced page 40 & 41. Richard Noel had questions, as did Rebecca Howrigan. Rebecca had questions with regard to the Brosseau Road landslide, which we will be speaking about in a while (article #8). She also had questions about the East Highgate Bridge. Approval for David Jescavage, Town Administrator, to speak. Motion made by Zeb Maskell, seconded by Peter St. Germain. David Jescavage addressed Bridge 25. We

2012 TOWN MEETING MINUTES - CONTINUED

received \$12K from the State, town has to pay \$3K. We hired engineers to prepare a design for the bridge. The most critical section of that bridge is the easterly abutment. Once the design is ready, it can be put out to bid. We will find out at that point what the actual cost is. If it is less than the \$175K grant money, we can do additional work to the deck itself and the center pier which has a crack. Other questions, none - **PASSED**.

Article #5: Shall the voters of the Town of Highgate appropriate the amount of \$59,464 to meet the expenses and liabilities of the Highgate Public Library as shown on page 57?

Motion made by Zeb Maskell, seconded by Karen Fortin. Questions? Paulette Tatro questioned if the amount was right, should it be \$59,475? Motion made by Liza Comiskey, seconded by Zeb Maskell to amend the amount to \$59,475. Any discussion? Amendment approved - **PASSED as amended**. Nancy Flint asked how the school library and public library could be combined to save money. Paulette Unwin stated that summer time would be an issue, and that the public library is often used for things such as tutoring.

Article #6: Shall the voters of the Town of Highgate approve the transfer of \$25,000 from the Transfer Station Reserve Fund to the Fire Truck Reserve Account for the replacement of a Highgate Volunteer Fire Department fire truck?

Motion made by Zeb Maskell, seconded by Claude Chevalier. Discussion: Rebecca Howrigan asked if the amount was \$25K or \$30K. The Fire Dept. asked for \$30K and the Selectboard approved \$25K. Richard Noel asked how much was in that escrow fund. There is \$118,141 - **PASSED**.

Article #7: Shall the voters of the Town of Highgate appropriate \$102,095 to be raised by taxes in support of the Missisquoi Valley Rescue, as shown on pages 34-36?

Motion made by Carter Bushey, seconded by Zeb Maskell. Questions? Zeb wanted to hear from somebody. Dave St. Pierre was present. Approval for him to speak, motion made by Zeb Maskell, seconded by Pauline DeCarreau. Mr. St. Pierre stated that unfortunately they had to raise their request this year. Costs are not controlled by them. They were audited in 2011 and were told that how they paid overtime was ok, but the feds overruled the state and they had to repay some of their OT – approx. \$6K. The rest is due to insurance, fuel and medical supply costs rising. Zeb asked about the purchase of CPR machines. He thought there was only one other organization in VT that uses them. They are mechanical CPR machines and have been used 3 times, and all 3 times the patients have been revived. Duane Tremblay asked what would happen if there was a major disaster? MVR does have a plan for that. Zeb commented that for that amount of money that someday we should have our own rescue squad. - **PASSED**.

Article #8: Shall the voters of the Town of Highgate appropriate \$150,000 to be raised by taxes to meet the expenses and liabilities for the repair and reconstruction of the failed slope adjacent to the northerly side of Brosseau Road?

Motion made by Zeb Maskell, seconded by Chester Bray. Rebecca Howrigan questioned that in the Town Administrator report it was mentioned that it would be between \$132K and \$361K to fix the Brosseau Road landslide. Henry Rainville responded on the three different scenarios in which we could use to fix the area. Guard rails and cones were put in place to keep people away from the bank. Also, snow removal was being put there and was making it worse. Driest time of year (July – Aug) is the best time to do the work. Zeb asked if there was any money we could use to offset this cost. Henry Rainville said no, there are monies available, but not for this situation. Zeb wanted to know why we could not use Transfer Station Funds. Zeb stated that the taxpayers have never denied the town anything, but he is tired of being a bank. Richard Noel stated that he understands where Zeb is coming from, but our town has

2012 TOWN MEETING MINUTES - CONTINUED

one of the lowest tax rates in the state. Lower than even Franklin. Terry Brace spoke and asked if there was any FEMA money to help on this project. Henry Rainville stated that because the slide is out of the right of way, we cannot get FEMA money (unless the road were a complete fail). Andy King asked if this \$150K was considered a permanent solution. Henry Rainville said yes. - **PASSED.**

Article #9: Shall the voters of the Town of Highgate appropriate \$500 to be raised by taxes in support of the Franklin Grand Isle Bookmobile?

Motion made by Zeb Maskell, seconded by Liza Comiskey. No discussion - **PASSED.**

Article #10: Shall the voters of the Town of Highgate appropriate \$6,000 to be raised by taxes in support of the Swanton Teen Center?

Motion made by Zeb Maskell, seconded by David Roddy. Questions? Motion made by Zeb Maskell, seconded by Ralph Comiskey for Chris King from the Swanton Teen Center to speak. The Teen Center opened in 2001 and serves all of MVU's district (MVU, homeschooled, SOAR). 27% of the students that attend are from Highgate. They have lost federal grants along the way, so in the last few years they have asked the Town of Swanton for money, and are now coming to Highgate as well. There were students present from Highgate, Isaiah Bates & Carly Brow. Chris explained what the program does, and how it helps connect the kids to their community. Questions? Dan Fortin asked where the building is located. Nancy Flint asked about the percentage from Highgate, are they part of the after school program? Liza Comiskey asked if they also served Franklin and Alburgh. Yes, they do, but a very small percentage. Zeb asked if the town could spare the \$6K, so we would pay the \$6K every year going forward if approved today? Yes. Tom referred us to page 28 and 29 for the list of appropriations. Duane Tremblay asked why this was not part of the school. Swanton Teen Center is not part of the school. It is a privilege, not a right to go there. But the after school program does bring students there. Zeb asked again, is there any money? Brian Rowell said no. Any more questions? None. - **PASSED.**

**** Dedication of the 2009 Town Report plaque to Claire Choiniere ****Claire Choiniere was present to receive her plaque for the 2009 Town Report dedication. Claire spoke briefly after receiving her recognition plaque.

Article #11: Shall the voters of the Town of Highgate appropriate the amount not to exceed \$8,250 less any specific grant money, to be raised by taxes, to fund a tri-town (Franklin, Highgate & Swanton) ice arena recreational facility feasibility study?

Motion made by Zeb Maskell, seconded by Richard Noel. Discussion: Is there community development money available for this feasibility study? Richard Noel asked if Swanton does not come up with their portion, does this study get dropped? It's possible. Henry Rainville said we need to see commitment from all three towns, and the start of that commitment would be this study. Michelle Douglas asked if this is the first study they have done. No, it is not. But Henry added that the last study, in his opinion, was asking what people think and it was put on paper. This new study will hopefully tell us what kind of program we can anticipate, and the profit / loss situation, and what is possible. Do we have a company in mind? Two firms put in bids. Brian Spears and Paulette Tatro are our tri-town reps from Highgate. Lise Gagner asked if they were considering other locations. Paulette Tatro said they hope it will tell them if their options are 1) renovate 2) renovate with upgrades 3) new facility and let that company tell us where it would be best located. Norm McAllister asked if Swanton and Franklin were also voting on this. Yes, they are. Sue Cota spoke to the fact that we are very fortunate to have that building for hockey, roller skating, soccer on the turf, etc. She hopes people will support it and keep kids off the streets. April St. Francis asked about the arena reserve fund. The Selectboard answered to it. They would prefer to use

2012 TOWN MEETING MINUTES - CONTINUED

that reserve fund for the ice system, not for the study. If the study does not pass, we may have to use some of that reserve fund anyway. Motion made by Richard Noel and seconded by Clarence Miller to amend the article to read: **Shall the voters of the Town of Highgate appropriate the amount not to exceed \$8,250 less any specific grant money, from the Community Development Fund, to fund a tri-town (Franklin, Highgate & Swanton) ice arena recreational facility feasibility study? - PASSED as amended.**

Article #12: Shall the voters of the Town of Highgate compensate the collector of delinquent taxes by paying an annual salary of \$7,500 in lieu of fees and commissions allowed under 32 V.S.A. Sec. 1674?

Motion made by Zeb Maskell, seconded by David Roddy. Zeb does not think this is a good idea, there is nothing wrong with the way it works. Where are they going to do this? In the Town Office or in the privacy of their own home? Henry Rainville commented that the Town Office often gets calls about delinquent taxes or people stopping in regarding payment. Is the 8% the right amount? This article does not change the penalty, it changes what is paid to the collector. Zeb questions what is the incentive if there is no longer an 8% compensation. Paulette Tatro stated she was glad to see that this proposal is being made. As a former auditor she thinks we should accept the offer of having more accountability. She is referring to the process, not the person. David Rouse spoke to this article. Voice vote was not conclusive. Request for paper ballot (more than 7 people raised their hands). Paper ballot results: **78 people checked off the list – 80 paper ballots turned in. Yes 38 / No 46 - DEFEATED.**

Article # 13: Shall the voters of the Town of Highgate authorize the Auditors to include in the town report a detailed listing of delinquent taxes and vital records?

Motion made by Zeb Maskell, seconded by Mr. Bray. Comments: Richard Noel spoke to the article and the fact that he collected 100+ signatures for this article. Connie Beyor spoke to the fact that you can obtain the Town Report online and that she was concerned about privacy. Paulette Tatro stated that some towns only print them on request. Paulette would like to see this article amended. She sees them as two separate things. She would like it to be the list of delinquent taxes only. Motion to amend the article by Paulette Tatro, seconded by Connie Beyor. It now reads: **Shall the voters of the Town of Highgate**

authorize the Auditors to include in the town report a detailed listing of delinquent taxes? - PASSED as amended.

Article #14: Shall the voters of the Town of Highgate set the final date of payment for 2012 property taxes to be Monday, October 29, 2012 @ 5pm or postmarked by October 29, 2012?

Motion by Carter Bushey, seconded by Zeb Maskell. Discussion? None. - **PASSED.**

Article #15: To Transact any other business legally authorized to be transacted, considered proper and necessary when met.

Motion made by Zeb Maskell, seconded by Chester Bray. Any discussion? Dan Fortin asked if there were any developments with the FARMAID concert for the fall? David Jescavage stated that he had recently spoken with the promoter, Tony Galluci a few weeks back. Highgate is still a top contender, but waiting to hear from the committee in Boston. To support the Highgate show, you can call 1-800-FARMAID. Pat McGovern asked for a show of hands for people who would like to see FARMAID here this fall – almost everybody! Any further discussion – none. - **PASSED.**

Motion made by Zeb Maskell, seconded by Pauline DeCarreau to adjourn Town Meeting @ 3:23pm.

Town Meeting Day Voting Results:

At Town Meeting:

School budget passed by paper ballot – Total votes cast 106; 78 Yes, 28 No

Article #12 – DTC compensation defeated by paper ballot – votes cast 80; 34 Yes, 46 No

Australian Ballot:

Total number of voters on checklist: 2006, Total number of voters participating: 438

Moderator (ensuing yr):	Pat McGovern - 32 (all write-ins)
Selectman (3 yr):	Luke “Farmer Luke” Choiniere - 241
<i>(contested race)</i>	Jeff Towle - 172
Board of Listers (3 yr):	Peter St. Germain - 398
Delinquent Tax Collector (1 yr):	Tom Racine - 233
<i>(contested race)</i>	Michelle L. Douglas - 101
	Windy Minor - 78
Trustees of Public Funds (1yr):	Henry Laroche - 396
Trustees of Public Funds (3 yr):	Evangeline LaRocque - 385
Auditor (3 yr):	Vacant
Library Trustee (2 yr):	Karen E. Fortin - 404
Library Trustee (5 yr) :	Sandra N. Zelazo - 388
Cemetery Commissioner (4 yr):	Kevin L. Spears - 395
Cemetery Commissioner (5 yr):	Charles T. Nye - 388
Second Constable (1 yr):	Vacant
Town Agent (1 yr):	Vacant

Highgate Vital Statistics

Births	39	(Males 23 / Females 16)
Deaths	19	
Civil Marriages	20	
Burial Permits	19	

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

2013 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 5th 2013 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 Selectman 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 purpose 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.

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 5th, 2013 at 10:00 a.m. to transact the following business:

ARTICLE #3: 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
TRANSACTION 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 two (2) years;
3. One School Director for a term of three (3) years.

2013 TOWN MEETING WARNING – CONTINUED

- 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 **\$4,517,258** necessary for the fiscal year 2014?
- 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**, 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?
- ARTICLE #6:** Will the voters of the Highgate Town School District appropriate an amount not to exceed **\$60,000**, minus any and all available funds in the Capital Reserve Fund, for the purpose of addressing drainage issues on the school property?
- ARTICLE #7:** To transact any other business legally authorized to be transacted, considered appropriate and necessary when met.

Dated at Highgate Center, Vermont this 4th day of February, 2013.

Connie Beyor
Liza Comiskey
Richard Flint
David Roddy

2013 TOWN MEETING WARNING - CONTINUED

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

- ARTICLE #4:** Shall the voters of the Town of Highgate appropriate **\$932,282** to meet the expenses and liabilities of the **General Fund** for the fiscal period beginning January 01, 2013 and ending June 30, 2014, with an estimated **\$389,681** to be raised by taxes, as shown on pages 30-33?
- ARTICLE #5:** Shall the voters of the Town of Highgate appropriate **\$808,920** to meet the expenses and liabilities of the **Highway Department** for the fiscal period beginning January 01, 2013 and ending June 30, 2014, with an estimated **\$553,993** to be raised by taxes, as shown on pages 45-46?
- ARTICLE #6:** Shall the voters of the Town of Highgate appropriate **\$93,815** to be raised by taxes to meet the expenses and liabilities of the **Highgate Public Library** for the fiscal period beginning January 01, 2013 and ending June 30, 2014, as shown on page 58?
- ARTICLE #7:** Shall voters of the Town of Highgate approve the expenditure of up to **\$145,000** from the Transfer Station Fund to be used for the purchase of a truck for the Highway Department?
- ARTICLE #8:** Shall the voters of the Town of Highgate approve the transfer of **\$30,000** from the Transfer Station Reserve Fund to the Fire Truck Reserve Account for the replacement of a **Highgate Volunteer Fire Department** fire truck?
- ARTICLE #9:** Shall the voters of the Town of Highgate appropriate **\$100,000** to be raised by taxes to meet the expenses and liabilities for the repair and reconstruction of the East Highgate Bridge (B-25)?
- 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, and April 15. Postmarks will no longer be accepted.

2013 TOWN MEETING WARNING - CONTINUED

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 V.S.A. § 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)?

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 & MVU school grounds?

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

Dated at Highgate Center this 4th day of February, 2013.

Attest: Wendi Dusablon, Clerk
Henry Rainville, Select Board Chair
Brian Rowell, Select Board Vice-Chair
Luke Choiniere, Select Board Member

SELECTBOARD REPORT

The Selectboard meets twice a month on the 1st and 3rd Thursdays to handle the business of the Town. Frequently, additional meetings are planned to handle other issues that arise such as budget meetings, site visits or vicious dog hearings.

One topic that has demanded focus and additional meetings is the Tri-Town effort. As you know, the Town has been assisted by the Tri-Town Recreation Committee (TTRC) to research the best course for the future of the arena. The TTRC, with representation from Highgate, Franklin and Swanton, has worked to complete an assessment and potential upgrade plans. Their findings were presented to the public in September and are available at www.tri.clients.wiemannlamphere.com/. The Board is extremely grateful to the TTRC for their tireless effort to keep things moving forward. Without them, this project would not have been possible and the community asset would languish. The Board is equally appreciative of Missisquoi Amateur Hockey Association (MAHA) for the endless energy that has been channeled into the arena to breathe life back into the programming and structure itself.

By restoring the arena, the Town will benefit as a whole from the positive outlet the programming provides to our youth through Hockey, indoor soccer, summer camps and much more. These activities can make the difference in a child's life that keeps them on the right track and can give them skills to succeed. The area businesses also benefit from the increased traffic to Highgate for practices, games and tournaments. We believe the time is right to move forward with a bond that will improve the overall health of the building as well as the community. We hope you are able to support the request for a bond on this Town Meeting Agenda to implement the upgrades required to keep the facility a vibrant community hub.

The Machia Road Bridge continues to be a safety concern but we have avoided closing the bridge because a traffic study revealed that approximately 700 vehicle use the bridge each day with only a very small percentage being overweight. The bridge is posted at a reduced weight of 5 tons and we have worked with the DMV to provide sporadic coverage to enforce this restriction and protect public safety. This project ranks high on the regional transportation committee's priorities and we are in a pool for consideration for federal funds for repair. If approved we will still need to provide a match for this opportunity and a request for funds is also included in this Town Meeting Agenda.

Early in the year, we hired DCS Construction to complete work on the Brosseau Road Landslide to stabilize the bank and the road. We also used FEMA funds to repair flood damage by installing a new boat launch on Old Dock Road and to make repairs to St. Armand Road. An AOT Paving Grant paid for a section of the Gore Road to be paved and we worked collaboratively with VELCO, Casella, and Drummac to pave a section of Transfer Station Road that was failing.

A special Town Meeting in October resulted in a vote to change the fiscal year from calendar to June to July to match the state and school. This will result in greater efficiencies in planning and reporting. You will be asked to determine if you wish to change to installments payment of your tax bill.

Housekeeping- the Town office employees worked together to purge the upstairs vault and to remove the debris that has accumulated in that space over the years. Insulation was installed in the attic as discussed but we have yet to implement the HVAC system to improve efficiency. We hope to complete this project in the spring.

Selectboard meeting information is posted at the Post Office, Library, Mobil Station, and Desorcie's Market as well as the St. Albans Messenger. We are interested in finding ways to improve communication with residents. Please let us know if you have suggestions for ways to elicit comments on topics. Your input helps us to understand the sentiment of the residents and plan appropriately for the future.

SELECTBOARD REPORT - CONTINUED

As many of you know our former Town Administrator, David Jescavage, resigned in April to take a job in Swanton. We thank him for his employment with us and wish him the best in his future endeavors. Also, as many of you know we hired Heidi Britch-Valenta to the position of Town Administrator and Zoning Administrator with employment starting May 1st. Heidi comes with a wealth of knowledge from working part-time in Highgate and also in the surrounding town governments. The chemistry with the office and the selectboard has been truly one of a team player and leader and it is certainly our hope that Highgate will benefit for years to come with her leadership.

Again, we would like to express our sincere appreciation to all of our fine town employees, elected officials, and all of the volunteers in our community that make it a great place to live and work.

Respectfully Submitted,
Henry Rainville, Selectboard Chair
Luke Choiniere, Selectboard Member
Brian Rowell, Selectboard Member



The 2012 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
hgtownclerk@gmail.com



Dog licenses for 2013 are now
available at the Town Clerks Office.
Please license by April 1st to avoid late fees.

TOWN ADMINISTRATOR REPORT

As you know, I started work in May of this year so I have now been in my new role for 10 months. I had to hit the ground running on several projects that were already in progress and I thank the team in the municipal office for getting me up to speed on the details of many issues. In the first 10 months in this job I have come to realize that it is truly a mystery who will walk through the front door each day and what issues will be on their mind. I appreciate the variety of topics and I am doing my best to keep up with the pace. I have yet to be bored and I suspect that day is a very long way off!

One of the projects in progress was the Brosseau Road Bank Stabilization. This project was made necessary by the 2011 landslide that came very close to destroying the road. We were able to trim a little off the price of the repair by using town vehicles to transport material and by using a Department of Labor Grant to provide us with traffic flaggers which saved close to \$5,000.

The Machia Road Bridge has been a constant concern and we have worked to create a team to help us manage the situation. We have met with representatives from Agency of Transportation, Dept. of Motor Vehicles, and Northwest Regional Planning Commission to discuss safety concerns and to establish a plan for the future of this bridge which is utilized by approximately 700 vehicles per day. We are hopeful that, with the help of our Senators- Don Collins and Norm McAllister, and Representatives- Steve Beyor and Chuck Pierce speaking up for us in Montpelier, we will be included in the 2013 Capital Fund Program for this upgrade.

Additionally, time has been spent trying to understand the impact to our Town resulting from the 2012 legislation, ACT485, which transformed solid waste management regulations. Compliance with the new plan will require programs to reduce waste, as well as eliminating recyclables and organic matter from the landfill. Outreach, education and reporting to the Agency of Natural Resources on the reduction of waste load to the landfill are also new components. Consequently, Highgate, and several other 'independent' Towns, are evaluating the benefits of membership in the Northwest Solid Waste District to more efficiently manage these mandates. Your comments on this decision have been helpful and we encourage your continued involvement in this discussion as we learn more.

The Selectboard is always planning for the future and in doing so, they have negotiated a land swap with VELCO to trade a parcel at the intersection of Route 207 and Route 78 for a parcel on Transfer Station Road adjoining town property. This addition of land near the existing salt shed may serve as a future site for a Town Garage or a brush depot/ compost site.

I am happy to report that years of work are paying off and we are on the cusp of significant progress for the Arena. Recently we have worked with the Swanton and Franklin Selectboards to nail down the details of this project including the inter-local ownership contract and the management bylaws. If the voters authorize the towns to move forward with a bond, there will be a flurry of activity during construction, and then we will be **seeking 2 representatives to the Tri-Town Management Board** to oversee the facility. Additionally we have some other important positions to fill to keep us informed on regional initiatives and funding opportunities. Please consider one of the volunteer opportunities below:

Planning Commissioner - We are seeking a Commissioner who can participate in monthly meeting and make decisions on land use applications as well as planning for the future of the Town. The Commissioners create and amend the Zoning Bylaws and Town Plan, work with Regional Planning Commission on various regional initiatives and apply for grants to improve our area.

Zoning Board of Adjustment - We are also seeking a member of the ZBA who can attend monthly meetings as needed to review conditional use applications for business permits, waivers of setbacks and appeals.

TOWN ADMINISTRATOR REPORT – CONTINUED

NRPC Board - This is a board of representatives from every community in Franklin and Grand Isle Counties that meets once a month. These meetings are always informative and it is important to have a representative speaking on our behalf in the decision making process.

Transportation Advisory Committee (TAC) - This regional board meets monthly to review transportation priorities for our region. We need representation in this discussion to secure funding for our needs and to gain insight on how other communities respond to their challenges.

Franklin County Industrial Development (FCIDC) - FCIDC works to promote not just industrial but all facets of economic development. They coordinated the Gore Road Festival last year which highlighted some of Highgate’s diversified agricultural businesses and brought 300 people to our Town resulting in a benefit to many businesses beyond the agricultural sector.

