

*Annual Report*  
*Town of Waltham, Vermont*  
*Calendar Year 2003*



Please bring this report with you to Town Meeting  
Tuesday, March 2, 2004 — 7:30 PM  
Polling hours 10:00 AM — 7:00 PM

**TOWN OF WALTHAM**

**OFFICE HOURS:**

Tuesday 9:00 a.m. – 3:00 p.m.  
Friday 9:00 a.m. – 3:00 p.m.

**MEETING HOURS:**

Selectboard - 1st Monday each month, 7:00 p.m. Clerk's office.

Planning and Zoning Board - 3<sup>rd</sup> Wednesday each month, 7:00 p.m. Clerk's office

Waltham School District Board of Directors - 2nd Thursday each month 7:30 a.m.  
Superintendents office.

High School Board – 2<sup>nd</sup> Monday each month 7:00 p.m. VUHS Library

Elementary School Board – 3<sup>rd</sup> Monday each month 7:00 p.m. VUES Library

All meetings are open to the public. Any postponed, cancelled or special meetings will be warned and posted.

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**PHONE NUMBERS**

Town Clerk . . . . . 877-3641  
Vergennes Area Rescue Squad . . . . . 911  
Vergennes Fire Department. . . . . 911  
State Police . . . . . 911  
Notaries: Mary Kinson. . . . . 877-3641  
          Nancy Pecca . . . . . 877-3641

The Watercolors on the front cover and inside this report are from local artists Rod MacIver and Ann O'Shaughnessey who graciously let us copy their artwork. They are new homeowners in Waltham on So. Middlebrook road and have a local art studio in Middlebury called Heron Dance. Thank you Rod & Ann.

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**ANNUAL REPORT  
Of THE TOWN OFFICERS  
TOWN OF WALTHAM**

**YEAR ENDING DECEMBER 31,2003**

**Town of Waltham  
Chartered 1761**



**Population: Dept. of Health – 483  
Registered Voters 12/31/2003 - 335**

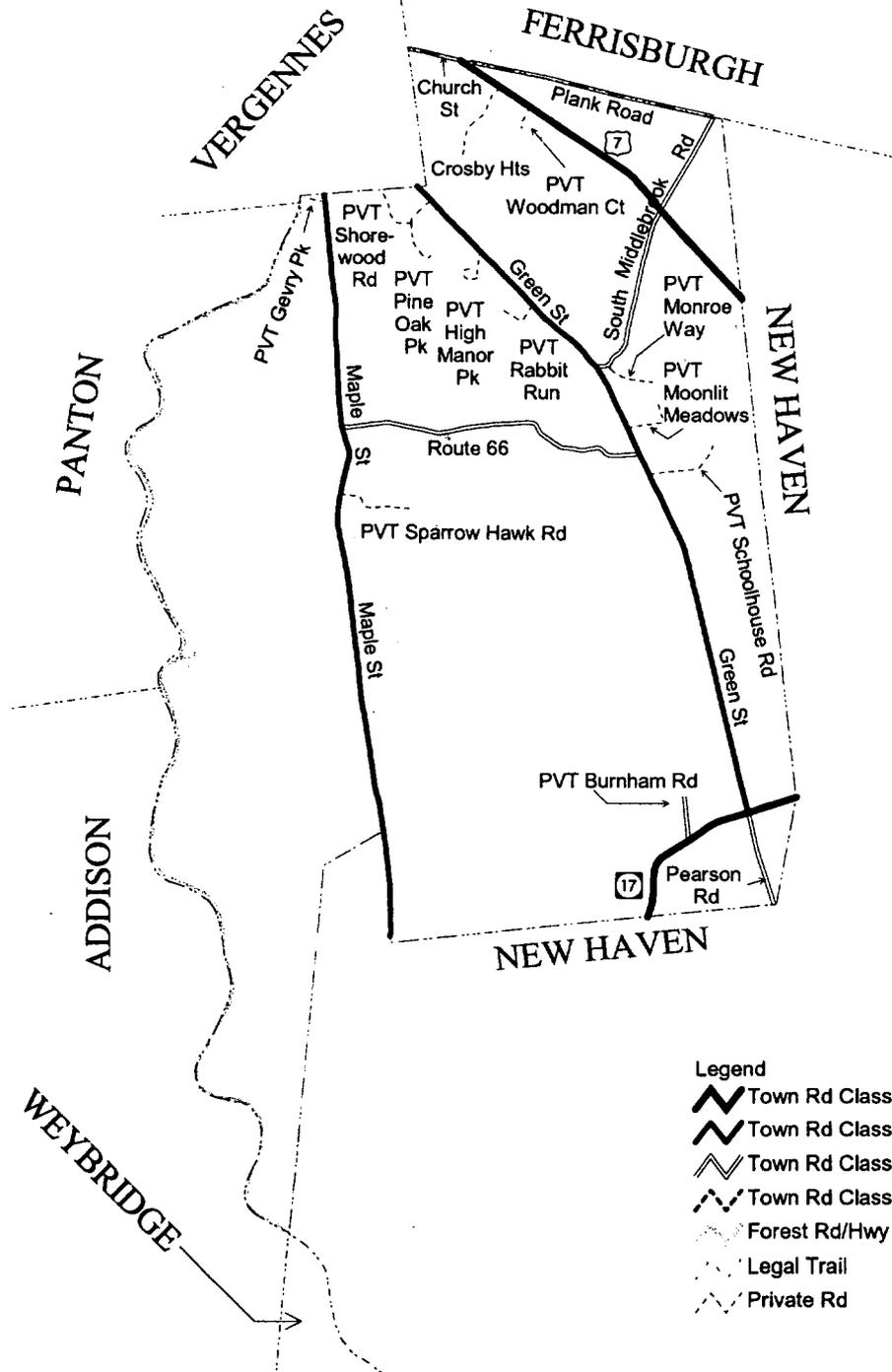
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**P.O. BOX 175, 2053 MAPLE STREET  
WALTHAM, VERMONT 05491**

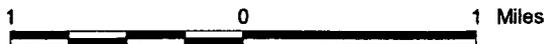
**(802) 877-3641**

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# Town of Waltham



- Legend**
- Town Rd Class 1 or State Rt
  - Town Rd Class 2
  - Town Rd Class 3
  - Town Rd Class 4
  - Forest Rd/Hwy
  - Legal Trail
  - Private Rd



**TOWN OF WALTHAM  
2003 ANNUAL REPORT  
INDEX**

**Warning - Annual Town Meeting ..... 1**

**Town Officers 2003 ..... 3**

**WALTHAM TOWN REPORTS - SECTION I**

**Auditor's Report ..... 13**

**Comparative Financial Statement ..... 11**

**Delinquent Taxpayers ..... 12**

**Dog Licensing Information ..... 15**

**Green Mountain Passport Program ..... 14**

**Minutes - Annual Town Meeting - 2003 ..... 4**

**Reassessment Report ..... 16**

**Selectmen's Budget ..... 8**

**Selectboard's Report ..... 7**

**State Payments & Planning Reports ..... 10**

**Vital Statistics ..... 17**

**Who's Who In Local Government ..... 18**

**Zoning Report Summary ..... 16**

**REPORTS OF COMMUNITY & COUNTY AGENCIES - SECTION II**

**Addison County Community Action Group ..... 22**

**Addison County Home Health & Hospice, Inc. .... 23**

**Addison County Solid Waste Management District ..... 24**

**Bixby Memorial Library ..... 25**

**Champlain Valley Agency on Aging ..... 27**

**Counseling Service of Addison County, Inc. .... 28**

**Elderly Services, Inc. .... 29**

**George D. Aiken Resource ..... 31**

**John W. Graham Emergency Shelter Services, Inc. .... 32**

**Green Up Vermont ..... 33**

**Hospice Volunteer Services ..... 34**

**Open Door Clinic ..... 35**

**Otter Creek Natural Resources Conservation District ..... 36**

**R.S.V.P. .... 38**

**Vergennes Area Rescue Squad, Inc. .... 39**

**Vermont Adult Learning ..... 41**

**Vermont Center for Independent Living ..... 42**

**Vermont Department of Health ..... 43**

**WomenSafe, Inc. .... 45**

**WALTHAM SCHOOL DISTRICT REPORTS & BUDGET - SECTION III**

**ANWSU Budget ..... 65**  
**ANWSU Projected Assessments ..... 67**  
**ANWSU Town Directors ..... 58**  
**Balance Sheet ..... 56**  
**Budget ..... 53**  
**Education Grants ..... 69**  
**Early Essential Education Program ..... 68**  
**Independent Auditors Report ..... 55**  
**Minutes Annual Meeting - 2003 ..... 50**  
**Report of the Directors ..... 51**  
**Report of the Office of Superintendent ..... 59**  
**Statement of Funds ..... 57**  
**Treasurer's Report ..... 64**  
**Warning - Annual Meeting ..... 48**

**MAIL-IN ANIMAL LICENSING ..... 72**

**COME TO THE 3rd ANNUAL TOWN-WIDE BARBECUE TO MEET YOUR NEIGHBORS. TO BE HELD AT THE TOWN HALL, JUNE 5<sup>TH</sup> 2004 BEGINNING AT 4:00 P.M. - 7:30 P.M. RAIN OR SHINE. BRING A DISH TO SHARE AND DRINKS. Last years barbecue was a great success. A big thank-you to Sharalyn McMahon for her dulcimer music. Roughly 40 people attended which was better than our 1<sup>st</sup> annual and we are hoping for an even better turnout this coming year. See picture below.**

