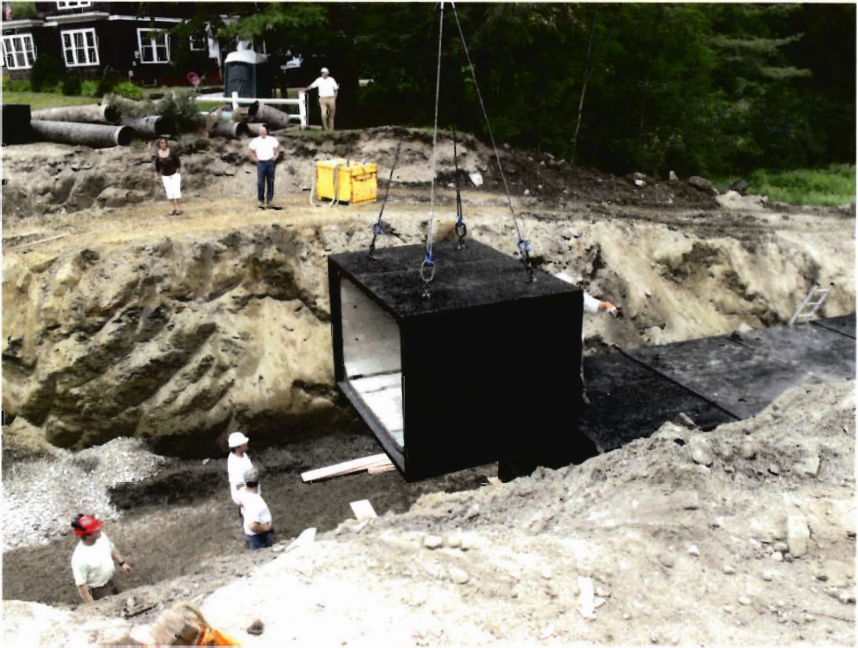


VILLAGE OF NORTHFIELD, VERMONT

**Report of the Officers for the
Twelve-Month Period Ending June 30, 2010**



VILLAGE MEETING

**Tuesday, June 7, 2011
Mary Granai Corrigan Auditorium
Northfield Middle/High School
7:00 P.M.**

VILLAGE OF NORTHFIELD, VERMONT
Incorporated November 14, 1855

1,150 Acres
1.8 Square Miles

EMERGENCY PHONE NUMBER
DAY or NIGHT

FIRE, POLICE, AMBULANCE
CALL "911"

NON-EMERGENCY PHONE NUMBERS

FIRE	485-6121
POLICE	485-9181
AMBULANCE	485-8550

**Cover Picture: Central Street Culvert Replacement Project,
August 2010.**

In March 2009, the Village of Northfield applied to the State of Vermont (Department of Public Safety) for grant funds to replace the aging culvert on Central Street. The grant application was successful and the State of Vermont would fund seventy-five percent (approximately \$228,000) of total project costs. After competitive bidding, Chenette Associates (Barre, Vermont) was hired to assist in project engineering and W.B. Rogers (Bethel, Vermont) to perform the actual construction. Prior to delivery of the new culvert, the Water and Sewer Department prepared a water main and sewer bypass in order to make room for the culvert excavation. On Wednesday, August 18, 2010, the new culvert was delivered and subsequently set in nineteen (19) sections. The total length of the culvert would be one hundred and forty-five feet (145') and the width eight feet by five feet (8' x 5'). This construction required that the south end of Central Street be closed to traffic for about three (3) weeks. Due to the efforts of all involved, the project would be completed on schedule, under budget, and with a minimal amount of inconvenience to residents in the construction area.

**THIS REPORT IS DEDICATED IN MEMORY OF:
Elizabeth "Libby" Streeter Hambleton
May 30, 1935 – January 14, 2011**



The Village of Northfield lost one of its most prominent citizens this year with the passing of Village Trustee **Libby Hambleton**.

Libby Hambleton was the valedictorian of her Northfield High School Class of 1953 and then attended Green Mountain College. She married Art Hambleton in 1956 and they lived, studied and worked in Augsburg, Germany, New Mexico, New Orleans, and California before settling in Texas in 1964, where Art took his position with the National Aeronautics and Space Administration (NASA). Libby worked at Bagel Alley and had many enjoyable years at ACME Pumps.

Upon her husband's retirement from NASA, Libby returned to her beloved home in Northfield in 1984 and then spent many productive years in Norwich University's Development Office, which renewed her enthusiasm for Norwich University Men's Hockey (season ticket holder).

Libby Hambleton served as a Village Trustee for Northfield for several years (2002-2011), was a Brown Public Library volunteer, and helped CERV, Toys for Tots, the Northfield Historical Society, the Northfield High School Alumni Association as well as the drive to restore the Grey Building.

Libby also was an active member of St. Mary's Episcopal Church and graduated from the Tufts Certificate Program in order to lead her exercise program at the Northfield Senior Center.

In recognition of her numerous contributions to the Northfield community, we proudly dedicate the 2011 Village Report in memory of **Libby Hambleton**.

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**VILLAGE OF NORTHFIELD
WARNING
2011 ANNUAL MEETING**

The legal voters of the Village of Northfield, Vermont, are hereby notified and warned to meet in the Mary Granai Corrigan Auditorium at the Northfield High School on Tuesday, June 7, 2011, at 7:00 o'clock in the evening to hear and act upon the following articles:

ARTICLE 1: To elect a moderator.

ARTICLE 2: To elect all requisite officers: Trustee, 3 year seat; Trustee, 2 year seat-remainder of a 3 year seat; Trustee, 1 year seat-remainder of a 3 year seat; Village Clerk, 1 year; Delinquent Tax Collector, 1 year; Village Treasurer, 1 year.

ARTICLE 3: To hear and act upon the reports of the Village officers.

ARTICLE 4: Shall the voters authorize total Village General Fund expenditures of \$103,360, of which \$0 will be raised in tax revenues?

ARTICLE 5: Shall the voters authorize Village Highway expenditures of \$1,096,940, of which \$15,500 will be used from the prior year surplus and \$442,690 will be raised in tax revenues?

ARTICLE 6: To transact any other non-binding business proper to be brought before the Meeting.

DATED AT NORTHFIELD, VERMONT ON THIS 26TH DAY OF APRIL, 2011.

BOARD OF TRUSTEES, VILLAGE OF NORTHFIELD:

APPROVED:

Doug Lawson, Chair
Colin T. Bright, Vice-Chair
Kevin T. Beal

K. David Maxwell
Larry A. Porter

SIGNED:
Kim Pombar, Village Clerk

RULES FOR THE CONDUCT OF THE MEETING

The Vermont Statutes set out a number of the rules for the conduct of the municipal meetings. These are summarized below, along with the section numbers of the Statutes in which they appear.

1. Robert's Rules of Order govern the meeting (17 VSA 2658).
2. Only registered voters may speak during the meeting (17 VSA 2656).
3. An article once decided shall not be considered again during the same meeting (17 VSA 2658).
4. A paper ballot may be taken if the request is supported by seven voters (17 VSA 2658).
5. Action taken under the article "Other Business" shall not be binding on the Village (17 VSA 2660(d)).

In addition to the above, Robert's Rules of Order sets additional guidelines that will be followed:

1. All motions and remarks must be addressed to the Moderator. Those wishing to speak must be recognized by the Moderator before speaking.
2. Articles must be moved, seconded, and restated by the Moderator before discussion may begin.
3. An article may be amended and the amendment proposed back to the original article.
4. Debate may be cut off by a two-thirds vote.

Further rules of procedure:

1. A voter wishing to speak must come to the front of the auditorium and use the microphone.
2. Smoking is not permitted in the auditorium or in the lobby.
3. Please state your opinions in a courteous manner; we all have to live together when this meeting is over!

REPORT OF THE VILLAGE TRUSTEES CHAIR

This year the Village Trustees have experienced some extreme lows as well as extreme highs. On an early January morning, we learned that Trustee Libby Hambleton had unexpectedly passed away. She cared deeply about Northfield's citizens and employees and was always fair and caring in matters concerning either group. She will be missed. Libby also was concerned about the use and appearance of our Village Common. Shortly after her death, we learned that Northfield had been awarded a large grant that will allow for a number of improvements to the Village Common. Libby would have been pleased.

This also was the year that Trustee Tom McCarney retired from the board after more than nineteen (19) years of service (1971-1974, 1992-1998, and 2000-2010). His experience and knowledge obviously will be missed and we thank him for all the time he dedicated to Village affairs. In the fall of 2010, Trustee Samantha Baraw resigned from the board. Fortunately the following gentlemen stepped in to fill the voids: Larry Porter, Dave Maxwell, and Kevin Beal. Each has brought fresh insights and experiences to the positions and their knowledge will benefit the Village.

Superintendent of Public Works William Lyon also resigned this past year after thirty-nine (39) years with the Village (1971-2010). We thank Bill for all his time serving in so many capacities, often on a volunteer basis.

In their individual reports, our department heads have outlined their various accomplishments and concerns as well as expectations for future projects. I will not repeat them here. However, I will take this opportunity to thank all the employees for their hard work and dedication. Village Manager Nanci Allard has brought together a group that conducts the Village's business in a very productive and professional manner. We are fortunate to have them working for our community.

All of our departments have been professionally audited and are in good financial condition. We look forward to similar reports in the coming years. As always, we encourage all citizens to participate in local civic matters, whether it be simply voting on issues or participating on boards and committees.

In closing I want to thank all the other Village Trustees for their support. It has been a pleasure working with all of you.

Respectfully submitted,
Doug Lawson
Chair, Board of Village Trustees

REPORT OF THE VILLAGE MANAGER

The annual report before you is a look at what we have accomplished during the past year and a snap-shot into the ensuing year. With the use of surplus funds, there will be no increase in water or sewer rates. Recall we had a small increase in Northfield Electric rates in 2010; hopefully, that will sustain rates without another increase in 2011. The cost of power is the driving force behind rate increases. We will review revenues and expenditures for the water and sewer departments again before June when the Board set the rates for the ensuing year.

The Village General Fund will again see no taxes for the ensuing year with the use of surplus funds and PILOT money.

One significant event took place regarding Village personnel within the last year; really two actions. I promoted Patrick DeMasi to Utility Superintendent and Peter G. DeMasi to Public Works Foreman. To a great extent, Pat DeMasi had assumed operations of the Water and Sewer Department before actually being given the title. He shows a great deal of initiative and has improved operations. Additionally, he has learned a great deal about Northfield Electric and has handled those additional duties without a hitch. Pete DeMasi has done an outstanding job assuming highway operations. I can't use enough accolades to describe how these two gentlemen perform.

The former Superintendent of Public Works, William C. Lyon, gave the employees a strong fundamental basis on which to grow. Many things cannot be learned better than "doing the job." I wish Bill health and happiness in his retirement and thank him for his service to the Village of Northfield.

"My job as Manager is to look at long range planning and operations. I believe diversifying responsibilities will benefit both the Town and Village. When one is spread too thin, something has to give; other issues do not get resolved. It is time to be more pro-active about cross-training and job sharing. We have but a few employees; far too few to not utilize them to their full potential and capabilities. I believe succession planning needs to be addressed for all departments from very routine tasks to major functions."

The paragraph above is part of my report to the Trustees one year ago. My recommendations have not changed.

Looking ahead, we have several projects planned for the summer of 2011:

- Water line improvements on Slate and Highland Avenues. The funds for this project have already been raised in the CIP Fund.
- Voter approval will be required to improve low water pressure problems from the intersection of Routes 12 & 12A south. This project is estimated to cost in the \$800,000 range.
- The south side of the Village Common Project should be completed by mid-July. Work on the north side of the Village Common will commence during the next year or so.
- Mapping: we continue to map all the utilities. The ultimate product will be a mapping system with layers showing utilities; catch basins; manholes; power poles and lines; street lights; culverts; and hydrants. This will be a tremendous tool for maintenance for the utilities and a useful planning tool.
- Reclosers will be placed on the power lines at strategic locations in minimize outages. Federal dollars will pick up half the cost for the reclosers. We will pay Green Mountain Power to install the devices.

- The Water Department will erect a new 3-bay garage at the Wastewater Treatment Facility. The cost for this needed storage space is about \$50,000. The crew is doing most of the work, which will save on construction costs.
- Also, the Water and Sewer Departments plan to purchase a new vacuum trailer for use around manholes, catch basins, and shut-offs.
- Dubois and King will have the final design done to sewer the Route 12A section around the wellfield. This is an important project for wellfield protection and economic growth.
- Capacity on the municipal water and sewer systems is strong.
- The Village replaced the failing Central Street culvert with a grant from the Hazard Mitigation Program. The engineers estimate for that project was over \$300,000. The cost to the Village Highway Department was less than \$50,000.
- Municipal Building: the Village Trustees are evaluating the existing municipal building, i.e., whether to sell and put it on the tax-rolls; renovate the building; or build a new building. The Trustees are reviewing proposals ranging from \$30,000-\$63,000 to weatherize the building in order to save on heating costs.
- Lastly, Meters: we continue to struggle a bit with advancing technology. Should we replace meters with ones that can be read via a "radio-read" system or take the leap and install "smart-meters?" More study and time will be required before making a recommendation.