We understand that everyone is busy but these positions can be very rewarding and provide a great service to your community while requiring very little time commitment. I have been very impressed with the number of volunteers in this community and I am especially thankful for all of my Board members who keep showing up to do their part. They do a very good job addressing the public and they have also been patient with me during my learning curve. I am sure there are more of you out there who would be wonderful additions to these boards. I would be happy to talk with you about the details.

Thanks for your support.
Heidi Britch-Valenta
Town Administrator 868-4697 x 203

FREE CHILD CARE WILL BE AVAILABLE AT TOWN MEETING

March 5, 2013



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 5th @ 868-4697 x 201 to register if you will require child care at Town Meeting, so we may plan accordingly.

Thank you ☺

TOWN CLERK’S REPORT

The year 2012 was a busy one here at the Highgate Municipal Office Building. We saw some changes in both the physical aspect of our work environment, as well as in the way we conduct our day-to-day business. Here are some highlights of the year 2012:

- **Elections** – there were three elections, as well as two recounts in 2012. The polls were bustling with activity, and it was great to see people exercise their right to vote. Here are the numbers, by election, of voter turn-out in Highgate:

Town Mtg. Day & Presidential Primary Election	March 6, 2012	438
State Primary Election	August 28, 2012	232
General Election	November 6, 2012	1,311

Currently, our voter check-list stands at 2,002 registered voters, and it changes regularly. In 2012 Highgate added 125 voters, purged 97 voters, and challenged 56 voters.

- **Vital Statistics** – in 2012 the following vital statistics certificates were added to our vault: Births 39; Deaths 19; Marriages 20; Burial Permits 19.
- **Land Records** – in March 2012, Highgate signed a five year contract with Xerox (ACS). We went live with the Xerox (ACS) 20/20 Perfect Vision System in July 2012. This system is a recording, indexing, imaging and public inquiry software system used by hundreds of municipalities nationwide, and also many right here in Vermont and in Franklin County. This system gives us an instant digital back-up of every document recorded in Highgate, as well as the traditional hard copy for the volumes in the vault. Xerox (ACS) also completed our microfilming project, so now our entire land records series has a back-up. Attorneys, appraisers, researchers and the general public have access to the Xerox (ACS) system, as we have public research stations set up. These changes in the recording of our land records have been very well received, and we have more positive enhancements planned for the future. For the entire year of 2012, I recorded a total of 1,077 land record instruments, accounting for a total of 3,836 pages.
- **Dog Licenses** – for the year 2012 we licensed just under 700 dogs in Highgate. We know there are more, and I will do my best to keep those numbers climbing for the benefit of the animals and residents of Highgate. As a reminder, dog licenses are due between January 1st – April 1st each year.
- **Office Environment & Personnel Changes** – we spent some time in 2012 making some minor but effective changes to our office environment. New carpet out in the community room (no more orange), some public research stations and overall making the best use of the space we have. In May 2012 we welcomed our new Town Administrator, Planning & Zoning Administrator, Heidi Britch-Valenta. What a great addition she has been to our team!

My first term here has gone by so quickly! I look forward to continuing to serve the residents of our town. Please don’t hesitate to contact me or stop by any time with questions, comments, concerns or just to say hello.

Kind regards,

Wendi Dusablon, Town Clerk 868-4697 x 201 hgtownclerk@gmail.com

TOWN TREASURER'S REPORT

Despite the elevated and in some cases unanticipated activity level this year we managed to stay within budget and found ourselves with additional revenues across a number of funds.

General Fund receipts were up again primarily due to an increase in Swanton Village power generation fees. We also experienced slight increases in service and licensing fees. Overall revenues were up by 9.5% while expenditures were down by 2.1 % allowing for a surplus of just under \$81,000 to be carried forward into 2013.

As mentioned in the Highway Department Report there was a considerable amount of unanticipated activity resulting in increased revenues and expenditures. While we had originally budgeted at a deficit of \$12,866 in order to absorb the prior year surplus, we ended in the black by \$17,679 which means we will be carrying forward \$30,545 into 2013.

Host fees for the Transfer Station were very stable and just under budget. Through contract negotiations we were also able to receive additional revenues from Casella Waste Systems, Inc. which we to hope use to defray the costs of purchasing a truck for the Highway Department and reserving additional funds for the next Fire Department truck purchase which we anticipate happening in the near future. Expenditures for the Transfer Station were just under budget, however we gained a bit by adjusting the amount reserved for possible future closure to the figure projected by the state.

On October 9th of 2012 a Special Town Meeting was held to vote on changing from a calendar year to a fiscal year of July through June to match the school and the state. The article was passed and because of this we are presenting a municipal budget covering an 18 month period beginning in January of 2013 and ending in June of 2014. Our municipal tax rate for 2012 was .2123 and since we are covering a year and a half it was our goal to stay close to a municipal tax rate one and a half times that of the previous year. Using the 2012 Grand List figures we are estimating a municipal tax rate of .3151. While we are confident that this is a reasonable estimate it should be noted that budgeting for such an extended period of time is difficult especially in an economic environment that still has a fair amount of uncertainty.

This year's Town Report is quite similar to the past few years in both layout and content. One modest change that I would like to point out is the inclusion of MVR Rescue into the General Fund. Traditionally we have published MVR's budget and voted on a separate article for their services. In 2012 the Selectboard entered into a written agreement for the ambulatory services provided by MVR. This agreement is to be negotiated annually and the Selectboard will do their best to support MVR with providing excellent services at an affordable cost. We will continue to publish MVR's budget, however rather than presenting a separate article we will show a line item in the General Fund Budget underneath the heading of Departmental Expenses along with the Fire Department, Franklin County Sheriff, the Recreation Department, and Historical Society.

As was mentioned in the Auditors' Report we anticipate contracting with an outside auditing firm to perform a compilation for the fiscal year ended December 31, 2012 to be followed by an audit for the 18 month fiscal period ending 06/30/2014. The compilation is a requirement of the Vermont Municipal Bond Bank in the event of voter approval for the funding of the recreational facility upgrade and we thought that it would make sense to work with the selected firm to follow up with a complete audit. While these services will be expensive we feel that the process is necessary and the outcome will be beneficial.

I am grateful for the opportunity to serve our community and I will do my best to manage the tasks ahead during the upcoming extended fiscal period.

Respectfully Submitted,

Tom Racine

Town Treasurer & Delinquent Tax Collector (802) 868-4697 x 204 tracine.town@comcast.net

DELINQUENT TAX REPORT

**Town of Highgate, Vermont
TAX ADMINISTRATION
DELINQUENT TAX REPORT
For Year Ended December 31, 2012**

PARCEL	PROPERTY OWNER	YEAR	RINCIPAL	INTERET	PENALTY	OTHER	TOTAL
0030000238-	ANGELINI CLAIRE Z	2012	1,491.59	44.76	119.33	-	1,655.68
0016761002-	BERARD JOSHUA & JA	2012	2,451.19	73.53	196.10	-	2,720.82
0013045033-	BERRY ROCKY	2012	539.41	16.17	43.15	-	598.73
0030000016-	BLUTO TIMOTHY & RE	2011	329.61	49.50	26.37	-	405.48
		2012	167.98	5.04	13.44	-	186.46
			497.59	54.54	39.81	-	591.94
0014078597-	BOHANNON FLOYD	2012	2,749.23	82.47	219.94	-	3,051.64
0008007143-	BOUCHARD ERNEST	2012	3,000.01	90.00	240.00	-	3,330.01
0013207038-	BRAULT MARK & SUZA	2012	220.69	6.63	17.66	-	244.98
0007001100-	BUSHEY DAVID	2012	1,818.18	54.54	145.46	-	2,018.18
0014062101-	BUTTON HERBERT & K	2012	113.33	3.39	9.07	-	125.79
0021005230-	CASSIDY DENNIS	2012	2,873.89	86.22	229.91	-	3,190.02
0012001025-	CHENEY BONNIE	2011	2,160.33	324.03	172.83	-	2,657.19
		2012	3,629.88	108.90	290.39	-	4,029.17
			5,790.21	432.93	463.22	-	6,686.36
0018078170-	CHEVALIER KATHLEEN	2012	826.84	24.81	66.15	-	917.80
0030000006-	CHEVRIER ARMAND &	2012	249.73	7.50	19.98	-	277.21
0030000331-	CHEVRIER ARMAND &	2012	708.29	21.24	56.66	-	786.19
0007001102-	CMB LLC	2012	1,109.09	33.27	88.73	-	1,231.09
0020005152-	CRAIG MYRON M SR L	2012	1,239.76	37.20	99.18	-	1,376.14
0012078185-	DEROSIA CHARLENE C	2011	123.61	18.58	9.89	-	152.08
		2012	1,474.66	44.25	117.97	-	1,636.88
			1,598.27	62.83	127.86	-	1,788.96
0002039056-	DUDLEY MYRON C & E	2012	881.31	26.43	70.50	-	978.24
0020005051-	ELWOOD LYNN	2012	145.81	4.38	11.66	-	161.85
0009034075-	FACKLER DEAN C	2012	1,585.69	47.58	126.86	-	1,760.13
0002018153-	FERREIRA DAVID	2012	879.16	26.37	70.33	-	975.86
0007018035-	FORTIN RICHARD & C	2012	328.39	9.84	26.28	-	364.51
0002700264-	FOSGATE DAVID	2010	325.27	81.25	26.02	-	432.54
		2011	325.65	48.90	26.05	-	400.60
		2012	333.79	10.02	26.70	-	370.51
			984.71	140.17	78.77	-	1,203.65
0018078153-	FOURNIER KEVIN M &	2012	682.06	20.46	54.56	-	757.08
0008007125-	FURLOW BUCK O D &	2012	161.05	4.83	12.89	-	178.77
0013007080-	GAGNE DAVID	2012	1,505.18	45.15	120.41	-	1,670.74
0020207302-	GAGNE DAVID	2012	4,038.17	121.14	323.05	-	4,482.36
0007029064-	GAGNE MARK & JEAN	2012	2,755.60	82.67	220.45	-	3,058.72
0009025001-	GAGNER EUGENE & LI	2012	2,473.49	74.19	197.88	-	2,745.56
0030000044-	GREENIA JEREMY	2011	136.97	20.55	10.96	-	168.48
		2012	577.25	17.31	46.18	-	640.74
			714.22	37.86	57.14	-	809.22
0002009021-	GREENIA JOSEPH & C	2012	1,167.98	35.04	93.44	-	1,296.46

Town of Highgate, Vermont
TAX ADMINISTRATION
DELINQUENT TAX REPORT
For Year Ended December 31, 2012

PARCEL	PROPERTY OWNER	YEAR	RINCIPAL	INTERET	PENALTY	OTHER	TOTAL
0030000027-	GREENIA MELANIE	2012	41.90	1.26	3.35	-	46.51
0020005130-	GREENIA ROMAINE, E	2012	807.64	24.24	64.61	-	896.49
0020005131-	GREENIA VIRGINIA L	2012	1,427.51	42.84	114.20	-	1,584.55
0030000224-	GROSS JENNIFER	2012	259.03	7.77	20.73	-	287.53
0016001244-	HEMINGWAY NICOLE L	2011	5.80	0.88	0.46	-	7.14
		2012	194.50	5.85	15.56	-	215.91
			200.30	6.73	16.02	-	223.05
0008029084-	HEMOND PAULA	2012	1,298.56	38.97	103.88	36.00	1,477.41
0021005196-	HOAGUE RAQUEL	2012	871.57	26.16	69.73	-	967.46
0018078173-	JEDCO INC	2011	59.95	9.00	4.80	-	73.75
		2012	923.87	27.72	73.91	-	1,025.50
			983.82	36.72	78.71	-	1,099.25
0003010056-	JOHNSON BECKY L	2012	1,402.99	42.09	112.24	-	1,557.32
0016018001-	KOONS TERRY & SHAR	2012	885.80	26.58	70.86	-	983.24
0005017030-	LAFRANCE LAWRENCE	2012	727.17	21.81	58.17	-	807.15
0002700368-	LAMBERT GARY & TON	2012	1,667.50	50.04	133.40	-	1,850.94
0021005245-	LAMPMAN HERBERT	2012	619.54	18.58	49.57	-	687.69
0014078706-	LAPAN LAWRENCE JR	2011	1,822.89	273.42	145.83	-	2,242.14
		2012	3,251.72	97.56	260.14	-	3,609.42
			5,074.61	370.98	405.97	-	5,851.56
0014078572-	LETOURNEAU WILLIAM	2012	1,063.17	31.89	85.05	-	1,180.11
0009003041-	LOCKE KATHY	2012	1,825.38	54.75	146.03	-	2,026.16
0009003045-	LOCKE KATHY A	2012	1,476.69	44.31	118.14	-	1,639.14
0020078440-	LUSSIER WILFRED JR	2012	3,409.16	102.27	272.73	-	3,784.16
0030000166-	MACHIA COREY	2012	67.05	2.01	5.36	-	74.42
0014006380-	MACHIA DAVID	2011	8.94	1.34	0.72	-	11.00
		2012	3,527.83	105.84	282.23	129.52	4,045.42
			3,536.77	107.18	282.95	129.52	4,056.42
0014006386-	MACHIA DAVID	2011	192.82	28.93	15.43	-	237.18
		2012	1,500.53	45.03	120.04	129.52	1,795.12
			1,693.35	73.96	135.47	129.52	2,032.30
0014006445-	MACHIA DAVID	2012	2,199.38	65.97	175.95	129.52	2,570.82
0014078656-	MACHIA DUSTIN & CH	2012	317.04	9.51	25.36	-	351.91
0014078668-	MANY ALLAN & THERE	2011	229.88	34.49	18.39	-	282.76
		2012	2,051.93	61.56	164.15	-	2,277.64
			2,281.81	96.05	182.54	-	2,560.40
0011700028-	MARTIN EDWIN H SR	2012	351.74	10.56	28.14	-	390.44
0014006572-	MASTRANGELO MICHAEL	2012	1,711.59	51.36	136.93	-	1,899.88
0014062076-	MCALLISTER NORMAN	2012	5,065.93	151.98	405.27	-	5,623.18
0030000034-	MERCHANT HEATHER M	2012	823.24	24.69	65.86	-	913.79
0014034048-	MOREY JUDY M	2012	840.36	25.20	67.23	-	932.79
0014062017-	MORGAN JUNE E & JA	2011	66.39	9.93	5.31	-	81.63
		2012	1,286.35	38.58	102.91	-	1,427.84
			1,352.74	48.51	108.22	-	1,509.47

**Town of Highgate, Vermont
TAX ADMINISTRATION
DELINQUENT TAX REPORT
For Year Ended December 31, 2012**

PARCEL	PROPERTY OWNER	YEAR	RINCIPAL	INTERET	PENALTY	OTHER	TOTAL
0030000173-	MORGAN SCOTT	2012	808.41	24.24	64.67	-	897.32
0016001242-	MOSHER DOUGLAS & S	2012	1,440.90	43.23	115.27	-	1,599.40
0007001170-	MULHERON JILL	2012	1,849.87	55.50	147.99	-	2,053.36
0008007097-	NADEAU DANIEL	2012	2,541.94	76.26	203.36	-	2,821.56
0020005091-	NADEAU DENNIS & WE	2011	295.77	44.38	23.67	-	363.82
		2012	1,601.86	48.06	128.15	-	1,778.07
			<u>1,897.63</u>	<u>92.44</u>	<u>151.82</u>	-	<u>2,141.89</u>
0020005095-	NADEAU DENNIS & WE	2012	935.78	28.08	74.86	-	1,038.72
0020005118-	NADEAU DENNIS & WE	2011	1,139.44	170.85	91.16	-	1,401.45
		2012	1,247.10	37.41	99.77	-	1,384.28
			<u>2,386.54</u>	<u>208.26</u>	<u>190.93</u>	-	<u>2,785.73</u>
0020207163-	NICHOLS ANTHONY &	2012	1,549.70	46.50	123.98	-	1,720.18
0016072009-	OLDS LEE & LORI	2011	611.10	91.66	48.90	-	751.66
		2012	517.88	15.54	41.43	-	574.85
			<u>1,128.98</u>	<u>107.20</u>	<u>90.33</u>	-	<u>1,326.51</u>
0014078691-	PALMER ANGELA	2012	1,227.43	36.81	98.19	-	1,362.43
0011700021-	PAQUETTE NANCY	2012	4,963.52	148.92	397.08	-	5,509.52
0030000046-	PELICAN FAYE & ERI	2012	1,275.53	38.28	102.04	-	1,415.85
0002039078-	PFEIFFER ANGELA	2012	431.01	12.93	34.48	-	478.42
0013207041-	PLOOF EUGENE & SHI	2011	703.28	105.48	56.26	-	865.02
		2012	1,043.07	31.29	83.45	-	1,157.81
			<u>1,746.35</u>	<u>136.77</u>	<u>139.71</u>	-	<u>2,022.83</u>
0014078667-	PUTNAM DONALD SR	2012	1,017.15	30.51	81.37	-	1,129.03
0020007014-	RAYMOND MICHAEL	2010	30.30	7.56	2.43	-	40.29
		2011	1,915.67	287.40	153.25	-	2,356.32
		2012	1,946.86	58.41	155.75	-	2,161.02
			<u>3,892.83</u>	<u>353.37</u>	<u>311.43</u>	-	<u>4,557.63</u>
0012078169-	RENEWABLE RESOURCE	1988	1,845.20	5,350.82	147.62	-	7,343.64
		1989	2,053.75	5,709.76	164.30	-	7,927.81
		1990	1,595.29	4,243.09	127.63	-	5,966.01
		1991	1,307.04	3,319.83	104.57	-	4,731.44
		1992	1,458.75	3,530.51	116.70	-	5,105.96
		1993	1,762.17	4,052.77	140.98	-	5,955.92
		1994	1,762.17	3,841.31	140.98	-	5,744.46
		1995	2,385.21	4,913.26	190.82	-	7,489.29
		1996	2,089.37	4,052.89	167.15	-	6,309.41
		1997	2,884.44	5,249.10	230.76	-	8,364.30
		1998	2,644.07	4,493.83	211.53	-	7,349.43
		1999	2,755.01	4,352.91	220.40	-	7,328.32
		2000	2,773.50	4,049.98	221.88	-	7,045.36
		2001	3,050.85	4,088.34	244.07	-	7,383.26
		2002	3,309.71	4,005.10	264.77	-	7,579.58
		2003	2,718.03	2,962.62	217.44	-	5,898.09
		2004	3,843.33	3,766.14	307.46	-	7,916.93
		2005	4,027.12	3,422.95	322.16	-	7,772.23
		2006	4,187.06	3,098.38	334.96	-	7,620.40
		2007	4,346.63	2,651.67	347.73	-	7,346.03
		2008	2,087.43	1,022.63	166.99	-	3,277.05
		2009	2,125.38	765.00	170.03	-	3,060.41
		2010	2,102.64	525.75	168.21	-	2,796.60
		2011	2,105.11	315.75	168.41	-	2,589.27
		2012	2,157.66	64.74	172.61	-	2,395.01
			<u>63,376.92</u>	<u>83,849.13</u>	<u>5,070.16</u>	-	<u>152,296.21</u>

**Town of Highgate, Vermont
TAX ADMINISTRATION
DELINQUENT TAX REPORT
For Year Ended December 31, 2012**

PARCEL	PROPERTY OWNER	YEAR	PRINCIPAL	INTERET	PENALTY	OTHER	TOTAL
0030000108-	REYNOLDS JOHN & RH	2012	676.50	20.31	54.12	-	750.93
0030000197-	RICHMOND GROUP PAR	2012	252.58	7.59	20.21	-	280.38
0030000054-	ROBERTS WENDELL J	2011	233.53	35.10	18.68	-	287.31
		2012	237.33	7.11	18.99	-	263.43
			470.86	42.21	37.67	-	550.74
0018078154-	ROBERTS WENDELL T	2011	658.30	98.71	52.67	-	809.68
		2012	719.56	21.60	57.56	-	798.72
			1,377.86	120.31	110.23	-	1,608.40
0008007167-	ROLLO DAVID	2012	1,717.50	51.54	137.40	-	1,906.44
0015050043-	SARTWELL CHARLES &	2012	1,330.66	39.93	106.45	-	1,477.04
0014006495-	SARTWELL DORIS A L	2012	1,394.77	41.84	111.60	-	1,548.21
0014006499-	SARTWELL DORIS A L	2012	1,166.88	35.01	93.35	-	1,295.24
0007018056-	SCARPINATO WILLIAM	2012	884.62	26.55	70.77	-	981.94
0018078064-	SHOVER JOHN & ELEA	2012	2,580.04	77.40	206.40	-	2,863.84
0015050056-	SMITH EDWIN C & ME	2012	2,646.49	79.38	211.72	-	2,937.59
0014006394-	STEVENS DONNA	2012	1,224.98	36.75	98.00	-	1,359.73
0014078660-	SWEENEY MARCIA MAE	2012	1,438.16	43.14	115.05	-	1,596.35
0030000477-	TARDY CHRISTOPHER	2012	101.33	3.03	8.11	-	112.47
0005016057-	THE HIGHGATE COTTA	2012	91.60	2.76	7.33	-	101.69
0030000334-	TURNER PETER	2012	28.31	0.84	2.26	-	31.41
0005055009-	WARD JANICE	2012	2,337.97	70.14	187.04	-	2,595.15
0021078549-	WELLS FARGO BANK	2012	3,643.29	109.29	291.46	-	4,044.04
0030000234-	WELLS MICHAEL & NO	2012	346.10	10.38	27.69	-	384.17
0020064006-	YOUNG RONALD BRUCE	2012	1,540.77	46.23	123.26	-	1,710.26
							314,192.84
		1988 - 2009	57,011.51	82,942.89	4,560.93	-	144,515.33
		2010	2,458.21	614.56	196.66	-	3,269.43
		2011	13,125.04	1,968.88	1,050.04	-	16,143.96
		2012	134,990.46	4,049.84	10,799.26	424.56	150,264.12
			207,585.22	89,576.17	16,606.89	424.56	314,192.84

PLANNING A WEDDING?