\*\*\*\*\*

**Green-Up Day is May 1, 2004. See Rob Popick for bags & details.**





WARNING  
ANNUAL TOWN MEETING  
MARCH 2, 2004

The qualified voters of the Town of Waltham, Vermont and Town School District are hereby notified that the annual Town Meeting of the said Town of Waltham will be held in the Town Hall on the 2nd day of March, 2004 commencing at 7:30 P.M. in the evening after school meeting to transact the following business, to wit:

**Article 1.** To elect a Moderator for the ensuing year.

**Article 2.** To elect the following officers from the floor:

- |                              |             |
|------------------------------|-------------|
| a. Clerk                     | 1 year term |
| b. Treasurer                 | 1 year term |
| c. Selectmen                 | 3 year term |
| d. Lister                    | 3 year term |
| e. Auditor                   | 3 year term |
| f. Collector of Taxes        | 1 year term |
| g. First & Second Constables | 1 year term |
| h. Grand Jurors (2)          | 1 year term |
| i. Town Agent                | 1 year term |
| j. Cemetery Commissioner     | 3 year term |

**Article 3.** To receive the reports of the several town officers.

**Article 4.** On what date(s) will Town taxes be paid?

**Article 5.** Will the Town vote a minimum of \$50.00 per mile for town roads?

**Article 6.** Will the Town vote to authorize the Selectmen to borrow money to meet current expenses?

**Article 7.** To transact any business which may be proper to bring before this meeting.

**Article 8.** To see what sum of money the Town will vote from taxes for each of the following requests:

	<u>Budget</u>
a. Addison Cty. Comm. Action Group	\$ 200
b. Addison Cty. Home Health	579
c. Addison Cty. Parent/Child Ctr.	200
d. American Legion Post #14	80

e. Bixby Library	2,300
f. Boys & Girls Club of Greater Vergennes	500
g. Champlain Valley Agency on Aging	250
h. Counseling Service of Addison Cty.	250
i. Elderly Services	130
j. George D. Aiken Conservation	50
k. Green-up VT	50
l. John Graham Emergency Shelter	100
m. Hospice Volunteer Services	150
n. Open Door Clinic	150
o. Otter Creek Natural Resources	50
p. R.S.V.P.	125
q. Vermont Adult Learning	155
r. Vermont Center for Independent Living	100
s. Vergennes Area Rescue Squad	1,500
t. Womensafe	100
	<u>\$7,019</u>

**Article 9.** Will the Town vote to accept the Selectmen's budget as printed, at a total of \$602,565 of which it is estimated that \$554,315 is to be raised from taxes?

Dated this 12th day of January, 2004

Attest:

*Mary Kinson*  
Mary Kinson  
Town Clerk

*Kevin Bourdon*  
Kevin Bourdon

*Harold Francis*  
Harold Francis

*David Kayhart*  
David Kayhart  
Selectmen

**WALTHAM TOWN OFFICERS  
ELECTED & APPOINTED  
CALENDAR YEAR 2003**

<u>Elected:</u>	<u>Name</u>	<u>Phone No.</u>	<u>Term Expires</u>
Moderator	Tony Kinson	877-3852	2004
Clerk & Treasurer	Mary Kinson	877-3641	2004
Selectboard	Kevin Bourdon	877-6311	2004
	David Kayhart	877-2548	2005
	Harold Francis	877-2464	2006
Listers	Andrew Martin	877-6265	2004
	Tom Langeway	877-6734	2005
	Mike Furey	877-1096	2006
First Constable	Barbara Fitz-Gerald	877-2539	2004
Del. Tax Collector	Barbara Fitz-Gerald	same	2004
Second Constable	Robin Jackman	877-8306	2004
Town Grand Jurors	Gerald Fitz-Gerald	877-2539	2004
	Fran Simpson	545-2155	2004
Town Agent	Bill Benton	877-2508	2004
School Directors	Jeffrey Glassberg	877-2359	2004
	Donald Ross	877-6743	2005
	Kristin Bristow	877-6372	2006
Director UHS #5	Kristin Bristow	877-6372	2004
Director UES #44	Liz Ryan	877-3361	2004
Auditors	Thomas Rothfuss	877-2106	2004
	Lucille Evarts	545-2547	2005
	Stephen Pecca	877-2278	2006
Cemetery Commissioners	Susan Bourdon	877-6311	2004
	Amanda Bodell	877-2359	2005
	Marie Kayhart	877-2548	2006
Justices of Peace	Terrance Evarts	545-2547	2004
	David Kayhart	877-2548	2004
	Harold Francis	877-2464	2004
	John Houskeeper	877-3822	2004
	Carol Volk	877-3237	2004
Road Commissioner	The Selectboard		

Appointed by Selectboard:

Truant Officer	Thomas Corcoran
Health Officer	Barbara Fitz-Gerald
Town Service Officer	Mary Kinson
Pound Keeper	Everyone's Barnyard
Inspector of Leather and Lumber	Robin Jackman
E-911 Coordinator	Lucille Evarts
Fire Warden	Tony Kinson
Fence Viewers	Kevin Kayhart
	Thomas Corcoran
Civil Defense	Mary Kinson
Zoning Administrator	Tom Langeway
Zoning/Planning Chrmn	Robert Brash
Zoning Board Officers	Allen Farnsworth, Alan Nevins, Daniel Morris, Amanda Bodell, Kristen Benton, Janet Yager
Regional Planning Rep.	Tom Yager
Solid Waste Management	Walter Kuehn

TOWN OF WALTHAM

MINUTES - ANNUAL TOWN MEETING

March 4, 2003

The meeting was called to order at 7:55 p.m. by Moderator Albert Gatow. The Pledge of Allegiance was recited during the School Meeting held immediately prior to this meeting.

**Article 1:** Tony Kinson was elected Moderator for the ensuing year by the Clerk casting 1 ballot as moved, seconded and voted. Tony Kinson then continued meeting.

**Article 2:**

- a. Mary Kinson was elected Clerk for the ensuing year by the Moderator casting 1 ballot as moved, seconded, and voted.
- b. Mary Kinson was elected Treasurer for the ensuing year by the Moderator casting 1 ballot as moved, seconded and voted.
- c. Harold Francis was elected for the office of Selectman for a three-year term by the Clerk casting 1 ballot as moved, seconded and voted.
- d. Michael Furey was elected for Lister for a three-year term by Australian Ballot beating Robin Jackman by a 21 to 18 vote.
- e. Stephen Pecca was elected Auditor for a three-year term by the Clerk casting 1 ballot as moved, seconded and voted.
- f. Barbara Fitz-Gerald was elected Collector of Taxes for a 1-year term by the Clerk casting 1 ballot as moved, seconded and voted.
- g. Barbara Fitz-Gerald was elected First Constable for a 1-year term and Robin Jackman was elected Second Constable for a 1-year term by the Clerk casting 1 ballot as moved, seconded and voted.
- h. Gerald Fitz-Gerald and Fran Simpson were elected Grand Jurors for a 1-year term by the Clerk casting 1 ballot as moved, seconded and voted.
- i. Bill Benton was elected Town Agent for a 1-year term by the Clerk casting 1 ballot as moved seconded and voted.
- j. Marie Kayhart was elected Cemetery Commissioner for a 3-year term by the Clerk casting 1 ballot as moved, seconded and voted.

**Article 3:** It was moved, seconded and voted to accept the reports of the Town Officers as presented.

**Article 4:** It was moved seconded and voted to pay taxes on November 1, 2003.

**Article 5:** It was moved, seconded and voted to spend a minimum of \$50 per mile on town roads.

**Article 6:** It was moved, seconded and voted to authorize the Selectmen to borrow money to meet current expenses.

**Article 7:** Closed

**ARTICLE 8:** It was moved, seconded and voted to approve the donation amounts as budgeted in the Selectmen's budget of \$4,494.00.

**ARTICLE 9:** Glenn Fay - Trustee of Bixby Library discussed the Bixby's financial problems with investments paying only 2 to 3% on the endowment fund. Will only be 5-6 years before all the endowment fund is spent at the rate it is going. State average is to spend \$13.00 per resident. The Bixby is looking for \$3.00 per resident to support this local library. Granger Thurstone asked if this will be enough to cover expenses. Glenn responded that they will also write grants and already had some unexpected gifts. Granger asked if they may have to come back in the future - maybe in another year. Hopefully they will not be asking to bail Bixby Library out. Glenn also mentioned that the Jr.Prom is being held at the Bixby this year. Mrs. Noonan is retiring July 1<sup>st</sup>. Will have to pay more for a new Librarian. As of now there are no benefits and she has been working 20 hrs. a week. Antonia Winter - President of the Bixby Board introduced herself and wants to make sure Bixby remains a destination for all and she recently became involved as she has a 2 year old as the Bixby has wonderful childrens books and she would like to help update and keep the Bixby a vital part of the County. It was moved, seconded and voted to approve the Bixby Library donation of \$2,325.00.

**ARTICLE 10:** It was moved, seconded and voted to approve the Selectmen's budget as printed at a total of \$643,638 of which it is estimated that \$586,459 is to be raised from taxes.

**ARTICLE 11:** It was moved, seconded and voted to approve to put Vermont in the forefront of a sustainable energy future.

The Elementary school budget failed by 361 yes to 404 no votes.

The meeting was adjourned at 8:45 PM.

Respectfully submitted

*Mary Kinson*

Mary Kinson  
Town Clerk



Town of Waltham  
2003 Select Board Report

Your Waltham select board remained quite busy throughout 2003.