To all the great Village employees: thanks. Your dedication and resolve to make the Village the best it can be does not go unnoticed. To the Village Trustees: thanks. Your support and guidance is appreciated beyond words. And to my friend Libby: the biggest thank you of all.

Respectfully submitted,
Nanci A. Allard
Village Manager

REPORT OF THE VILLAGE CLERK & TREASURER

Well, it's been another busy year!

If you need a copy of your tax bill or need to know what you paid in the year, just give us a call.

Just a reminder that we now do passports by appointment here along with all the other services we offer: car renewals, copy of vital records, marriage licenses, and hunting/fishing licenses are just a few.

The office is open Monday–Friday, 8:00 a.m.-4:30 p.m. Any comments, concerns or questions, please feel free to call at 485-5421.

Reminder: at the 2009 Annual Village Meeting, it was voted to discontinue the use of the Australian ballot system to elect Village Officers. Nominations and elections are now held in the open meeting at the Annual Village Meeting

It's been a pleasure serving the community in the past year and I hope to continue in the years ahead.

Respectfully submitted,
Kim Pombar
Village Clerk & Treasurer

REPORT OF THE PUBLIC WORKS FOREMAN

Village Highway Department: There were many snow days this past winter. One storm dropped twenty-four inches (24") of snow on Northfield; that kept us very busy. Mud Season is just like the winter in that it does not want to let go.

The construction phase of the Village Common Project should be underway soon with a new wall and sidewalk installed on the south side of the Common.

The Central Street Culvert Replacement Project has been completed along with new sidewalks in the area. We now are looking at replacing culverts on Jarvis Lane and near the railroad tracks.

The Road Surface Management System (RSMS) program is well underway and working well.

In closing, I would like to thank the residents, the Village Trustees, the Village Manager, and the municipal staff for their continued support. I also thank the Public Works employees for their efforts.

Respectfully submitted,
Peter G. DeMasi
Public Works Foreman

REPORT OF THE UTILITY SUPERINTENDENT

Water Department: The West Phase of the Water Distribution System Improvements Project is in its second year of service and has been working flawlessly.

In May 2010, use of the Turkey Hill Reservoir was discontinued. This reservoir had been used to provide fire protection for Cabot Hosiery Mill. Cabot Hosiery's sprinkler system is now connected to the municipal water system, which provides a much more reliable fire suppression system. The reservoir was drained and is no longer in service.

The Water Department also provided assistance with the Central Street Culvert Replacement Project. The eight inch (8") water main that ran through the project area was cut and the two ends were capped off. Once the culvert was installed, a new piece of water main was reinstalled and put into service.

The Water Department plans two (2) water main improvement projects this coming year.

- New eight inch (8") water mains will be installed on Slate and Highland Avenues. The new mains will replace a four inch (4") main on Highland Avenue and a six inch (6") main on Slate Avenue. The current mains both were installed in 1906. The project will create a much needed loop from

Prospect Street to South Main Street, which will increase flows in and out of the Cheney Farm Reservoirs.

- A portion of the South Phase Water Distribution System Improvements Project also is planned. This part of the project will consist of the installation of a new twelve inch (12") ductile iron main from the intersection of Vermont Routes 12 and 12A to Terrace Drive. This will replace an aging six inch (6") cast iron main that was installed about 1945. This area has been identified as a low flow area.

Note: The Village Trustees scheduled a Special Village Meeting on Tuesday, May 3, 2011 in order to ask voters for bonding authority in an amount not to exceed \$900,000 to fund this project. Although this vote will have occurred by the time you read this, it had not when the Village Report was delivered to the printer.

The department also purchased and has implemented use of a leak correlator. The computer-generated program listens for leaks on our municipal water system. We have started a leak audit program that will be checking the system several times a year to detect leaks in the system.

In addition to the above projects, several hydrants were replaced in the past year. We also are continuing with our valve replacement program. All the hydrant valves and main line valves on the system have been exercised and critical information has been gathered and recorded. New valves will be installed as needed. Hydrants continue to be flushed twice a year in the fall and spring.

We have been using the GPS equipment that was purchased last year to map features in the water system. Thousands of points have been collected and entered into the Arc Map program.

Sewer Department: The Village has contracted with DuBois & King Engineering (Randolph, Vermont) to design a sewer system for Vermont Routes 12 and 12A; the purpose is to protect the wellfield. That design is about sixty percent (60%) completed at the time of this writing. When the design is finished, we will explore funding options for the project.

I hope all the citizens of Northfield realize what an important resource the wellfield is to the whole community and how fortunate Northfield is to have such an abundant source of extremely high quality water. I also would hope that everyone can support this critically important project.

The Wastewater Treatment Facility (WWTF) upgrade is now seven (7) years old. (I wonder where the time goes.) The WWTF continues to operate as designed and meets all state and federal requirements for effluent quality.

The Sewer Department assisted with the Central Street Culvert Replacement Project by providing bypass pumping around the project. The main sewer line that runs down Central Street was cut and diverted into a large tank. The sewer then was pumped across the excavation to a manhole. When the project was completed, the sewer line was restored.

Regular cleaning of sewer lines continues. These cleanings are followed by camera inspections that are recorded on DVD discs and then compared to the last inspection to see if the line conditions are consistent. If not, maintenance is scheduled. All lines and manholes also are being located and mapped using the GIS equipment.

A flyover of the utility corridor was planned for late April 2011 (and should have taken place by the time you read this). This will provide high resolution color aerial photographs. This will be an invaluable tool as an addition to the GIS equipment for mapping and providing the community with asset management for its utilities and other features.

Electric Department: The electric system continues to operate well, providing consistent and reliable power to the community.

One (1) recloser at the King Street Substation was changed over the past year; two (2) more are scheduled to be changed in the coming year.

The accelerated tree trimming program is continuing on schedule. The affected areas include Union Brook Road, Colson Road, Hockman Hill Road, West Hill Road, Dunham Drive, Alpine Drive, Dole Hill Road, Pleasant Street, Western Avenue, Richardson Avenue, and Summer Street. In addition, the high voltage line from King Street to Norwich University and several shorter lines also were trimmed. This increased trimming program will continue to improve system reliability.

The Northfield Electric Department (NED) also will conduct a pole study that will determine which poles need be replaced due to age or condition. Pole tagging is being done in order to renumber all poles to coincide with Green Mountain Power's system. This will assist in locating specific poles during emergencies or for regular maintenance.

In July 2010, a powerful storm system with high winds passed though Northfield. Dozens of trees were uprooted, knocking down power lines in the Cox Brook and Union Brook areas of town. Several power poles were broken, knocking out service to dozens of customers. Green Mountain Power quickly responded with linesmen and tree trimming crews. Most customers had power restored in a few hours but it took nearly eighteen (18) hours to restore all the power.

Several poles were hit and damaged by automobiles over the past year. Replacement costs were usually covered by the drivers' liability insurance.

I would like to thank Peter J. DeMasi, Steve Fitzhugh, Phil Gleason, Jackie Lefebvre, Doug Reed, Jim Russo, Bobbi Underhill, as well as Laurie Baroffio and her Accounting Department staff, for working so diligently to keep the water flowing to your tap and your lights on.

I also would like to give a heartfelt "thank you" to Bill Lyon for making my transition to Utility Superintendent a smooth one; I also thank him for all the lessons he taught me in the twenty-two (22) years that we worked together.

Respectfully submitted,
Patrick J. DeMasi
Utility Superintendent

**VILLAGE GENERAL FUND & CAPITAL FUND
STATEMENT OF FINANCIAL CONDITION
JUNE 30, 2010**

ASSETS	VILLAGE GENERAL	CAPITAL
Cash	70,494	17,693
Due From/(To) Other Funds	<u>(1)</u>	<u>0</u>
Total Assets	<u>70,493</u>	<u>17,693</u>
LIABILITIES & FUND BALANCE		
Accounts Payable	906	0
Accrued Payroll	177	0
Accrued Vacation/Sick	8	0
Due TH-Accrued Vaca/Sick/Payroll	<u>0</u>	<u>0</u>
Total Liabilities	1,091	0
Fund Balance - Designated	20,000	17,481
Fund Balance - Designated Health	104	0
Fund Balance - Undesignated	<u>49,298</u>	<u>212</u>
Total Fund Balance	69,402	17,693
Total Liabilities & Fund Balance	<u>70,493</u>	<u>17,693</u>

VILLAGE GENERAL, CAPITAL, & RESERVE BUDGET

REVENUE:	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
PROPERTY TAXES	0	0	0	0
General Government Administration	18,350	18,350	18,500	17,360
Interest Income	1,000	960	1,000	1,000
Rent	48,690	48,690	50,910	52,000
PILOT Receipts	33,000	33,000	33,000	33,000
Surplus from CIP-Computer	0	0	0	2,092
CIP Interest	0	74	0	0

Total Revenue	101,040	101,074	103,410	105,452
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VILLAGE GENERAL, CAPITAL, & RESERVE SUMMARY

EXPENDITURES:	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
11 Trustees	18,720	14,173	18,880	17,720
13 Manager	2,070	1,993	3,250	3,340
44 Buildings	35,550	29,638	33,910	35,000
61 Management Support	0	51	9,680	9,980
Debt Retirement	6,270	6,275	6,000	5,710
Designated for Capital & Reserves *	29,370	29,370	31,690	31,610
Transfer to TG for Tax Loss State Housing	9,060	9,066	0	0

Total Expenditures	101,040	90,566	103,410	103,360
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* Actual expenditures and balances are shown in the Capital section

TRUSTEE'S BUDGET - 11

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>500 Personnel</u>				
501 Elected	4,200	4,117	4,200	4,200
517 FICA Expense	320	315	320	320
Subtotal	4,520	4,432	4,520	4,520
 <u>600 Contract Services</u>				
602 Legal Services	1,500	0	1,500	1,000
607 Village Reports	800	910	800	900
610 Audits	1,650	1,650	1,700	1,750
611 Board Meeting Minutes	1,120	0	500	300
Subtotal	5,070	2,560	4,500	3,950
 <u>700 Administrative</u>				
707 Dues/Meetings/Subscriptions	750	794	750	750
712 Public Official Insurance	5,680	5,780	6,410	7,000
717 Advertising/Legal Notices	1,000	369	1,000	800
723 Public Relations Expense	100	50	100	100
735 Lease Agreements	100	0	100	100
760 Election Expense	1,500	188	1,500	500
Subtotal	9,130	7,181	9,860	9,250
 <u>800 Material & Supply</u>				
	0	0	0	0
 Total Expenditures	 18,720	 14,173	 18,880	 17,720

MANAGER'S BUDGET - 13

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>500 Personnel</u>				
502 Manager's Salary	1,560	1,509	1,540	1,600
505 Clerical	0	0	780	770
515 Health/Dental/Life/Disability Ins	160	137	430	460
516 Workers' Compensation	10	11	10	10
517 FICA Expense	130	122	190	190
518 Retirement	80	75	110	120
519 ICMA Deferred Compensation	90	91	140	140
530 Vehicle Allowance	40	48	50	50
Subtotal	<u>2,070</u>	<u>1,993</u>	<u>3,250</u>	<u>3,340</u>
 <u>600 Contract Services</u>	 0	 0	 0	 0
 <u>700 Administrative</u>	 0	 0	 0	 0
 <u>800 Material & Supply</u>	 0	 0	 0	 0
 Total Expenditures	 <u>2,070</u>	 <u>1,993</u>	 <u>3,250</u>	 <u>3,340</u>

BUILDINGS BUDGET - 44

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>500 Personnel</u>	0	0	0	0
<u>600 Contract Services</u>				
606 Trash Disposal	1,150	1,018	1,150	1,150
609 Janitorial Services	3,900	3,864	3,900	3,960
Subtotal	5,050	4,882	5,050	5,110
<u>700 Administrative</u>				
709 Liability Insurance	520	463	450	500
710 Property/Fire Insurance	2,000	1,995	2,190	2,660
711 Boiler/Machinery Insurance	280	240	220	280
Subtotal	2,800	2,698	2,860	3,440
<u>800 Material & Supply</u>				
801 Electricity	9,550	7,999	9,550	9,000
802 Heating Oil	8,700	6,259	7,000	8,000
803 Water	750	659	750	750
805 Sewer	1,000	891	1,000	1,000
812 Building Supply/Maintenance	7,700	6,250	7,700	7,700
Subtotal	27,700	22,058	26,000	26,450
Total Expenditures	35,550	29,638	33,910	35,000