The United Little White Church in Highgate Springs is available from the middle of May through the middle of October. For information contact:

**Pauline Bertrand P.O. Box 165
Highgate Springs, Vermont 05460
Berts1951@comcast.net , (802)868-7004**

BOARD OF LISTERS REPORT

For the year 2012 our department continued working to update and improve our tax maps, they are all accessible via the web at <http://www.caigisonline.com/highgatevt>. We have put all of the tax bills on the site so they are accessible to our property owners when they need them. Our goal is to build the site up over time to provide an accurate and comprehensive description of parcels in town. As new surveys are done and digital files are given to us we are forwarding them on to Cartographic Associates and once a year, typically in June, all of the parcels that have changed will be updated. The website is a wonderful tool for property owners, realtors, developers and office staff. Along with the website we are continuing to focus our time on making sure that we have an accurate picture of everyone’s property on their lister-card so that every tax bill is as accurate as possible. We don’t want to be overcharging property owners for items that have been removed from their property and we also want to make sure that if you have added items to your property we include them accurately which is why we are calling to go out to measure and update photos.

	FY2011			FY2012		
	Tax Rate	Grand List	Total Raised	Tax Rate	Grand List	Total Raised
Non-Res Ed	1.2939	1,506,528	1,949,296	1.2778	1,485,519	1,898,196
HS Ed	1.0564	2,105,754	2,224,518	1.0238	2,154,538	2,205,816
Local Agreements	.0008	3,598,302	2,878	.0009	3,623,590	3,261
Articles	.0416	3,598,302	149,689	.0880	3,623,590	318,875
Highway Fund	.0940	3,598,302	338,241	.1112	3,623,590	402,943
General Fund	.0235	3,598,302	84,560	.0122	3,623,590	44,208
Total Tax			\$4,749,184			\$4,873,299

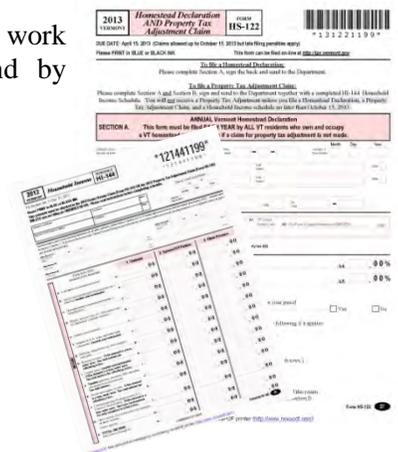
HOMESTEAD DECLARATIONS: The VT Homestead Declaration is again an annual form. HS-122 must be filed EACH YEAR by ALL VT residents who own and occupy a VT homestead on April 1 even if a claim for property tax adjustment is not made.

As always if you have any questions please call or email us. Our scheduled work hours in the Town Office are Tuesday and Wednesday mornings and by appointment on Mondays, Thursdays and Fridays.

It has been our pleasure to work with you this past year and we look forward to seeing and working with you in 2013.

Sincerely,

Michelle Douglas, Peter St. Germain and Shirley Fecteau



Town of Highgate, Vermont
COMBINING BALANCE SHEET

<u>Account Title</u>	<u>General Fund</u>	<u>Highway Fund</u>	<u>Transfer Station</u>	<u>Special Funds</u>	<u>All Funds</u>
Assets					
Cash on Hand	780,475	-	-	162,694	943,170
Due From/To Other Funds	(157,689)	(113,643)	151,838	119,495	0
Delinquent Taxes Receivable	314,193	-	-	-	314,193
Allowance For Doubtful Accts	(152,296)	-	-	-	(152,296)
Accounts Receivable	3,778	145,184	5,802	-	154,764
Loans Receivable	-	-	-	7,666	7,666
Prepaid Expenses	2,808	-	-	-	2,808
Total Assets	<u>791,269</u>	<u>31,541</u>	<u>157,640</u>	<u>289,855</u>	<u>1,259,830</u>
Liabilities					
Accounts Payable	24,753	-	-	-	24,753
Deferred Revenue	-	-	-	-	-
Lease Deposit	10,000	-	-	-	10,000
Reserve - Landfill	-	-	31,100	-	31,100
Reserve - Fire Truck	143,141	-	-	-	143,141
Reserve - Arena Project	89,828	-	-	-	89,828
Reserve - East Highgate Bridge	100,000	-	-	-	100,000
Reserve - Municipal Bldg HVAC	34,670	-	-	-	34,670
Reserve - Audit	10,000	-	-	-	10,000
Total Liabilities	<u>412,392</u>	<u>-</u>	<u>31,100</u>	<u>-</u>	<u>443,492</u>
Fund Balance					
Fund Balance Prior Years	358,116	13,861	44,998	261,781	678,756
Fund Balance Current Year	20,761	17,680	81,542	28,074	148,057
Total Fund Balance	<u>378,877</u>	<u>31,541</u>	<u>126,540</u>	<u>289,855</u>	<u>826,813</u>
Total Liabilities & Fund Balance	<u>791,269</u>	<u>31,541</u>	<u>157,640</u>	<u>289,855</u>	<u>1,270,304</u>

Town of Highgate
SPECIAL FUNDS

<u>Account Title</u>	<u>Community Development Fund</u>	<u>Reappraisal Fund</u>	<u>Preservation Fund</u>	<u>Computer Fund</u>	<u>All Funds</u>
Assets					
Merchants Bank - CDF	162,694	-	-	-	162,694
Edward Jones - CDF	-	-	-	-	-
Due From/To Other Funds	(7,666)	82,160	32,777	12,224	119,495
Accounts Receivable	-	-	-	-	-
Loans Receivable	7,666	-	-	-	7,666
Total Assets	<u>162,694</u>	<u>82,160</u>	<u>32,777</u>	<u>12,224</u>	<u>289,855</u>
Liabilities					
Accounts Payable	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance					
Fund Balance Prior Years	158,214	65,751	25,140	12,676	261,781
Fund Balance Current Year	4,480	16,409	7,637	(452)	28,074
Total Fund Balance	<u>162,694</u>	<u>82,160</u>	<u>32,777</u>	<u>12,224</u>	<u>289,855</u>
Total Liabilities & Fund Balance	<u>162,694</u>	<u>82,160</u>	<u>32,777</u>	<u>12,224</u>	<u>289,855</u>

GENERAL FUND

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

For Year Ended December 31, 2012

<u>Account Title</u>	<u>FY2012 Budget</u>	<u>FY2012 Actual</u>	<u>Favorable/ (Unfavorable)</u>	<u>FY2013 Jan - Jun Proposed</u>	<u>FY2013-14 Jul - Jun Proposed</u>	<u>Total</u>
Tax Revenues						
* Current Year Property Taxes	218,543	218,699	156	213,631	369,865	583,496
Delinquent Property Taxes - Penalty	20,000	17,935	(2,065)	-	18,000	18,000
Delinquent Property Taxes - Interest	16,000	19,513	3,513	-	19,000	19,000
Property Tax Recon P/Y & Adj	-	5,028	5,028	-	5,000	5,000
Total Tax Revenues	<u>254,543</u>	<u>261,175</u>	<u>6,632</u>	<u>213,631</u>	<u>411,865</u>	<u>625,496</u>
Other Governments						
Swanton Village	320,000	377,333	57,333	-	300,000	300,000
Current Use	34,000	30,972	(3,028)	-	31,000	31,000
Fish & Wildlife	1,400	1,548	148	-	1,500	1,500
Civil Fines	2,000	3,522	1,522	-	2,500	2,500
PILOT	7,000	10,171	3,171	-	10,000	10,000
Total Government Other	<u>364,400</u>	<u>423,546</u>	<u>59,146</u>	<u>-</u>	<u>345,000</u>	<u>345,000</u>
Service Fees						
Recreation Fees	20,400	16,800	(3,600)	3,000	4,500	7,500
Clerk Fees	25,000	28,276	3,276	12,498	25,000	37,498
Planning Fees	2,500	722	(1,778)	1,248	2,500	3,748
Zoning Fees	6,000	5,878	(122)	3,000	6,000	9,000
Marriage Licenses	-	190	190	100	200	300
Beverage Licenses	400	410	10	400	400	800
Dog Licenses	4,500	5,022	522	5,000	5,000	10,000
Registration Renewals	1,300	987	(313)	500	1,000	1,500
Service Fees	<u>60,100</u>	<u>58,285</u>	<u>(1,815)</u>	<u>25,746</u>	<u>44,600</u>	<u>70,346</u>
Miscellaneous Income						
Interest Income	3,000	3,837	837	1,500	3,000	4,500
Other Revenue	200	234	34	100	200	300
Miscellaneous Income	<u>3,200</u>	<u>4,071</u>	<u>871</u>	<u>1,600</u>	<u>3,200</u>	<u>4,800</u>
Total Revenues	<u>682,243</u>	<u>747,077</u>	<u>64,834</u>	<u>240,977</u>	<u>804,665</u>	<u>1,045,642</u>

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

For Year Ended December 31, 2012

<u>Account Title</u>	<u>FY2012</u> <u>Budget</u>	<u>FY2012</u> <u>Actual</u>	<u>Favorable/</u> <u>(Unfavorable)</u>	<u>FY2013</u> <u>Jan - Jun</u> <u>Proposed</u>	<u>FY2013-14</u> <u>Jul - Jun</u> <u>Proposed</u>	<u>Total</u>
Personnel						
Town & Zoning Administrator	48,704	48,396	308	26,648	55,551	82,200
Administrator's Assistant	-	406	(406)	3,380	7,046	10,426
Town Clerk	34,008	34,008	-	18,002	37,527	55,528
Town Treasurer	42,630	42,630	-	21,315	44,434	65,749
Board of Listers	20,280	19,900	380	12,548	25,097	37,645
Delinquent Tax Collector	7,500	19,619	(12,119)	10,000	10,000	20,000
Animal Control Officer	5,000	6,073	(1,073)	1,500	3,000	4,500
Town Auditors	1,500	1,500	-	750	1,500	2,250
Selectmen	3,250	3,250	-	1,625	3,250	4,875
Zoning Board	450	465	(15)	225	450	675
Planning Commission	4,860	4,585	275	2,430	4,860	7,290
Health Officer	500	500	-	500	500	1,000
Fica & Medicare	12,286	13,414	(1,128)	7,187	14,375	21,562
Retirement- VMERS	5,878	5,936	(58)	3,313	6,625	9,938
Health Insurance	16,847	11,231	5,616	4,212	8,424	12,635
Unemployment Insurance	1,068	1,068	-	299	598	897
Workers Comp	866	866	-	468	936	1,404
Select & Admins Expenses	3,500	3,268	232	1,000	3,000	4,000
Clerk & Treas Expenses	1,000	472	528	500	1,000	1,500
Lister's Expenses	4,500	4,736	(236)	1,000	2,700	3,700
Tax Collector's Expenses	500	500	-	500	500	1,000
Total Personnel	<u>215,127</u>	<u>222,823</u>	<u>(7,696)</u>	<u>117,402</u>	<u>231,372</u>	<u>348,774</u>
Office Expenses						
Office Supplies	6,000	7,220	(1,220)	3,000	6,000	9,000
Office Equipment	5,580	6,270	(690)	2,790	5,580	8,370
Advertising	2,000	2,279	(279)	1,000	2,000	3,000
Postage	5,000	4,698	302	2,500	5,000	7,500
Town Report & Postage	1,300	2,116	(816)	2,200	1,600	3,800
IT Services	6,500	3,324	3,176	4,000	6,500	10,500
Telecom Services	4,920	5,089	(169)	2,460	4,920	7,380
Municipal Insurance - PACIF	32,109	11,762	20,347	7,293	14,585	21,878
Election Expenses	4,500	4,394	106	2,000	2,000	4,000
Accounting Services	10,000	9,000	1,000	3,000	5,000	8,000
Legal Services	5,000	5,676	(676)	3,000	7,500	10,500
Interest	2,000	-	2,000	1,000	2,000	3,000
Total Office Expenses	<u>84,909</u>	<u>61,828</u>	<u>23,081</u>	<u>34,243</u>	<u>62,685</u>	<u>96,928</u>

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

For Year Ended December 31, 2012

<u>Account Title</u>	<u>FY2012</u> <u>Budget</u>	<u>FY2012</u> <u>Actual</u>	<u>Favorable/</u> <u>(Unfavorable)</u>	<u>FY2013</u> <u>Jan - Jun</u> <u>Proposed</u>	<u>FY2013-14</u> <u>Jul - Jun</u> <u>Proposed</u>	<u>Total</u>
Buildings & Grounds						
Complex Fuel	12,000	6,946	5,054	4,000	8,000	12,000
Complex Electricity	12,000	8,714	3,286	4,500	9,000	13,500
Complex Maintenance	18,000	10,663	7,337	10,000	20,000	30,000
Streetlights	27,000	24,849	2,151	12,500	25,000	37,500
Holiday Decorations	500	145	355	-	2,000	2,000
Memorial Day	1,000	1,510	(510)	1,000	1,000	2,000
Library Maintenance & Utilites	5,000	5,790	(790)	2,000	6,000	8,000
Cemetery Maintenance	11,000	9,021	1,979	5,000	11,000	16,000
Total Buildings & Grounds	<u>86,500</u>	<u>67,638</u>	<u>18,862</u>	<u>39,000</u>	<u>82,000</u>	<u>121,000</u>
Dues & Assessments						
Franklin County Assessment	26,055	26,061	(6)	-	27,809	27,809
VLCT Membership Dues	3,203	4,434	(1,231)	-	4,381	4,381
NRPC Membership Dues	3,111	3,111	-	-	3,217	3,217
Total Dues & Assessments	<u>32,369</u>	<u>33,606</u>	<u>(1,237)</u>	<u>-</u>	<u>35,407</u>	<u>35,407</u>
Departmental Expenses						
Fire Department	27,602	27,419	183	20,706	28,769	49,475
Missisquoi Valley Rescue	102,095	102,095	-	45,872	103,215	149,087
Franklin County Sheriff	54,720	55,027	(307)	27,600	55,200	82,800
Recreation Department	47,332	57,155	(9,823)	5,465	10,929	16,394
Highgate Historical Society	1,000	1,000	-	-	1,000	1,000
Bad Debt Exp - Delinquent Taxes	2,400	9,741	(7,341)	-	2,500	2,500
Total Departmental Expenses	<u>235,148</u>	<u>252,437</u>	<u>(17,289)</u>	<u>99,642</u>	<u>201,613</u>	<u>301,255</u>
Other Appropriations						
Home Health	5,285	5,285	-	-	5,285	5,285
Northwestern Counseling	1,200	1,200	-	-	1,200	1,200
Independent Living	380	380	-	-	380	380
Northern Vermont RC&D	75	75	-	-	75	75
FCIDC	1,000	1,000	-	-	1,000	1,000
Champlain Valley Agency on Aging	1,200	1,200	-	-	1,200	1,200
Summer Concert Series	2,500	2,500	-	-	3,000	3,000
Highgate Little League	1,000	1,000	-	-	1,000	1,000
Unit for Special Invest	1,000	1,000	-	-	1,000	1,000

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

For Year Ended December 31, 2012

<u>Account Title</u>	<u>FY2012</u> <u>Budget</u>	<u>FY2012</u> <u>Actual</u>	<u>Favorable/</u> <u>(Unfavorable)</u>	<u>FY2013</u> <u>Jan - Jun</u> <u>Proposed</u>	<u>FY2013-14</u> <u>Jul - Jun</u> <u>Proposed</u>	<u>Total</u>
Assoc for Blind	500	500	-	-	500	500
Hi-Swans	1,800	1,800	-	-	1,800	1,800
Voices Against Violence	750	750	-	-	750	750
Vermont Green Up	200	200	-	-	200	200
Friends of Missisquoi Bay	2,000	2,000	-	-	2,000	2,000
Green Mtn Transit Authority	3,028	3,028	-	-	3,028	3,028
Swanton Teen Center	6,000	6,000	-	-	6,000	6,000
Franklin Grand Isle Bookmobile	500	500	-	-	500	500
Total Other Appropriations	<u>28,418</u>	<u>28,418</u>	<u>-</u>	<u>-</u>	<u>28,918</u>	<u>28,918</u>
Articles						
Library Budget	59,464	59,565	(101)	31,145	62,670	93,815
East Highgate Bridge	-	-	-	-	100,000	100,000
Total Articles	<u>59,464</u>	<u>59,565</u>	<u>(101)</u>	<u>31,145</u>	<u>162,670</u>	<u>193,815</u>
** Total Expenditures	<u>741,935</u>	<u>726,314</u>	<u>15,621</u>	<u>321,432</u>	<u>804,665</u>	<u>1,126,097</u>
Surplus/(Deficit)	(59,692)	20,763	80,454	(80,455)	(0)	(80,455)
Prior Year Carry Fwd				80,454	-	80,454
Adjusted Balance				-	-	-
Total Taxes Raised for GF :	389,681			Total GF Expenditures :		932,282
Total Taxes Raised for Articles :	193,815			Article Expenditures :		193,815
* Current Taxes :	583,496			** Total Expenditures :		1,126,097

TRUST FUNDS

**Town of Highgate, Vermont
HIGHGATE TRUST FUNDS
For Year Ended December 31, 2012**

Summary of Trust Funds

St. Louis Cemetery Association	43,960
Highgate Ctr Cemetery Association	28,394
St. John's Cemetery	10,670
East Highgate Cemetery	5,697
Sherwood Cemetery	1,200
Highgate Public Library	2,300
Highgate Historical Society	1,000

Total Trust Funds : 93,221

Trustee Time Deposit

Edward Jones Bond	75,000
Peoples Trust CD	13,500
Peoples Trust Savings	4,973

Total Time Deposits : 93,473

Trustee Operating Account

Beginning Balance 01/01/2012 138

**** Deposits**

Edward Jones Bond Interest	2,530
Peoples Trust CD Interest	511
Peoples Trust Savings Interest	5

Total Deposits : 3,046

**** Disbursements**

St. Louis Cemetery Association	1,407
Highgate Ctr Cemetery Association	909
St. John's Cemetery	341
East Highgate Cemtery	182
Sherwood Cemetery	38
Highgate Public Library	74
Highgate Historical Society	32
Evangeline LaRocque, Clerk	100

Total Disbursements : 3,083

Ending Balance 12/31/12 101

Bequests

St. John's Cemetery

Beginning Balance	10,620
Ernest Proper	50
Ending Blanace	<u>10,670</u>

St. Louis Cemetery

Beginning Balance	42,460
Gilles & Charlotte Laroche	200
Robert & Joyce Durenleau	200
David & Celine Thompson	200
Ronnie & Denise Juaire	200
Mark & Lisa Rollo	200
Morris & Cheryl Freeman	200
Daniel & Marie Hughes	200
Fr. Leonidas Laroche	100
Ending Balance	<u>43,960</u>

Sherwood Cemetery

Principal Balance - Trust Fund	1,200
Peoples United CD	4,000
Peoles United Savings Account	1,274

Beginning Balance 01/01/12 6,474

Deposits & Interest	
CD	22
Savings	1
Total Deposits & Interest	23

Ending Balance 12/31/12 6,497

Respectfully Submitted,
Highgate Trustees of Public Funds
Henry Laroche, John Ferland, Evangeline LaRocque

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

Town of Highgate, Vermont
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
FIRE DEPARTMENT
For Year Ended December 31, 2012

<u>Account Title</u>	<u>FY2012</u> <u>Actual</u>	<u>FY2012</u> <u>Actual</u>	<u>Favorable/</u> <u>(Unfavorable)</u>	<u>FY2013</u> <u>Jan - Jun</u> <u>Proposed</u>	<u>FY2013-14</u> <u>Jul - Jun</u> <u>Proposed</u>	<u>Total</u>
Office & Personnel						
Workers Comp Insurance	1,020	1,020	-	510	1,020	1,530
Property/Liability Insurance	-	1,476	(1,476)	1,896	3,791	5,687
Uniforms	250	-	250	-	-	-
Subscriptions & Dues	500	500	-	-	420	420
Radios & Pagers	500	852	(352)	200	300	500
Dispatching Fees	8,132	7,047	1,085	-	8,738	8,738
Training & Prevention	1,500	122	1,378	500	500	1,000
Total Office & Personnel	<u>11,902</u>	<u>11,017</u>	<u>885</u>	<u>3,106</u>	<u>14,769</u>	<u>17,875</u>
Vehicles & Equipment						
Vehicle Maintenance	3,000	5,031	(2,031)	2,000	4,000	6,000
Vehicle Fuel	3,500	2,429	1,071	2,000	3,000	5,000
Equipment Maintenance	2,000	1,939	61	1,000	2,000	3,000
Air Packs	2,200	820	1,380	600	1,000	1,600
Personal Protective Equipment	3,000	717	2,283	11,000	3,000	14,000
New Equipment	2,000	5,466	(3,466)	1,000	1,000	2,000
Total Vehicle & Equipment	<u>15,700</u>	<u>16,402</u>	<u>(702)</u>	<u>17,600</u>	<u>14,000</u>	<u>31,600</u>
Total Expenditures	<u>27,602</u>	<u>27,419</u>	<u>183</u>	<u>20,706</u>	<u>28,769</u>	<u>49,475</u>

MVR REPORT

MISSISQUOI VALLEY RESCUE, INC.

ANNUAL STATISTICS REPORT

2012

The Board of Directors and members of MVR would like to report that we have had a very busy, but successful year. Some of this past year's statistics are as follows:

<u>TOTAL AMBULANCE CALLS:</u>	993
TOTAL SWANTON CALLS:	710 (71.6%)
TOTAL HIGHGATE CALLS:	265 (26.6%)
TOTAL MUTUAL AID CALLS:	18 (01.8%)
TOTAL DAYSHIFT CALLS:	576
TOTAL NIGHTSHIFT CALLS:	417
<u>TOTAL MEMBERSHIP:</u>	20
PAID EMPLOYEE-SALARY	1
PART TIME PAID EMPLOYEE-HOURLY	19
EMT-I03	7
EMT-B	7
ECA	1
CPR/DRIVERS	5

MVR PERSONNEL: Nathan Bachand, Brian Benoit, Denis Benoit, Rocky Berry, Lynn Billado, Ashley Choiniere, Raymond Conner, Christopher Constantine, Cody Domey, Kolby Dunsmore, Sandra Fiaschetti, Gregory Gaudette, Courtney Greene, Jaime Greeno, Tony Labor, Crystal Lampman, Daniel Parent, Keith Ploof, Joshua Ramsdell, Paul Rocheleau, Laurie Rossi, David St.Pierre.