As road commissioners, the select board oversaw various projects throughout town. Among these projects, Middlebrook road was completed with the finish coat of asphalt being applied during summer of '03. Various road and ditch maintenance projects were conducted throughout town, including ditch cleaning and culvert replacements. Work began on Plank road, this past summer. A new road base was installed, along with a new base coat of asphalt on a short stretch of the road. It is our plan to complete the remaining stretch of Plank road in 2004.

Sunset View Cemetery received some much needed improvements during 2003. The wrought iron entrance sign was graciously repaired voluntarily by town resident Paul McMahon. The selectboard would like to formally thank Mr. McMahon for his efforts and contribution to the town.

In an effort to improve automation in the town office, we purchased a new computer system. The purchase of the new computer will enable both our town clerk and listers to provide a higher level of service to town residents.

In the fall of '03, the selectboard signed a contract with an appraisal company, to conduct a townwide re-appraisal commencing in April of 2004. A townwide re-appraisal will help bring the town into compliance with the Vermont state requirements on Act 60.

Once again in 2003, through hard work and fiscal conservatism (and help from fewer students being sent to VUES/VUHS), Waltham residents enjoyed one of the lowest property tax rates in Addison County.

As a result of recent budgeting efforts, the Waltham board of Selectman estimate the property tax rate for 2004 to be \$2.38.

Respectfully Submitted : *Kevin A. Boyden*  
Waltham Selectboard *April Rayko*  
*Paul B. Muri*

**Town of Waltham**  
**Profit & Loss Budget vs. Actual**  
 January through December 2003

	Jan - Dec 03	Budget	Budget Jan - Dec 04
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Bank interest	968.71	2,000.00	800.00
Cemetery Plot Sales	500.00	0.00	0.00
Delinquent Taxes, Fees	2,660.97	2,000.00	2,000.00
Dog licenses	568.00	600.00	600.00
Fleet Permits	180.00	150.00	150.00
Licenses (marriage)	157.00	0.00	0.00
<b>Other</b>			
Miscellaneous	980.21	0.00	0.00
Other - Other	28.00	0.00	0.00
<b>Total Other</b>	1,008.21	0.00	0.00
Preservation Fees	916.00	500.00	500.00
Recording Fees	5,997.97	3,000.00	3,000.00
<b>State Payments</b>			
Grants	0.00	9,729.00	0.00
State Payments - Other	43,055.91	38,000.00	40,000.00
<b>Total State Payments</b>	43,055.91	47,729.00	40,000.00
<b>* Taxes</b>	577,690.18	586,459.00	554,315.00
Trailer Park Licenses	200.00	200.00	200.00
Zoning fees	1,444.00	1,000.00	1,000.00
<b>Total Income</b>	635,346.95	643,638.00	602,565.00
<b>Expense</b>			
<b>General</b>			
Advertising	0.46	200.00	200.00
Animal Control	35.00	50.00	50.00
Cemetery repairs, etc	1,000.00	1,500.00	1,500.00
Cemetery Mowing	800.00	1,000.00	1,000.00
Clerk/Asst Clerk	7,084.39	9,000.00	9,000.00
Debt Service	4,902.14	6,500.00	5,000.00
Del. Tax Collector	642.58	1,000.00	1,000.00
<b>Donations</b>			
Bixby	2,325.00	2,325.00	2,300.00
Donations - Other	4,494.00	4,494.00	4,719.00
<b>Total Donations</b>	6,819.00	6,819.00	7,019.00
<b>Dues &amp; Assessments</b>			
Other	483.44		0.00
Addison Cty Tax	2,542.01	2,700.00	2,700.00
Dues & Assessments - Other	571.00	500.00	600.00
<b>Total Dues &amp; Assessments</b>	3,596.45	3,200.00	3,300.00
<b>** Equipment</b>	809.00	300.00	300.00
<b>Fire Protection</b>			
Contract	8,520.56	9,000.00	9,000.00
Fires	824.00	1,000.00	1,000.00
<b>Total Fire Protection</b>	9,344.56	10,000.00	10,000.00
Gas, Electric, Phone	2,797.56	2,200.00	3,000.00
Grounds Improvement	30.00	100.00	100.00
<b>Insurance</b>			
Package Policy	1,346.00	1,300.00	1,400.00
<b>Total Insurance</b>	1,346.00	1,300.00	1,400.00
Lawn Care	245.00	350.00	350.00
Licenses and Permits	229.95	200.00	250.00
<b>* Miscellaneous</b>	3,915.07	400.00	400.00
Maintenance	275.00	500.00	500.00
<b>*** Office Supplies</b>	1,335.19	500.00	1,500.00
Officers Salaries	1,500.67	1,900.00	1,900.00
PO box rent	38.00	100.00	100.00
Postage and Delivery	843.13	700.00	700.00

**Town of Waltham**  
**Profit & Loss Budget vs. Actual**  
 January through December 2003

	Jan - Dec 03	Budget	Budget Jan - Dec 04
<b>Professional Fees</b>			<b>Professional Fees</b>
Legal Fees	35.00	700.00	<b>reappraisal</b> 19,755.00
professional fees - other	40.00	1,500.00	<b>Legal Fees</b> 700.00
Professional Fees - Other	150.00		1,500.00
<b>Total Professional Fees</b>	<b>225.00</b>	<b>2,200.00</b>	<b>21,955.00</b>
Records Preservation	1,100.00	1,000.00	1,000.00
Recycling	4,722.74	6,000.00	6,000.00
Seminars/conferences	0.00	100.00	100.00
Town Report	876.40	800.00	900.00
unemployment	0.00	50.00	50.00
Vt. League Cities/Towns	0.00	400.00	0.00
Payroll Taxes	1,643.37	1,100.00	1,700.00
Zoning Permits	1,376.00	1,000.00	1,000.00
<b>Total General</b>	<b>57,532.66</b>	<b>60,469.00</b>	<b>81,274.00</b>
* School tax portion	470,474.00	493,440.00	425,991.00 *
<b>Highway</b>			
Plank Road	5,639.67	5,000.00	15,000.00
Cold Patch	195.00	500.00	500.00
Culverts	2,937.48	4,000.00	4,000.00
Equipment maintenance	1,109.71	1,000.00	1,100.00
Gravel	3,910.04	3,000.00	3,000.00
Liquid Chloride	2,126.70	2,200.00	2,200.00
911 Signs & Others	95.00	500.00	200.00
Paving	19,590.16	20,000.00	20,000.00
Roadside Mowing	1,250.00	1,300.00	1,300.00
Salt	6,106.28	4,500.00	6,000.00
so. middlebrook rd	926.46	0.00	0.00
*** F. Warner/Road Work	41,865.21	36,000.00	40,000.00
Winter Sand	1,898.88	2,000.00	2,000.00
<b>Total Highway</b>	<b>87,650.59</b>	<b>80,000.00</b>	<b>95,300.00</b>
<b>Total Expense</b>	<b>615,657.25</b>	<b>633,909.00</b>	<b>602,565.00</b>
<b>Net Ordinary Income</b>	<b>19,689.70</b>	<b>9,729.00</b>	<b>0.00</b>
<b>Other Income/Expense</b>			
Other Income			
Land Use Penalty	0.00	0.00	0.00
Reappraisal	5,675.00	0.00	0.00
<b>Total Other Income</b>	<b>5,675.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>5,675.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>25,364.70</b>	<b>9,729.00</b>	<b>0.00</b>

Cash 12/31/03 \$135,566.00

- \* Overpayment mort. co. of \$3,152.03
- \*\* Bought new computer
- \*\*\* Purchase of Land Record Book & Quick Books
- \*\*\*\*Two large storms put town over by \$5,000.00
- \* School tax portion - estimate only\*

**Town of Waltham**  
**Account QuickReport**  
 January through December 2003

Type	Date	Split	Amount
<b>State Payments</b>			
Deposit	1/15/2003	Savings	7,848.71
Sales Receipt	1/15/2003	Undeposited F...	9,728.86
Sales Receipt	4/15/2003	Undeposited F...	1,946.25
Deposit	4/15/2003	Savings	7,848.71
Deposit	7/15/2003	Savings	7,841.68
Deposit	10/15/2003	Savings	7,841.70
Total State Payments			43,055.91
<b>TOTAL</b>			<b>43,055.91</b>

**Town of Waltham**  
**Account QuickReport**  
 As of December 31, 2003

Type	Date	Split	Amount	Balance
<b>Planning Fund</b>				87.99
Deposit	1/1/2003	Bank interest	0.02	88.01
Deposit	2/1/2003	Bank interest	0.02	88.03
General Journal	3/1/2003	Opening Bal E...	-5.00	83.03
Deposit	3/1/2003	Bank interest	0.02	83.05
Deposit	3/4/2003	Miscellaneous	5.00	88.05
Deposit	4/1/2003	Bank interest	0.02	88.07
Deposit	5/1/2003	Bank interest	0.01	88.08
Deposit	6/1/2003	Bank interest	0.01	88.09
Deposit	7/1/2003	Bank interest	0.01	88.10
Deposit	8/1/2003	Bank interest	0.01	88.11
Deposit	9/1/2003	Bank interest	0.01	88.12
Deposit	10/1/2003	Bank interest	0.01	88.13
Deposit	11/1/2003	Bank interest	0.01	88.14
Deposit	12/1/2003	Bank interest	0.01	88.15
Total Planning Fund			0.16	88.15
<b>TOTAL</b>			<b>0.16</b>	<b>88.15</b>