MANAGEMENT SUPPORT- 61

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>500 Personnel</u>				
536 Accrued Payroll Expense	0	51	0	0
<u>600 Contract Services</u>				
665 Bookkeeping	0	0	9,680	9,980
<u>700 Administrative</u>	0	0	0	0
<u>800 Material & Supply</u>	0	0	0	0
Total Expenditures	0	51	9,680	9,980

DEBT RETIREMENT

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
East Street Tunnel - 93 Bond	6,270	6,275	6,000	5,710

Total Expenditures

6,270

6,275

6,000

5,710

CAPITAL & RESERVES

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
Repair Village Clock	6,800	0	0	0
Phone System	500	0	500	500
Facility Repairs	5,000	2,708	5,000	5,000
New Furnace	2,000	0	2,000	2,000
Energy Improvements	15,070	11,000	14,190	14,110
Building Improvements- Water Rent	0	0	10,000	10,000

Total Expenditures	29,370	13,708	31,690	31,610
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VILLAGE GENERAL CAPITAL IMPROVEMENT PLAN

	Approp.		Budget		Proposed - Not Approved							
	10	11	11	12	12	13	13	14	14	15	15	16
Balance												
06/30/10												
Computer	2,092.00		Transfer to Village General Surplus									
Repair Village Clock	247.36				1,000		1,000		1,000		1,000	
Phone System	1,500.00		500	500	500		500		500		500	
Roof Replacement - Shed	6.35											
Facility Repairs	5,564.76		5,000	5,000	5,000		5,000		5,000		5,000	
New Furnace	4,000.00		2,000	2,000	2,000		2,000		2,000		2,000	
Energy Improvements	4,070.00		14,190	14,110								
Building Improvements-Water Rent	0.00		10,000	10,000								
TOTAL:	17,480.47		31,690	31,610	8,500		8,500		8,500		8,500	8,500

VILLAGE GENERAL PROJECTED SCHEDULE OF LONG TERM NOTES PAYABLE

	06/30/10 Principal Balance	Final Payment	Approp.		Budget		12	13	14	15	16
			10	11	11	12					
East Street Tunnel - 93 Bond	20,000	FY 13-14	6,000	5,710	5,430	5,140	-	-	-	-	-
Totals	20,000		6,000	5,710	5,430	5,140	-	-	-	-	-

**VILLAGE HIGHWAY FUND & CAPITAL FUND
STATEMENT OF FINANCIAL CONDITION
JUNE 30, 2010**

ASSETS	VILLAGE HIGHWAY	CAPITAL
Cash	16,910	203,059
Miscellaneous Receivables	0	10,297
Due From/(To) Other Funds	<u>28,711</u>	<u>587</u>
Total Assets	<u>45,621</u>	<u>213,943</u>
LIABILITIES & FUND BALANCE		
Accounts Payable	121	7,748
Accrued Payroll	0	0
Accrued Vacation/Sick	0	0
Due TH-Accrued Vaca/Sick/Payroll	<u>4,904</u>	<u>0</u>
Total Liabilities	5,025	7,748
Fund Balance - Designated	19,540	204,347
Fund Balance - Designated Health	5,374	0
Fund Balance - Undesignated	<u>15,682</u>	<u>1,848</u>
Total Fund Balance	40,596	206,195
Total Liabilities & Fund Balance	<u>45,621</u>	<u>213,943</u>

VILLAGE HIGHWAY, CAPITAL, & RESERVE BUDGET

REVENUE:	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
PROPERTY TAXES	415,410	415,410	432,390	442,690
State Aid - Class I	13,030	14,805	13,030	14,800
State Aid - Class III	14,400	14,454	14,400	14,450
Interest Income	1,250	512	1,250	500
Equipment Rental	5,000	5,000	5,000	5,000
Grant-Central Street- Federal	0	10,297	0	0
Grant-Depot Sq Area Retaining Wall	0	0	0	24,000
Grant-Depot Sq Area Sidewalks N/W	0	0	0	200,000
Transfer Common Fund-Sidewalk Project	0	0	0	24,000
Cip Balances-Sidewalk Project	0	0	0	26,000
Borrowing-Depot Sq Area Rd Recon	0	0	0	330,000
Borrowing-Central St Culvert	0	0	70,000	0
Income from Water Dept - 1/3 Paving	20,000	20,000	0	0
Surplus Health	1,970	1,970	4,040	0
Surplus Village Highway	0	0	20,000	15,500
Surplus Village Highway CIP Interest	0	0	13,980	0
CIP Interest	0	1,846	0	0
CIP Balances (for RSMS Program)	0	0	12,160	0

Total Revenue	471,060	484,294	586,250	1,096,940
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VILLAGE HIGHWAY, CAPITAL, & RESERVE SUMMARY

EXPENDITURES:	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
49 Highway	294,790	265,174	325,820	311,270
Debt Retirement	71,770	66,321	49,620	43,770
Designated for Capital & Reserves *	104,500	104,500	128,650	671,900
Transfer to RSMS Program	0	0	82,160	70,000

Total Expenditures	471,060	435,995	586,250	1,096,940
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* Actual expenditures and balances are shown in the Capital section

HIGHWAY BUDGET - 49

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>500 Personnel</u>				
502 Manager's Salary	0	0	3,460	3,600
503 Supervisor	0	0	15,010	19,560
504 Technical	0	0	73,420	71,360
505 Clerical	0	0	1,750	1,730
508 Overtime	0	0	16,150	10,000
509 Standby	0	0	560	560
515 Health/Dental/Life/Disability Ins	0	0	29,220	22,220
516 Workers' Compensation	0	0	5,880	5,990
517 FICA Expense	0	0	8,880	8,600
518 Retirement	0	0	5,060	4,940
519 ICMA Deferred Compensation	0	0	5,720	5,590
530 Vehicle Allowance	0	0	1,430	110
535 Vaca/Sick Liability	0	0	1,000	1,000
536 Accrued Payroll Expense	0	0	1,000	1,000
Subtotal	0	0	168,540	156,260
 <u>600 Contract Services</u>				
601 Professional Service	0	0	2,500	2,500
603 Tree Removal	0	0	500	500
605 Town of Northfield Street Contract	209,320	180,609	0	0
605 Vaca/Sick-TH Contract	0	916	0	0
638 Health Admin/Fees	0	0	150	150
665 Bookkeeping	0	0	14,050	14,480
Subtotal	209,320	181,525	17,200	17,630
 <u>700 Administrative</u>				
701 Telephone	0	0	250	250
707 Dues, Meetings, Subscriptions	0	0	430	430
708 Vehicle Insurance	3,080	2,427	3,080	3,150
710 Bldg/Property Insurance	0	60	0	0
711 Boiler/Machinery Insurance	0	8	0	0
715 Radio Expense	700	0	700	700
716 Rent	0	0	6,620	6,690
717 Advertising/Legal Notices	0	0	300	300
725 School/Training	0	0	500	500
726 General Government Admin Fee	11,690	11,690	0	0
Subtotal	15,470	14,185	11,880	12,020

HIGHWAY BUDGET - 49

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>800 Material & Supply</u>				
804 Street Lights	41,400	41,509	41,400	43,600
805 Sewer-Sand in Drains	2,500	2,500	2,500	2,500
807 Gasoline/Diesel	0	0	16,000	16,000
809 Salt	0	0	25,000	20,000
810 Chemicals	0	0	1,500	1,500
811 Road Materials/Maintenance	0	0	1,500	1,500
813 Hot Mix/Cold Patch	0	0	2,500	2,500
816 Vehicle Maintenance	12,500	12,586	5,000	5,000
817 Vehicle Maintenance Fee	12,600	12,600	12,600	12,560
825 Equipment Maintenance	0	0	7,500	7,500
830 Department Supplies	0	0	5,500	5,500
835 Uniforms	0	0	1,600	1,600
842 Equipment Rental	1,000	0	4,000	4,000
845 Small Tools	0	0	600	600
8621 Safety Issues	0	269	1,000	1,000
Subtotal	70,000	69,464	128,200	125,360

Total Expenditures	294,790	265,174	325,820	311,270
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DEBT RETIREMENT

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
Debt Ret. - 06 Trackless	15,120	14,768	14,420	0
Debt Ret. - 05 Intr'l Dump Truck	16,440	16,186	0	0
Debt Ret. - 08 Ford One Ton	13,810	11,526	11,390	11,010
Debt Ret. - 09 Intr'l Dump Truck	26,400	23,841	23,810	22,850
Debt Ret. - Central Street Culvert	0	0	0	9,910

Total Expenditures	71,770	66,321	49,620	43,770
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CAPITAL & RESERVES

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
Paving	70,000	73,556	RSMS	RSMS
Mat/Gravel Turkey Hill	1,000	0	RSMS	RSMS
Sand/Gravel	5,500	3,900	4,000	4,000
Bridges	0	2,488	0	0
Foot Bridge	0	0	3,122	1,000
Main Street Bridge	0	0	(3,122)	0
Drainage - Water St/River	5,000	0	8,240	0
Drainage - Nantana Mill	2,500	0	(8,240)	0
Loader/Backhoe	0	0	5,000	5,000
Dump Truck Account	0	0	11,580	10,000
Street Signs	0	0	0	6,000
Computer Account	0	2,623	0	2,900
Retaining Walls - School/Pearl Street	6,000	0	0	0
Engineering Study	1,000	2,793	0	0
Replace Culvert on Central St	5,000	13,730	70,000	0
Catch Basins	0	5,447	2,500	6,000
Calcium	5,000	3,768	0	0
Sweeper	0	0	10,570	10,000
2011 1/2 Ton Truck (2/3 TH, 1/3 VH)	0	0	0	2,000
Patching Machine-1/2 T-V	1,500	0	0	2,000
Leaf Picker Engine & Blower	0	0	20,000	1,000
Lawn Mower	1,000	0	4,000	1,000
Traffic Light	1,000	0	1,000	1,000
Sidewalks	0	0	0	10,000
Depot Sq Area Retaining Wall	(80% Grant = \$24,000)			30,000
Depot Sq Area Sidewalks-North/West	(80% Grant = \$200,000)			250,000
Depot Sq Area Road Reconstruction	(Article 9 Bond Vote Town Meeting)			330,000
Total Expenditures	104,500	108,305	128,650	671,900

VILLAGE HIGHWAY CAPITAL IMPROVEMENT PLAN

	Balance 06/30/10	Approv		Budget		Proposed - Not Approved							
		10	11	11	12	12	13	14	15	16			
Paving	12,164.81	RSMS	-	-	-	-	-	-	-	-	-	-	-
Mat/Gravel Turkey Hill	2,915.00	RSMS	-	-	-	-	-	-	-	-	-	-	-
Mat/Gravel Water Street	9,904.00	RSMS	-	-	-	-	-	-	-	-	-	-	-
Guardrails	4,001.25	-	-	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Sand/Gravel	1,600.00	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Bridges	66,812.51	-	-	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Foot Bridge	3,100.00	3,122	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Main St Bridge	3,122.50	(3,122)	Transfer to Foot Bridge	-	-	-	-	-	-	-	-	-	-
Drainage Water SURiver	24,115.86	8,240	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Drainage - Nantana Mill	8,240.66	(8,240)	Transfer to Water St Drainage	-	-	-	-	-	-	-	-	-	-
Street Signs	542.26	-	6,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Computer	(2,622.76)	-	2,900	-	-	-	-	-	-	-	-	-	-
Retaining Walls - School/Pearl/EIm	11,000.00	-	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Central St Design/Project	9,842.12	-	-	-	-	-	-	-	-	-	-	-	-
Engineering Study	905.00	-	-	-	-	-	-	-	-	-	-	-	-
Replace Culvert on Central St	11,567.52	70,000	-	-	-	-	-	-	-	-	-	-	-
Catch Basins	(5,384.74)	2,500	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Calcium	1,231.69	-	-	-	-	-	-	-	-	-	-	-	-
Sidewalks	12,345.00	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Sidewalks-North Side of Common	18,038.01	-	-	-	-	-	-	-	-	-	-	-	-
Depot Sq Area Retaining Wall	-	-	30,000	Grant for 80%	-	-	-	-	-	-	-	-	-
Depot Sq Area Sidewalks-North/West	-	-	250,000	Grant for 80%	-	-	-	-	-	-	-	-	-
Depot Sq Area Road Reconstruction	-	-	330,000	Town Article 9 Bond Vote	-	-	-	-	-	-	-	-	-
Hot Mix Patching Machine 1/2 T-V	3,000.00	-	2,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Leaf Picker Engine & Blower	1,503.71	20,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Lawn Mower	2,257.34	4,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Traffic Light	733.50	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
2008 One-Ton Truck	0.65	-	-	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
2011 1/2 Ton (2/3 TH, 1/3 VH)	-	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
2005 International Dump Truck	-	11,580	10,000	8,070	8,070	8,070	8,070	8,070	8,070	8,070	8,070	8,070	8,070
2009 International Dump Truck	-	-	-	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
2006 Trackless	-	-	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
2006 Sweeper	(10,569.21)	10,570	10,000	30,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
2003 Loader/Backhoe	-	5,000	5,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
TOTAL	190,366.68	128,650	671,900	140,070	115,070	107,070	107,070	107,070	107,070	107,070	107,070	107,070	107,070