MVR has also supported many community activities in addition to providing ambulance and rescue services to Swanton and Highgate. Some major highlights are as follows:

- FRANKLIN COUNTY FIELD DAYS
- MEMORIAL DAY PARADES (Swanton & Highgate)
- NUMEROUS CPR/FIRST AID CLASSES FOR THE PUBLIC
- 396 RESIDENTS TRAINED OR RECERTIFIED IN CPR
- NUMEROUS CUB SCOUT AND DAY CARE TOURS
- MEDICAL SUPPORT FOR ALL MVUHS VARSITY SPORTS EVENTS

Missisquoi Valley Rescue, Inc.
Annual Report of Cash Receipts and Disbursements
For the year ended December 31, 2012

	2012	2012	Proposed
	<u>Actual</u>	<u>Budget</u>	2013
			Budget
Receipts:			
Memorial Equipment Fund	2,690	2,000	2,500
Donations	1,197	2,000	2,000
Interest	54	100	100
Billings Received	259,203	265,000	265,000
Miscellaneous	0	500	500
Community Support	291,700	291,700	294,900
Community Support -Equipment Purchase	14,624 *		7,312
Draw down on Line of Credit	60,082 *	0	0
Total Receipts	<u>\$629,550</u>	<u>\$561,300</u>	<u>\$572,312</u>
Disbursements:			
Payroll & Payroll Taxes	354,626	362,000	362,000
Medical Insurance	6,142	6,000	0
Office Supplies	3,778	4,000	3,000
Advertising and P.R.	2,835	2,000	2,000
Gas and Diesel	9,175	8,500	8,500
Miscellaneous	1,870	300	800
Training	938	1,500	1,000
Insurance	45,098	54,000	48,000
Communications	6,968	2,000	2,000
Oxygen	2,114	2,500	2,500
Medical & Personal Protection Supplies	10,714	11,500	13,000
Equipment	9,502	3,000	12,000
Heavy Rescue & Heavy Rescue Building	1,582	2,500	1,700
MVR Quarters	8,452	8,500	8,500
Bay Rent & Utilities	5,074	5,500	5,500
Equipment Maintenance	681	1,000	500
Vehicle Maintenance	2,333	3,000	2,500
Building Maintenance & Janitorial	2,620	3,000	3,000
Telephone	3,713	3,500	3,500
Uniforms and Accessories	867	2,000	2,000
Professional Services	75,624	75,000	77,000 **
Interest Expense	4,145		6,000
Payments on Line of Credit	38,714 *		7,312
Total Disbursements	<u>597,565</u>	<u>561,300</u>	<u>572,312</u>
Net Receipts over/(under) Disbursements	<u>\$31,985</u>	<u>\$0</u>	<u>\$0</u>

Missisquoi Valley Rescue, Inc.
 Annual Report of Cash Receipts and Disbursements
 For the year ended December 31, 2012

Continued	2012	2012	Proposed
	<u>Actual</u>	<u>Budget</u>	2013
Net Receipts over/(under) Disbursements	31,985	<u>0</u>	<u>0</u>
Beginning Account Balance	<u>33,405</u>		
Ending Account Balances	<u>\$65,390</u>		
Account Balances at 12/31/2012			
General Business Account	\$19,452		
Payroll Account	14,656		
Savings	<u>31,282</u>		
	<u>\$65,390</u>		

* Line of Credit and Community Support -Equipment

In 2011 Missisquoi Valley Rescue purchased a Zohl EKG Machine along with 2 Zohl Autopulse CPR machines. As agreed to in a 2011 budget line item, Swanton town will contribute a total of \$29,250 to help offset the cost. The town has so far disbursed half of this amount in 2012, and will disburse the remaining half over the next two years. In order to pay for needed equipment purchases as well as operating shortfalls during the year, the rescue squad acquired a line of credit. The total amount owed on the line of credit as of 12/31/12 is \$80,235.

	2012	2013
**Breakdown of professional services:	<u>Actual</u>	<u>Budget</u>
Billing Fees	18,047	17,000
Dispatching	56,047	60,000
Legal Fees	<u>1,530</u>	<u> </u>
	<u>75,624</u>	<u>77,000</u>

Community Support Request

For the year ending December 31, 2013

Budgeted community support for 2013		
Highgate	35%	\$103,215
Swanton	65%	<u>191,685</u>
Total (found in 2013 budget)		<u>\$294,900</u>

FRANKLIN COUNTY SHERIFF'S OFFICE REPORT



Robert W. Norris
Sheriff

PO Box 367, St. Albans, Vermont 05478

Tel: (802) 524-2121 Fax: (802) 524-7947

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, 2012 through December 31, 2012.

The men and women of this office handled approximately **2,188** complaints throughout the county.

This office issued **758** tickets in 2012 with a combined fine total of **\$139,687.00**.

We made **343** arrests in 2012. The following are the totals for your community:

Arrests: 46
Incidents: 244
Tickets: 84

Notable Arrests: DLS (9)
Notable Incidents: Citizen Dispute (16)
Notable Tickets: Speeding (36)

We will continue to work with all the residents of Highgate and ask that you visit our website at 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
DEPARTMENT OF PUBLIC SAFETY
VERMONT STATE POLICE

802.527.1150



ST. ALBANS BARRACKS
POST OFFICE BOX 809
ST. ALBANS, VT 05478

January 1st, 2013

On behalf of the Vermont State Police, St. Albans Barracks, I am providing you the “2012” Vermont State Police St. Albans Barracks Annual Report for review. This report will provide you information reference current staffing issues, detail the specialty services provided by the Troopers assigned to the St. Albans Barracks 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. If you have any questions, please don’t hesitate to call me.

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 road 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 response 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 or throughout New England when their services are needed. The breakdown of these resources is as follows:

- 3 - 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
- 2 - Troopers trained as Drug Recognition Experts
- 2 - Troopers on the Crime Scene Search 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 an aggressive motor vehicle enforcement campaign. 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 235 in 2011 to 178 in 2012. Motor vehicle accidents with injury were down significantly, from 119 in 2011 to 61 in 2012. We have continued to be aggressive with road patrols, with 1283 tickets written and 2622 warnings issued in 2012. Finally, we were successful in arresting 88 intoxicated drivers in 2012.

Fatal motor vehicle accidents in 2012 totaled five in Franklin and Grand Isle Counties, up one from 2011. 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:	6020
Total arrests:	542
Total tickets issued:	1283
Total warnings issued:	2622
Fatal Accidents Investigated:	5
Burglaries Investigated:	196
DUIs:	88

Local Community Report: Highgate

Total Cases:	551
Total Arrests:	66
DUIs:	7
Accidents w/ Damage:	5
Accidents w/ Injury:	2
Vandalisms:	7
Alarms:	14
Burglaries:	8

Summary: It has been another good year for the Barracks and we hope to 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.

As of 1/13/13 I have been transferred to the Bureau of Criminal Investigation to oversee the detectives in our A-Troop (St. Albans, Williston & Middlesex) stations. The new Station Commander here in St. Albans will be Lt. John Flannigan. It has been a pleasure to serve and continue to serve the citizens of your community.

Lt. Thomas R. Hango
 Station Commander
 St. Albans Barracks

HIGHWAY DEPARTMENT REPORT

The Highway Department was very busy in 2012. As per our discussion at the last Town Meeting we had asked the voters for \$150,000 to fund the work necessary to repair the landslide on the Brosseau Road. We contracted with Knight Consulting Engineers out of Williston to do the design work and assist with the bidding process. Desrocher Construction Company was selected to reconstruct the area and we were able to complete the project just slightly over budget.

VELCO approached the Selectboard and asked if we would be willing to share the cost to pave the Landfill Road in order to keep the dust down as it adversely impacts their infrastructure. The road base along with drainage needed attention and we agreed to move ahead. Casella and Drummac also participated in the project which involved excavating 250 feet of road, drainage repair, 15 inches of new stone, geogrid /fabric, and 1,200 ft of new base pavement.

The Shipyard Bay boat launch is a 90 foot long access point to Lake Champlain. It had been damaged during flooding and was in need of repair. This project was also completed this year.

Our regular paving budget supported the surfacing of .85 miles on the Gore Road, .4 miles on Carter Hill Road, and .2 miles on St. Armand Road. Surprisingly, we received another class 2 paving grant from AOT for the second year in a row which allowed us to pave an additional 1.2 miles along the Gore Road.

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. Slat will be used sparingly. The dirt roads will be sanded, but as long as there is ice under the sand, instant stops are impossible.

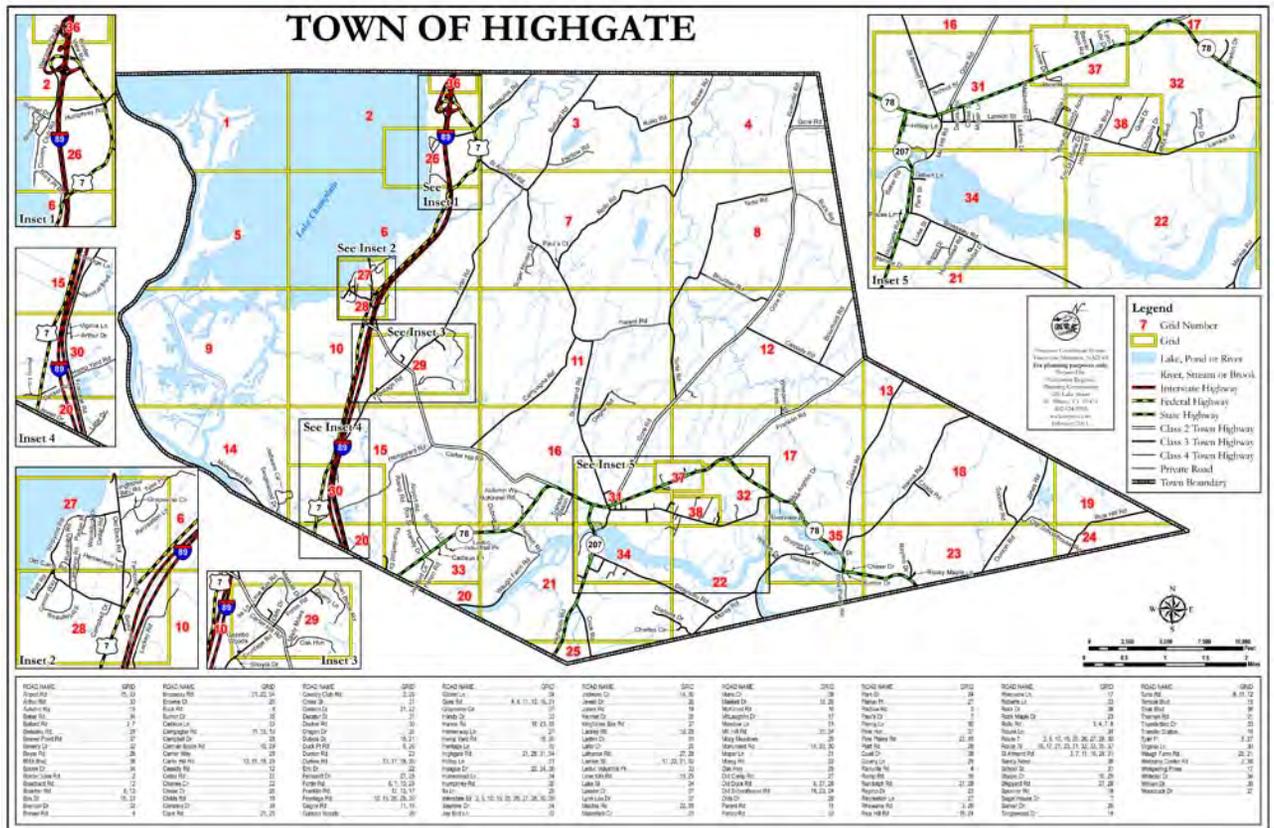
Mailboxes: The Town of Highgate does not replace damaged mailboxes. The Road Foreman should be contacted for proper placement of mailboxes.

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 image below go to <http://www.nrpcvt.com/RoadMaps/HighgateRoadMap.pdf>



Town of Highgate, Vermont
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
HIGHWAY DEPARTMENT
For Year Ended December 31, 2012

<u>Account Title</u>	<u>FY2012 Budget</u>	<u>FY2012 Actual</u>	<u>Favorable/ (Unfavorable)</u>	<u>FY2013 Jan - Jun Proposed</u>	<u>FY2013-14 Jul - Jun Proposed</u>	<u>Total</u>
Annual Revenue						
Overweight Permit Fees	500	575	75	500	500	1,000
Driveway Permit Fees	300	120	(180)	300	300	600
Annual State Aid	145,620	148,521	2,901	74,261	148,521	222,782
Prop Tax from Gen Fund	551,617	552,623	1,006	107,631	446,362	553,993
Class 2 Paving Grants	-	145,184	145,184	-	-	-
Transfer Station Rd	-	30,380	30,380	-	-	-
FEMA Projects	-	3,937	3,937	-	-	-
Structures Grant	-	12,000	12,000	-	-	-
Total Annual Revenue	<u>698,037</u>	<u>893,341</u>	<u>195,304</u>	<u>182,692</u>	<u>595,683</u>	<u>778,375</u>
Office & Personnel						
Salaries	145,524	136,745	8,779	76,408	154,482	230,890
Fica & Medicare	11,133	10,178	955	5,845	11,818	17,663
Retirement VMERS	5,821	5,485	336	3,056	6,179	9,236
Health Insurance	13,478	13,478	-	6,739	13,478	20,217
Unemployment Insurance	678	678	-	341	707	1,048
Workers Comp Insurance	7,669	7,669	-	5,524	11,475	16,999
Electricity	500	250	250	250	500	750
Sand Shed - Heat	600	753	(153)	300	600	900
Travel & Training	300	85	215	150	300	450
Uniforms	4,300	4,901	(601)	2,150	4,500	6,650
Property/Liability Insurance	-	6,039	(6,039)	4,073	8,145	12,218
Total Office & Personnel	<u>190,003</u>	<u>186,261</u>	<u>3,742</u>	<u>104,836</u>	<u>212,183</u>	<u>317,020</u>
Parts & Repairs						
Parts & Repairs	29,000	26,498	2,502	14,500	29,000	43,500
Total Parts & Repair	<u>29,000</u>	<u>26,498</u>	<u>2,502</u>	<u>14,500</u>	<u>29,000</u>	<u>43,500</u>

Town of Highgate, Vermont
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
HIGHWAY DEPARTMENT
For Year Ended December 31, 2012

<u>Account Title</u>	<u>FY2012 Budget</u>	<u>FY2012 Actual</u>	<u>Favorable/ (Unfavorable)</u>	<u>FY2013 Jan - Jun Proposed</u>	<u>FY2013-14 Jul - Jun Proposed</u>	<u>Total</u>
Road Maintenance						
Rockfines & Gravel	50,000	51,973	(1,973)	50,000	50,000	100,000
Salt & Sand	25,000	31,858	(6,858)	-	30,000	30,000
Chloride	15,000	16,593	(1,593)	15,000	15,000	30,000
Culverts	3,000	3,419	(419)	1,500	3,000	4,500
Guardrails	6,600	-	6,600	3,150	-	3,150
Vehicle Fuel	45,000	38,825	6,175	20,000	40,000	60,000
Radios/Pagers	1,000	181	819	-	1,000	1,000
Resurface & New Const	180,000	146,933	33,067	-	200,000	200,000
Subcontractors	300	368	(68)	-	1,000	1,000
Equipment Rental	8,000	1,800	6,200	2,000	6,000	8,000
Equipment Purchase	4,000	2,778	1,222	-	4,000	4,000
Street Signs	1,500	1,608	(108)	750	1,500	2,250
Tree Maintenance	2,500	600	1,900	1,500	3,000	4,500
AOT Grant	-	135,551	(135,551)	-	-	-
FEMA Project	-	4,442	(4,442)	-	-	-
Brosseau Rd	150,000	154,612	(4,612)	-	-	-
Bridge 25	-	30,526	(30,526)	-	-	-
Transfer Station Rd	-	40,835	(40,835)	-	-	-
Total Road Maintenance	<u>491,900</u>	<u>662,902</u>	<u>(171,002)</u>	<u>93,900</u>	<u>354,500</u>	<u>448,400</u>
Total Expenditures	<u>710,903</u>	<u>875,661</u>	<u>(164,758)</u>	<u>213,236</u>	<u>595,683</u>	<u>808,920</u>
Surplus/(Deficit)	(12,866)	17,679	30,545	(30,545)	(0)	(30,544)
Prior Year Carry Fwd				30,545	-	30,545
Adjusted Balance				-	-	-



TRANSFER STATION REPORT

Town of High gate, Vermont
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
TRANSFER STATION
For Year Ended December 31, 2012

<u>Account Title</u>	<u>FY2012 Budget</u>	<u>FY2012 Actual</u>	<u>Favorable/ (Unfavorable)</u>	<u>FY2013 Jan - Jun Proposed</u>	<u>FY2013-14 Jul - Jun Proposed</u>	<u>Total</u>
Annual Revenue						
Environmental Conservation Grant	2,000	2,091	91	1,000	1,000	2,000
Host Fees	62,000	110,130	48,130	30,000	60,000	90,000
Total Annual Revenue	<u>64,000</u>	<u>112,221</u>	<u>48,221</u>	<u>31,000</u>	<u>61,000</u>	<u>92,000</u>
Expenditures						
Testing/Certification	8,000	7,642	358	3,800	8,000	11,800
Household Hazardous Waste Day	4,000	4,058	(58)	2,000	4,000	6,000
Landfill Reserve	-	(6,020)	6,020	-	-	-
Equipment Purchase - Highway Truck	-	-	-	145,000	-	145,000
Equipment Purchase - Fire Truck Reserve	25,000	25,000	-	-	30,000	30,000
Total Expenditures	<u>37,000</u>	<u>30,680</u>	<u>6,320</u>	<u>150,800</u>	<u>42,000</u>	<u>192,800</u>
Surplus/(Deficit)	27,000	81,541	54,541	(119,800)	19,000	(100,800)

2012 CEMETERY COMMISSIONERS REPORT

Our goal as the Cemetery Commissioners is to maintain and upgrade the condition of our cemeteries here in the Town of Highgate. During the past year we renewed contracts with Stephen Bushey and Ben Nye to mow the Town's cemeteries. We also contracted to have fencing installed at the Sherwood, Hyde, and Stearns Cemeteries as well as tree removal at St. John's Cemetery.

This year we hope to do more fencing inspections and repair besides our regular lawn and grounds maintenance at all locations. We will continue to do stone cleaning as time and funding permit. Once again we would like to thank the community of Highgate for your 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 27, 2013 and Saturday, August 24, 2013

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.

HEALTH OFFICER REPORT

I, Luke Choiniere, was nominated by the Selectboard and appointed by the Commissioner of Health to be the Health Officer for the Town of Highgate. Given the difficulty of the position, it is both a challenge as well as an honor to serve our community in this capacity.

Illegal burning of household trash has been at a minimum and dealt with as soon as possible. Complaints on junkyards or debris have increased. I intend to deal with each one on a personal level before bringing in law enforcement. In the event of future situations I will do my best to serve you.

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**. **Henry Laroche**, who serves as the Deputy Health Officer when the Health Officer is not available, can be reached at **868-4852**.

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.

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, 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 for more information, news, alerts, and resources.

Follow the St. Albans District Office at www.facebook.com/vdhstalbans.

Green Mountain Transit Agency

Town of Highgate FY12 Annual Report



GMTA, the public transportation provider for northwest and central Vermont, provides several types of services to the Franklin/Grand Isle region. GMTA operates deviated fixed route and demand response services, along with individual transportation services through the Medicaid and Elderly and Disabled programs. The following information is a summary of these various services and the numbers served.

General Public Transportation Service

For FY12, GMTA total ridership for general public service in the Franklin Grand Isle Region was 48,758. This does not include the St. Albans LINK Express which had a total of 20,532 in ridership, an increase of 15.5%.

GMTA provides essential commuter and fixed route public transportation service to the Franklin Grand Isle Region, with connections to Chittenden County via the LINK Express and various downtown St. Albans locations through the Downtown Shuttle. Residents of Highgate receive direct service through the Alburgh/Georgia Shuttle which operates each weekday providing morning and afternoon commuter service between Alburgh, Swanton, Highgate, St. Albans and Georgia Industrial Parks. This shuttle also travels to Georgia Elementary and Bellows Free Academy and will deviate off the fixed route up to ¼ mile upon request.

FY12 TOTAL RIDERSHIP- Franklin Grand Isle Region

<u>ROUTE</u>	<u>RIDERSHIP</u>	<u>GROWTH</u>
ST ALBANS SHUTTLE	26,202	+30.7%
*ST ALBANS LINK EXPRESS	20,532	+15.5
ALBURGH/GEORGIA COMMUTER	14,266	-4.8%
RICHFORD/ST ALBANS COMMUTER	7,172	-5.1%
PRICE CHOPPER SHUTTLE	1,118	+20.7%

*Operated under CCTA urban services

New Fare System

In July of 2012, GMTA began implementing fares on all scheduled routes, with the exception of the Price Chopper Shopping Shuttle. The decision by GMTA's Board of Commissioners to change the historically fare free public transportation system stemmed from a projected \$90,000 agency deficit for FY13 due in large part to an increased fuel costs. Service cuts were considered as an alternative method to close the deficit. However, with GMTA experiencing high and increasing demand for service and ridership, the reduction of service was not viewed as a favorable option.

For reference, the fares in the Franklin/Grand Isle region are \$0.50 per ride on local routes and \$1.00 per ride on commuter routes with available discount rates for seniors, individuals with disabilities and youth.

In recognition of the significant shift from a fare free system in Franklin and Grand Isle Counties to the implementation of fares, GMTA is also committed to achieving greater local funding commitments from communities served to preserve the current system and work towards a more equitable funding base.

Cost and Revenue Snapshot

- In FY12, Franklin/Grand Isle communities contributed \$23,489 towards scheduled public transportation services.
- Scheduled Service Costs: About \$395,000 annually
 - St. Albans Downtown Shuttle – Total Cost: \$235,074
 - St. Albans-Richford Shuttle – Total Cost: \$75,476
 - Alburgh-Georgia Shuttle – Total Cost: \$93,975
- Local funds cover about 5.5% of gross operating costs
- Projected new fare revenue expected to cover 6% of gross operating costs (\$26,000)

Individual Transportation Services

For FY12, GMTA provided ongoing Medicaid and Elderly and Disabled transportation service to 47 Highgate residents totaling 781 trips and equaling 15,261 miles traveled.

GMTA, in partnership with Champlain Valley Agency on Aging and CIDER, provides ongoing individual medical and daily needs transportation service to those who qualify for Medicaid, Elderly and Disabled funds or both. Qualifying individuals include Medicaid clients, those 60 years of age or older and people with disabilities. GMTA offers individuals the scheduling and payment of rides which are provided through GMTA volunteer drivers, special shuttle, bus service or cab. These services are separate from our regular fixed route and commuter services.