TOWN OF WALTHAM  
COMPARATIVE FINANCIAL STATEMENT

ASSETS			
	1/1/2002	1/1/2003	1/1/2004
General Account	\$ 1,032	\$ 1,000	\$ 1,000
Highway Account	1,003	1,000	1,000
Savings Account	110,276	110,022	135,485*
Cash Due From Mortgage Company		996	
Planning Fund	88	88	88
Building & Contents (Value)	81,000	79,000	81,000
Delinquent Taxes Receivable	13,488	17,459	7,919
Crosby Heights Receivable	-0-	-0-	-0-
TOTAL ASSETS	\$206,887	\$209,565	\$226,492

LIABILITIES			
	1/1/2002	1/1/2003	1/1/2004
Chittenden Bank (Town Hall Improvements)	\$ 26,284	\$ 21,951	\$17,618

\*Funds Restricted for Townwide Reappraisal \$17,889.72

TOWN OF WALTHAM

DELINQUENT TAXPAYERS - JANUARY 1, 2004

2002

Davison, Frank	230.04
Jackman, Robin	5,467.82

\$ 5,697.86

2003

Condon, Kevin	444.69
Davison, Frank	247.86
Grenier, Mildred	899.10
Prucha, Donna	629.37

\$ 2,221.02

TOTAL DELINQUENT TAXES

\$ 7,918.88

2003 DELINQUENT TAXES, INTEREST AND FEES COLLECTED

Delinquent Taxes	\$ 7,031.33
Interest	799.21
Fees	<u>850.09</u>

TOTAL

\$ 8,680.63

DELINQUENT PAYMENTS AS OF 2003

1999 - Cota, Melissa (Brian & Brenda) - Crosby Road Repayment	\$ 454.54
2000 - Robin Jackman - Recording Fees	44.00
2001 - Hill, Cindy - Copies & search	18.25
2002 - Duany, Mike - Cert. Of Compliance x2	54.00
- Johnston, Donald - Copies & search	9.00
- Lang Associate Realtor - Copy of Grand List	8.75
2003 - Duany, Mike - Copies of map and land records	6.00
- Daniell Clark - copies of land records	3.00
- Timothy & Mary Clark - Interest & fees	154.18
- Ronald & Jane Nimblett - Interest & fees	<u>342.27</u>
	\$1,093.99

**AUDITORS REPORT**

In accordance with the Vermont Statutes (E24, Section 1681 of V.S.A., as amended), we have verified the existence of stated cash balances and examined the accounts and records of town officers, ending December 31, 2003.

To the best of our knowledge the financial statements and reports of receipts and disbursements presented herein represent the financial position of the town on December 31, 2002, and an accurate report of the funds handled during the past calendar year.

  
\_\_\_\_\_  
Thomas Rothfuss 2004

  
\_\_\_\_\_  
Stephen Pecca 2006

In addition, I have reviewed the financial statements issued by A.M. Peisch & Co., Certified Public Accountants, on the various school funds which ran on a fiscal year ending June 30, 2002.

  
\_\_\_\_\_  
Lucille Evarts 2005



## GREEN MOUNTAIN PASSPORT PROGRAM

The Green Mountain Passport Program was started in 1973 by enactment of the Vermont General Assembly. To be eligible for a passport, you must be:

1. A resident of Vermont and
2. 62 years or older, or
3. totally disabled as a result of disease or injury suffered while serving in the armed forces, or
4. a resident of the Vermont Veterans Home in Bennington

Green Mountain Passport holders are eligible Statewide for reduced prices on goods and services from hundreds of Vermont's private businesses and for free admission to state parks, museums, and fully state sponsored events. Participating business offer discounts on a wide range of items – groceries, clothing, jewelry, auto repairs, health care supplies, flowers, wallpaper, movie tickets, checking accounts, fuel, ski lift tickets – you name it; and if your not sure whether a discount is available, please ask!

Apply for a Green Mountain Passport at your Town Clerk's office for a one time fee of \$2.00 per applicant. It is issued to you personally and is valid only for you. It cannot be used for other members of your family or by guests. For more information about these services for Seniors call 1-800-642-5119 or your local area agency on aging; for people with disabilities 1-800-622-4555 (Vermont Center for Independent Living) or your local vocational rehabilitation office.

Your passport can also be used as an identification card, especially if you do not have a driver's license.

**NOTICE TO RESIDENTS**

Please be advised that the Town of Waltham will not assume any expense incurred due to out of control outdoor burning when no permit has been obtained from the Fire Warden.

Waltham Board of Selectmen

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**NOTICE TO DOG AND CAT OWNERS**

Due to the increase in rabies in the State of Vermont, the State has passed laws requiring that all domestic pets (dogs, cats, ferrets, and wolf hybrids) be inoculated against rabies by a licensed veterinarian. **THE VERGENNES ANIMAL HOSPITAL IS SPONSORING A RABIES CLINIC ON MARCH 3 (WEDNESDAY), 2004 FROM 6:00 P.M. TO 9:00 P.M. AT THE VERGENNES AREA RESCUE SQUAD. THE COST FOR EACH PET VACCINE IS \$12.00, PAYABLE TO THE VERGENNES ANIMAL HOSPITAL.**

Dogs, ferrets, wolf hybrids must also be licensed in the Town in which they reside by April 1<sup>st</sup> at the office of the Town Clerk. If they are not licensed by May 1, the owners name will be included on a list sent to the Addison County State's Attorney's office. Based on State law, a fine of up to \$250.00 can be imposed on the owner/keeper of the dog, ferret, or wolf hybrid, for failure to comply with licensing.

MAIL-IN ANIMAL LICENSING:

For obtaining your animal license by mail, please sent to **Waltham Town Clerk, PO Box 175, Vergennes, VT 05491** the following:

--Completed ANIMAL LICENSE form found on page

--Rabies vaccination certificate.

(You may call town office to see if certificate on file is still valid).

--Self-addressed envelope.

--Check to cover fees: Jan 1 – March 31 April 1 – Dec 31

\$5.00  
9.00

\$ 7.00 neutered/spayed  
13.00 unneutered/unspayed

## Reassessment

The last reassessment of real estate properties in the Town of Waltham was in 1994. A reassessment of real estate is necessary periodically to fairly bring all properties to an equitable 100% of market value. A periodic reassessment is required to avoid monetary penalties imposed by the State of Vermont to the property owners in Waltham as the assessments currently fall considerably below 100% market value. This is evaluated by comparing individual assessed values to individual sales since the last reassessment.

The Vermont Appraisal Company of Milton, Vermont has been engaged to perform the reassessment. Inspection of properties is scheduled to begin this summer. The appraisal company or a town official will call or contact each property owner to arrange an interior and exterior property inspection. All residents are encouraged to cooperate and facilitate in the reassessment process. This is beneficial to all in order to attempt to achieve fair market value for all properties in Waltham.

Once the reassessment is completed, all property owners will have an opportunity to review and/or aggrieve (challenge) their assessment.

## 2003 ZONING REPORT SUMMARY

No land or building development may commence without a zoning permit and if required a certificate of occupancy issued by the Administrative officer; along with a permit fee, and all other approvals required by these regulations. Applications for the permits can be obtained from the Town Clerks office during business hours or by calling the Zoning Administrator.

House Additions	-	1
Garage/Barns/Sheds	-	7
Porches	-	1
Home Occupations	-	1
Single Family Dwellings	-	3
Sketch Plans	-	1
Lot Subdivisions	-	1

Respectfully submitted,



**Tom Langeway**  
**Zoning Administrator**

## VITAL STATISTICS

### MARRIAGES

<u>Date</u>	<u>Bride</u>	<u>Groom</u>
6/14/03	Kimberly J. Hedding	Michael L. Rowley
8/15/03	Kristy R. Sargent	Christopher C. Sargent, Jr.
8/23/03	Katherine E. Mack	Timothy J. Peterson
9/26/03	Elizabeth A. Gillespie	Duane M. Waller



### BIRTHS

<u>Date</u>	<u>Child's Name</u>	<u>Father</u>	<u>Mother</u>
1/18/03	Jacy Ryan Chaput	Victor R. Chaput, Jr.	Melanie S. Chaput
1/26/03	Brayden Joseph Rabideau	Ray J. Rabideau	Natasha J. Rabideau
4/13/03	Charles Robert Hodson	Timothy J. Hodson	Amanda E. Hodson
4/14/03	Andrea Lynn Palmer	Randall C. Palmer	Barbara L. Palmer
4/18/03	Natalie Phenix Martin	Andrew S. Martin	Catherine G. Martin
6/20/03	Rebekah Ayn Duprey	Anthony R. Duprey	Amal C. Duprey
11/14/03	Bradley Ethan Kutchukian	Paul D. Kutchukian	Sara N. Kutchukian



### DEATHS

<u>Date</u>	<u>Name</u>	<u>Town of Residence</u>	<u>Place of Death</u>
6/15/03	Thomas L. Corcoran	Waltham	South Littleton, MA
7/22/03	Edward L. Jackson, Sr.	Waltham	Waltham, VT
9/11/03	Albert F. Gatow	Waltham	Waltham, VT
10/15/03	Nicholas A. Folger	Waltham	Burlington, VT



We will miss our long-time Town Servants Mr. Tom Corcoran and Mr. Albert Gatow

# Who's Who in Local Government

A Publication of the Office of the Secretary of State  
January 2004

President Teddy Roosevelt said, almost a century ago that "*Far and away the best prize that life offers is the chance to work hard at work worth doing.*" When he included these words in his speech at the State Fair in Syracuse, New York in 1903 he could have been speaking of Vermont's many hardworking local officials. Nearly 5000 municipal officials in our 237 towns, nine cities and 45 villages, devote their free time to everything from hearing zoning disputes and writing land use plans to assessing the value of property in the town and collecting delinquent taxes. They serve for the chance to "work hard at work worth doing." Without them, our communities would not function and our system of self government would come to a standstill.