VILLAGE HIGHWAY PROJECTED SCHEDULE OF LONG TERM NOTES PAYABLE

	06/30/10 Principal Balance	Final Payment	Approp.		Budget		13	14	15	16
			10	11	11	12				
06 Trackless	14,000	FY 10-11	14,420	-	-	-	-	-	-	-
08 Ford One Ton Truck	21,484	FY 11-12	11,390	11,010	-	-	-	-	-	-
09 Intnl Dump Truck	85,018	FY 13-14	23,810	22,850	22,530	21,890	-	-	-	-
Central St Culvert	0	FY 15-16	-	9,910	9,650	9,400	9,140	8,880	8,880	8,880
Total Existing Debt	120,502		49,620	43,770	32,180	31,290	9,140	9,140	8,880	8,880
Proposed Borrowing:										
Road Reconstruction-Depot Sq		FY 31-32	-	-	26,400	25,910	25,410	24,920		
Total Combined Debt			49,620	43,770	58,580	57,200	34,550	33,800		

* Unknown interest rates were estimated at 3%

**WATER DEPARTMENT
BALANCE SHEET
JUNE 30, 2010**

ASSETS	2009-10	2008-09
Cash	658,512	607,712
Cash - Depreciation Acct	447,105	419,909
Accounts Receivable - Net	65,305	65,294
Accounts Receivable - Misc	0	165
Deferred Bond Costs	4,189	4,499
Due From/(To) Other Funds	0	0
Property/Plant/Equipment - Net	5,685,724	4,521,699
Well Field Protection Study	<u>26,588</u>	<u>26,588</u>
Total Assets	<u>6,887,423</u>	<u>5,645,866</u>

LIABILITIES & RETAINED EARNINGS

Accounts Payable	272,828	7,376
Bond Anticipation Note	35,971	0
Customer Deposit	10,200	10,350
Bonds Payable	4,649,725	3,819,150
Accrued Interest Payable	47,964	42,778
Deposit Interest Payable	244	299
Accrued Payroll	9,240	7,415
Accrued Vacation/Sick	<u>30,357</u>	<u>28,797</u>
Total Liabilities	5,056,529	3,916,165
Retained Earnings	1,807,860	1,706,667
Contributed Capital - Net	<u>23,034</u>	<u>23,034</u>
Total Liabilities & Retained Earnings	<u>6,887,423</u>	<u>5,645,866</u>

Retained Earnings 07/01/09	1,706,667
Change in Retained Earnings	<u>101,193</u>
Retained Earnings 06/30/10	<u>1,807,860</u>

**WATER DEPARTMENT
BUDGET SUMMARY
For the Period Ending June 30, 2010**

	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
OPERATING REVENUE				
Sales	794,810	789,075	794,860	814,390
Labor & Materials	1,500	270	1,500	1,500
Connection Fees	0	800	0	0
Setup/On/Off/Admin/Lien Charges	1,400	2,636	1,400	3,500
Frozen Meter Charge	0	375	0	0
Grant	0	522	0	0
Disconnect/Reconnect Fees	1,000	1,404	1,000	1,000
Interest Income	7,500	14,516	7,500	7,500
Interest on Overdue Accounts	0	0	0	900
Sale of Equipment-Lead Parts	0	4,828	0	0
Sprinkler Charge	0	100	4,500	4,500
Total Operating Revenue	806,210	814,526	810,760	833,290
ADD: OTHER SOURCES				
Surplus	30,630	30,630	110,920	59,880
Surplus Health	3,050	3,050	10,630	1,560
Depreciation Fund Current Year	111,000	111,000	111,000	140,000
Depreciation Fund/CIP Surplus	10,000	10,000	4,420	10,440
Total Other Sources	154,680	154,680	236,970	211,880
Total Revenue & Other Sources	960,890	969,206	1,047,730	1,045,170
DEDUCT:				
Expenditures	568,020	548,099	591,340	610,200
Debt - 98 Water Project - State	65,530	65,353	65,530	65,530
Debt - 98 Water Project - USDA	87,630	87,539	87,630	87,630
Debt - North Phase Project - USDA	106,660	106,299	106,660	106,660
Debt - West Phase Project - State	42,450	5,642	39,150	39,150
Transfer Sale of Lead Parts to Capital Designated for Capital Improvements *	0	4,828	0	0
	90,600	90,600	157,420	136,000
Total Uses	960,890	908,360	1,047,730	1,045,170
Variance	0	60,846	0	0

The FY 09-10 Water Dept budget was revised July 2009. The above reflects this revised budget.

* Actual expenditures and balances are shown in the Capital section

WATER DEPARTMENT - OPERATING EXPENSE BUDGET

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>500 Personnel</u>				
502 Manager's Salary	7,790	7,544	9,620	10,010
503 Superintendent	20,720	20,068	6,140	33,830
504 Technical/Admin/Clerical	90,890	87,287	145,000	113,210
5041 Meter Reader	2,580	2,501	In Acct 504	In Acct 504
505 Clerical/Part-time	20,210	19,445	In Acct 504	In Acct 504
508 Overtime	8,650	9,250	9,800	9,280
509 Standby	2,080	2,040	2,500	2,500
515 Health/Dental/Life/Disability Ins	43,630	40,899	53,910	55,120
516 Workers' Compensation	5,510	5,016	5,380	5,270
517 FICA Expense	12,310	11,716	13,920	13,600
518 Retirement	7,710	7,477	8,650	8,430
519 ICMA Deferred Compensation	8,020	7,642	8,900	8,980
530 Vehicle Allowance	1,110	1,140	840	300
532 Safety	0	73	0	0
535 Vacation/Sick Liability	0	1,561	5,000	500
536 Accrued Payroll Expense	500	1,824	500	500
Subtotal	231,710	225,483	270,160	261,530

600 Contract Services

601 Professional Service	4,000	1,442	10,000	5,000
602 Legal Services	3,000	3,040	3,500	2,000
608 Permit Fees	5,000	4,340	5,000	5,000
610 Audits	3,980	2,475	4,050	4,130
622 Maintenance Contracts	3,200	2,409	2,230	2,230
638 Health Administration Fees	350	312	350	350
651 Testing/Sampling	2,500	1,519	2,500	3,000
653 Leak Detection	5,000	0	0	0
665 Bookkeeping	32,870	32,870	21,070	21,730
Subtotal	59,900	48,407	48,700	43,440

700 Administrative

701 Telephone/Alarm Lines	2,500	2,632	2,800	2,800
702 Postage	3,300	3,330	3,300	3,300
705 Office Supplies	2,400	1,867	2,450	2,450
706 Office Equipment	350	88	200	200
707 Dues/Meetings/Subscriptions	750	882	800	900
708 Vehicle Insurance	860	1,099	1,440	1,370
709 Gen Liability/Fire/Flood/Boiler Ins	3,500	3,299	3,400	4,180
714 Mileage	100	20	100	50
715 Radio Expense	500	0	500	500

WATER DEPARTMENT CONTINUED

	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>700 Administrative Cont'd</u>				
716 Rent	10,580	10,580	10,700	10,720
717 Advertising	200	78	200	200
720 Bond Antic Interest - West Phase	8,500	3,195	1,000	200
721 Bond Antic Interest - South Phase	0	0	0	14,000
722 Office Equip/Support Fees	750	670	750	750
724 Customer Deposit Interest	250	425	250	500
725 School/Training	750	620	750	1,200
7252 Safety-Training/Equipment	1,500	36	1,500	1,500
726 General Government Admin Fee	5,620	5,620	5,290	4,960
728 Property Taxes	20,000	18,818	21,500	9,500
7282 PILOT Payment	3,200	3,200	3,200	3,200
729 Collection Exp/Bad Debt/Abate	500	(879)	500	500
735 Lease Agreement	500	400	500	500
Subtotal	<u>66,610</u>	<u>55,980</u>	<u>61,130</u>	<u>63,480</u>
<u>800 Material & Supply</u>				
801 Electricity	45,000	41,941	45,000	43,000
807 Gasoline/Diesel	4,000	2,481	3,500	3,500
810 Chemicals	20,000	21,166	22,000	24,000
816 Vehicle Maintenance	1,000	768	500	1,000
817 Vehicle Maintenance Fee	630	630	630	630
818 Water Line Maintenance	14,000	9,173	14,000	14,000
825 Equipment Maintenance	4,000	3,800	5,000	7,000
826 Excavator	2,000	270	0	0
830 Department Supplies	1,800	1,476	1,800	1,800
835 Uniforms	1,500	1,097	1,500	1,500
842 Equipment Rental - VH	2,500	2,500	2,500	2,500
842 Equipment Rental	0	0	2,000	0
843 Computer Supplies/Maintenance	450	58	In Acct 705	In Acct 705
845 Small Tool Purchase	850	585	850	In Acct 846
846 Equipment/Tool Purchase	750	1,183	750	2,500
855 Depreciation Expense	111,000	130,791	111,000	140,000
8561 Bond Cost Amortization	320	310	320	320
Subtotal	<u>209,800</u>	<u>218,229</u>	<u>211,350</u>	<u>241,750</u>
Total Operating Expense	<u>568,020</u>	<u>548,099</u>	<u>591,340</u>	<u>610,200</u>

WATER DEPARTMENT - SUMMARY OF CAPITAL IMPROVEMENTS

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
Reduced Flow Study Rt 12	0	0	0	(10,000)
Hydraulic Unit	1,000	617	1,000	500
Surveys/Ownership Identification	1,000	0	1,000	10,000
Yearly Improvements	0	0	0	(12,630)
Hydrants	2,500	9,286	10,000	5,000
Meters	5,000	3,177	17,000	5,000
Meter Testing Equipment	0	0	2,000	2,000
Mapping	5,000	6,826	5,000	2,500
Copier	1,100	0	0	0
Computer/Software	2,000	4,418	2,000	2,000
SCADA System	5,000	376	5,000	5,000
Mains & Side Streets	25,000	13,000	25,000	110,700
Engineering for Mains & Side Streets	0	0	0	(8,030)
Reservoir Restoration	0	0	0	(10,000)
Reservoir Cleaning	1,500	0	1,500	1,500
Well Field Protection	5,000	0	5,000	(5,000)
Rehab Wells	8,000	29,478	8,000	8,000
Well Field Equipment	0	0	0	5,000
Valve Position Indicator - Cheney	0	0	0	(1,050)
Cold Storage Well Field Garage	0	0	2,500	7,277
Optical Well Level Sensors	7,500	0	0	(7,277)
Lawn Mower	1,000	0	1,000	1,000
Frozen Pipe Heater	0	0	0	(590)
Compactor - 50/50 Water/Sewer	0	0	4,420	2,000
Cabot Sprinkler System	0	2,100	0	2,100
Valve Replacement	10,000	0	10,000	(20,000)
Leak Detection	0	0	3,000	(3,000)
Correlator Equipment	0	0	14,000	0
New 3-Bay Garage	5,000	0	35,000	10,000
3/4 Ton Truck	4,000	0	4,000	4,000
07 Chevy Cobalt	1,000	0	1,000	1,000
Trench Box W/S	0	0	0	4,000
Vacuum Trailer W/S	0	0	0	25,000
Lead Free System Parts	0	652	0	0
South Phase Engineering	0	9,397	0	0
Total Water Improvements	90,600	79,327	157,420	136,000

WATER DISTRIBUTION IMPROVEMENT PROJECT - WEST PHASE

	Bond Approval	State Approval
Approved Amount	1,500,000	1,354,682
Expenditures thru 06/30/10	<u>1,242,463</u>	<u>1,242,463</u>
Balance Remaining	<u>257,537</u>	<u>112,219</u>