These individual transportation services provide access to daily services such as grocery shopping, pharmacy visits, adult day and residential care facilities, meal sites and social visits. Also offered are essential rides to medical appointments, physical therapy, trips to the VT Association of the Blind, and in some cases critical care treatments like radiation and dialysis treatments. GMTA will provide medical transportation to local practices, including NOTCH clinics, and long distance locations like Fletcher Allen, Dartmouth, Boston and beyond.

Volunteer Driver Program

In addition to our shuttle vehicles, GMTA uses an extensive network of Volunteer Drivers to provide coordinated rides to those residing in rural locations outside our route service area. Volunteer Drivers are generous residents within our service area who provide cost effective and community oriented individual transportation services 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.

Thank You

Thank you to the voters, passengers, GMTA employees and volunteers for your continued support of public transportation service.

Information

For more information or to offer comments on our service, please feel free to contact GMTA at 802.527.2181 or info@gmtaride.org.

MAHA RECREATION REPORT

MAHA's 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 of the Tri-Town community, serving Highgate, Swanton, Franklin and beyond. MAHA is already built from the tri-town communities and feels that this is a natural extension of the services MAHA has been offering 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. Milton High School rented the turf for pre-season baseball, softball, and lacrosse. MVU coaches utilized the turf for field practice when the weather outside was uncooperative. Local Little League (baseball & softball) teams also took advantage of the pitching machine and turf for fielding practice.

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 135 MAHA hockey players, 38 MVU hockey players, 8 men's league teams. Milton High School entered into an agreement with MAHA to rent the ice for practice and home games for their varsity hockey team. MAHA also rents ice time to the St. Albans Skating Association (SASA) and the Milton Youth Hockey Association.

Improvements to the Arena:

Many improvements in service to the community and tangible assets have been purchased which are transportable. We have purchased new turf edging, high school goals, batting cage, pitching mound and machines, baby changing station, backpack vacuum, computer, added Wi-Fi, upgraded the heating system, upgraded the sound system, and made needed repairs to the compressor. We also sent two people for specialized training in ice-making and ice maintenance in May 2012.

We also purchased a new ice-making system, as well as an ice-painting system. By all accounts, the ice at the Highgate Arena has never been better.

The Town of Highgate no longer provides an employee for the arena, and MAHA has hired three part-time employees to maintain the ice and building during the ice season. As part of the lease re-negotiation, the Town agreed to replace the doors at the main entrance, as the previous doors had been vandalized and were no longer secure. The new doors have been installed and are a considerable upgrade to the security, appearance and efficiency of the building.

Other:

MAHA has donated ice time to the Highgate Elementary School, MVU Middle School, and area preschools and libraries.



Tri-Town Recreation Committee Report 2012



The goal is an affordable multi-age multi-recreational facility.

A long term investment & commitment for our Communities!



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

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

Community room, Weight room, indoor walking area



Bond Vote March 5th, 2013: The towns of Franklin, Highgate and Swanton will all be voting on March 5th for joint ownership and a 20 year bond of \$4,305,000 for renovating and improving the building formerly known as the Highgate Sports Arena. Joint ownership of the building is based on an interlocal contract between the three towns. The renovations include code compliance, improved structural integrity, building envelope improvements for efficiency, minimal improvements to existing spaces, additions for locker rooms, community room, weight room, walking area and increasing the ice to regulation size 200' x 85'. **The bond impact for a**



**\$100,000 property is \$29.56/year
(a large coffee & donut per month).**



Interlocal Contract: The TTRC and the Selectboards of Franklin, Highgate and Swanton have been working on an interlocal contract. Items being discussed include:

- Jointly owning the building (Franklin 13%, Highgate 32% and Swanton 55%).
- The land would be a long-term lease.
- The facility would be run by a Board of directors comprised of 2 members from Franklin, 2 from Highgate and 3 from Swanton. Members are to be appointed by the Selectboards.
- The board should be independent of the town government of the 3 towns.
- A reserve account should be established for capital repairs and as an emergency fund if there is an operating loss. This fund could be established using funds raised previously by the town of Highgate.
- The intent is the facility would be self-sufficient (not including debt services).

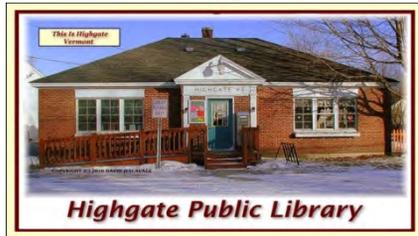
Management: It is imperative that the revenues at the rink be increased once the newly renovated facility is operational. The key to increased revenues is having a General Manager actively marketing the facility for all seasons and all ages. A General Manager (GM) would be hired to carry out the day-to-day operations of the facility. The GM answers directly to Board of Directors. GM will have a primary focus on business growth and development. The ultimate goal is to manage this facility in a quality manner and achieve financial goals set forth in the annual budget. **Please VOTE to Support the future of the Arena!**

www.tri.clients.wiemannlamphere.com to view drawings & reports

TTRC Members: Kim Gates Maynard (Chair-Franklin), Paulette Tatro (Vice Chair-Highgate) Betsy Fournier (Swanton), Brian Spears (Highgate), Melissa Lewis-Bourdeau (Extended Community), Vawn Edele (Franklin), Kelly Merrill (Swanton): **Email:** TTRC@franklinvt.net



LIBRARY REPORT



Highgate Public Library

P.O. Box 76

Highgate Center, Vermont 05459

(802) 868-3970

www.highgatelibrary.wordpress.com

Library Hours: Monday & Thursday 2-6; Tuesday & Wednesday 9-6; Saturday 9-12
Story Time: Tuesday mornings at 10 & Wednesday mornings at 11:15

Another extraordinary year has passed here at the Highgate Public Library. Each year gets bigger and better for us, and this year was no exception. One thing is certainly clear and that is that during these challenging economic times, our public library is more valuable and relevant to the members of our community than ever before. Be it through our public computers which give our patrons free access to the Internet for job searches, resume submissions, applying for unemployment or state aid benefits, or through one of our many free programs. Wayne Senville said it best when he said, "There's been a dramatic change in the mission of a growing number of libraries across the country. No longer just static repositories of books and reference materials, libraries are increasingly at the heart of our communities, providing a broad range of services and activities. They are also becoming important 'economic engines' of our downtowns and neighborhoods."

Every day many people walk through our doors seeking help and information. It is our goal to serve each and every one of them to the best of our ability and ensure that when they walk back out the door, they leave with their needs met. In a small town such as ours, the library is an essential community resource, and one that we want to encourage everyone to use.

Over the next eighteen months, our main goal is to begin the automation process for our collection. For us, automation is a way of preparing the collection to become sustainable with the ever-increasing shift to a technology-based society. It will also allow our staff and patrons easier access to our current holdings and circulation records. For many, the convenience of searching our holdings from any computer, be it at the library or home, will be extremely beneficial. We also will be working closely with the town (planning commission and select board) on safety concerns which have been brought up regarding parking at the library. Together, we will continue to find ways to safely and effectively solve these concerns.

Here are a few highlights from our year:

- The library received a \$1,000 from Ben & Jerry's Community Action grant program to fund nature based education programs for the children of Highgate.
- Thanks to a Google Grant, the library received 3 refurbished Google computers to replace those that were on their last legs.
- In July, the library was fortunate to be awarded a \$3,575 grant from Building Brighter Futures to put towards programing for Highgate's children.
- In October, The Highgate Public Library became approved as a Girls on the Run site for our community. We are now the 7th site in Franklin County to date. Since this will be our first year running the program, we will only be focusing on Girls on the Run, which is for students in grades 3-5. If all goes well and the demand is there, our hope is to add Girls on the Track (for

grades 6-8) in the spring of 2014. A HUGE Thank You goes out to those wonderful community members who have stepped up and offered to assist as coaches, as well as to MAHA for allowing us to use the arena for this program, which will begin in late March.

- In December, the library was given a wonderful new collection of Abenaki resources for the community to enjoy.
- E-book circulation, which is available to our patrons through **Listen UP! Vermont**, is picking up in popularity. If you have an e-reader and would like access to this service, please stop in and see us!
- 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.

If you have not visited the library lately, I invite you to stop in and check us out. You may be surprised at how the library has changed over the years and at all that we now have to offer!

Sincerely,

Liza L. Comiskey, Librarian



Services available at your library:

- Books, Magazines, E-books and Downloadable audio books
- FREE Access to over 500 online continuing education courses through *Universal Class*
 - High speed internet access
 - Printing & Faxing
 - 2 Story hours each week
 - Teen Programs
 - Author Visits
 - After school programs
 - A 6 week summer reading program
- Day passes for Echo, Shelburne Museum, Shelburne Farms, Vermont State Parks, Vermont Historic Sites, Birds of Vermont Museum and the Vermont Historical Museum.
 - Safety course offerings
 - Parenting education workshops
 - Book discussions
- Free access to *HeritageQuest*, a genealogy database
 - And so much more!

HIGHGATE PUBLIC LIBRARY FINANCIAL STATEMENTS

CHECKING ACCOUNT

Balance on Hand 1/1/12	\$ 10,042.13
Receipts	
Highgate Trust Funds	\$ 67.00
Town Funds	\$ 59,464.00
Rebate	\$ 64.70
Fundraisers	\$ 358.25
Grants	\$ 4,536.07
Donations	\$ 1,738.62
Friends of the Library	\$ 937.99
Transfer from savings	\$ 680.00
Total receipts	<u>\$ 67,846.63</u>
Total balance & receipts	\$ 77,888.76
Expenditures	
Salaries	\$ 35,005.55
Social Security & Medicare	\$ 3,082.63
Health Ins.	\$ 8,423.52
Retirement	\$ 1,085.27
Travel & Workshops	\$ 338.43
Memberships & Dues	\$ 50.00
Postal (box, stamps, book returns)	\$ 550.96
General Supplies	\$ 1,830.29
Telephone & Internet	\$ 1,397.18
Books & Magazines	\$ 6,041.43
Software	\$ 100.00
Special programs	\$ 6,134.43
Technical Support	\$ 1,080.00
Equipment	\$ 2,889.92
Overpym't to town for wages	\$ 512.66
Total Expenditures	\$ 68,522.27
Balance in checkbook 12/31/12	\$ 9,366.49
Petty cash 12/31/12	\$ 100.00
Balance on Hand 12/31/12	<u><u>\$ 9,466.49</u></u>

SAVINGS ACCOUNT

Balance on Hand 1/1/12	\$ 2,223.72
Interest earned	\$ 2.46
Total balance and receipts	\$ 2,226.18
Transfer to checking account	\$ 680.00
Balance on Hand 12/31/12	<u><u>\$ 1,546.18</u></u>

ANDERSON ACCOUNT - Restricted

Balance on Hand 1/1/12	\$ 6,645.76
Interest earned	\$ 5.03
Donations	\$ 400.00
Total balance and receipts	\$ 7,050.79
Balance on Hand 12/31/12	<u><u>\$ 7,050.79</u></u>

Year end checkbook balance includes restricted grant money.

HIGHGATE PUBLIC LIBRARY BUDGET

	2012 Budget	Amount Expended	Favorable Unfavorable	1/1/13-6/30/13 Proposed Budget	7/1/13-6/30/14 Proposed Budget
Librarian's Salary	\$ 26,664.00	\$ 26,666.80	\$ (2.80)	\$ 13,740.00	\$ 27,880.00
Support Staff	\$ 11,550.00	\$ 8,338.75	\$ 3,211.25	\$ 6,000.00	\$ 12,000.00
Employer Social Security & Medicare	\$ 3,450.00	\$ 3,082.63	\$ 367.37	\$ 1,780.00	\$ 3,590.00
Librarian's Health Insurance	\$ 8,500.00	\$ 8,423.52	\$ 76.48	\$ 4,550.00	\$ 9,100.00
Retirement - VMERS	\$ 1,000.00	\$ 1,085.27	\$ (85.27)	\$ 550.00	\$ 1,100.00
Travel & Workshops	\$ 400.00	\$ 315.26	\$ 84.74	\$ 200.00	\$ 400.00
Memberships and Dues	\$ 50.00	\$ 50.00	\$ -	\$ 50.00	\$ 50.00
Postal	\$ 850.00	\$ 515.21	\$ 334.79	\$ 425.00	\$ 850.00
General Supplies	\$ 800.00	\$ 1,816.10	\$ (1,016.10)	\$ 400.00	\$ 800.00
Telephone and Internet*	\$ 400.00	\$ 579.63	\$ (179.63)	\$ 200.00	\$ 400.00
Books & Magazines	\$ 4,500.00	\$ 5,817.69	\$ (1,317.69)	\$ 2,350.00	\$ 4,700.00
Automation				\$ 250.00	\$ 500.00
Software	\$ 100.00	\$ 100.00	\$ -	\$ 50.00	\$ 100.00
Special Programs	\$ 800.00	\$ 1,209.67	\$ (409.67)	\$ 400.00	\$ 800.00
Technical Support	\$ 300.00	\$ 400.00	\$ (100.00)	\$ 150.00	\$ 300.00
Background checks	\$ 100.00	\$ -	\$ 100.00	\$ 50.00	\$ 100.00
Equipment	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 1,050.00	\$ -
Wages due from town		\$ 512.66		\$ -	
Totals	\$ 61,464.00	\$ 60,913.19	\$ 1,063.47	\$ 32,195.00	\$ 62,670.00
Carryover	\$ 1,989.00			\$ 1,050.00	\$ -
Budget Total	\$ 59,475.00			\$ 31,145.00	\$ 62,670.00
Expenditures from other incomes:					
E-Rate Grant (telephone)		\$ 817.55			
Books		\$ 223.74			
Special Programs		\$ 4,924.76			
Postage		\$ 35.75			
Supplies		\$ 14.19			
Mileage		\$ 23.17			
Equipment		\$ 889.92			
Tech Support		\$ 680.00			
Total Expenditures		<u>\$ 68,522.27</u>			

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 2nd 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
Angela Pandis, Vice President
Michelle Douglas, Treasurer
Deb Messier-Gagne, Secretary*

HISTORICAL SOCIETY REPORT

Highgate Historical Society – 2012



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**.

- ❖ In June, we represented Highgate at the Vermont History Expo held in Tunbridge, VT.
- ❖ We also hosted the Georgia Historical Society to a visit at our museum in June.
- ❖ On September 14th, twenty-six 4th grade students visited the museum.

We had some great donations this past year of Highgate memorabilia to add to our collection.

Sincerely,

Charles T. Nye

The Town of Highgate – Chartered in 1763
Celebrate Our 250th Year in 2013!

PLANNING COMMISSION REPORT

The Planning Commission plays an important role in the community. All changes in lot lines must be approved by the Planning Commission. This can be as simple as a Boundary Line Adjustment between neighboring properties which requires only one hearing with the Commission, or as complicated as a large Planned Unit Development which may require several hearings to get all the details right.

The Planning Commission works within the guidelines established in the bylaws to safeguard property rights, consider environmental impacts, and ensure proper planning for infrastructure that will serve us well into the future. Large developments can dramatically change an area and a conscientious commission can mean the difference between a thoughtful design that fits well in the neighborhood and be a benefit to the community, or a development that is fraught with issues and can become a problem for their neighbors.

Along with the land use review the Commission works on several other projects throughout the year. The Commission has received a Municipal Planning Grant to fund an update to the bylaws in 2013. It is prudent to review the bylaws periodically for outdated or insufficient guidance on topics. This review will include recommendations from the Northwest Regional Planning Commission (NRPC) to update Flood Hazard Regulations and to include a section on renewable energy. Input is welcomed in this process and the public is invited to attend meetings and participate in the discussion. Meetings are typically on the first Monday of the month in the community room at 6:00pm.

The Commissioners have also worked to received official designation for our Village Area. While intuitively we already knew we have a Village area, the formal designation from the State Downtown Review Board comes with a list of benefits including priority status on grant for projects within the Village area. A map of the Village area and list of benefits accompanies this report.

The Commission has submitted a grant for funding for a sidewalk that would start at the municipal offices and provide safe access to the Library and then continuing down Lamkin Street to St. Louis Church. If we are awarded this grant we will consider this project as phase I of a more comprehensive Village pedestrian infrastructure. We are able to apply for these funds based on a feasibility study on the Lamkin Street Corridor that was funded by NRPC in 2007. We have long needed a safe route to school and arena and we hope to be able to build off this phase I installment to work toward a cross walk on Route 78 and safe route to the school and arena.

The Commission operates in accordance with the open meeting law and notices of land use hearings are posted at the Town office, Desorcie's Store, the Post Office, the Irving Gas Station and at the Library. The notice is also published in the legal section of the St. Albans Messenger and mailed to adjoining land owners to the parcel being developed. Copies of the zoning and subdivision regulations and applications are available free on the Town's website by googling: www.highgate.weebly.com or for a small fee at the Town Clerk's office.

The Commission currently is accepting letters of interest for a vacant seat. If you are interested in being a part of the team that is working to shape the future of Highgate, please contacts the Administrator's office at 868-4697 x 203.

Thank you,

Shawn Neill, Chairman on behalf of the Commissioners

David Cadieux

Pauline Decarreau

Bruce Ryan

Pete Paquette, Vice chair

Woodbury Rouse

Paulette Unwin



2012 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 redeveloped 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 response planning: Better prepare our region and state for disasters by coordinating with local volunteers and VT Emergency Management on emergency response 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 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:

- 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.
- Provide assistance with an application for Village Center Designation from the VT Downtown Program.
- Coordinated consultant selection for the Tri-Town Arena Process.
- Completed a traffic count of the Machia Road.
- Coordinated updates to the basic Emergency Operations Plan.
- Assisted with the Municipal Planning Grant Application for revisions to Zoning Bylaws.
- Participated in the planning and implementation of the Emergency Exercise for area response agencies for Franklin County Field Days.
- Updated the E-911 poster map, road atlas and road map.

In the coming year the Commission will further develop our new Healthy People, Strong Communities project to promote economic development and community health. 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.

155 Lake Street St.Albans, VT 05478

Phone:(802)524-5953 Fax:(802)527-2948 www.nrpcvt.com

ZONING ADMINISTRATOR REPORT

Please remember to check before you begin a project to see if you need a state or local permit. If your project is 50 square feet or more you will need a building permits. Remember to observe your district setbacks from boundaries to avoid problems. I can help you with your questions and you can also make use of the online GIS Mapping program that allows you to check you zoning district and parcel data at caigisonline.com.

Permit Applications are available at the website Highgate.weebly.com.

If your project is going to change your home it may trigger the need for a state wastewater permit amendment. Rental properties also have specific requirements. 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.

Building permits

In 2012 there were 83 building permits issued in 2012 amounting to \$4,835.88 in fees.

49 - Additions or accessory structures

12 - New homes

1 - Change of use

2 - Commercial construction

10 - driveway permits

5 - Amendments

2 - Agricultural projects

1 - Field access

2 - Handicap access ramps

Land Use Permits

There were 9 land use applications which resulted in \$1,350 in fees.

3- 2 Lot Subdivisions

4- Boundary Line Adjustments

2 - Site Plans

The Zoning Board of Adjustment is a seven person board that is responsible for conducting public hearings on conditional use requests, waivers, variances, and appeals.

The board is responsible for establishing the following guidelines in the following instances:

Conditional Use - business permit- the board evaluates the proposal's compatibility with the goals of the zoning districts. They estimate potential impact on the community by looking at traffic flow, parking, business hours, potential for noise, outside storage, within the guidelines of the individual districts.

Waiver - the Board now has the ability to review request for waiver of setback standards and can grant a reduction in the district setback requirements if there are unique circumstances on the lot the prevent compliance.

Appeals - The Board also hears appeals of building permits. When a landowner receives a building permit, they must post a sign on the site notifying the neighbors of the change. If an abutting landowner chooses, they have 15 days to appeal the permit.

The Board meets once a month as needed on the second Thursday of the month at 6:00pm. They are currently accepting letters of interest for an open seat on the board. Please send letters of interest to: the Zoning Board of Adjustment, PO Box 189, Highgate CTR, VT 05459 or contact Zoning Administrator, Heidi Britch- Valenta, at 868-4697 or hbvalenta@comcast.net.

FRANKLIN COUNTY INDUSTRIAL DEVELOPMENT CORP REPORT



**FRANKLIN COUNTY
INDUSTRIAL DEVELOPMENT
CORPORATION**

During 2011 Franklin County Industrial Development Corporation (FCIDC) was focused on two new initiatives. The first initiative included our County’s growing Diversified Agriculture sector and our second main focus was developing a Canadian recruitment strategy to attract new business.

FCIDC and a number of our partners (Workforce Investment Board, Franklin County Regional Chamber of Commerce, and Northwest Regional Planning) have made a concerted effort to interact with the Diversified Ag sector to better understand their needs. The Franklin County Partners are focused on addressing those needs as we enter 2012. To assist with their marketing we have compiled a list of 125 ag businesses that will be included in a directory in June 2012 and distributed throughout the County. If we can promote this sector by encouraging “buy local” and educating consumers as to where their food comes from then we will expand our local economy.

The FCIDC Canadian recruitment strategy came about when the recruitment specialist at the State of Vermont left his position and the State chose not to fill the position. FCIDC has invested thousands of dollars to hire a consultant to begin networking in Quebec and to create a bi-lingual brochure. Franklin County has enjoyed a strong economy over the past two decades in large part due to our location to Quebec and the number of Canadian businesses that have chosen to expand in Franklin County.

FCIDC maintains regular communications with all of the County’s manufacturers. We coordinate regular visits, workshops, legislator tours and collaborate on job training needs and opportunities.

Currently there has been no activity within the St. Albans Town Industrial Park expansion of which FCIDC has invested more than three million dollars. We have taken the initiative to pre-permit one of the lots for a 50,000 square foot building in hopes of expediting the process for a respective client.

In addition to all of the activity previously mentioned FCIDC spent an extensive amount of time with Franklin and Highgate officials in an effort to keep the Morse’s Line Port of Entry open.