Serving in local office is a great way to give something back to your community. So why don't you take a turn? Here are the offices you can choose to from:

## **The Following Officials Are Elected At Town Meeting:**

**Moderator** – Runs the Annual and Special Town/School Meeting. Should have a good sense of humor, be good at group process, and have experience following Roberts Rules of Order.

**Town Clerk** — Records, preserves and certifies the public records of the town, issues dog, marriage, civil union and hunting and fishing licenses and motor vehicle renewals. Runs the local elections, serves as clerk of the Board of Civil Authority, and hears tax abatement requests and tax appeals. Should have the patience of a saint and be a good ambassador for the town.

**Town Treasurer** - Keeps the town and school's accounts (unless a separate school treasurer is elected), invests money (with the approval of the legislative body,) keeps a record of the taxes voted and pays orders drawn on him or her. Should be very precise, detail oriented and good at math.

**Town Administrator** - Hired by the selectboard, the town administrator, sometimes called the administrative assistant to the selectboard, assists the selectboard in managing the business of the town. The town administrator has no independent statutory authority. The scope of his or her duties is determined by the selectboard.

**Selectboard members** – General supervision and control over town, enacts ordinances, regulations and policies for town, oversees town property and personnel, prepares, presents and manages budget, oversees roads, including laying out, discontinuing and reclassifying roads, sits as local board of health, liquor control commission and sewer commission. Should know the town well, be able to understand all sides of complex issues, and have very thick skin.

**Listers** – Appraise property within the town for the purpose of property tax assessment. Should be able to be polite, yet firm, and not oversensitive to criticism.

**Auditor** – Review and audit all town accounts and prepare the annual town report. Should be very detail oriented. Good, clear writers are a plus.

**Constable** – In some towns the constable is the town's local law enforcement officer, with all powers of search, seizure and arrest within the town. In other towns the constable only has the power to serve civil process, assist the health officer in the discharge of his or her duties, destroy unlicensed dogs, kill injured deer, remove disorderly people from town meeting, and, if the First Constable, to collect taxes, if no tax collector is elected. Should be good at de-escalating and resolving conflicts.

**Collector of Current Taxes** - Collects the taxes for the town. In many towns this function is performed by the Treasurer or Town Manager. Should be detail oriented and good with numbers.

**Collector of Delinquent Taxes** – Collects delinquent taxes for the town. Should be good with numbers and also able to work with people who are in difficult circumstances. Should also have thick skin.

**Grand Juror** – Helps to prosecute criminal offenses that occur in the town by giving information to state and local law enforcement. (Generally not a very active position.)

**Town Agent** – The town agent used to prosecute and defend suits. The selectboard now have that authority. Thus, the Town Agent's duty consists merely of assisting when litigation is in progress at the request of the selectboard. (Generally not a very active position.)

**Trustee of Public Funds** – Manages, invests and reports on real and personal property held in trust by the town. This includes cemetery trust funds. Should like investing money.

**Trustee of Public Money** – Oversees "United States Public Money" received under the Act of 1836 held by the town. (It is unlikely any Vermont town still has these funds.)

**Cemetery Commissioner** – Responsible for the care and management of the town's cemeteries. If no cemetery commissioners are elected the Selectboard fulfills this role.

**Patrolmen** – Patrols town highways under the direction of the selectboard – if the town so orders. (Generally not an active position.)

**Road Commissioners** – Can be elected or appointed. Has no independent authority, but can assist the selectboard in overseeing town highways at the request of the board. Should have experience with town highways and be a good communicator.

**Water Commissioners** – Water commissioners supervise the town's water department by establishing water rates and all the rules and regulations for the control and operation of the department. Should be a good manager and detail oriented.

**Planning Commissioners** - Appointed unless town votes to elect. Duties include preparing a municipal plan, making recommendations on matters of land development, conservation, and preservation, and to participate in a regional planning program. Makes site plan and subdivision permit decisions unless there is a Development Review Board in town. Should have a good working knowledge of all aspects of the town and be able to listen to many sides of an issue.

### **The Following Local Officials are Appointed by the Legislative Body:**

**Municipal manager** If the manager system has been adopted by the electorate, the town manager is the official administrator of the local government and general supervisor of the affairs of the town.

**Zoning administrator** Appointed by the planning commission with the approval of the selectboard. Approves or denies applications for zoning permits. Administers the municipal bylaws literally. Enforces regulations pertaining to the zoning ordinance.

**Zoning board of adjustment or development review board members**–Holds hearings and makes decisions on land use permit applications and appeals from decisions of the zoning administrator.

**Regional Planning Commission Representative** – Helps develop the regional plan and assess municipal land use plans.

**Conservation Commission Members** – Inventory, natural resources of a community and purchases and administers municipal lands for the purpose of conservation.

**Health Officer** - Appointed by the Commissioner of Health to a 3-year term after recommendation by the town selectboard. Enforces the rules and regulations for the prevention and abatement of public health hazards.

**Town Services Officer** - Appointed on or before April 15th of each year. Assists individuals within the town who require emergency food, fuel or shelter assistance when the Vermont Department of Social Welfare is not available.

**Agent to Convey Real Estate** - Executes the deeds on behalf of the town.

**Poundkeeper** –Cares for the animals that are impounded within the town.

**Town Energy Coordinator** –Responsible for developing the town energy plan and conducting the town energy audit.

**Town Forest Fire Warden** - Appointed by the fire commissioner with the approval of the selectboard. Prevents forest fires in the town by enforcing the laws designed to prevent forest fires.

**Chairperson for Civil Defense** - responsible for the organization, administration and operation of the local committee that is formed for emergency management in the town or city. The emergency management chairperson is under the direct control of the selectboard but may coordinate his or her emergency management efforts with neighboring towns and cities and with the state emergency management division, and with the federal government.

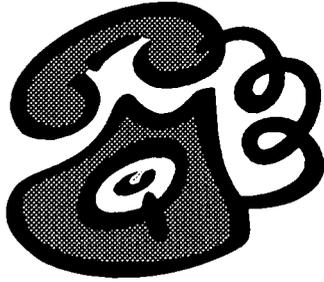
**Building Inspector and Deputy Inspector** - Appointed only in towns that have adopted a building code. Performs inspections and enforces the local building code.

**Fence Viewers** – Three viewers are appointed by the selectboard each year. When called up they examine fences and other boundaries within the town.

**Inspectors of Lumber** – Appointed upon request to examine, measure, and classify the quality of lumber, shingles and wood sold within the town.

**Weighers of Coal** – Serves as a referee over weights of contested loads of coal.

**Inspector of Wiring** – Inspects electrical wiring in buildings on request of the selectboard.



REPORTS  
OF  
COMMUNITY & COUNTY  
AGENCIES

## **ADDISON COUNTY COMMUNITY ACTION GROUP, INC.**

The mission of the Addison County Community Action Group is “to end poverty in Addison County and enable all persons to fully participate in a just society.” We strive to provide Addison County residents with emergency services, and we also work to provide people with the tools and resources they can use to become economically empowered.

ACCAG' services include, but are not limited to:

- \* Development and management of affordable housing
- \* Emergency Food Shelf
- \* Rent, utility and fuel assistance
- \* Emergency firewood
- \* Emergency medical and dental assistance, and transportation to medical appointments
- \* Wheels for Jobs (low-cost autos, money for fuel and car repairs for persons who need a vehicle to get to work)
- \* Transitional Supported Housing Program for chronically homeless persons with serious mental illness
- \* Low-cost and free clothing and essential household goods from RetroWorks and the MMM Thrift Shop
- \* Job training programs
- \* Financial assistance with emergency home repairs

This year, ACCAG served 7 Waltham residents in 3 families.

ACCAG respectfully requests that the voters of the Town of Waltham allocate the sum of \$200 to help defray the costs of providing this assistance in 2004.

**ADDISON COUNTY HOME HEALTH & HOSPICE, INC.**  
P. O. Box 754  
Middlebury, Vermont 05753  
Tel. (802) 388-7259 Fax: (802) 388-6126

***Board President – Art Remick***  
***Executive Director – Larry Goetschius***

*Addison County Home Health & Hospice was founded in 1968 by a group of Addison County residents, it has been providing high quality, comprehensive community health care services to Addison County individuals and their families since March of 1970. Starting with two part-time nurses and an operating budget of \$12,000, today the Agency's budget is \$6 million and we employ over 160 staff to meet the home care needs of the community. From 291 visits in our first year, this year we provided nearly 60,000 visits. In the past year we provide almost \$100,000 in free care.*

*The nature and complexity of home health care has changed greatly and the challenges have been many. Changing expectations about growing older, advances in technology, impending staff shortages and reductions in reimbursement are just a few of the challenges ahead. Through it all, our mission remains the same!*

*Thanks to the towns we serve and their commitment to that mission, we are able to continue with our ongoing philosophy of providing care to all clients regardless of their ability to pay. We are available to address the needs of our clients 24 hours a day, seven days a week and 365 days a year.*

*Statistical data, in visits, for FYE 6/30/03 is as follows;*

<i>Skilled Nursing</i>	<i>118</i>
<i>Physical Therapy</i>	<i>52</i>
<i>Speech Therapy</i>	<i>0</i>
<i>Occupational Therapy</i>	<i>7</i>
<i>Medical Social Worker</i>	<i>16</i>
<i>Licensed Nursing Assistant</i>	<i>97</i>
<i>Hospice Services</i>	<i>0</i>
<i>Homemaker</i>	<i>140</i>
<i>Waiver Services</i>	<i>0</i>
<i>Total Visits</i>	<i>430</i>

# Addison County Solid Waste Management District



*Teri Kuczynski, District Manager*

The District reached a milestone this year with the Resolution to hold a District-wide bond vote on Town Meeting Day, March 2, 2004. This decision concludes a two-year planning process reviewing potential improvements to the District's Transfer Station on Route 7 South, in Middlebury. The Transfer Station is the central conduit for the majority of solid waste collected in our member towns by the commercial waste haulers. For the past 10 years, this Transfer Station has allowed for competition to flourish in Addison County, thereby saving the residents and businesses money and providing a facility that all of the hauling companies can access.

