

Commissioner's Office

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September 24, 2007

Robert Thorn, Executive Director
Counseling Service of Addison County
89 Main Street
Middlebury, VT 05753

Dear Bob:

Staff from the Vermont Departments of Mental Health (DMH) and of Disabilities, Aging and Independent Living (DAIL) have reviewed your application for a Certificate of Approval (COA) and believe that additional information will be needed in order for us to proceed with the formal review of your application. What follows is a list of information we need or questions we have about your request for approval to construct your new office space for the developmental disabilities program, administration and renovations/addition to the 89 Main Street property for mental health programs.

1. Why are salary expense and clinical contract staff expenses decreasing beginning in FY 2009—the first year of the construction?
2. The land account drops from \$90,000 down to zero in FY 2007 (we assume the \$90,000 is the value of the building being sold), but increases by only \$110,000 in FY 2008. If the land for the new building is being purchased for \$200,000, shouldn't the Land account in the balance sheet be \$200,000 in FY 2008?
3. Why did Depreciation Expense drop from \$117,258 to \$34,629 in FY 2009? The Statement of Cash Flows for Catamount Park reflects a negative Depreciation Expense of \$104,220. What is that?
4. Why isn't the entire cost of the new building booked in FY 2008, instead of only \$1 million?
5. What are your plans for owner's contingency for the Catamount Park construction; there doesn't appear to be any allowance in your project costs?
6. How much space have you identified for future growth; will basement space at Catamount Park be potentially usable for staff/program space in the future?

Please provide responses to the above questions, and after reviewing those responses we will be in contact to let you know if your application has been ruled complete.

Robert Thorn, Executive Director
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If you have any questions about the additional information requested above, please do not hesitate to contact me at 802-241-4592 or at theresa.wood@dail.state.vt.us. As the coordinator of the COA review process for CSAC, I will either answer your question or refer you to the appropriate person who can assist you.

Sincerely,

Theresa A. M. Wood, Deputy Commissioner
Department of Disabilities, Aging and Independent Living

/s

CC: Dawn Philibert, DMH
Bill Snyder, DMH
Bill Claessens, CSAC