The current FCIDC Board includes:

<u>BOARD MEMBER</u>	<u>TOWN</u>	<u>BOARD MEMBER</u>	<u>TOWN</u>
William Cioffi, Chair	St. Albans City	Maureen Brown	Bakersfield
Mark Lareau, Vice Chair	St. Albans Town	Mike O'Brien	Fletcher
Donald Poirier, Treasurer	St. Albans Town	Patrick Calecas	Montgomery
Carl Rosenquist	Georgia	Mervin Kaye	St. Albans Town
Jean Lamphere	Swanton	Valentine Bonk	Enosburg Falls
Kevin Manahan	St. Albans Town	Kathy Lavoie	Swanton
Bill O'Brien	Richford	Bud Bruley	St. Albans Town
Rebecca Tarte-Richards	Georgia	Leon Berthiaume	Swanton
Steve Plouff	Franklin	Dana Kittell	Fairfield

Thank you to the Community of Highgate for the years of support you have shown FCIDC.

Respectfully, Tim Smith Executive Director

SUMMER SOUNDS

Summer Sounds



The All Arts Council's *Summer Sounds* popular, long running, outdoor series, offered free concerts on summer Sunday evenings. Visit www.summer.allarts.org for more info.



As the 2012 free concert series closed in on a quarter century of concerts (this was the 23rd season of the series) we began a search for new, younger performers. We featured **Keeghan Nolan's Young Guns Tour** with a lineup of the next generation of stars and had new performances by the **Joe Levesque Big Band** and renowned Celtic Folk band **Longford Row**. **Jenni Johnson and the Jazz Junketeers**, **Mr. French**, and **Towne Meeting** all returned for a great season.

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 – Chevalier Drilling, 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, and MAHA. The All Arts Council also presented a Summer Sounds concert at Bay Day and in Swanton.



The Fire Department pitched in with a rain site and general support. The *St. Albans Messenger* and Comcast Channel 15 covered every event and provided wonderful publicity. (If you missed any of the concerts, the *Almost Live* series airs on Channel 15. The volunteer videography crew produced a "front row seat" show of the *Summer Sounds* concerts and many more besides. Visit www.northwestaccess.info for schedules and more info.



Highgate disbursed \$2,500 of our \$5,180 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 2013 *Summer Sounds* season with some excellent new groups playing country, jazz, pops, brass, classics, and even a little rock-n-roll. 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



2012
ANNUAL REPORT



HIGHGATE TOWN SCHOOL DISTRICT

PRINCIPAL'S REPORT

Highgate Elementary School Vision:

"We believe that Highgate children will become motivated, self-confident life-long learners. They will be innovative decision-makers, who possess academic, social, and technological knowledge. As caring and respectful individuals, they will be able to successfully communicate in an ever-changing world."

Highgate Elementary is committed to providing a high quality education to our students. Research studies show that there are several factors that influence the strength of students' educational opportunities. Schools need to have high standards, research-based instructional practices, strong community and family involvement, and a safe and respectful environment, to name a few. The entire staff is committed to providing these for each of our 300 students.

Building Community defines the theme at Highgate Elementary School for the 2012-2013 school year. With the implementation of Positive Behavior Intervention Supports (PBIS) over the past few years we have witnessed that when every adult and student understands the expectations and remain consistent in the message, the environment becomes one where all can learn and grow. We believe in being safe, respectful, and responsible in our interactions with one another. A Community Building time was added at the beginning of each day, as well as a whole school Friday Morning Assembly, as times when all adults and students come together to practice social skills and to build the sense of community. The PBIS Team under the leadership of Ms. Casavant continues to diligently assist the entire school community in both adjusting when needed and celebrating our successes. As a result of our training at the BEST Institute this past summer, we are learning more about the effect of brain research and social thinking on students' learning. This year we also started a mentoring connection with many of our students.

Highgate Staff uses research-based best practices with regard to literacy, science, and mathematics instruction. Each week grade level teams of teachers meet to plan and to monitor their curriculum and instruction. They work with Literacy Specialist Ms. McDermott and Mathematics Specialist Mr. Bianchi in looking at student work to identify students who need intervention and those who could benefit from enrichment. A 30- minute block was added to the schedule to provide these additional services for our students. Teachers are also participating in many professional development opportunities. Over the next few years Vermont will join the rest of the country in implementing the Common Core Curriculum. Teachers have been working with their colleagues from throughout the Supervisory Union to see how the Common Core matches with the present curriculum and what direction teachers and administrators may need for further training.

We are in year two of our full-day kindergarten. The academic and social growth of our youngest students indicate how much they have benefitted from the extra time. When the School Board realized that two pre-school sessions would not accommodate all of our 4 year olds this year, they voted to add a third session. Ms. Beth Richey has added this extra session to her position, knowing how important Early Childhood Education is for our students.

Many examples of 21st Century Learning can be seen in our school. Through grant funding and the generosity of our local community, we are equipped with approximately 300 tools (netbooks, iPads, iPods, desktops and laptop computers) for use by teachers and students. Technology support, provided by Mrs. Larivee, assists teachers in integrating technology into the curriculum, expanding the walls of the school through Skype and blogs, and providing the technical expertise needed to stay current in this ever-evolving area. We invite the Community to check out our website, and for parents to access literacy and math support sites (Study Island) from home through www.fnwsu.org/highgate. Knowing how quickly technology changes, the technology committee is creating a plan of action so we are best preparing our students.

At Highgate Elementary we continue to implement the School Action and Restructuring Plans. Despite the fact that we are still identified in reading and mathematics for the following subgroups: Students with Disabilities, Socio-Economic status and Native American and White population, as indicated on the October 2011 NECAP assessment, our students continue to make progress. The New England Common Assessment Program (NECAP) assessments, given every October to students in Grades 3 through 6 in Reading and Mathematics, and in Grade 5 in Writing, is the only factor used to identify if a school has attained AYP (Adequate Yearly Progress). We eagerly await the results of October 2012 assessments. We will remain diligent in being reflective practitioners, through the use of additional assessments, in order to improve student outcomes. During October 2012 we participated in an Audit of our academic program. The Highgate School Community, along with the School Board of Directors, continue to make all decisions for teaching, learning, and budgeting based on what is best for our students. If you would like to view the specific recommendations of the Audit, please go to the Highgate Elementary School website.

After spending the 2011-12 school year cleaning and reconstructing the basement in the White Building from the damage of the previous spring floods, staff and students alike were enthusiastic for the extra space again this fall. Along with the basement work, a new septic tank was installed for the White Building. On an aesthetic note, Mrs. Joanne Campbell undertook the sprucing up of the front of the school. When you visit, you are greeted with a second bench and maintained perennial gardens. She was able to get support for this project from her son and other community members.

The Highgate School Community said good-bye this past spring to Mrs. Bonnie Dulude. Her service to the Highgate Elementary School as teacher is recognized and greatly appreciated. We wish her well in her retirement. Mrs. Michele St. Germain greeted visitors, students and staff alike to the school for more than two decades. She is dearly missed by all. We also said, "GoodBye" to Mr. Kelly Lemoine who served as a custodian for many years.

The Highgate School welcomes Dianna Conley to our faculty as special educator, Mr. Randy Pudvah to the maintenance staff, and Ms. Michelle Beaulieu to the Office.

It takes an entire community to provide a comprehensive education for its children. We are grateful for the extended learning opportunities offered by Crossroads, Team Northwest Tutoring, and community library programs, as well as the Girl Scouts. Ms. Hemingway's Traveling Storyteller, and Youth Sports Programs. The Highgate Volunteer Fire Department provides fire prevention programs to our students, but also assists when needed. StarBaseVT has provided science and engineering programming to our fifth graders, made possible through a grant from Ben and Jerry's and the Vermont Air National Guard. The Highgate recreational ice rink serves as a location for our physical education program as well as our evacuation site. Our Parent-School Connection continues to provide funding and support throughout the year-just ask our young skiers or those students heading to the Flynn Theatre. We also acknowledge the Tyler Place for its continued generosity in acknowledging excellence in education. For these and so many other members of the Highgate Community, we sincerely say, "Thank You!" and invite each of you to visit and volunteer in our school.

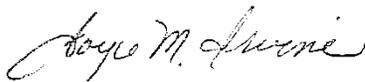
The School Board has scheduled an informational meeting for the community to discuss the FY14 school budget.

February 14, 2013 FY2014 School Budget Overview at 7:00 in the school library.

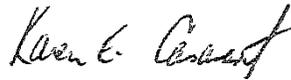
It is truly an honor to work at Highgate Elementary School. Karen and I are fortunate to work with the Highgate School Board of Directors and staff who are committed to the education of the children of Highgate.

Please contact us at any time to share your concerns, issues, and/or other questions. Thank you for your continued support.

Respectfully Submitted,



Joyce M. Irvine, Principal



Karen Casavant, Assistant Principal

BOARD OF DIRECTORS' REPORT

It is a pleasure to report on the work of the Highgate School Board this past year. Together with the school's administration, teachers and staff, and the Central Office 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 **Safe, Respectful, Responsible**, educationally strong, fiscally sound and sustainable.

Throughout the year the Board has participated in five major presentations, allowing us the opportunity to learn more about our educational programs and opportunities for savings in our physical plant. Dena St. Amour, FNWSU curriculum coordinator, introduced us to the national Common Core State Standards that have been selected by Vermont's Department of Education to be implemented in all public schools by 2013-2014. Adopting these standards means our curriculum will have more rigor, which will require the development of greater critical thinking and problem solving skills by our students. Patty McDermott, literacy specialist and Aldo Bianchi, mathematics specialist shared with us information about our literacy and math programs and how these programs are delivered to our students. Our principal, Joyce Irvine, presented the results of the educational audit (completed in October) and the necessary changes the audit suggests. Heather Larivee reviewed the technology we have available in our school as well as examples of how students are accessing the technology through different units of study. Pat McGovern of McCuin Fuels, shared with us a presentation on a new technology that reduces fuel oil usage by using existing heating systems.

As a result of voters support for article 5 in the 2012 warning, the septic tank for the White Building was removed and replaced during the summer. Doug Rollo was contracted for this work and the Board is very pleased with the outcome. Without question the septic tank needed to be replaced.

Reconstruction work in the basement of the White Building, necessitated as a result of water entering the building during the wet spring of 2011, has been completed and students and staff are once again using the rooms. Our custodial staff did the majority of this work.

The Discovery Garden, in the courtyard at the entrance to the school, has been given new life thanks to the ideas, time, effort and loving care of JoAnne Campbell. We would like to recognize and thank her and the following people for their work and donations: HDC Building and Remodeling (HD Campbell, David Greenwood, Levi Vincent and Josh Longway for labor, reduced costs and donation); H & B Nursery (Heather, Brian, Ryan and Brendan Bessette for labor, reduced costs and expertise); SD Ireland (donation of cement stands for bench); Raymond Gagner (arranging donation from SD Ireland); Beaver Creek Contracting (Joe Poquette for plant mix stone donation), Brandy Brown (arranging stone donation), Wildflower Farm in Shelburne (reduced price for birdbath); Hal Campbell (assembling bench) and JoAnne Campbell (monetary donation).

Joyce Ashton joined the School Board in August of 2004 and has served continuously since that time. Joyce resigned her position in January. The Board will miss her greatly and would like to thank her for her attention to detail, her accounting skills, and her dedication and advocacy for Highgate's children.

Our school is fortunate to have a supportive community. We would like to thank the taxpayers, Highgate Highway Department, Highgate Firemen, Highgate Select Board, the administration, teachers, staff, parents, Parent School Connection and volunteers for helping us continue to provide a meaningful and valued education for our most important resource.....our children!

Respectfully submitted,

Connie Janes Beyor, Chair
David Roddy, Clerk

Liza Comiskey
Richard Flint

REPORT OF THE SUPERINTENDENT OF SCHOOLS

This has been another productive and exciting year for the Highgate Elementary School. Under the leadership of our Principal, Joyce Irvine, 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, 2012 was 306, and is broken down as follows: Kindergarten, 37; Grade 1, 51; Grade 2, 51; Grade 3, 51; Grade 4, 38; Grade 5, 34; and Grade 6, 44.

The Highgate Elementary School Board of Directors and the administration have developed a budget for the 2013-2014 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

FRANKLIN NORTHWEST SUPERVISORY UNION
AFTER SCHOOL & SUMMER PROGRAMS

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

January 2013

Greetings Highgate Residents,

The Franklin Northwest Supervisory Union After School & Summer Programs administration is pleased to report for all schools, we had 646 students attending programs last year, which is approximately 34.7% of all students attending the schools in Highgate, Franklin, Sheldon and Swanton (of students in grades with after school programming available). That is more than one third (up from 26% 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 Department of Education 21st Century Community Learning Centers Program Grant, these programs continue under the guidance and oversight of the Vermont Department 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 5th & 6th grade students, meets 4 days a week for 20 weeks during the school year. On an average there were 22 students who attended daily, with a total of 54 students registered for the year, making it 66% of the school's 5th & 6th grade population participating. In the end of year reports sent to the Department of Education (DOE) for last school year, it was reported that for our regular attendees (those who attend 30 days or more):

- 86% math NECAP scores improve or were maintained at upper proficiency level scores
- 81.8% reading NECAP scores improve or were maintained at upper proficiency level scores
- 41% had a decrease in the number of school days absent

The Highgate Crossroads Explorers after school program is for 2nd, 3rd and 4th grade students, meets 2 days a week for 21 weeks during the school year. On an average there were 30 students who attended daily, with a total of 75 students registered for the year, making it 58% of the 2nd through 4th grade school population participating. For end of year reporting to the DOE, it was reported that for our regular attendees (those attending 30 days or more):

- 89% had improved math score level comparison for the January and May assessments
- 87.5% had improved reading score level
- 45% 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). You can also check out our FNWSU website <https://sites.google.com/a/fnwsu.org/afterschoolprograms/>.

Thank you for your continued support, *Carol Lizotte*

FNWSU After School & Summer Programs Director 868-4967 ext 21 or clizotte@fnwsu.org

REVENUE REPORT

HIGHGATE SCHOOL DISTRICT Revenue Report July 1, 2011 - June 30 , 2012
--

	Budgeted	Actuals	Variance
General Fund Balance, 7/1/2011	\$64,598	\$350,794	\$286,196
Grant Fund Balance, 7/1/2011	\$0	\$25,371	\$25,371
Subtotal - Beginning Balances	\$64,598	\$376,165	\$311,567
Homestead Property Taxes	\$788,606	\$788,606	\$0
Non-Homestead Property Taxes	\$994,877	\$977,139	-\$17,738
Education Spending Revenue from State	\$1,740,110	\$1,757,848	\$17,738
Special Education State Aid	\$428,147	\$469,955	\$41,808
Transportation Reimbursement	\$67,001	\$74,609	\$7,608
Interest Income	\$15,000	\$33,449	\$18,449
Grant funding	\$89,811	\$106,698	\$16,887
FNWSU Support - Speech & SpecEduc. Clerical & Supply	\$0	\$14,402	\$14,402
Medicaid Reimbursement	\$0	\$40,000	\$40,000
Summer School Reimbursement	\$0	\$6,677	\$6,677
Workmans Comp. Reimbursement	\$0	\$2,423	\$2,423
Miscellaneous Reimb./Refunds:	\$0	\$1,554	\$1,554
Subtotal - Receipts:	\$4,123,552	\$4,273,357	\$149,807
State of VT Hot Lunch Reimbursements	\$0	\$115,593	\$115,593
Technology Article Funds	\$0	\$0	\$0
EarMark Grant	\$0	\$9,532	\$9,532
Playgroup Grant	\$0	\$0	\$0
Summer Camp	\$0	\$3,722	\$3,722
Subtotal - Grant Revenues:	\$0	\$128,848	\$128,848
TOTAL RECEIPTS & Cash Balances	\$4,188,150	\$4,778,370	\$590,222
minus total Expenditures:		-\$4,388,350	
Total Fund Balance		\$390,019	
Grant & Special Revenue Fund Balance, 6/30/12		\$27,462	
Capital Project Fund Balance, 6/30/12		\$0	
Total General Fund Balance FY2012		\$362,557	
Audited Fund Balance, June 30, 2012		\$362,557	
Reported for FY13 Property Tax reduction		\$251,264	
Unreserved FY12 Fund Balance		\$111,293	

LUNCH PROGRAM

HIGHGATE LUNCH PROGRAM
Yearly Report - 2011 - 2012

Balance, July 1, 2011		\$8,238.75
Cash on Hand		\$15.39
		\$8,254.14
 <u>Income:</u>		
Federal Income August 2010 - June 2011	\$112,743.02	
State Lunch Reimbursement	\$2,008.69	
State Breakfast Reimbursement	\$841.15	
Student Sales	\$29,746.31	
Adult Sales	\$5,103.00	
A la Carte Sales	\$162.90	
Other Sales	<u>\$294.51</u>	
Total Income:		\$150,899.59
Beginning Balance plus Income		\$159,153.73
 <u>Expenses:</u>		
Food & Milk	\$87,872.69	
Labor & Wages	\$43,584.00	
Supplies	\$9,463.49	
Insurance Employee Match	\$3,366.10	
Hot Lunch Match	\$3,366.10	
Gas / Mileage	\$0.00	
Workers Compensation	\$428.54	
USDA Storage & Deliveries	\$733.90	
Overpayment Insurance	\$203.99	
Audit Services	\$500.00	
Total Expenses:		-\$149,518.81
Balance, June 30, 2012		\$9,582.88
Cash on Hand		\$51.84
USDA Inventory	\$4,222.60	
Food & Supply Inventory	\$1,242.48	
Overdue Charges	\$1,093.65	
Program Value:		\$16,193.45

Respectfully submitted,
Maureen Conley, Hot Lunch Agent

BALANCE SHEET

HIGHGATE SCHOOL DISTRICT BALANCE SHEET

	June 30, 2011	June 30, 2012
ASSETS:		
Cash & Cash Equivalent	\$428,968	\$447,432
Total Assets:	\$428,968	\$447,432
LIABILITIES & EQUITY:		
Payroll Withholdings & Liabilities	\$52,802	\$57,412
Due to Other Funds	\$25,372	\$27,463
Fund Equity	\$350,794	\$362,557
Total Liabilities & Equity:	\$428,968	\$447,432

Fund Balance:	\$350,794	\$362,557
Adjustment to Prior Year's Revenues	-\$59,932	\$0
Unreported Fund Balance from Prior Year to reduce next year's taxes	-\$64,598	-\$226,264
Current Year's Carryover Reported to reduce next year's taxes	\$0	-\$25,000
Special Article - Technology	\$0	\$0
Unreserved Fund Balance (goes towards subsequent tax year)	\$226,264	\$111,293

A copy of the annual outside audit of the Highgate Town School District's financial statements for fiscal year ending June 30, 2012, performed by Angolano & Co., Shelburne VT, is available at the Town Clerk's Office and/or the Superintendent of Schools' Office.

PROPOSED BUDGET

HIGHGATE SCHOOL DISTRICT						
FY2012 Expenditures, FY2013 Estimated Expenditures, and FY2014 Proposed School Budget						

Funct/ Object Description	FY2012 Budget	FY2012 Actuals	FY2013 Budget	FY2013 Estimated	FY2014 Proposed	Budget Change
1100 INSTRUCTIONAL PROGRAMS:						
110 Teachers' Salaries	\$1,279,917	\$1,285,970	\$1,289,798	\$1,336,906	\$1,389,580	\$99,782
111 Extracurricular Salaries	\$5,100	\$5,600	\$5,100	\$5,100	\$5,000	(\$100)
112 Behavior Management	\$0	\$40,000	\$0	\$23,808	\$24,525	\$24,525
119 Paraprofessionals' Salaries	\$86,133	\$80,831	\$98,363	\$116,674	\$115,384	\$17,021
120 Substitutes Salaries	\$14,500	\$31,276	\$14,500	\$14,500	\$17,000	\$2,500
121 Tutors' Salaries	\$7,500	\$9,620	\$7,500	\$7,500	\$7,500	\$0
210 Health Insurance	\$254,232	\$263,038	\$316,895	\$347,016	\$398,602	\$81,707
<i>less projected employee contributions</i>			(\$52,452)	(\$57,388)	(\$69,659)	(\$17,207)
211 Dental Insurance	\$19,763	\$21,735	\$21,098	\$21,257	\$24,038	\$2,940
212 Catamount Insurance	\$0	\$0	\$500	\$500	\$500	\$0
220 Social Security	\$106,002	\$108,585	\$108,267	\$115,093	\$119,262	\$10,995
240 Municipal Retirement	\$3,445	\$3,228	\$3,935	\$4,667	\$4,615	\$680
250 Workers Compensation	\$10,115	\$9,045	\$10,277	\$7,344	\$10,860	\$583
260 Unemployment Compensation	\$1,500	\$1,289	\$1,500	\$1,500	\$1,500	\$0
300 Contracted Services for students	\$1,000	\$2,509	\$1,000	\$2,000	\$2,000	\$1,000
310 After School Programs support	\$19,000	\$9,935	\$34,236	\$34,236	\$42,515	\$8,279
311 Mentoring Services	\$1,500	\$3,000	\$2,250	\$2,250	\$1,500	(\$750)
312 Contracted Math Services	\$15,000	\$1,500	\$20,000	\$20,000	\$20,000	\$0
320 Purchased Services (NCSS)	\$0	\$57,195	\$24,855	\$48,581	\$25,581	\$726
430 Repair & Maintenance	\$20,000	\$16,815	\$13,450	\$5,600	\$5,600	(\$7,850)
440 Copier Equipment Lease	\$0	\$0	\$0	\$7,839	\$7,839	\$7,839
540 Advertising	\$2,000	\$931	\$2,000	\$2,000	\$2,000	\$0
560 Student Tuition	\$30,000	\$9,468	\$27,947	\$36,036	\$36,274	\$8,327
580 Travel	\$0	\$0	\$0	\$0	\$0	\$0
610 Instructional Supplies	\$28,450	\$13,046	\$30,811	\$12,972	\$30,000	(\$811)
640 Instructional Books	\$10,000	\$6,577	\$10,000	\$10,000	\$10,000	\$0
660 Manipulatives	\$2,000	\$2,951	\$2,000	\$2,000	\$2,000	\$0
730 Equipment	\$4,000	\$2,541	\$5,840	\$5,840	\$5,840	\$0
Subtotal - Instructional Prog.	\$1,921,157	\$1,986,685	\$1,999,670	\$2,133,831	\$2,239,856	\$240,186