By redesigning the Transfer Station, we intend to:

- Improve the traffic flow in and out of the Transfer Station;
- Make the Transfer Station a safer place for all staff and customers;
- Save the commercial haulers time and money by increasing the speed at which they drop off their waste and get back on the road;
- Expand the facility to keep up with continued growth for the next 20 years; and
- Comply with pending storm water runoff and other regulations in the State.

The District has just retired its original bond that paid for the construction of the existing facility, so bonding for these improvements is timely. As with the original bond, the District will pay for the costs of the bond **through the tipping fees charged at the District's Transfer Station, not through member town assessments.**

The District also completed its Solid Waste Implementation Plan, which was submitted to the Agency of Natural Resources for review and comment. The District will be soliciting public input on the essential elements of the Plan and holding public hearings in the near future. Please take advantage of the opportunity to comment by attending one of the hearings or by accessing the Executive Summary on our web page at [www.acswmd.org](http://www.acswmd.org). Your opinion counts with us!

On January 1, 2004, the District entered into a three-year contract with Casella Waste Management to haul and dispose of waste from the Transfer Station to an out-of-district landfill. Landfill fees have increased, but, once again, the rate we will receive is very competitive.

The 2004 tipping fee for waste and construction & demolition debris will be increased by \$3.50/ton in 2004. All other rates will remain the same. The rate increase will cover the higher landfill disposal fees and will begin to finance the capital improvements and replacement equipment necessary to continue transfer station operation. This amounts to an average increase of \$1.68/person per year, or about 4 cents per bag. Although the District does not control the price charged by local haulers, the above information can be used as a guide in determining what percentage of a hauler's increase, if any, is attributed to the District's rate increase.

Bixby Memorial Library 2002-2003

During the year July 1,2002 to June 30,2003,1024 new titles were added to the collection This included books, magazines, cassettes and videos for ,both adults and children. 1118 books were discarded either because of age or condition,leaving the present collection at 28573 titles. Our circulation was 34079, evenly divided between adult and children. Talking books continue to increase in popularity. Of the books circulated,Addison residents checked out 13%, Ferrisbergh 34 %,Panton 08 %,Vergennes 32 %,Waltham 05 % and other communities,08 %. We added 253 new adult patrons and 113 children. Through Interlibrary Loan we borrowed 391 from other libraries and 156 were borrowed from the Bixby. To supplement our collection we borrowed 600 from th Regional Library.

In June we hosted an Art Show in which school children in the five town school District participated, and in July we held our Annual Addison County Art Show which opened with a Tea and Mini Flower Show sponsored by the Vergennes Garden Club. The Sons of the American Legion,Squadron # 14 gave financial backing for several programs for the Summer Reading Program enabling us to bring wonderful speakers and widen the horizons of children of the area. Included was a trip to The Owlery which drew 60 children,a visit with Harry Potter (100 children),. A large dome was erected in the Reference Room and 65 children enjoyed a program about the night sky by Sky Shows of Vermont. The young people traveled to Poland for folk songs,to the artic with live Sled Dogs and to Africa with a former Peace Corps Volunteer..During the year the Wednesday morning story Hours were well attended and in April the Children's Librarian started a program of songs, fingerplays and dancing for very small children birth to 3 years which has proved very popular. All children are welcomed to these programs.

For older children the American Red Cross gave a two day Baby Sitter Class, a local artist shared Adventures in Drawing and, especially for Home Schoolers there was a series of talks about famous artists.. For adults the Third Thursday brought several interesting programs - a Panel on Agriculture in the Addison County area,, a lecture on Historic Buildings in Vermont, and Howard Coffin spoke about the Civil War, J. Parini read from his poetry, and Jan Albers read from her book Hands on: the Land.

The Annual supper for our wonderful Volunteers was a success, as was our annual fund raising Gala and our annual Book Sale.

A Friends of the Library was formed with many members who are interested in helping the Bixby Library become a greater part of the community, They have helped with several events such as our 90th birthday and purchased several items we wanted but couldn't include in our budget. On the last day of the fiscal year the Board and Staff Members hosted a Retirement Party for retiring Librarian Lois Noonan who has served the Library 46 years. It was a joyful occasion attended by almost 200 people who came to wish her farewell. I am very appreciative of the occasion. I am indebted to the Board Members over the years for their support and guidance. They include Barbara Carson and Dick Wright from Addison, Dave Tatlock, Treasurer, and Marilla Sorrell from Ferrisburgh, Brad Howe, Chairman, and Ed Smith from Panton, Kitty Oxholm and Jane Gardner, Vice Chairman from Vergennes and Glenn Fay, Secretary, from Addison. The Staff includes Lois Noonan, Director, retiring July 1st, Linda Braginton, Assistant Librarian, Dennielle Brinkman, Children's Librarian, Paula Bean, Mary Cheney, Jean Chester, Doris Hayden, Theresa McBride, Lenore Morse and Mary Ellen Toczko.



## *Helping People Age with Independence and Dignity*

**THE CHAMPLAIN VALLEY AGENCY ON AGING, INC.** has been helping people age with independence and dignity for over 25 years. CVAA is grateful to the citizens of Waltham for their ongoing support of services for area seniors.

### **THE SERVICES AVAILABLE TO RESIDENTS OF WALTHAM INCLUDE:**

**MEALS ON WHEELS** ~ CVAA provides hot wholesome meals to seniors who are age 60 or over. Volunteers deliver Meals on Wheels to homebound individuals who are ill, frail, or recuperating after a hospital stay and unable to prepare their own meal.

**SENIOR COMMUNITY MEALS** ~ In Waltham, these meals are served at the Vergennes Eagles Club and at many area restaurants. In addition to a nutritious meal, the community meal provides socialization and companionship for older people who may be isolated or live alone.

**CASE MANAGEMENT** ~ CVAA Case Managers make in-home visits and connect individuals with the services and resources they need in order to remain independent and in their own home. Jennifer Brisson, the CVAA Case Manager for Waltham, works with seniors in your town. Jennifer may be reached through the CVAA office at 865-0360 or 1-800-642-5119.

**SENIOR HELPLINE** ~ CVAA operates a toll-free service that provides answers to any question or concern regarding services for older people. Seniors, or their family members, can reach the Senior HelpLine by calling 1-800-642-5119 (Voice/TTY) during business hours.

**FOR MORE INFORMATION ON THE AGENCY,  
OR TO INQUIRE ABOUT VOLUNTEER OPPORTUNITIES,  
CALL 865-0350 OR 1-800-642-5119 (VOICE/TTY)  
YOU MAY ALSO VISIT US AT: [WWW.CVAA.ORG](http://WWW.CVAA.ORG)**



**MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES**

89 Main Street, Middlebury, VT 05753  
 Tel: (802) 388-6751 Fax: (802) 388-3108  
 14 School Street, Bristol, VT 05443  
 (802) 453-3009  
 257 Main Street, Vergennes, VT 05491  
 (802) 877-3715

**DEVELOPMENTAL SERVICES**

61 Court Street, Middlebury, VT 05753  
 Tel: (802) 388-4021 Fax: (802) 388-1868

**EMERGENCY SERVICES**

24 hour coverage: (802) 388-7641

WEBSITE: <http://www.csac-vt.org>

**Who Are We?**

A non-profit community mental health and developmental services center committed to a philosophy based on appreciating people's strengths, instilling hope, and working with people in the context of their families and community.

**Who Do We Serve?**

- Children, adolescents, adults and families who are struggling to cope with life's challenges.
- Individuals with developmental disabilities and their families.
- People with severe and persistent psychiatric illness.
- People confronting problems with substance abuse.

**What Do We Offer?**

**MENTAL HEALTH SERVICES**

- **Mental Health Division** provides services to children, adolescents, adults and families including: opportunities to speak with a skilled therapist; matching children and adults with disabilities with a community friend; taking young people on therapeutic adventure based activities; community and in home services for families that have a child with serious emotional problems; school-based services; employee assistance for businesses; and alcohol and drug abuse services.
- **Community Rehabilitation and Treatment Program (CRT)** offers a full range of support services to people contending with the impact of severe and persistent psychiatric difficulties to help them as they renew their lives within our community.
  - **Evergreen House** is a recovery learning center that provides a welcoming environment for CRT clients to connect with people, participate in groups, tutorials, psycho-educational programs, prevocational programs and the arts.
  - **Addison County Employment Services (ACES)** provides vocational services for people with severe and persistent psychiatric difficulties.
- **The Emergency Team** offers a crisis response 24 hours a day, 7 days a week through their **hotline number: 388-7641. Community Crisis Team** is available for quick response and sustained support in catastrophic situations affecting the community. The **Access Team** provides crisis response specifically to children and families. Monday through Friday, 9am - 7pm.