WATER DEPT CAPITAL IMPROVEMENT PLAN

	Balance 06/30/10	Approp.		Budget		Proposed - Not Approved								
		10	11	11	12	12	13	13	14	14	15	15	16	
Reduced Flow Study RT 12	10,000.00	-	-	(10,000)										
Hydraulic Unit	3,425.68	1,000		500									500	500
Surveys/Ownership Identification	10,123.75	1,000		10,000										
Yearly Improvements	12,630.00	-	-	(12,630)										
Hydrants	2,383.26	10,000		5,000										12,000
Meters	9,739.35	17,000		5,000										12,000
Meter Testing Equipment	-	2,000		2,000										2,000
Mapping	15,674.00	5,000		2,900										2,500
Computers/Software	4,634.62	2,000		2,000										2,000
SCADA System	14,967.18	5,000		5,000										5,000
Mains & Side Streets	228,911.00	25,000		110,700										50,000
Engineering for Mains & Side Streets	21,918.51	-	-	(8,030)										50,000
Reservoir Restoration	10,000.00	-	-	(10,000)										-
Reservoir Cleaning	3,970.00	1,500		1,500										1,500
Well Field Protection	5,715.05	5,000		(5,000)										-
Rehab Wells	(3,311.45)	8,000		8,000										8,000
Well Field Equipment	-	-	-	5,000										3,000
Valve Position Indicator - Cheney	1,050.00	2,500		(1,050)										8,000
Cold Storage Well Field Garage	(1,061.46)	-	-	7,277										-
Optical Well Level Sensors	10,616.00	-	-	(7,277)										-
Lawn Mower	2,000.00	1,000		1,000										1,000
Frozen Pipe Heater	594.49	-	-	(590)										-
Compactor - 50/50 Water/Sewer	(4,416.50)	4,420		2,000										-
Cabot Sprinkler System	(2,100.52)	10,000		(20,000)										6,000
Valve Replacement	50,000.00	-	-	(3,000)										-
Leak Detection	-	14,000		10,000										-
Correlator Equipment	15,000.00	35,000		4,000										4,000
New 3 Bay Garage	7,410.25	4,000		1,000										1,000
3/4 Ton Truck	1,002.23	1,000		4,000										1,000
07 Chevy Cobalt	-	-	-	4,000										-
Trench Box W/S	-	-	-	25,000										-
Vacuum Trailer W/S	-	-	-	-										-
Lead Free System Parts	4,176.63	-	-	-										-
TOTAL:	435,052.07	157,420	135,000	110,500	110,500	110,500	110,500	110,500	110,500	110,500	110,500	110,500	110,500	110,500

WATER DEPT PROJECTED SCHEDULE OF LONG TERM NOTES PAYABLE

	06/30/10 Principal Balance	Final Payment	Approp.		Budget		13	14	15	16
			10	11	11	12				
98 Water Project - State	833,804	FY 23-24	65,530	65,530	65,530	65,530	65,530	65,530	65,530	65,530
98 Water Project - USDA	879,177	FY 23-24	87,630	87,630	87,630	87,630	87,630	87,630	87,630	87,630
North Phase - USDA	1,986,569	FY 48-49	106,660	106,660	106,660	106,660	106,660	106,660	106,660	106,660
West Phase - State	950,175	FY 30-31 est	39,150	39,150	39,150	39,150	39,150	39,150	39,150	39,150
↳ will receive 57% loan forgiveness thru ARRA Subsidy										
Totals	4,649,725		298,970	298,970	298,970	298,970	298,970	298,970	298,970	298,970

*Includes Interest

**SEWER DEPARTMENT
BALANCE SHEET
June 30, 2010**

ASSETS	2009-10	2008-09
Cash	274,250	278,018
Cash - Depreciation Acct	508,609	514,445
Cash - CSO Reserve	19,217	18,760
Accounts Receivable - Net	71,082	76,541
Accounts Receivable - Line Extension	47	532
Deferred Bond Cost	3,270	3,406
Due From/(To) Other Funds	0	0
Property/Plant/Equipment - Net	<u>6,834,298</u>	<u>7,016,396</u>
Total Assets	<u>7,710,773</u>	<u>7,908,098</u>

LIABILITIES & RETAINED EARNINGS

Accounts Payable	7,008	11,344
Bonds Payable	3,264,839	3,345,148
Accrued Interest Payable	5,818	5,953
Accrued Payroll	7,238	7,931
Accrued Vacation/Sick	<u>30,357</u>	<u>28,797</u>
Total Liabilities	3,315,260	3,399,173
Retained Earnings	1,008,126	1,121,995
CSO Reserved Earnings	19,217	18,760
Contributed Capital - Net	<u>3,368,170</u>	<u>3,368,170</u>
Total Liabilities & Retained Earnings	<u>7,710,773</u>	<u>7,908,098</u>

Retained Earnings 07/01/09	1,121,995
Transfer to CSO Reserved Earnings	(458)
Change in Retained Earnings	<u>(113,411)</u>
Retained Earnings 06/30/10	<u>1,008,126</u>

**SEWER DEPARTMENT
BUDGET SUMMARY
For the Period Ending June 30, 2010**

	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
OPERATING REVENUE				
Sales	821,670	818,269	856,680	847,920
Labor & Materials	0	4,250	0	0
Connection Fees	1,500	300	1,500	1,500
Grant	0	522	0	0
Disconnect/Reconnect Fees	700	562	700	700
Loan Interest	0	16	0	0
Interest Income	7,500	11,354	7,500	7,500
Interest on Overdue Accounts	0	0	0	800
Interest Income-Reserved CSO	0	254	0	0
Insurance Claims	0	6,880	0	0
Miscellaneous/Lien Fees	0	32	0	0
Disposal Fee/NU & VH	10,540	10,538	10,540	10,540
CSO User Fees	5,020	5,221	5,020	0
Total Operating Revenue	846,930	858,198	881,940	868,960
ADD: OTHER SOURCES				
Surplus	30,100	30,100	45,000	32,130
Surplus Health	3,050	3,050	0	1,210
Depreciation Fund Current Year	213,000	213,000	214,000	212,000
Depreciation Fund/CIP Surplus	110,000	110,000	4,420	10,700
Transfer From User Fee Reserve	0	0	0	5,020
Total Other Sources	356,150	356,150	263,420	261,060
Total Revenue & Other Sources	1,203,080	1,214,348	1,145,360	1,130,020
DEDUCT:				
Expenditures	854,230	827,300	794,190	794,270
Debt - 93 CSO Project - State	5,020	5,017	5,020	5,020
Debt - WWTF - USDA	219,730	219,601	219,730	219,730
Designated for Capital Improvements *	121,600	121,600	123,920	108,500
Transfer to CSO Reserve	0	458	0	0
Transfer to Sand Fee Acct	2,500	2,500	2,500	2,500
Total Uses	1,203,080	1,176,476	1,145,360	1,130,020
Variance	0	37,872	0	0

* Actual expenditures and balances are shown in the Capital section

SEWER DEPARTMENT - OPERATING EXPENSE BUDGET

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>500 Personnel</u>				
502 Manager's Salary	7,790	7,544	6,930	7,200
503 Superintendent	20,720	20,068	4,090	22,550
504 Technical/Admin/Clerical	90,890	87,287	98,650	77,460
5041 Meter Reader	2,580	2,501	In Acct 504	In Acct 504
505 Clerical/Part-time	20,210	19,445	In Acct 504	In Acct 504
508 Overtime	21,150	17,673	20,330	19,250
509 Standby	2,080	2,040	1,660	1,660
515 Health/Dental/Life/Disability Ins	43,630	40,900	36,820	37,680
516 Workers' Compensation	5,870	4,934	3,960	3,890
517 FICA Expense	13,320	12,379	10,590	10,320
518 Retirement	8,340	7,899	6,580	6,400
519 ICMA Deferred Compensation	8,640	8,063	6,760	6,780
530 Vehicle Allowance	1,110	1,140	580	220
532 Safety	0	73	0	0
535 Vacation/Sick Liability	0	1,560	5,000	500
536 Accrued Payroll Expense	500	(693)	500	500
Subtotal	246,830	232,813	202,450	194,410
 <u>600 Contract Services</u>				
601 Professional Service	4,000	0	10,000	5,000
602 Legal Services	500	105	500	500
602 VLCT Amicus	0	300	0	0
608 Permit Fees	2,000	1,459	2,000	2,000
610 Audits	2,480	2,475	2,550	2,630
622 Maintenance Contracts	3,200	2,409	1,800	1,800
638 Health Administration Fees	350	313	350	350
650 Sludge Management	45,000	39,501	45,000	45,000
651 Testing/Sampling	8,500	10,614	10,000	10,000
665 Bookkeeping	32,870	32,870	21,640	22,310
Subtotal	98,900	90,046	93,840	89,590
 <u>700 Administrative</u>				
701 Telephone	1,250	1,397	1,300	1,400
702 Postage	2,700	2,339	2,600	2,600
705 Office Supplies	2,600	2,343	2,650	2,650
706 Office Equipment	300	88	300	300
707 Dues/Meetings/Subscriptions	1,000	331	1,000	1,000
708 Vehicle Insurance	430	521	660	1,240
709 Gen Liability/Fire/Flood/Boiler Ins	9,470	9,113	9,580	11,590
714 Mileage	150	0	150	150
715 Radio Expense	500	0	500	500

SEWER DEPARTMENT CONTINUED

	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>700 Administrative Cont'd</u>				
716 Rent	4,440	4,440	530	550
717 Advertising	200	0	200	200
722 Office Equip/Support Fees	750	670	750	750
725 School/Training	1,000	556	1,000	1,200
7252 Safety-Training/Equipment	1,500	0	1,500	1,500
726 General Government Admin Fee	5,620	5,620	3,960	3,720
728 Property Taxes	420	416	500	0
7282 PILOT Payment	26,600	26,600	26,600	26,600
729 Collection Exp/Bad Debt/Abate	500	(344)	500	500
735 Lease Agreement	350	320	350	350
Subtotal	<u>59,780</u>	<u>54,410</u>	<u>54,630</u>	<u>56,800</u>
<u>800 Material & Supply</u>				
801 Electricity	68,000	74,848	69,000	72,500
802 Heating Oil	25,000	16,367	20,000	20,000
803 Water	21,000	18,812	20,000	23,000
807 Gasoline/Diesel	2,500	2,509	2,500	2,700
810 Chemicals	80,000	94,006	80,000	85,000
812 Building Supplies	1,000	187	500	500
816 Vehicle Maintenance	1,000	248	500	1,000
817 Vehicle Maintenance Fee	630	630	630	630
818 Sewer Line Maintenance	10,000	3,198	10,000	10,000
823 Line Pressure Cleaning	1,500	0	1,500	1,500
825 Equipment Maintenance	10,000	14,314	10,000	10,000
830 Department Supplies	4,500	4,836	4,500	4,500
835 Uniforms	1,500	1,097	1,500	1,500
842 Equipment Rental - VH	2,500	2,500	2,500	2,500
843 Computer Supplies/Maintenance	450	58	In Acct 705	In Acct 705
845 Small Tool Purchase	500	154	500	In Acct 846
846 Equipment/Tool Purchase	5,500	4,814	5,500	6,000
855 Depreciation Expense	213,000	211,317	214,000	212,000
8561 Bond Cost Amortization	140	136	140	140
Subtotal	<u>448,720</u>	<u>450,031</u>	<u>443,270</u>	<u>453,470</u>
Total Operating Expense	<u>854,230</u>	<u>827,300</u>	<u>794,190</u>	<u>794,270</u>

SEWER DEPARTMENT - SUMMARY OF CAPITAL IMPROVEMENTS

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
Hydraulic Unit	500	617	500	500
Garage Improvements	0	0	0	(3,491)
Lab Improvements	1,000	1,145	1,000	(6,197)
Building Improvements	0	0	0	9,688
Manholes	7,500	4,862	7,500	7,500
Main Lines	10,000	0	10,000	10,000
Meters	5,000	3,177	17,000	5,000
Meter Testing Equipment	0	0	2,000	2,000
Mapping	2,500	6,826	2,500	2,500
Computer/Software	2,000	2,850	2,000	2,000
SCADA System	5,000	325	5,000	5,000
Copier	1,100	0	0	0
Line Extension-Belknap Ave	0	9,417	0	0
1/2 Ton Truck	3,000	0	3,000	4,000
Lawn Mower	1,000	0	1,000	1,000
Compactor - 50/50 Water/Sewer	0	0	4,420	2,000
Interceptor/Inspect-Clean	2,000	0	2,000	2,000
Equip Rebuilds New Plant	10,000	0	10,000	10,000
Well Field Protection Design	(191,312)	0	0	0
System Improvements	241,312	0	50,000	50,000
System Wide Evaluation	20,000	0	5,000	(25,000)
07 Chevy Cobalt	1,000	0	1,000	1,000
Trench Box W/S	0	0	0	4,000
Vacuum Trailer W/S	0	0	0	25,000
Total Sewer Improvements	121,600	29,219	123,920	108,500