Funct/ Object Description	FY2012 Budget	FY2012 Actuals	FY2013 Budget	FY2013 Estimated	FY2014 Proposed	Budget Change
1210 SPECIAL EDUCATION:						
110 Teachers' Salaries	\$207,791	\$219,023	\$209,854	\$188,370	\$198,954	(\$10,900)
115 Paraprofessionals' Salaries	\$206,920	\$179,676	\$219,265	\$226,980	\$209,962	(\$9,303)
120 Substitutes' Salaries	\$7,500	\$10,387	\$7,500	\$7,500	\$7,500	\$0
121 Tutors' Salaries	\$11,500	\$1,110	\$11,500	\$9,500	\$9,500	(\$2,000)
210 Health Insurance	\$92,604	\$88,491	\$123,344	\$78,917	\$96,517	(\$26,827)
<i>less projected employee contributions</i>			(\$19,743)	(\$12,711)	(\$16,210)	\$3,533
211 Dental Insurance	\$3,019	\$3,633	\$3,805	\$2,666	\$3,270	(\$535)
220 Social Security	\$33,179	\$29,423	\$34,281	\$33,228	\$32,735	(\$1,546)
240 Municipal Retirement	\$8,277	\$5,512	\$8,771	\$9,079	\$8,398	(\$373)
250 Workers Compensation	\$3,166	\$3,166	\$3,271	\$2,338	\$2,995	(\$276)
260 Unemployment Compensation	\$500	\$0	\$500	\$500	\$500	\$0
300 Purchased Services for students	\$52,000	\$675	\$24,855	\$10,000	\$0	(\$24,855)
566 Tuition to Private Schools	\$32,000	\$116,700	\$27,947	\$60,692	\$28,774	\$827
580 Travel	\$2,500	\$318	\$2,500	\$2,500	\$2,500	\$0
610 Supplies	\$6,000	\$7,078	\$6,000	\$6,000	\$6,000	\$0
640 Books	\$0	\$0	\$1,500	\$1,500	\$1,500	\$0
730 Equipment	\$2,000	\$669	\$2,000	\$2,000	\$2,000	\$0
Subtotal - Spec. Education	\$668,956	\$665,861	\$667,150	\$629,059	\$594,895	(\$72,255)
1214 EARLY CHILDHOOD PROGRAM:						
331 Assessment	\$145,896	\$145,896	\$159,656	\$159,656	\$165,874	\$6,218
Subtotal - Early Childhood Prog.	\$145,896	\$145,896	\$159,656	\$159,656	\$165,874	\$6,218
2120 COUNSELING SERVICES						
110 Counselor 's Salary	\$42,678	\$43,101	\$44,698	\$44,698	\$46,039	\$1,341
210 Health Insurance	\$11,117	\$11,116	\$13,697	\$13,697	\$15,614	\$1,917
<i>less projected employee contributions</i>			(\$2,328)	(\$2,328)	(\$2,811)	(\$483)
210.1 Dental Insurance	\$729	\$729	\$757	\$738	\$790	\$33
220 Social Security	\$3,265	\$3,135	\$3,419	\$3,419	\$3,522	\$103
250 Workers Compensation	\$312	\$312	\$326	\$232	\$322	(\$4)

Funct/ Object Description	FY2012 Budget	FY2012 Actuals	FY2013 Budget	FY2013 Estimated	FY2014 Proposed	Budget Change
2120 COUNSELING SERVICES (continued)						
580 Travel	\$0	\$451	\$0	\$0	\$0	\$0
610 Instructional Supplies	\$180	\$253	\$180	\$180	\$180	\$0
640 Instructional Books	\$25	\$0	\$225	\$255	\$225	\$0
660 Manipulatives	\$250	\$246	\$250	\$250	\$250	\$0
Subtotal - Counseling	\$58,556	\$59,343	\$61,224	\$61,141	\$64,131	\$2,907
2130 HEALTH SERVICES:						
110 Nurse's Salary	\$34,774	\$35,120	\$36,716	\$36,716	\$37,817	\$1,101
120 Substitutes' salaries	\$500	\$494	\$500	\$500	\$500	\$0
210 Health Insurance	\$14,902	\$14,902	\$18,361	\$18,361	\$20,932	\$2,571
<i>less projected employee contributions</i>			(\$3,121)	(\$3,121)	(\$3,768)	(\$647)
211 Dental Insurance	\$1,124	\$1,125	\$1,166	\$1,138	\$1,217	\$51
220 Social Security	\$2,698	\$2,507	\$2,847	\$2,847	\$2,931	\$84
250 Workers Compensation	\$258	\$258	\$272	\$194	\$268	(\$4)
300 Purchased Services	\$400	\$0	\$400	\$400	\$400	\$0
430 Repair & Maintenance	\$125	\$140	\$125	\$152	\$125	\$0
610 Supplies	\$1,000	\$994	\$1,000	\$1,000	\$1,000	\$0
Subtotal - Health Serv.	\$55,781	\$55,540	\$58,266	\$58,187	\$61,422	\$3,156
2150 SPEECH PATH. & AUDIOLOGY:						
110 SLP Salary	\$41,097	\$41,504	\$43,101	\$43,101	\$44,394	\$1,293
115 Paraprofessional Salary	\$13,998	\$12,112	\$13,009	\$10,454	\$10,768	(\$2,241)
210 Health Insurance	\$10,868	\$10,276	\$13,170	\$11,149	\$12,710	(\$460)
<i>less projected employee contributions</i>			(\$2,115)	(\$1,812)	(\$2,145)	(\$30)
211 Dental Insurance	\$385	\$385	\$400	\$738	\$790	\$390
220 Social Security	\$4,215	\$3,925	\$4,292	\$4,097	\$4,220	(\$72)
240 Municipal Retirement	\$560	\$484	\$520	\$418	\$431	(\$89)
250 Workers Compensation	\$402	\$402	\$410	\$293	\$386	(\$24)
300 Contracted Speech Services	\$13,500	\$0	\$13,500	\$6,500	\$7,000	(\$6,500)
610 Supplies	\$500	\$440	\$500	\$500	\$500	\$0
Subtotal - Speech Pathology	\$85,525	\$69,528	\$86,787	\$75,438	\$79,054	(\$7,733)

Funct/ Object Description	FY2012 Budget	FY2012 Actuals	FY2013 Budget	FY2013 Estimated	FY2014 Proposed	Budget Change
2213 INSTR. STAFF TRAINING:						
270 Course Reimbursement	\$17,500	\$13,285	\$17,500	\$17,500	\$17,500	\$0
270.1 Staff Development	\$3,000	\$389	\$3,000	\$3,000	\$3,000	\$0
Subtotal - Staff Training	\$20,500	\$13,674	\$20,500	\$20,500	\$20,500	\$0
2222 LIBRARY SERVICES:						
110 Librarian's Salary	\$65,409	\$65,942	\$67,539	\$67,539	\$57,548	(\$9,991)
120 Substitutes' Salaries	\$500	\$170	\$500	\$500	\$500	\$0
210 Health Insurance	\$5,655	\$5,655	\$6,968	\$6,968	\$7,944	\$976
<i>less projected employee contributions</i>			(\$1,185)	(\$1,185)	(\$1,430)	(\$245)
211 Dental Insurance	\$385	\$385	\$390	\$390	\$418	\$28
220 Social Security	\$5,042	\$4,975	\$5,205	\$5,205	\$4,441	(\$764)
250 Workers Compensation	\$481	\$481	\$497	\$354	\$406	(\$91)
430 Repair & Maintenance	\$450	\$173	\$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	\$363	\$500	\$500	\$500	\$0
640 Books & Periodicals	\$5,000	\$4,975	\$5,000	\$5,000	\$5,000	\$0
650 Audiovisuals	\$250	\$235	\$250	\$250	\$250	\$0
670 Computer Software	\$0	\$0	\$2,637	\$2,637	\$2,637	\$0
730 Equipment	\$500	\$0	\$6,500	\$6,500	\$2,500	(\$4,000)
Subtotal - Library	\$84,322	\$83,354	\$95,401	\$95,258	\$81,314	(\$14,087)
2225 SCHOOL-WIDE TECHNOLOGY						
110 Coordinator's Salary	\$30,989	\$31,689	\$31,919	\$32,319	\$32,877	\$958
210 Health Insurance	\$14,902	\$15,434	\$18,361	\$18,361	\$20,932	\$2,571
<i>less projected employee contributions</i>	\$0		(\$3,121)	(\$3,121)	(\$3,768)	(\$647)
211 Dental Insurance	\$540	\$446	\$540	\$540	\$540	\$0
220 Social Security	\$2,371	\$2,248	\$2,442	\$2,472	\$2,515	\$73
240 Municipal retirement	\$1,240	\$1,280	\$1,277	\$1,293	\$1,315	\$38
250 Workers Compensation	\$232	\$232	\$239	\$170	\$230	(\$9)

Funct/ Object Description	FY2012 Budget	FY2012 Actuals	FY2013 Budget	FY2013 Estimated	FY2014 Proposed	Budget Change
2225 SCHOOL-WIDE TECHNOLOGY						
270 Coursework Reimbursement	\$1,000	\$0	\$1,200	\$1,200	\$1,200	\$0
430 Repair & Maintenance	\$2,500	\$307	\$2,500	\$2,500	\$2,500	\$0
430.1 Computer Lease	\$5,000	\$0	\$0	\$0	\$0	\$0
530 Telephone	\$500	\$252	\$500	\$200	\$500	\$0
580 Conference/Travel	\$0	\$0	\$1,000	\$1,000	\$1,000	\$0
610 Supplies	\$3,500	\$4,560	\$3,500	\$3,500	\$3,500	\$0
640 Books	\$750	\$290	\$750	\$750	\$750	\$0
670 Computer Software	\$3,750	\$1,735	\$5,250	\$5,250	\$5,250	\$0
910 Equipment	\$7,000	\$7,891	\$15,000	\$20,541	\$15,000	\$0
Subtotal - School-Wide Technology	\$74,274	\$66,364	\$81,357	\$86,975	\$84,341	\$2,984
2310 BOARD OF EDUCATION:						
111 Board Salaries	\$3,350	\$3,350	\$3,350	\$3,350	\$3,350	\$0
220 Salary, Board Secretary	\$500	\$943	\$750	\$750	\$750	\$0
260 Social Security	\$295	\$328	\$295	\$298	\$314	\$19
330 Legal Services/Negotiations	\$5,000	\$6,075	\$2,500	\$2,500	\$5,000	\$2,500
610 Supplies	\$200	\$125	\$200	\$200	\$200	\$0
810 Dues [VSBA]	\$1,400	\$1,600	\$1,400	\$1,648	\$1,650	\$250
Subtotal - Board of Educ.	\$10,745	\$12,421	\$8,495	\$8,746	\$11,264	\$2,769
2321 OFFICE OF THE SUPT:						
331 S. U. Assessment (Central Office)	\$66,843	\$66,843	\$80,168	\$80,167	\$88,863	\$8,695
333 S. U. Assessment (SpecEduc Admin)	\$66,162	\$66,162	\$73,450	\$73,450	\$83,780	\$10,330
Subtotal - Supt's Office	\$133,005	\$133,005	\$153,618	\$153,617	\$172,643	\$19,025
2410 PRINCIPAL's OFFICE:						
110 Principal & Asst Principal's Salaries	\$152,993	\$163,653	\$168,113	\$168,113	\$172,706	\$4,593
111 Substitute Coordination	\$10,250	\$10,000	\$5,000	\$10,000	\$10,000	\$5,000
119 Admin Asst & Secretary's Salaries	\$62,880	\$66,001	\$66,721	\$62,910	\$63,263	(\$3,458)
120 Substitutes' Salaries	\$1,000	\$546	\$1,000	\$1,000	\$1,000	\$0

Funct/ Object Description	FY2012 Budget	FY2012 Actuals	FY2013 Budget	FY2013 Estimated	FY2014 Proposed	Budget Change
2410 PRINCIPAL'S OFFICE:						
210 Health Insurance <i>less projected employee contributions</i>	\$39,799	\$28,682	\$34,362 (\$5,294)	\$27,633 (\$3,871)	\$31,502 (\$4,964)	(\$2,860) \$330
211 Dental Insurance	\$2,005	\$2,194	\$1,470	\$2,059	\$2,288	\$818
212 Long Term Disability Insurance	\$627	\$555	\$689	\$689	\$708	\$19
220 Social Security	\$17,375	\$18,030	\$18,424	\$18,515	\$18,893	\$469
240 Municipal Retirement	\$2,925	\$2,622	\$2,869	\$2,916	\$2,931	\$62
250 Workers Compensation	\$1,703	\$1,703	\$1,806	\$1,291	\$1,729	(\$77)
270 Course Reimbursement	\$2,000	\$799	\$2,000	\$2,000	\$2,000	\$0
300 Contracted Services	\$3,805	\$4,231	\$7,368	\$7,509	\$3,217	(\$4,151)
430 Repair & Maintenance	\$400	\$314	\$400	\$400	\$400	\$0
530 Telephone	\$5,250	\$4,077	\$5,250	\$5,250	\$5,250	\$0
531 Postage	\$1,000	\$585	\$1,000	\$1,000	\$1,000	\$0
580 Conference/Travel	\$2,200	\$141	\$2,200	\$2,200	\$2,200	\$0
610 Supplies	\$500	\$239	\$500	\$500	\$500	\$0
730 Equipment	\$500	\$560	\$5,500	\$5,645	\$1,000	(\$4,500)
810 Dues & Memberships	\$1,000	\$770	\$1,000	\$1,000	\$1,000	\$0
Subtotal - Principal's Office	\$308,212	\$305,702	\$320,378	\$316,759	\$316,623	(\$3,755)
2520 FISCAL SERVICES:						
110 Bookkeeper's Salary	\$9,666	\$11,038	\$9,957	\$10,500	\$11,250	\$1,293
220 Social Security	\$739	\$844	\$762	\$803	\$861	\$99
240 Municipal Retirement	\$580	\$661	\$597	\$683	\$731	\$134
370 Audit Services	\$3,700	\$3,700	\$3,700	\$3,900	\$0	(\$3,700)
610 Supplies	\$750	\$723	\$750	\$750	\$750	\$0
810 Miscellaneous	\$0	\$25	\$0	\$13	\$0	\$0
830 Interest on Current Loan	\$6,000	\$22,386	\$6,000	\$11,223	\$6,000	\$0
Subtotal - Fiscal Services	\$21,435	\$39,377	\$21,766	\$27,872	\$19,592	(\$2,174)

Funct/ Object Description	FY2012 Budget	FY2012 Actuals	FY2013 Budget	FY2013 Anticipated	FY2014 Proposed	Budget Change
2540 PLANT OPERATIONS:						
110 Custodians' Salaries	\$111,567	\$115,499	\$114,915	\$117,792	\$122,599	\$7,684
120 Substitutes' Salaries	\$1,500	\$620	\$1,500	\$1,500	\$1,500	\$0
210 Health Insurance	\$49,975	\$48,239	\$59,452	\$57,388	\$65,422	\$5,970
<i>less projected employee contributions</i>			(\$8,918)	(\$9,405)	(\$9,813)	(\$895)
211 Dental Insurance	\$1,080	\$1,080	\$1,080	\$1,620	\$1,620	\$540
220 Social Security	\$8,650	\$8,316	\$8,906	\$8,935	\$9,494	\$588
240 Municipal Retirement	\$4,463	\$4,476	\$4,597	\$4,612	\$4,904	\$307
250 Workers Compensation	\$6,784	\$6,784	\$6,985	\$4,991	\$7,136	\$151
260 Unemployment Compensation	\$0	\$0	\$0	\$0	\$0	\$0
300 Contracted Services	\$1,300	\$0	\$1,300	\$0	\$775	(\$525)
421 Disposal/Recycling Services	\$5,100	\$5,226	\$5,100	\$5,100	\$5,100	\$0
430 Repair/Maintenance	\$36,500	\$41,342	\$42,500	\$38,500	\$38,500	(\$4,000)
430.1 Contracted Maintenance	\$11,280	\$4,538	\$11,280	\$8,104	\$9,015	(\$2,265)
430.2 Remediation Project - White Building	\$0	\$10,000	\$0	\$1,768	\$0	\$0
521 Property Insurance	\$11,600	\$10,882	\$11,600	\$11,402	\$12,000	\$400
580 Travel / Mileage	\$150	\$421	\$250	\$250	\$250	\$0
610 Supplies	\$17,500	\$17,517	\$22,341	\$21,341	\$20,300	(\$2,041)
622 Electricity	\$43,000	\$40,576	\$42,000	\$42,000	\$42,000	\$0
624 Fuel	\$50,500	\$64,253	\$64,500	\$64,500	\$65,000	\$500
700 Equipment	\$5,000	\$260	\$5,000	\$5,000	\$5,000	\$0
<i>Subtotal - Plant Operation</i>	\$365,949	\$380,029	\$394,388	\$385,398	\$400,802	\$6,414
2550 PUPIL TRANSPORTATION						
513 Contracted Service	\$164,700	\$169,955	\$167,335	\$167,335	\$170,682	\$3,347
514 Other Transportaation	\$0	\$361	\$7,290	\$6,723	\$7,500	\$210
515 Special Education Transportation	\$30,000	\$31,377	\$7,290	\$20,366	\$7,500	\$210
<i>Subtotal - Pupil Transportation</i>	\$194,700	\$201,693	\$181,915	\$194,424	\$185,682	\$3,767

Funct/ Object Description	FY2012 Budget	FY2012 Actuals	FY2013 Budget	FY2013 Anticipated	FY2014 Proposed	Budget Change
2600 FOOD SERVICE 110 Lunch Room Supervision 210 Health Insurance (Food Serv staff) <i>less projected employee contributions</i> 220 Social Security <i>Subtotal - Food Service</i>	\$9,078 \$3,366 \$693 \$13,137	\$9,435 \$6,529 \$658 \$16,622	\$9,303 \$13,936 (\$6,968) \$711 \$16,982	\$10,196 \$13,936 (\$6,968) \$841 \$18,005	\$10,518 \$15,887 (\$7,944) \$805 \$19,266	\$1,215 \$1,951 (\$976) \$94 \$2,284
5100 DEBT SERVICE 830 Interest 910 Principal <i>Subtotal - Debt Service</i>	\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0
BUDGET TOTAL	\$4,162,150	\$4,235,094	\$4,327,553	\$4,424,866	\$4,517,258	\$189,705

PROJECTED REVENUES

HIGHGATE TOWN SCHOOL DISTRICT
Projected Revenues & Estimated School Tax Rates

	FY2013	FY2014
EXPENSES:		
Highgate School District Budget Proposal	\$4,327,553	\$4,517,258
FY13 Special Article - Septic Tank Replacement	\$15,000	\$0
FY13 Special Article - Capital Reserve Fund	\$35,000	\$0
FY14 Special Article - Natural Gas Conversation	\$0	\$45,000
(Not to exceed \$135,000 total, to be raised over 3 year period)		
Special Article - White Building Drainage	\$0	\$30,000
(Not to exceed \$60,000 total, minus \$ fm CapReserveFund)		
	<u>\$4,377,553</u>	<u>\$4,592,258</u>
Projected REVENUES:		
Interest Earnings	\$15,000	\$15,000
Title Grant Funding towards Staffing	\$93,388	\$102,574
Medicaid Funding - staffing (planning room)	\$0	\$35,000
FNW IDEA-B Funding - Clerical support	\$0	\$7,500
Projected Special Education Aid:		
Mainstream Block Grant	\$109,721	\$111,907
Intensive Reimbursement	\$283,364	\$233,867
EEE Grant	\$42,658	\$47,372
Care & Custody	\$0	\$0
Education Jobs Fund	\$61,535	\$0
Projected Transportation Reimbursement	\$67,001	\$72,834
Unreserved Fund balance & Carryforward	<u>\$251,264</u>	<u>\$111,293</u>
Subtotal - Revenues	\$923,931	\$737,347

EDUCATION SPENDING **\$3,453,622** **\$3,854,911**

ESTIMATED TAX RATES BEFORE COMMON LEVEL OF APPRAISAL ADJUSTMENT

Equalized Pupils	315.00	313.36
Spending per Equalized Pupil [educ spending ÷ eq.pupils]	\$10,964	\$12,302
<i>base spending amount</i>	\$8,723	\$8,915
District Spending Adjustment	125.69%	137.99%
<i>Base Homestead Tax Rate</i>	\$0.89	\$0.92
Projected Equalized Tax Rate - Highgate School		
[base rate x spending adjustment x elem student ratio]	\$0.569	\$0.635

ESTIMATED TAX RATES AFTER COMMON LEVEL OF APPRAISAL ADJUSTMENT

based on current Common Level of Appraisal [increased to 111.03% of State value, from 108.0% in FY13]		
Homestead Tax Rate:	\$0.527	\$0.572
Non-Homestead Tax Rate:	\$0.650	\$0.635

These figures is based on an *estimated* statewide base education amount of \$8,915 and *estimated* statewide homestead base tax rate of \$0.92 and non-homestead base rate of \$1.41. These statewide figures are set annually by the VT Legislature and are still to be determined.