**DEVELOPMENTAL SERVICES**



- **Community Associates** provides services in every arena of life to individuals with developmental disabilities and their families - family supports such as respite, personal care services and flexible funding, residential supports, community involvement, case management, and work supports through Employment Associates.
- **Employment Associates** works with Addison County businesses to provide employment opportunities for people with developmental disabilities.

## **Waltham Town Report 2004**

### **Elderly Services, Inc.**

27 No. Pleasant Street, P.O. Box 581, Middlebury, Vermont 05753

(802) 388-3983

*www.elderlyservices.org*

### **Elderly Services/*Project Independence***

*Project Independence* is an adult day program for elders providing safe, medically oriented daytime care that includes:

- \* Fun social activities,
- \* Specialized van transportation to and from home,
- \* Hot, delicious meals tailored to the dietary needs of our participants,
- \* Individualized nursing care,
- \* Personal care including toileting assistance and hygiene, as well as foot and hair care,
- \* Educational programs and entertainment,
- \* Coordination with other health care providers and social service agencies, and
- \* Daytime respite for family caregivers.

In addition to daytime care services, our staff also provides caregiving education and emotional support to family members whose elderly relative attends our center. Our monthly Caregiver Support Group is open to all Waltham residents and takes place on the second Wednesday and third Friday of each month.

### **Serving Waltham and Addison County**

In the past year 170 elders from Addison County and nearby towns were served at *Project Independence* Adult Day Center. Addison County residents received a total of 100,242 hours of care, 40,869 meals, and approximately 34,172 van rides. These 100,242 hours of care cost the agency \$1,102,662 for direct services to Addison County residents.

Elderly Services' annual operating budget is \$1,264,204. Sources of revenue include the Vermont Department of Aging (13%), after-scholarship client fees (19%), Medicaid programs (47%), fundraising and town meeting grants (7%), United Way (3%), Veterans Administration (6%), and Adult Care Food Program (3%). Major areas of expense include nursing/caregiving within *Project Independence* Adult Day Care (30%), specialized Alzheimer's Day Care (23%), adult day care therapeutic activities and nutritious meals (20%), and countywide transportation (17%).

For over 20 years Elderly Services, Inc. has provided quality eldercare to the people of Waltham and Addison County. Our eldercare counseling work is ongoing and expanding, continuing to reach over 300 families annually. It includes counseling

sessions by on-staff social workers, a geriatric mental health service and referrals' brokerage for in-home aides and companions. We also have staff serving as a member of the Governor's Commission on Alzheimer's Disease.

## **Our Mission**

Elderly Services is committed to providing the best care possible. That means supporting families in caring for their elderly relatives, catering to each individual's needs, and promoting a sense of caring fellowship. It is our mission to provide high-quality programs to help elders live safe and satisfying lives in their own homes and communities.

Elderly Services would like to take this opportunity to thank the residents of Waltham for helping to make our programs possible. Thank you!

### **Elderly Services**

#### ***Project Independence***

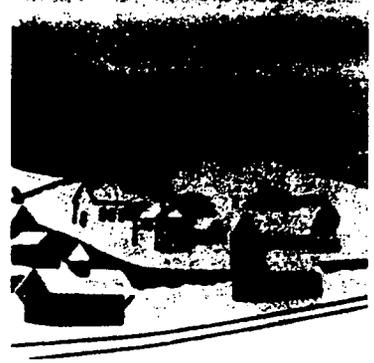
- Served 170 participants at *Project Independence Adult Day Center* representing nearly every town in Addison County
- Provided 17,086 individual days of care
- Provided respite and peace of mind to over 300 family caregivers
- Served an average of 62 participants/weekday and 35/Saturday
- Offered full day of care five days a week, 7 hour day Saturdays
- Delivered eldercare counseling to dozens of families
- Provided nursing, transportation, meals, therapeutic activities, entertainment and social work in a safe and caring environment
- Promoted health, lessened hospital use, and helped prevent institutional placement for our participants



**George D. Aiken Resource  
Conservation & Development Council, Inc.**

22 North Main St., Suite 2  
Randolph, VT 05060  
(802) 728-9526  
Fax (802) 728-5951

*"A non-profit non-partisan network of local people  
dedicated to helping communities conserve and develop  
their natural and human resources."*



Town Report Information

**George D. Aiken Resource Conservation and Development (RC&D) Council Report**

The George D. Aiken Resource Conservation and Development Council (RC&D) has been "making things happen" for towns with natural resource conservation and rural development projects over the past year. We are here to serve your community. We coordinate and facilitate assistance to town governments, school districts, fire departments watershed groups and nonprofit organizations in the six southern Vermont counties. By bringing together help from our extensive network of resources, we can focus technical and financial resources on your specific needs. We get technical assistance and staff help through the U.S. Department of Agriculture but private sources make up most of our budget. The Council is a self-supporting 501 (c)(3) nonprofit organization. Highlights of our work in the six counties in 2003 include:

- 14 towns received funding to improve water quality and upgrade backroads through our better backroads grants
- Two towns received complete water supply plans identifying all potential useable water sources for fire fighting in the town
- 16 towns received funding and engineering assistance to design and install dry hydrants as a source of water to fight fires
- 6 towns received Jeffords fire safety grants to purchase personal protective gear for firefighters
- Numerous farmers received technical and marketing assistance with agritourism ventures
- 5 Farmers received grants to support agritourism on their farms
- 10 towns received assistance from a consultant to help them prepare for an ISO (Insurance Service Office) evaluation. Towns are given a rating from 1 to 10 by the ISO and many insurance companies use that rating to set their rates. If a town can lower their ISO rating, it may lead to lower insurance costs for businesses and residents in that town
- We continue to serve as the fiscal agent for the White River Partnership and Connecticut River Birding Trail
- Teams of high school students from throughout the area participated in the Vermont Envirothon

Other current projects include helping a town with flooding problems, erosion control and streambank stabilization in several locations, helping to develop community centers and recreation fields. We currently have funding available for low interest loans (3.0 – 5.0%) to develop agritourism ventures on farms. Do you have a project or program that could use some assistance to "make it happen"? Over the years the George D. Aiken RC&D Council has helped many communities and organization on a variety of projects. We work on a request basis, so the first step is up to you, giving us a call. For information and free consultation call Kenneth Hafner our RC&D Coordinator at (802) 728-9526 or email: [kenneth.hafner@vt.usda.gov](mailto:kenneth.hafner@vt.usda.gov).

*"Helping to Make Things Happen"*

## **John W. Graham Emergency Shelter Services, Inc.**

**Location: 69 Main Street, Vergennes, Vermont 05491 (802) 877-2677**

**Mailing Address: P.O. Box 165, Middlebury, Vermont 05753 (802) 388-3608**

The John W. Graham Emergency Shelter, located on Main Street in Vergennes, provides temporary shelter to people who find themselves without housing. The Shelter has a seventeen-bed capacity, with separate bunkrooms for men and women, a family room, and a handicap accessible room with a bath.

The reasons for homelessness are many. The largest increase in homelessness over the past few years has been among working families with children. Many families live paycheck-to-paycheck. An unexpected medical or other expense can cause a family to be unable to pay the rent, resulting in late fees which further strain their budget. In addition, housing costs often exceed what can be afforded by the large number of people working for low pay. Many families struggle, and parents work multiple jobs, barely able to make ends meet. In this common situation, something as simple as a car problem or an illness leading to even temporary loss of wages can spiral into homelessness.

People residing at the Shelter must meet with staff to discuss the causes of their homelessness and to form a work plan to end their homelessness. As people work on their plans, they are assisted with referrals, transportation, and other services. Once an initial three week stay is ended, those who have been working diligently on their plans and who show that they will be able to achieve positive results, may have their case reviewed by the Extension Committee to determine if their stay can be extended. Others may have their stay extended under certain circumstances, depending on whether there are others on the waiting list for the Shelter.

The Shelter's Homeless Prevention Fund has prevented many families from becoming homeless. These funds may be applied for both at the Shelter, and at the ACCAG office in Middlebury, and will cover up to \$250 per family.

The Shelter has provided 198 bednights of emergency shelter to 17 Waltham households. The John W. Graham Emergency Shelter Services respectfully requests that the voters of the Town of Waltham allocate the sum of \$225 to help defray the costs of these services.



## GREEN UP VERMONT

P.O. Box 1191

Montpelier, Vermont 05601-1191

(802)229-4586, or, 1-800-974-3259

[greenup@greenupvermont.com](mailto:greenup@greenupvermont.com)

### Executive Director

Melinda Vieux

### President

E. Sheldon Prentice

### Treasurer

Raymond Jennett, CPA

### Board Members

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Andrea Cohen

Julia Qunby Cohen

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Marc Hall

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Larry Smith

Helen Stafford

Hon. Robert Stafford

### Honorary

#### Board Members

Hon. Howard Dean

Hon. Philip Hoff

Hon. F. Ray Keyser

Hon. Madeline Kunin

Hon. Thomas Salmon

Contributions to  
Green Up Vermont  
are tax deductible  
to the extent  
allowable by law.

### "Green Up Vermont"

Green Up Day, May 1 2004

Thirty-three years strong, "Green Up Day" is a special day when Vermonters clean and spruce up their communities. We were the first state in our nation to designate a day for such cleaning of the entire state. Working together, we can keep our unique Green Up spirit growing for Vermont.

Green Up Vermont is the not-for-profit 501(c)(3) organization that promotes litter-free communities by supporting Green Up Day, civic pride and education.

Over 13,000 Vermonters participated in Green Up Day 2003, using over 33,000 Green Up bags, collecting over 200 tons of trash, piles of mixed metals and tires. Green Up Vermont arranged widespread promotional support in excess of \$25,000.