SEWER DEPT CAPITAL IMPROVEMENT PLAN

	Balance 06/30/10	Approp.		Budget		Proposed - Not Approved				
		10	11	11	12	12	13	14	15	16
Hydraulic Unit	4,709.60	500	-	500	500	500	500	500	500	500
Garage Improvements	3,491.03	-	-	(3,491)	Transfer to Building Improvements	-	-	-	-	-
Lab Improvements	5,755.20	1,000	-	(6,197)	Transfer to Building Improvements	-	-	-	-	-
Building Improvements	-	-	-	9,688	-	-	-	-	-	-
Manholes	24,445.90	7,500	-	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Main Lines	20,000.00	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Meters	9,680.38	17,000	-	5,000	12,000	12,000	12,000	12,000	12,000	12,000
Meter Testing Equipment	-	2,000	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Mapping	13,174.00	2,500	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Computers/Software	6,558.16	2,000	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Computer @ Plant 1/2 Cost	2,000.00	-	-	-	-	-	-	-	-	-
SCADA System	13,588.50	5,000	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000
1/2 Ton Truck	3,000.10	3,000	-	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Lawn Mower	2,000.00	1,000	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Compactor - 50/50 Water/Sewer	(4,416.50)	4,420	-	2,000	-	-	-	-	-	-
Interceptor-Inspect & Clean	3,675.00	2,000	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Equipment Rebuilds New Plant	50,639.53	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000
System Improvements	272,471.33	50,000	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000
System Wide Evaluation	60,000.00	5,000	-	(25,000)	Transfer to Vacuum Trailer	-	-	-	-	-
07 Chevy Cobalt	1,060.23	1,000	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Trench Box W/S	-	-	-	4,000	-	-	-	-	-	-
Vacuum Trailer W/S	-	-	-	25,000	-	-	-	-	-	-
TOTAL:	491,832.46	123,920	108,500	108,500	109,500	109,500	109,500	109,500	109,500	109,500

SEWER DEPT PROJECTED SCHEDULE OF LONG TERM NOTES PAYABLE

	06/30/10 Principal Balance	Final Payment	Approp.		Budget				15	16
			10	11	11	12	13	14		
93 CSO Project - State	20,070	FY 13-14	5,020	5,020	5,020	5,020	5,020	5,020	-	-
WWTF - USDA	3,244,769	FY 33-34	219,730	219,730	219,730	219,730	219,730	219,730	219,730	219,730
Totals	3,264,839		224,750	224,750	224,750	224,750	224,750	224,750	219,730	219,730

*Includes Interest

**ELECTRIC DEPARTMENT
BALANCE SHEET
JUNE 30, 2010**

ASSETS	2009-10	2008-09
Cash	415,037	743,976
Cash - Depreciation Acct	478,948	230,809
Cash - PGET Funds	28,359	197,283
Accounts Receivable - Power - Net	319,114	318,889
Accounts Receivable - Misc	12,750	1,579
Unbilled Revenue	202,043	170,740
Due From/(To) Other Funds	0	0
VELCO Stock/VT TRANSCO Units	431,588	431,589
Investment-TRANSCO Debt Reduction	85,233	30,446
Bond Cost Deferred	10,959	11,557
Work In Progress - Substation	0	401,940
Property/Plant/Equipment - Net	<u>2,396,130</u>	<u>2,074,555</u>
Total Assets	<u>4,380,161</u>	<u>4,613,363</u>

LIABILITIES & RETAINED EARNINGS

Accounts Payable	557,277	588,457
Rebuild Project Bonds Payable	730,000	770,000
Customer Deposit & Interest	9,171	11,751
Gross Revenue Tax Payable	9,496	9,141
Sales Tax Payable	2,915	2,854
Accrued Interest-Bonds/Notes	2,869	2,532
Energy Efficiency Charge - Net	13,389	10,912
Accrued Payroll	5,167	5,169
Accrued Vacation/Sick	17,872	17,566
Customer Advance/Construction	<u>7,022</u>	<u>0</u>
Total Liabilities	1,355,178	1,418,382
Retained Earnings	<u>3,024,983</u>	<u>3,194,981</u>
Total Liabilities & Retained Earnings	<u>4,380,161</u>	<u>4,613,363</u>

Retained Earnings 07/01/09	3,194,981
Change in Retained Earnings	<u>(169,998)</u>
Retained Earnings 06/30/10	<u>3,024,983</u>

**ELECTRIC DEPARTMENT
STATEMENT OF REVENUES
For the Period Ending June 30, 2010**

	2009-10
<u>Energy Sales</u>	
Residential	1,379,852
Norwich University	922,740
Commercial Taxable	280,430
Commercial Non-Taxable	81,416
Industrial	793,547
Street Lights	51,568
Public Authorities	275,645
Yard Lights	<u>10,984</u>
Total Energy Sales	3,796,182
 <u>Other Operating Income</u>	
Pole Attachments	2,450
Disconnect/Reconnect	2,036
Water Heater Credits	(1,221)
NSF Charges	<u>105</u>
Total Other Operating Income	3,370
 <u>Miscellaneous Income</u>	
Interest Income	14,320
VT TRANSCO/VELCO Dividends	52,834
TRANSCO Net Settlement Credits	20,784
VT Energy Efficiency Refund	588
Grant & Donated Match	5,500
Misc Income- TRANSCO Debt Reduction	<u>54,787</u>
Total Miscellaneous Income	148,813
 Total Revenue	 3,948,365

**ELECTRIC DEPARTMENT
BUDGET SUMMARY
For the Period Ending June 30, 2010**

	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
OPERATING REVENUE				
Energy Sales	3,959,860	3,796,182	3,744,110	3,964,170
Operating Income	4,950	3,370	4,950	3,250
Miscellaneous Income	97,430	148,813	140,560	275,400
	<hr/>			
Total Operating Revenue	4,062,240	3,948,365	3,889,620	4,242,820
 ADD: OTHER SOURCES				
Surplus Health	2,370	2,370	0	1,240
Surplus PGET Funds for Recloser Project	172,000	172,000	0	0
Depreciation Fund-Current Year	124,700	124,700	124,700	146,480
Depreciation Fund/CIP Surplus	5,500	5,500	0	0
	<hr/>			
Total Other Sources	304,570	304,570	124,700	147,720
Total Revenue & Other Sources	4,366,810	4,252,935	4,014,320	4,390,540
 DEDUCT:				
Expenditures	4,155,060	4,083,103	4,105,930	4,008,000
Debt - 12 kV Rebuild - 98 Bond	55,880	56,259	57,540	56,100
Debt - 12 kV Rebuild - 00 Bond	19,040	19,001	18,540	18,040
Designated for Capital Improvements *	296,700	296,700	126,000	268,500
	<hr/>			
Total Uses	4,526,680	4,455,063	4,308,010	4,350,640
Variance	(159,870)	(202,128)	(293,690)	39,900

* Actual expenditures and balances are shown in the Capital section

ELECTRIC DEPARTMENT - OPERATING EXPENSE BUDGET

A-SUMMARY OF EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
Power Expense	3,499,940	3,416,217	3,530,380	3,437,750
Station Expense	29,500	78,582	4,500	6,610
Maintenance of Distribution	38,000	53,948	38,000	55,970
Customer Account Expense	20,170	17,746	20,100	19,340
Administrative Expense	125,060	111,299	102,630	98,520
Outside Services	116,180	90,813	117,000	87,750
Property Insurance	2,430	3,098	4,060	5,030
Injuries & Damages	1,110	1,654	1,440	1,150
Employee Benefits	51,710	41,891	44,670	39,840
Misc General Expense	62,840	53,921	44,310	36,200
Rentals & Leases	11,090	10,049	3,280	2,460
Depreciation Expense	124,700	132,907	124,700	146,480
Taxes	71,030	70,181	69,560	69,980
Interest Expense	1,300	797	1,300	920
Total	4,155,060	4,083,103	4,105,930	4,008,000

B-DETAILED EXPENDITURES

Power Expense

55510 Purchased Power	3,499,940	3,416,217	3,530,380	3,437,750
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Station Expense

58212 Tree Trimming/Removal	25,000	71,903	CIP	CIP
58310 Install/Remove Transformers	2,000	0	2,000	0
58810 Engineer Technical Services	2,500	6,679	2,500	6,610

Maintenance of Distribution

59210 Substation Maintenance	7,500	2,756	7,500	2,490
59310 Overhead Maintenance	20,000	33,416	20,000	28,080
59410 Underground Maintenance	500	3,840	500	4,540
59610 Street/Yard Light Maintenance	4,000	6,704	4,000	8,440
59710 Meter Maintenance	6,000	7,232	6,000	12,420

ELECTRIC DEPARTMENT CONTINUED

	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>Customer Account Expense</u>				
90210 Meter Reading	5,170	5,002	5,100	5,180
90400 Uncollectible/Bad Debt/Abate	15,000	12,744	15,000	14,160
 <u>Administrative Expense</u>				
92010 Manager's Salary	21,810	21,124	16,930	17,610
92012 Clerical & Part-time	34,530	33,314	37,170	39,740
92013 Overtime	260	0	260	270
92014 Superintendent	10,360	10,034	10,230	6,270
92016 Assistant	36,200	31,090	20,500	20,730
92036 Accrued Payroll Expense	0	(1)	0	0
92111 Telephone	1,400	1,493	1,400	1,500
92112 Postage	7,000	5,196	7,000	5,220
92113 Office Equipment/Maintenance	500	143	500	100
92114 Office Supplies	4,500	3,187	3,750	3,330
92115 Computer Supplies/Maintenance	1,000	0	1,000	130
92116 Copier Expense	500	302	500	300
92118 Postage Machine	750	736	750	680
92119 Maintenance Contract	6,250	4,681	2,640	2,640
 <u>Outside Services</u>				
92310 Legal	20,000	9,948	20,000	4,500
92311 APPA Dues	1,500	1,634	1,500	1,530
92312 Audit/CPA	9,900	9,900	10,200	10,500
92313 Other Professional Services	10,000	0	10,000	150
92317 VEPPi Services	0	450	0	190
92320 VPPSA Non Power Expense	74,480	68,622	75,000	70,580
92338 Health Administration/Fees	300	259	300	300
 <u>Property Insurance</u>				
92410 Liability Insurance	1,650	1,554	1,600	1,730
92411 Boiler/Machinery Insurance	220	213	230	280
92412 Fire/Property Insurance	560	1,331	2,230	2,720
92413 Vehicle Insurance	0	0	0	300
 <u>Injuries & Damages</u>				
92510 Workers' Compensation	1,110	1,654	1,440	1,150

ELECTRIC DEPARTMENT CONTINUED

	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
<u>Employee Benefits</u>				
05350 Vacation/Sick Liability	5,000	305	5,000	500
92611 Health/Dental/Life/Disability Ins	33,490	29,150	28,970	29,910
92613 Retirement	5,230	5,048	4,310	4,150
92614 ICMA Deferred Compensation	5,900	5,401	4,810	4,630
92616 Vehicle Allowance	1,790	1,872	1,430	530
92617 Uniforms	300	115	150	120
<u>Miscellaneous General Expense</u>				
93010 Dues/Meetings/Subscriptions	10,000	1,530	10,000	1,590
93011 Printing/Advertising	750	0	750	0
93013 General Government Admin Fee	7,110	7,110	9,250	9,250
93014 Bookkeeping	43,830	43,830	23,160	23,880
93015 Electricity	1,100	1,411	1,100	1,380
93018 Cash Under/(Over)	0	17	0	0
93020 Bank Charges	50	0	50	50
93025 School/Training	0	23	0	50
<u>Rentals & Lease</u>				
93111 CVRR Lease	1,200	745	1,200	750
93112 Rent	9,040	9,040	1,230	1,230
93310 Vehicle Maintenance	350	35	350	150
93311 Gasoline	500	229	500	330
<u>Depreciation Expense</u>				
40310 Depreciation	124,700	132,907	124,700	146,480
<u>Taxes</u>				
40811 Real Estate Town	19,480	21,138	19,480	20,400
40812 Gross Revenue Tax	19,820	18,997	19,820	19,510
40813 FICA Expense	8,740	8,028	7,270	7,220
40815 Fuel Receipts Tax	19,790	18,818	19,790	19,650
40816 PILOT Payment	3,200	3,200	3,200	3,200
<u>Interest Expense</u>				
42712 Deposit Interest	700	199	700	320
42714 Bond Cost Amortized	600	598	600	600