District: Highgate County: Franklin		T095 Franklin Northwest				Enter your choice for FY14 base education amount. See note at bottom of page.	Enter your choice for estimated homestead base rate for FY2014. See note at bottom of page.
				8,915	0.92		
Expenditures		FY2011	FY2012	FY2013	FY2014		
1.	Budget (local budget, including special programs, full technical center expenditures, and any Act 144 expenditures)	\$4,227,420	\$4,162,150	\$4,327,553	\$4,517,258	1.	
2.	plus Sum of separately warned articles passed at town meeting	-	\$26,000	\$50,000	\$75,000	2.	
3.	minus Act 144 Expenditures, to be excluded from Education Spending	-	-	-	-	3.	
4.	Act 68 locally adopted or warned budget	\$4,227,420	\$4,188,150	\$4,377,553	\$4,592,258	4.	
5.	plus Obligation to a Regional Technical Center School District if any	-	-	-	-	5.	
6.	plus Prior year deficit reduction if not included in expenditure budget	-	-	-	-	6.	
7.	Gross Act 68 Budget	\$4,227,420	\$4,188,150	\$4,377,553	\$4,592,258	7.	
8.	S.U. assessment (included in local budget) - informational data	\$286,841	\$278,901	\$313,274	\$338,917	8.	
9.	Prior year deficit reduction (if included in expenditure budget) - informational data	-	-	-	-	9.	
Revenues							
10.	Local revenues (categorical grants, donations, tuitions, surplus, etc., including local Act 144 tax revenues)	\$658,180	\$664,557	\$923,931	\$737,347	10.	
11.	plus Capital debt aid for eligible projects pre-existing Act 60	-	-	-	-	11.	
12.	plus Prior year deficit reduction if included in revenues (negative revenue instead of expenditures)	-	-	NA	NA	12.	
13.	minus All Act 144 revenues, including local Act 144 tax revenues	-	-	-	-	13.	
14.	Total local revenues	\$658,180	\$664,557	\$923,931	\$737,347	14.	
15.	Education Spending	\$3,569,240	\$3,523,593	\$3,453,622	\$3,854,911	15.	
16.	Equalized Pupils (Act 130 count is by school district)	314.88	313.18	314.98	313.36	16.	
17.	Education Spending per Equalized Pupil	\$11,335.24	\$11,251.02	\$10,964.58	\$12,302	17.	
18.	minus Less ALL net eligible construction costs (or P&I) per equalized pupil	\$64.65	-	-	-	18.	
19.	minus Less share of SpEd costs in excess of \$50,000 for an individual	-	-	-	-	19.	
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	-	-	-	-	20.	
21.	minus Less SpEd costs if excess is solely attributable to new SpEd spending if district has 20 or fewer equalized pupils	-	-	-	-	21.	
22.	minus Estimated costs of new students after census period	NA	-	-	-	22.	
23.	minus Total tuitions if tuitioning ALL K-12 unless electorate has approved tuitions greater than average announced tuition	NA	NA	NA	-	23.	
24.	minus Less planning costs for merger of small schools	-	-	-	-	24.	
25.	plus Excess Spending per Equalized Pupil over threshold (if any)	-	-	-	-	25.	
26.	Per pupil figure used for calculating District Adjustment	\$11,335	\$11,251	\$10,965	\$12,302	26.	
27.	District spending adjustment (minimum of 100%) (\$12,302 / \$8,915)	132.669% <small>based on \$8,544</small>	131.683% <small>based on \$8,544</small>	125.697% <small>based on \$8,723</small>	137.991% <small>based on \$8,915</small>	27.	
Prorating the local tax rate							
28.	Anticipated district equalized homestead tax rate to be prorated (137.991% x \$0.920)	\$1.1410 <small>based on \$0.86</small>	\$1.1456 <small>based on \$0.87</small>	\$1.1187 <small>based on \$0.89</small>	\$1.2695 <small>based on \$0.920</small>	28.	
29.	Percent of Highgate equalized pupils not in a union school district	49.910%	50.620%	50.840%	50.03%	29.	
30.	Portion of district eq homestead rate to be assessed by town (50.030% x \$1.27)	\$0.5695	\$0.5799	\$0.5687	\$0.6351	30.	
31.	Common Level of Appraisal (CLA)	106.42%	105.11%	108.00%	111.03%	31.	
32.	Portion of actual district homestead rate to be assessed by town (\$0.635 / 111.03%)	\$0.5351 <small>based on \$0.860</small>	\$0.5517 <small>based on \$0.87</small>	\$0.5266 <small>based on \$0.89</small>	\$0.5720 <small>based on \$0.92</small>	32.	
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> 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. </div>							
33.	Anticipated income cap percent to be prorated (137.991% x 1.80%)	2.39% <small>based on 1.80%</small>	2.37% <small>based on 1.80%</small>	2.26% <small>based on 1.80%</small>	2.48% <small>based on 1.80%</small>	33.	
34.	Portion of district income cap percent applied by State (50.030% x 2.48%)	1.19% <small>based on 1.80%</small>	1.20% <small>based on 1.80%</small>	1.15% <small>based on 1.80%</small>	1.24% <small>based on 1.80%</small>	34.	
35.	Percent of equalized pupils at Missisquoi Valley UHSD	50.09%	49.38%	49.16%	50.03%	35.	
36.		-	-	-	-	36.	

- Following current statute, the base education amount would be \$9,151 That would require base education tax rates of \$0.94 and \$1.43. The tax commissioner has suggested allowing one year of inflation, resulting in a base amount of \$8,915 and base tax rates of \$0.92 and \$1.41. The administration also has stated that tax rates could remain flat at \$0.89 and \$1.38 if statewide education spending is level and the base education amount is set at \$8,915. Final figures will be set by the Legislature during the legislative session and approved by the Governor.
 - The base income percentage cap is 1.80%.

Comparative Data for Cost-Effectiveness 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/>

FY2012 School Level Data

Cohort Description: Elementary school, enrollment ≥ 300 (25 schools in cohort)		Cohort Rank by Enrollment (1 is largest) 22 out of 25						
School level data		Grades Offered	Enrollment	Total Teachers	Total Administrators	Stu / Tchr Ratio	Stu / Admin Ratio	Tchr / Admin Ratio
Smaller ->	Randolph Elementary School	K - 6	300	25.40	1.85	11.81	162.16	13.73
	Newport City Elementary Schools	K - 6	301	32.50	3.00	9.26	100.33	10.83
	Highgate Schools	K - 6	307	29.60	2.00	10.37	153.50	14.80
	Marion W Cross School	K - 6	307	26.20	1.00	11.72	307.00	26.20
-> Larger	Derby Elementary School	K - 6	325	34.86	2.00	9.32	162.50	17.43
	Northfield Elementary School	PK - 5	325	24.80	1.00	13.10	325.00	24.80
Averaged SCHOOL cohort data			409.00	33.68	1.63	12.15	251.66	20.72

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. Doing so makes districts more comparable to each other.

FY2011 School District Data

Cohort Description: Elementary school district, FY2011 FTE ≥ 200 but < 300
(17 school districts in cohort)

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	Cohort Rank by FTE (1 is largest) 4 out of 17
Smaller ->	Hardwick	K-6	259.24	\$12,134	
	Pownal	K-6	264.75	\$9,983	
	Pittsford	PK-6	270.24	\$14,494	
	Highgate	K-6	275.63	\$12,189	
-> Larger	Chester-Andover USD #29	PK-4	278.99	\$10,060	
	Bristol	K-6	289.78	\$13,451	
	Richmond	K-6	295.88	\$9,177	
Averaged SCHOOL DISTRICT cohort data			246.02	\$11,927	

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.

FY2013 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
Smaller ->	U044 Vergennes UESD #44	K-6	280.34	11,764.84	1.2004	-	-	-
	T234 Westminster	K-6	283.23	12,785.13	1.3045	1.3391	93.56%	1.4312
	T031 Bristol	K-6	291.25	12,914.00	1.3176	1.3728	89.40%	1.5356
	T095 Highgate	K-6	314.98	10,964.58	1.1187	1.1057	108.00%	1.0238
-> Larger	T205 Thetford	K-6	435.12	15,290.22	1.5600	1.5600	91.31%	1.7085

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
2012 - 2013 Staff Salaries**

Professional Staff:	Degree	Step	Level	FTE
Kyle Ashton [Classroom Teacher]	BA+30	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	50%
Louanne Collins [Classroom Teacher]	MA	15	II	100%
Dianna Conley [Special Education]	BA+30	1	I	100%
Susan Desrochers [Classroom Teacher]	BA+45	10	II	100%
Claire Dietsche [Classroom Teacher]	MA	13	II	100%
Corinne Dyke [Classroom Teacher]	BA+15	8	II	100%
Lynn Fitzgerald [Classroom Teacher]	MA+30	16	II	100%
Jennifer Gagne [School Nurse]	BS/RN	4	II	100%
Gayle Garretson [Reading Recovery]	MA+30	15	II	50%
Lynne Hansen [Literacy]	MA	16	II	50%
Meghan Heald [Classroom Teacher]	BA+15	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 [Classroom Teacher]	MA	9	II	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%
Patricia McDermott [Literacy]	MA+30	16	II	60%
Marilyn McSweeney [Classroom Teacher]	MA	6	II	100%
Cindy Newett [Special Education]	BA+15	5	I	100%
Ellen Desjardin O'Neil [Classroom Teacher]	BA	2	I	100%
Cheryl Ostrander [Special Education]	MA	16	II	100%
Amber Renaudette [Classroom Teacher]	MA	6	II	60%
Beth Ann Richey [Preschool Teacher]	BA+15	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%

<u>Funded with Federal Grant Funds</u>				
Coryn Fodge [Math Specialist]	BA	2	I	100%
Gayle Garretson [Reading Recovery]	MA+30	15	II	50%
Lynne Hansen [Literacy]	MA	16	II	50%
Patricia McDermott [Literacy]	MA+30	16	II	40%
Amber Renaudette [Literacy]	MA	6	II	40%

<u>Technology Coordinator:</u>	<u>Years of Service</u>	<u>FTE</u>
Heather Larivee	6	100%

<u>Instructional Assistants:</u>	<u>Years of Service</u>	<u>FTE</u>
Stacey Bennett	9	100%
Dawn Britch	16	100%
Marie Bruyette	6	100%
AmyJo Bushey	3	50%
Chelsea Bushey	1	100%
Theresa Cadieux	2	100%
Matt Chevalier	1	100%
Darryl Coutts	6	100%
Taylor Gagne	1	100%
Jennifer Kinney	6	100%
Megan Kobelt	1	100%
Patricia LaBrie	33	50%
Joyce Lafar	12	100%
Louise Machia	11	100%
Carla Noel	11	100%
Sharon Rheume	17	100%
Linda Rixford	15	100%
Lisa Rollo	6	100%
Tammy Rouse	7	100%
Jan Sweet	15	100%
Kristy Taylor	9	100%
Priscilla Taylor	10	100%
Bernadette Tremblay	30	100%
Paula Yandow	1	100%

HIGHGATE SCHOOL DISTRICT
2012 - 2013
Salary Schedule & Index

Step	BA/BS	BA/BS+ 15	BA/BS+ 30	BA+ 45	MA	MA+ 15	MA+ 30							
1	1.00	\$31,927	1.05	\$33,523	1.10	\$35,120	1.15	\$36,716	1.20	\$38,312	1.25	\$39,909	1.30	\$41,505
2	1.05	\$33,523	1.10	\$35,120	1.15	\$36,716	1.20	\$38,312	1.25	\$39,909	1.30	\$41,505	1.35	\$43,101
3	1.10	\$35,120	1.15	\$36,716	1.20	\$38,312	1.25	\$39,909	1.30	\$41,505	1.35	\$43,101	1.40	\$44,698
4	1.15	\$36,716	1.20	\$38,312	1.25	\$39,909	1.30	\$41,505	1.35	\$43,101	1.40	\$44,698	1.45	\$46,294
5	1.20	\$38,312	1.25	\$39,909	1.30	\$41,505	1.35	\$43,101	1.40	\$44,698	1.45	\$46,294	1.50	\$47,891
6	1.25	\$39,909	1.30	\$41,505	1.35	\$43,101	1.40	\$44,698	1.45	\$46,294	1.50	\$47,891	1.55	\$49,487
7	1.30	\$41,505	1.35	\$43,101	1.40	\$44,698	1.45	\$46,294	1.50	\$47,891	1.55	\$49,487	1.60	\$51,083
8	1.35	\$43,101	1.40	\$44,698	1.45	\$46,294	1.50	\$47,891	1.55	\$49,487	1.60	\$51,083	1.65	\$52,680
9	1.40	\$44,698	1.45	\$46,294	1.50	\$47,891	1.55	\$49,487	1.60	\$51,083	1.65	\$52,680	1.70	\$54,276
10	1.45	\$46,294	1.50	\$47,891	1.55	\$49,487	1.60	\$51,083	1.65	\$52,680	1.70	\$54,276	1.75	\$55,872
11	1.50	\$47,891	1.55	\$49,487	1.60	\$51,083	1.65	\$52,680	1.70	\$54,276	1.75	\$55,872	1.80	\$57,469
12	1.55	\$49,487	1.60	\$51,083	1.65	\$52,680	1.70	\$54,276	1.75	\$55,872	1.80	\$57,469	1.85	\$59,065
13	1.60	\$51,083	1.65	\$52,680	1.70	\$54,276	1.75	\$55,872	1.80	\$57,469	1.85	\$59,065	1.90	\$60,661
14					1.75	\$55,872	1.80	\$57,469	1.85	\$59,065	1.90	\$60,661	1.95	\$62,258
15					1.80	\$57,469	1.85	\$59,065	1.90	\$60,661	1.95	\$62,258	2.00	\$63,854
16					1.85	\$59,065	1.90	\$60,661	1.95	\$62,258	2.00	\$63,854	2.05	\$65,450

CENTRAL OFFICE BUDGET

**FRANKLIN NORTHWEST SUPERVISORY UNION
CENTRAL OFFICE BUDGET FY2014**

	FY2012 Actuals	FY2013 Budget	FY2013 Anticipated	FY2014 Budget	Highgate Share
Expenses:					
Administration Salaries	\$423,013	\$433,878	\$432,977	\$446,743	\$60,936
Support Staff Salaries	\$55,114	\$62,273	\$60,767	\$64,388	\$8,783
Insurance Benefits	\$63,221	\$66,069	\$77,072	\$85,630	\$11,680
Other Benefits	\$34,094	\$25,390	\$25,305	\$25,993	\$3,545
Payroll Expense	\$39,445	\$43,210	\$43,103	\$44,545	\$6,076
Purchased Prof. Services	\$5,575	\$9,600	\$9,800	\$39,600	\$5,401
Repair&Maintenance / Equipment Lease	\$4,568	\$5,250	\$5,501	\$5,250	\$716
Other Property Services	\$33,825	\$33,850	\$33,881	\$33,850	\$4,617
Office Expenses	\$13,413	\$11,000	\$14,454	\$11,000	\$1,500
Travel / Conference	\$13,925	\$10,250	\$10,250	\$10,250	\$1,398
Supplies	\$6,072	\$8,750	\$8,750	\$8,750	\$1,194
Equipment	\$9,254	\$5,000	\$5,000	\$10,000	\$1,364
Dues & Fees	\$3,886	\$4,000	\$4,110	\$4,000	\$546
Total Expense:	\$705,405	\$718,520	\$730,970	\$789,999	\$107,756

Revenues:					
Title I, II, IV, and V Funding	\$134,877	\$88,081	\$93,649	\$88,311	\$12,046
Other Grant receipts	\$18,681	\$17,450	\$18,641	\$17,450	\$2,380
Other/Miscellaneous	\$125,285	\$25,250	\$63,692	\$32,750	\$4,467
Total Revenues:	\$278,843	\$130,781	\$175,982	\$138,511	\$18,893

FY2014 ASSESSMENT AMOUNT	<u>\$490,053</u>	<u>\$587,739</u>		<u>\$651,488</u>	<u>\$88,863</u>
---------------------------------	-------------------------	-------------------------	--	-------------------------	------------------------

EARLY CHILDHOOD PROGRAM BUDGET

**FRANKLIN NORTHWEST SUPERVISORY UNION
EARLY CHILDHOOD PROGRAM BUDGET FY2014**

	FY2012 Actuals	FY2013 Budget	FY2013 Anticipated	FY2014 Budget	Highgate Share
Expenses:					
ECP Administration	\$35,956	\$38,001	\$38,000	\$40,000	\$10,764
Teachers' Salaries	\$207,798	\$209,616	\$207,171	\$214,204	\$57,642
Support Staff	\$66,490	\$75,900	\$77,497	\$79,164	\$21,303
Speech Pathologist Salary	\$76,706	\$85,258	\$90,835	\$93,560	\$25,177
ECP Secretary Salary	\$21,515	\$24,682	\$24,276	\$25,116	\$6,759
Insurance Benefits	\$90,467	\$96,020	\$106,177	\$119,742	\$32,223
Payroll Expense	\$33,371	\$37,039	\$36,682	\$38,837	\$10,451
Other Benefits	\$1,094	\$4,500	\$5,613	\$5,000	\$1,346
OT/PT & Psychological Services	\$10,970	\$12,750	\$12,750	\$12,750	\$3,431
Purchased Prof. Services	\$17,734	\$10,800	\$11,811	\$10,800	\$2,906
Repair&Maintenance	\$1,637	\$2,100	\$2,100	\$2,100	\$565
Office Expenses	\$20,341	\$23,655	\$23,655	\$33,655	\$9,057
Student Tuition & Transportation	\$0	\$750	\$750	\$750	\$202
Travel / Conference	\$11,599	\$7,500	\$7,500	\$7,500	\$2,018
Supplies & Equipment	\$8,239	\$9,725	\$9,725	\$9,725	\$2,617
Total Expense:	\$603,917	\$638,296	\$654,542	\$692,903	\$186,461

Revenues:					
Preschool Tuition Receipts	\$0	\$0	\$0	\$0	\$0
Grant Funding	\$55,908	\$15,000	\$52,502	\$31,500	\$8,477
Carryover from Prior Year	\$59,820	\$30,000	\$53,972	\$45,000	\$12,110
Total Revenues:	\$115,728	\$45,000	\$106,474	\$76,500	\$20,587

FY2014 ASSESSMENT AMOUNT	<u>\$542,160</u>	<u>\$593,296</u>		<u>\$616,403</u>	<u>\$165,874</u>
---------------------------------	-------------------------	-------------------------	--	-------------------------	-------------------------

SPECIAL EDUCATION BUDGET

**FRANKLIN NORTHWEST SUPERVISORY UNION
SPECIAL EDUCATION BUDGET FY2014**

	FY2012 Actuals	FY2013 Budget	FY2013 Anticipated	FY2014 Budget	Highgate Share
Expenses:					
Special Education Administration	\$165,743	\$170,715	\$170,715	\$175,837	\$18,330
Medicaid Clerk / Clerical Support	\$34,384	\$37,235	\$35,485	\$38,233	\$11,852
School Psychologists	\$170,836	\$173,901	\$173,902	\$179,119	\$55,526
Insurance Benefits	\$82,463	\$84,655	\$84,224	\$95,733	\$25,815
Payroll Expense	\$29,851	\$32,266	\$32,133	\$33,325	\$7,256
Other Benefits	\$2,231	\$5,234	\$5,307	\$5,388	\$1,670
Purchased Professional Services	\$9,115	\$5,500	\$5,500	\$5,500	\$1,705
Office Expenses	\$500	\$1,250	\$610	\$1,250	\$388
Travel / Conference	\$29	\$750	\$0	\$750	\$233
Supplies	\$72	\$1,250	\$0	\$1,250	\$388
Equipment	\$0	\$1,000	\$0	\$1,000	\$310
Dues & Fees	\$1,932	\$1,000	\$1,000	\$1,000	\$310
Total Expense:	\$497,156	\$514,756	\$508,876	\$538,385	\$123,783

Revenues:					
Medicaid Reimbursement	\$27,709	\$28,727	\$28,681	\$27,540	\$8,537
IDEA-B Grant Reimbursement	\$96,230	\$96,582	\$108,913	\$101,502	\$31,466
Other	\$42,763	\$20,000	\$1,835	\$0	\$0
Total Revenues:	\$166,702	\$145,309	\$139,429	\$129,042	\$40,003

FY2014 ASSESSMENT AMOUNT	<u>\$332,289</u>	<u>\$369,447</u>		<u>\$409,343</u>	<u>\$83,780</u>
---------------------------------	-------------------------	-------------------------	--	-------------------------	------------------------

TREASURER'S REPORT

**FRANKLIN NORTHWEST SUMMARY
TREASURER's REPORT
July 1, 2011 - June 30, 2012**

	Beginning Balance	FY2012		Ending Balance
		Receipts	Expenditures	
Title I Grant	\$53,566	\$946,411	\$993,675	\$6,302
Title IIA Grant - Teacher Quality	\$43,006	\$314,465	\$358,078	-\$607
Title IID Grant - Technology	\$3,329	\$382	\$3,711	\$0
Title IV Grant - Drug Free Schools	-\$1,730	\$10,392	\$6,268	\$2,394
Title V Grant - Innovative Programs	\$21	\$0	\$0	\$21
IDEA-B Grant	-\$86,721	\$692,865	\$669,597	-\$63,453
IDEA-B ARRA Grant	-\$1,735	\$91,853	\$90,118	\$0
IDEA-B Preschool Grant	-\$4,891	\$20,616	\$14,887	\$838
IDEA-B Preschool ARRA Grant	\$3,873	\$0	\$3,873	\$0
Early Education Initiative Grant	\$0	\$20,000	\$20,000	\$0
Best Grant	\$245	\$17,875	\$7,419	\$10,701
FNW Crossroads Program	\$65,815	\$116,026	\$238,530	-\$56,689
Crossroads non-grant revenues	\$0	\$135,589	\$135,589	\$0
Sheldon Fundraising	\$0	\$500	\$0	\$500
Saturday AM Grant	\$0	\$26,550	\$5,211	\$21,339
Tobacco Grant	\$336	\$18,304	\$16,766	\$1,874
VT Kids Against Tobacco	\$2,466	\$0	\$712	\$1,754
Standards Board	\$485	\$1,200	\$1,164	\$521
Medicaid Reimbursements (school-based)	\$388,006	\$364,549	\$301,869	\$450,686
Medicaid Reimbursements (FNWSU)	\$20,957	\$40,636	\$32,143	\$29,450
EPSDT Reimbursements	\$99,936	\$47,813	\$44,533	\$103,216
Central Office	\$63,672	\$705,223	\$705,403	\$63,492
Special Education	\$41,366	\$412,000	\$451,531	\$1,835
Early Childhood Program	\$59,820	\$542,160	\$548,008	\$53,972
Fiduciary/Fiscal Agent Funds:				
Franklin/Grand Isle County ECP Advisory Council	\$178,938	\$118,458	\$123,563	\$173,833
Success by Six Grant	\$6,446	\$73,168	\$152,782	-\$73,168
Indian Education Grant	\$1	\$232,487	\$232,487	\$1
Mentoring Program	\$41,236	\$9,057	\$15,877	\$34,416
Innovation Grant (MVU)	\$255	\$0	\$255	\$0
Student Assistance Grant (Sheldon & MVU)	\$0	\$10,000	\$10,000	\$0
Carnegie Grant (MVUHS)	\$2,852	\$0	\$0	\$2,852

A copy of the Independent Audit for the fiscal year ending June 30, 2012, performed by Angolano & Co., may be obtained from the Superintendent of Schools' Office.

IMPORTANT NUMBER & WEBSITES

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

<p>REMINDER</p> <p>On or before April 1, 2013 Neutered \$10.00 Non-neutered \$14.00</p> <p>After April 1, 2013 Neutered \$12.00 Non-neutered \$16.00</p> <p><i>Proof of Rabies Vaccination Required</i></p>		<p>DOG & CAT SHOT CLINIC</p> <p>Saturday, March 31, 2013 10:00am – Noon Highgate Fire Station</p> <p>Attending Vet: Paws For Thought (802)868-4300 <i>Prices: Rabies \$10, Distemper \$15, Rabies & Distemper \$20</i></p> <p>Dog Licenses Available At Clinic</p>
--	---	---