ELECTRIC DEPARTMENT - SUMMARY OF CAPITAL IMPROVEMENTS

DETAILED EXPENDITURES	2009-10 Approp.	2009-10 Actual	2010-11 Approp.	2011-12 Budget
Yearly Upgrades	22,000	17,933	25,000	(5,920)
Mapping	5,000	0	5,000	0
Station Equipment	0	0	0	5,000
Substation-Battery Bank	0	0	0	40,000
Poles	10,000	3,315	10,000	15,000
Overhead Construction	0	0	0	15,000
Capacitors	12,500	16,916	0	(5,580)
System Survey	20,000	3,616	0	0
Underground Installation	0	0	0	5,000
Transformers	0	0	0	15,000
Services	0	0	0	5,000
Metering	2,000	0	0	3,000
Primary Metering Poles	0	0	0	(40,000)
Meters-Radio Reading/AMI	30,000	0	0	0
Street Lighting	0	0	0	6,000
Substation @ Norwich	0	0	0	25,000
Computers/Software	5,000	5,261	5,000	5,000
Copier	2,200	0	0	0
07 Chevy Cobalt	1,000	0	1,000	1,000
NU Cemetery Line	0	0	0	35,000
Rebuild Circuits	5,000	0	5,000	5,000
Tree Trimming	0	0	75,000	50,000
Reclosers-Substation & Lines	172,000	0	0	110,000
Animal Guards	10,000	0	0	(20,000)
Fully Paid Plant Additions-NU Armory	0	12,978	0	0

Total Electric Improvements

296,700

60,019

126,000

268,500

ELECTRIC DEPT CAPITAL IMPROVEMENT PLAN

	Balance 06/30/10	Approp.		Budget		Proposed - Not Approved												
		10	11	11	12	12	13	13	14	14	15	15	16					
Yearly Upgrades	(19,078.90)	25,000		(5,920)														
Mapping	14,238.40	5,000		-			5,000		5,000									5,000
Easements/Surveys	20,000.00	-		-														
Station Equipment	-	-		5,000			5,000		5,000									5,000
Substation-Battery Bank	-	-		40,000			40,000		Transfer from Primary Metering Poles									
Poles	40,583.28	10,000		15,000			15,000		15,000									15,000
Overhead Construction	-	-		15,000			15,000		15,000									15,000
Capacitors	5,583.51	-		(5,580)														
System Survey	56,384.00	-		-														
Underground Installation	-	-		5,000			5,000		5,000									5,000
Transformers	-	-		15,000			15,000		5,000									5,000
Services	-	-		5,000			5,000		5,000									5,000
Metering	16,000.00	-		3,000			3,000		3,000									3,000
Primary Metering Poles	55,001.58	-		(40,000)			Transfer to Substation Battery Bank											
Meters-Radio Reading/Smart Grid	60,000.00	-		-			10,000		10,000									10,000
Street Lighting	-	-		6,000			3,000		3,000									3,000
Substation Drainage Improvements	3,761.50	-		-														
Substation @ Norwich	-	-		25,000			25,000		25,000									25,000
Computers/Software	7,520.19	5,000		5,000			5,000		5,000									5,000
Copier	53.50	-		-														
07 Chevy Cobalt	1,062.46	1,000		1,000			1,000		1,000									1,000
NU Cemetery Line	-	-		35,000														
Rebuild Circuits	32,500.00	5,000		50,000			5,000		5,000									5,000
Tree Trimming	-	75,000		-														
Reclosers - Substation & Lines	142,886.80	-		110,000			Grant											
Animal Guards	20,000.00	-		(20,000)														
PG&ET Bankruptcy Balance	28,358.73	-		-														
TOTAL:	484,855.05	126,000		268,500			107,000		107,000									107,000

ELECTRIC DEPT PROJECTED SCHEDULE OF LONG TERM NOTES PAYABLE

	06/30/10 Principal Balance	Final Payment	Approp.		Budget			
			10	11	11	12	13	14
12 kV Rebuild - 98 Bond	570,000	FY 28-29	57,540	56,100	54,650	53,180	52,470	50,950
12 kV Rebuild - 00 Bond	160,000	FY 30-31	18,540	18,040	17,530	17,010	16,480	15,950
Totals	730,000		76,080	74,140	72,180	70,190	68,950	66,900

Existing Debt:

*Includes Interest

**NORTHFIELD TAX ACCOUNT
STATEMENT OF TAXES RAISED
For the Tax Year April 1, 2009 - March 31, 2010**

<u>Tax Rates</u>	Town		Village	
	Homestead	Non Residential	Homestead	Non Residential
Village General			0.0000	0.0000
Town General	0.5200	0.5200	0.5200	0.5200
Highway	0.4237	0.4237	0.4237	0.4237
Education - Homestead	1.5458		1.5458	
Education - Non Residential		1.6548		1.6548
Local Agreement	0.0147	0.0147	0.0147	0.0147
	<hr/>			
Tax Rates	2.5042	2.6132	2.5042	2.6132

Grand List (For Setting Tax Rates)

Village General	956,237.28
Town General	2,663,303.84
Highway	2,663,303.84
Education - Homestead	1,574,726.63
Education - Non Residential	1,093,838.70
Local Agreement	2,663,303.84

Taxes Billed

Village General	0.00
Town General	1,383,391
Highway	1,128,440
Education	4,233,978
Local Agreement	<u>38,981</u>

Total Taxes Billed

6,784,790

Total Taxes Collected by Due Date

6,517,343

96.06%

Delinquent Taxes

267,447

3.94%

SCHEDULE OF DEBT
For the Period Ending June 30, 2010

	ORIGINAL ISSUE DATE	ORIGINAL ISSUE AMOUNT	ANNUAL PAYMENTS	MATURITY DATE	INTEREST RATE	RETIRED IN FY 09-10	BALANCE 06/30/10	INTEREST EXPENSED FY 09-10
<u>GENERAL FUND</u>								
East St Tunnel - 93 Bond	07/15/93	165,000	5,000	12/01/13	2.991-5.666	5,000	20,000 <u>20,000</u>	1,275
<u>HIGHWAY FUND</u>								
06 Trackless	01/13/06	70,000	14,000	01/08/11	2.00	14,000	14,000	768
05 Intrn'l Dump Truck	02/09/05	79,046	15,808	01/15/10	2.40	15,808	0	378
08 Ford One Ton Truck	01/16/09	32,226	10,742	01/14/11	2.25	10,742	21,484	784
09 Intrn'l Dump Truck	01/16/09	106,273	21,255	01/14/11	2.25	21,255	85,018 <u>120,502</u>	2,586
<u>ELECTRIC</u>								
12 kV Rebuild - 98 Bond	07/01/98	950,000	30,000	12/01/28	3.555-5.185	30,000	570,000	26,259
12 kV Rebuild - 00 Bond	07/01/00	250,000	10,000	12/01/30	4.344-5.774	10,000	160,000 <u>730,000</u>	9,001

**SCHEDULE OF DEBT
For the Period Ending June 30, 2010**

	ORIGINAL ISSUE DATE	ORIGINAL ISSUE AMOUNT	ANNUAL PAYMENTS	MATURITY DATE	INTEREST RATE	RETIRED IN FY 09-10	BALANCE 06/30/10	INTEREST EXPENSED FY 09-10
WATER								
98 Water Project - State	07/28/98	1,147,500	varies	04/01/24	1.30	53,985	833,804	11,368
98 Water Project - USDA	07/31/01	1,147,500	varies	12/15/23	4.50	46,484	879,177	41,055
North Phase - USDA	01/22/09	2,005,700	varies	01/22/49	4.375	19,131	1,986,569	87,168
West Phase BAN	07/28/09	1,500,000	----	10/01/10	1.70	945,210	35,971	3,195
West Phase - State	09/15/09	1,354,682	varies	01/01/31	3.00	0	950,175	5,642
		↳	will receive 57% loan forgiveness thru ARRA Subsidy				<u>4,685,696</u>	
SEWER								
93 CSO Project - State	09/01/93	95,861	5,017	12/01/13	0.00	5,017	20,070	0
WWTF - USDA	06/15/04	3,651,300	varies	06/15/34	4.375	75,291	<u>3,244,769</u>	<u>144,310</u>
							<u>3,264,839</u>	
						TOTAL	<u>8,821,037</u>	

**SPECIAL REVENUE FUNDS
COMBINED STATEMENT OF FINANCIAL CONDITION
06/30/10**

ASSETS	Community Development	Common Project	TOTAL
Cash	8,063	24,479	32,542
Accounts Receivable - Net	0	0	0
Total Assets	8,063	24,479	32,542

LIABILITIES & FUND BALANCE

Accounts Payable	0	0	0
Liabilities	0	0	0
Fund Balance	8,063	24,479	32,542
Total Liabilities & Fund Balance	8,063	24,479	32,542

SPECIAL REVENUE FUNDS
STATEMENT OF CHANGES IN FINANCIAL CONDITION
For the Period Ended June 30, 2010

	Community Development	Common Project	TOTAL
Fund Balances 07/01/09	7,955	24,252	32,207
ADD: REVENUE			
Interest Income	108	327	435
Donations	0	0	0
Common Block Sale	0	0	0
Total Revenue	108	327	435
Fund Balance & Additions	8,063	24,579	32,642
DEDUCT:			
Expenditures	0	100	100
Total Expenses	0	100	100
Fund Balances 06/30/10	8,063	24,479	32,542

Inter-Company Charges
Town and Village of Northfield, VT
Fiscal Year 2011 – 2012

1. Postage Machine/Copiers
2. Phones/Fax/Modem
3. Computer Maintenance Fee
4. Salt and Sand Allocations
5. Municipal Manager's Salary & Benefits
6. Administrative Assistant
7. Municipal Building and Kent Street Storage
8. Maintenance Personnel
9. Equipment Rental
10. Village Highway Sewer Fee
11. Mechanic
12. Town Garage
13. Public Works Foreman
14. Accounting Fees

Village only items:

- A. General Government Administration
- B. Water/Sewer Technicians
- C. Utility Office Personnel

The purpose of this policy is to allocate costs as expended to the best of our ability considering there are so many "shared" expenses between the Town and Village – hereafter know as the "**Community**".

When you see the word "community", it will mean those costs are broad-based evenly through the Town General Fund to all tax-payers regardless of where they reside. The Town General Fund is made up of all Town and Village taxpayers.

1. POSTAGE MACHINE/COPIERS:

The cost of maintaining the postage machine will be allocated to departments based on estimated usage. As invoices are paid, they will be directly charged as follows:

Electric Department	32%
Water Department	16%
Sewer Department	12%
Town General Fund	40%

NOTE: *These allocations are based on usage as recorded on the postage machine.*

The cost of maintaining the copiers will be split between the Town and the Village as follows:

Electric Department	17%	Town General Fund	34%
Water Department	10%	Town Highway	16%
Sewer Department	7%		
Village Gen/ Highway	16%		

NOTE: *These costs are split 50/50 between the Town and Village and then split again based on usage by each entity.*

2. MONTHLY TELEPHONE/FAX/MODEM CHARGES:

Telephone and modem charges will be based on current budget proportions as reported by the Accounting Manager on 9.14.09 with each user paying a percentage of the total invoice. Charges will be reviewed at least annually for accuracy.

3. COMPUTER MAINTENANCE:

50% of the annual computer maintenance costs will be charged to the Town General Fund and 50% to the Village. The Village will then charge the fee to the utilities based on numbers of customers:

Electric Department	25.0%
Water Department	14.5%
Sewer Department	10.5%

The annual software maintenance cost for utilities will be charged based on customer count as follows:

Electric Department	50%
Water Department	29%
Sewer Department	21%

4. SAND/SALT:

Sand and salt are purchased in bulk quantities. As invoices are paid, they are split between the Town Highway and the Village Highway. Salt is mixed with sand at approximately .60lb/cubic yard of sand. Comparisons were done in November 2003 and reviewed at a joint Board meeting on November 19, 2003. This study considered the number of paved roads in both the Town and the Village, and the amount of salt mixed with the sand. Varying assumptions were then applied as to the amount used in the Town and the Village. Due to salt being mixed with the sand, the overall percentages will differ. After review, both Boards approved maintaining the current allocations as follows:

	TOWN	VILLAGE
SAND	90%	10%
SALT	50%	50%
CALCIUM CHLORIDE	50%	50%

5. MUNICIPAL MANAGER’S SALARY & BENEFITS:

All costs pertaining to the Municipal Manager’s salary and benefits will be evenly split between the Town and Village as follows:

Town General Fund	42.0%	Village General Fund	2.0%
Town Highway Fund	8.0%	Village Highway Fund	4.5%
Electric Department	22.0%	Water Department	12.5%
Sewer Department	9.0%		

NOTE: Charges to the highway departments is a new charge based on 12.5% of the Manager’s time or an allocation of 1 hour per day on highway issues. Water, sewer and electric department allocations are all based on numbers of customers.

6. ADMINISTRATIVE ASSISTANT:

The allocations for this position will be the same as the Municipal Manager’s.

7. MUNICIPAL BUILDING USE POLICY:

The **Northfield Water Department** will lease the lower portion of the existing Municipal building for an annual fee of \$10,000 (4000sq.ft. @ \$2.50). *All revenue will be placed by the Village Trustees into the Building Improvement Capital Reserve Fund.*

The **Community** will be charged a fee equal to 94% of the Buildings; O & M plus Capital budget as appropriated by the Village voters at their annual meeting. The Water, Sewer and Electric Departments, as Enterprise Funds will be charged a fee by the Village Trustees for their use of the facilities. That fee will be 6% of the entire “Buildings” budget (O & M plus capital). Charges will be reviewed at least annually for accuracy.

**** NOTE:** *The fee for the utilities is based on the square footage use by the utility’s customer service office. (Electric = 3%; Water = 1.7%; Sewer = 1.3%) based on numbers of customers.*

8. MAINTENANCE PERSONNEL:

The cost of the property maintenance personnel will be split 75% in the Town General Fund Grounds/parks/facilities budget and 25% in the Town Highway budget.

9. EQUIPMENT RENTAL FEE:

The Water and Sewer Departments will each pay an annual fee of \$2,500 to the Village Highway Fund for the use of the backhoe. *All revenue from this fee (or any other rental fee for use of this piece of equipment) will be placed in the Capital Improvement Plan for replacing the vehicle.*

10. VILLAGE HIGHWAY SEWER FEE:

The **Village** Highway Fund will pay the Sewer Department \$2,500 per year for sand/gravel that washes down the sewer drains. The Sewer Department will transfer these funds to a special account to be used for capital improvements.

11. HIGHWAY MECHANIC:

All expenditures in support of the Town Mechanic will be appropriated in the Highway Mechanic budget. Fees for mechanical services will be charged to each department using the services based on salary, benefits and supplies.

12. TOWN GARAGE:

Monies for the Town Garage are currently appropriated through the Town General Fund. These appropriations will be moved to Town Highway Fund along with any specific surplus remaining from those departments. Costs are based on the building operations, maintenance and capital budget will be allocated as follows:

Ambulance Service:	33%
Village Highway Dept:	22%

NOTE: Based on square footage of the building, the ambulance service uses approximately 33% of the building; the remaining 2/3 is utilized by both Town and Village Highway Departments. Of that 2/3, the Village Highway Department uses 1/3 or equivalent to 22%. The remaining 45% is used by the Town Highway Department.

13. PUBLIC WORKS FOREMAN:

The salary and benefits for this position will be split on a percentage basis as follows:

Town General Fund	5.0%
Town Highway Fund	63.3%
Village Highway Fund	31.7%

14. TOWN ACCOUNTING CHARGES:

** See attached (will be updated annually).

VILLAGE ONLY ITEMS:

A. GENERAL GOVERNMENT ADMINISTRATION:

The Trustees budget is charged as a General Government Administration fee. Two percent (2%) will not be recouped through revenues and will remain in the Village General Fund. Ninety-eight percent (98%) will be allocated to the utilities based on numbers of customers as follows:

Electric Department	49%
Water Department	28%
Sewer Department	21%
Village General	2.0%

B. WATER/SEWER TECHNICIANS:

Wage and benefits for the water and sewer technicians will be split 60% water and 40% sewer. *This split follows other allocations based on the number of customers for each utility.*

C. CUSTOMER SERVICE REPRESENTATIVES:

The personnel cost for three utility office employees will be allocated directly to the electric, water and sewer departments' based on the number of customers.

Electric Department	50%
Water Department	29%
Sewer Department	21%

ACCOUNTING DEPARTMENT FEE SUMMARY

Approved 09/14/09

Fund	A/P Clerk	Payroll Clerk	1 Staff	Supervis.	Combined	%
Town General	38.6%	51.2%	15.0%	40.0%	144.8%	41.4%
Town Highway	11.4%	8.5%	10.0%	10.0%	39.9%	11.4%
Village - Village Highway	10.5%	5.2%	5.0%	5.0%	25.7%	7.4%
Village General	6.0%	1.9%	5.0%	5.0%	17.9%	5.1%
Electric	11.3%	6.5%	5.0%	20.0%	42.8%	12.2%
Water	10.3%	13.7%	5.0%	10.0%	39.0%	11.1%
Sewer	11.9%	13.0%	5.0%	10.0%	39.9%	11.4%
Total Charged Out	100.0%	100.0%	50.0%	100.0%	350.0%	100.0%

**VILLAGE OF NORTHFIELD
WARNING
2010 ANNUAL MEETING**

The legal voters of the Village of Northfield, Vermont, are hereby notified and warned to meet in the Mary Granai Corrigan Auditorium at the Northfield High School on Tuesday, June 1, 2010, at 7:30 o'clock in the evening to hear and act upon the following articles:

ARTICLE 1: To elect a moderator.

ARTICLE 2: To elect all requisite officers: Trustee, 3 year seat; Trustee, 3 year seat; Trustee, 1 year seat-remainder of a 3 year seat; Village Clerk, 1 year; Delinquent Tax Collector, 1 year; Village Treasurer, 1 year.

ARTICLE 3: To hear and act upon the reports of the Village officers.

ARTICLE 4: Shall the voters authorize the Village of Northfield to charge interest fees on delinquent water and sewer bills at the rate of one percent (1%) per month?

ARTICLE 5: Shall the voters authorize total Village General Fund expenditures of \$103,410, of which \$0 will be raised in tax revenues?

ARTICLE 6: Shall the voters authorize Village Highway expenditures of \$586,250, of which \$38,020 will be used from the prior year surplus and \$432,390 will be raised in tax revenues?

ARTICLE 7: To transact any other non-binding business proper to be brought before the Meeting.

DATED AT NORTHFIELD, VERMONT ON THIS 27TH DAY OF APRIL, 2010.

BOARD OF TRUSTEES, VILLAGE OF NORTHFIELD:

APPROVED:

*Doug Lawson, Vice-Chair
Colin Bright*

*Libby Hambleton
Thomas McCarney*

SIGNED:

Kim Pombar, Village Clerk

**VILLAGE OF NORTHFIELD, VERMONT
MINUTES OF THE ANNUAL MEETING
JUNE 1, 2010**

Moderator Cleveland called the meeting to order at 7:30 p.m. There were thirty (30) voters at the open meeting

ARTICLE 1: TO ELECT MODERATOR

Moderator: Motion made by Nancy Berini to nominate: Richard L. Cleveland. Seconded by Colin Bright
Question called and Richard Cleveland elected

ARTICLE 2: TO ELECT ALL REQUISITE OFFICERS:

Delinquent Tax Collector: Vacant

Trustee: (2-Three year terms)

Motion made by Bob Collins to nominate Colin Bright.
Seconded by Charlene McCarney
Question called Colin Bright elected

Motion made by Libby Hambleton to nominate Larry Porter. Seconded by Ken McCann
Question called and Larry Porter elected

Trustee: (1yr remainder of 3yr term)
Motion made by Charlene McCarney to nominate Samantha Baraw. Seconded by Richard Brockway
Question called and Samantha Baraw elected

Village Clerk: (1 year term)
Motion made by Ken McCann to nominate Kim Pombar.
Seconded by Jim Baraw
Question called and Kim Pombar elected.

Village Treasurer: (1 year term)

Motion made by Ken McCann to nominate Kim Pombar.

Seconded by Anne Donahue

Question called and Kim Pombar elected.

ARTICLE 3: TO HEAR AND ACT UPON THE REPORTS OF THE VILLAGE OFFICERS.

Motion made by Trustee Lawson, seconded by Trustee Hambleton

There was no discussion on this article. Article 3 adopted by voice vote.

ARTICLE 4: SHALL THE VOTERS AUTHORIZE THE VILLAGE OF NORTHFIELD TO CHARGE INTEREST FEES ON DELINQUENT WATER AND SEWER BILLS AT THE RATE OF ONE PERCENT (1%) PER MONTH?

Motion made by Trustee Bright, seconded by Trustee McCarney.

Village Manager Nanci Allard stated the reason for doing this is help improve collections; two to three hundred delinquent notices are sent out every month and the expenses of postage and envelopes need to be cut back. After some discussion about how and when the one percent will be applied, the question was called. Article 4 adopted by voice vote.

ARTICLE 5: SHALL THE VOTERS AUTHORIZE TOTAL VILLAGE GENERAL FUND EXPENDITURES OF \$103,410. OF WHICH \$0 WILL BE RAISED IN TAX REVENUES?

Motion made by Trustee Bright, seconded by Trustee Hambleton. •

Larry Porter asked how the money was raised and he was referred to page 23 in the Village report. Article 5 adopted by voice vote.

ARTICLE 6: SHALL THE VOTERS AUTHORIZE VILLAGE HIGHWAY EXPENDITURES OF \$586,250, OF WHICH \$38,020 WILL BE USED FROM THE PRIOR YEAR SURPLUS AND \$432,390 WILL BE RAISED IN TAX REVENUES?

Motion made by Trustee McCarney, seconded by Trustee Baraw

Article 5 was adopted by voice vote.

ARTICLE 7: TO TRANSACT ANY OTHER NON-BINDING BUSINESS PROPER TO BE BROUGHT BEFORE THE MEETING.

Brenda Cruickshank expressed her concern about voting from the floor now and not by paper ballot. She stated it wasn't right for the people that could not make it to open meeting for many reasons. She would like to see paper ballots brought back.

Trustee Hambleton honored Trustee McCarney for his forty years of service with a new position created just for him: "Depot Square Parking Cop." He was handed his official hat, chalk, and clock to keep track of cars that park more for more than two hours on the Village Common. Trustee McCarney gave thanks to all and reminisced about his past years of service. Enjoy and best of everything, Trustee McCarney.

Motion to adjourn made by Richard Brockway, seconded by Frank Plumley

Meeting adjourned at 8:10 p.m.

Respectfully Submitted by,

Kim Pombar
Village Clerk

Richard L. Cleveland
Village Moderator

ELECTED & APPOINTED VILLAGE OFFICERS

ELECTED VILLAGE OFFICERS

		TERM ENDS
Trustees:	Kevin T. Beal	2011
	K. David Maxwell	2011
	Doug Lawson, Chair	2012
	Colin T. Bright, Vice Chair	2013
	Larry A. Porter	2013
Moderator	Richard Cleveland	2010
Clerk	Kim Pombar	2010
Treasurer	Kim Pombar	2010
Del. Tax Collector	<i>Vacant</i>	2010

APPOINTED VILLAGE OFFICERS

VILLAGE MANAGEMENT STAFF

Village Manager	Nanci A. Allard
Utility Superintendent	Patrick DeMasi
Accounting Manager	Laurie A. Baroffio
Zoning Administrator	Michele Braun

JOINT PLANNING COMMISSION

	TERM ENDS
Arlington Supplee	2012
Steven Jeffrey	2013
Stephen Fitzhugh, Chair	2014
Mary Dollenmaier	2015
<i>Vacant</i>	2015

JOINT BOARD OF ADJUSTMENT

	TERM ENDS
Tim Donahue, III	2012
Leslie Skinner	2013
William S. Smith	2014
Ruth Ruttenberg	2015
<i>Vacant</i>	2016

**MUNICIPALITY OF NORTHFIELD, VERMONT
REGULARLY SCHEDULED BOARD MEETINGS**

<p align="center">BOARD OF TOWN SELECTMEN 2nd & 4th Mondays 7:00 P.M. Brown Public Library</p>	<p align="center">BOARD OF VILLAGE TRUSTEES 2nd & 4th Tuesdays 7:00 P.M. Brown Public Library</p>
<p align="center">BOARD OF SCHOOL DIRECTORS 1st Mondays 7:00 P.M. Northfield Middle/High School</p>	<p align="center">BROWN PUBLIC LIBRARY TRUSTEES 3rd Thursday 3:30 P.M. Brown Public Library</p>
<p align="center">RECREATION COMMITTEE 2nd Monday 6:00 P.M. Municipal Building</p>	<p align="center">CONSERVATION COMMISSION 2nd Wednesday 6:30 P.M. Brown Public Library</p>
<p align="center">BOARD OF PLANNING COMMISSIONERS 3rd Monday 7:00 P.M. Municipal Building</p>	<p align="center">ZONING BOARD OF ADJUSTMENT 4th Thursday 7:00 P.M. Municipal Building</p>

Trans-Video broadcasts the regular meetings of the Town Selectmen and Village Trustees live on Cable Channel 7.

All meetings of these Boards are open to the public. Meeting times and locations are subject to change during the year.