The success of Green Up for Vermont depends upon two essential ingredients. One is the combined efforts of individuals and civic groups who volunteer to make it all possible; and two, the financial support given by the public and private sectors throughout Vermont.

With your town's help, we can continue our unique annual Vermont tradition of, taking care of our beautiful landscape and promoting civic pride so our children grow up with Green Up.

Careful use of resources minimizes Green Up's costs. The State appropriates funds that cover about 15 percent of our budget. The rest comes from gifts from towns, individuals and businesses. These funds pay for supplies, promotion and services of two part-time employees. We ask your community to contribute, according to population, to keep Green Up growing for Vermont.





**FOR YOUR TOWN REPORT**

## **HOSPICE VOLUNTEER SERVICES**

**Hospice Volunteer Services is a healthy, growing agency providing services in three related focal areas. Our primary commitment is to the hospice program and to providing the support of trained hospice volunteers to people with terminal illness and their families. In this year 2003, the hospice program has been very busy and we anticipate that this increased demand for hospice services will continue in the year to come. Our current volunteer roster presently carries the names of 80 remarkable folks. Our ten week training course for hospice volunteers is usually offered each fall.**

**Hospice volunteers offer both practical and emotional support tailored to the individual needs of each patient and family. Most of these services are provided in the home setting but we also provide care in nursing homes, in community care homes and in the hospital.**

**Our second area of focus, grief support, follows naturally on the heels of our work with hospice patients, but these services are offered to all residents of Addison County. It is our desire to be responsive to community needs and creative in our response, and so we offer a variety of programs to assist people who are grieving. We offer regular grief support groups, consultation, one-to-one volunteer outreach, special supportive and educational events, and the Phoenix Group (a monthly pot-luck supper gathering of widowed people for the purpose of social and community connection). In 2004, we plan to increase our grief group offerings to adults and children, as well as expand our public education and outreach efforts to grieving children and families in Addison County.**

**Lastly, Hospice Volunteer Services has a commitment to serving as a resource and leader in providing education and support throughout Addison County around the issues of end of life care, death and bereavement. In this effort we have offered educational opportunities, national teleconferences, publications and acted as a resource to schools, agencies and churches. Each November more than 150 people attend our Service of Remembrance where hospice patient's and loved ones in our community are remembered with a candle lighting ceremony.**

**We are pleased to be of service and we are grateful for your support.**

**Patricia Dunn  
Executive Director**

**Community Health Services of Addison County - Open Door Clinic**  
**Ruth Hardy, Executive Director**  
**P.O. Box 95, Middlebury, VT 05753**  
**388-0137**

The Open Door Clinic is a program of Community Health Services of Addison County (CHSAC). The clinics are operated in local medical practices on Tuesday evenings in Middlebury and on Thursday evenings in Bristol. In 2003 the Open Door Clinic provided free health care to nearly 300 people through over 800 clinic and medication assistance visits, and referrals.

CHSAC provides preventive, acute and chronic care; assistance with public health insurance applications; and a prescription medication program. CHSAC, with Porter Medical Center (PMC) and area physicians, operates a referral system whereby patients are provided vouchers for ancillary services such as lab work, x-rays and ultrasounds.

In 2003 CHSAC significantly expanded several programs. CHSAC began partnerships with the Addison County Tobacco Roundtable to administer a state grant for tobacco education and prevention and the Ladies First program to provide more comprehensive health services to women over age 40. CHSAC received a state grant to overhaul its patient chart system to better track medical histories and chronic health problems, as well as expand its tobacco cessation services.

CHSAC expanded its case management hours to better serve its growing patient base, especially patients with chronic health problems such as diabetes, cardiovascular disease and mental health concerns. Finally, CHSAC formalized its internship program with local college and nursing students to ensure a complete picture of serving its patient population. "

OTTER CREEK NATURAL RESOURCES CONSERVATION DISTRICT  
68 Catamount Park, Suite B  
Middlebury, VT 05753-1292

**FY 2003 Annual Activities**

1. The Otter Creek Natural Resources Conservation District is a non-profit organization. The mission of the District is to enhance conservation awareness in all citizens so they understand and act on basic principles of rational use and care for Addison County's environment.

- To ensure the wise use and protection and enhancement of Addison County farm land, woodland, water and related natural resources.
- To provide leadership for conservation issues in the county, to identify local natural resource needs, and to find funding and expertise to address those needs.

2. Wesley Larrabee-Chair and Representative FSA Board  
Richard Stone -Vice Chair and Representative on VACD Board  
Paula Barnes- Treasurer (New)  
Barry King-Secretary and Educational Coordinator  
Claire Ayer- Staff Liaison and Representative on NACD Board.

**Middlebury River Watershed** - Monitoring, buffer inventory and geomorphology study

**Addison County Regional Planning Commission** - Lemon Fair monitoring

**NRCS, FSA, UVM** - Addison County Fair and Field Days

**RC&D** - Participate on appropriate boards and committees

**Addison County Farm Bureau, Extension and NRCS** - Addison County

Agriculture Legislative Day and Tour

**UVM Extension, NRCS, US Fish & Wildlife Service, Water Quality Division and FFA**

**Hannaford Career Center** - Conservation Field Days

**South Lake Champlain Trust** - Grant for Conservation Field Days

**NRCS-WHIP, CREP, CPR**

**UVM Extension and NRCS** - Two Farm Bill meetings were held for area farmers to inform them on the new rules for CNMP and changes to EQIP

**US Fish & Wildlife Service** - Partners in Wildlife, CREP & CRP

**VAAF&M** - Ag. Resource Specialist supplies technical assistance to Farmers about AAP's and on the State BMP program

**DEC, VAAF&M, VTDH and UVM** - Ag. Resource Specialist participates in the Farm\*A\* Syst program

3. Patricia A. Bergevin - District Manager - Administrative, grants, tree sales, contractors list, workshops and support partnership projects  
Pamela Stefanek - Ag. Resource Specialist provides assistance to farmers to implement management practices to reduce non-point source pollution  
Pamela Stefanek - Conservation Planner gives assistance in the development of resource inventory and conservation plans for the Farmland Protection Program  
Robert Collins, District Consultant designs ponds, Act 250 permits, Wetlands, Water Quality, Site Assessments, and etc:

Chal Schley, Middlebury River Watershed Coordinator over sees the monitoring and geomorphology study of the Middlebury River and oversees the meetings, writes grants etc.

4. The goals of Otter Creek are designed to encourage proper use and management of agricultural and non-agricultural lands, woodlands, water resource, recreational areas and wildlife habitat. The District works to strengthen and develop sound conservation planning encourages landowners to protect cropland and other areas with adequate water control to reduce water pollution.

5. Otter Creek last updated their long-range plan in 1992 and is currently currently up-dating it

6. Events:

**Conservation Reserve Enhancement Program (CREP)** 29,565 trees, mats, stakes, tree tubes on 14 Farms and 152 acres.

**Conservation Reserve Program (CRP) Partners for Wildlife Program-17 Farms participated Middlebury River Watershed Partnership water testing 5 + volunteers**

**Lemon Fair** - 12 Water Quality sample locations are proposed for monitoring, an estimate of 15 volunteers

**Envirothon Team training** 3 trainers and approximately 55 students

**Realtors and Lawyers Natural Resources** 23 attended Resource Information workshop, topics On-Site Septic, ACT 250, Pond for Recreation, Conservation Easements, and Using Soil Maps as Resource Tools

**Addison County Fair & Field Days** information booth, 50,000 + attended the fair in 2002, in 2000 won first place for inside exhibits

**Annual Meeting and Tour** OCNRCD honors a farmer for outstanding conservation practices at our Annual Meeting and legislators tour, quests attending 50

**Annual Seedling Program** – Sold 357 seedlings to 22 customers

7. **Conservation Field Day** – 460 Addison County students, 15 teachers, 35 professional instructors, and 15 guides from the Hannaford Career Center. The day is designed to provide an opportunity for local students to receive outdoor instruction and hands-on experience in various aspects of environmental study.

8. **Valley Voice, Addison Independent and Addison Eagle** news articles reaching approximately 16,000 homes

**Contractor/Consultant list and Annual Report** - Mailed to 600 area landowners in Addison County. Listed are 29-contractors/ consultants their equipment and expertise

**Annual Report** sent to 21 towns in Addison County reaching approximately 32,175 residents

**Town Allocations** 14 towns paid \$2,496

9. Other:

**Rodent and Bar Guards and Farm Danger signs** made available to farmers

**VLT, UVLT, MLT, VAAGF&M and NRCS- Farmland Protection Program, Conservation Planner** - Resource inventories and Conservation Planning for the Farmland Protection Program participants

**NRCS, VAAGF&M, CVPS- VT Methane Project** –alternative manure technology



## HOW RSVP VOLUNTEERS MAKE A DIFFERENCE

### The Impact of RSVP/Volunteer Center Volunteers on the Addison/Rutland County Community-FY2003

- LITERACY AND SUCCESS IN SCHOOLS:** 97 RSVP volunteers tutored children in reading and other basic subjects, or read to them during breakfast programs and/or classroom visits, helping to reinforce and improve their basic subject skills. Volunteers also served as mentors and positive role models as they helped out in classrooms; assisted in school libraries; shared oral histories, hobbies, and special interests; worked with students on community service projects; assisted in spelling bees, and worked in after school enrichment activities.
- CLOTHING:** 122 RSVP volunteers helped provide low income people with affordable clothing by washing, sorting, and selling clothing in thrift shops and by knitting, crocheting and sewing clothing items for children and the elderly. These items were distributed throughout Rutland/Addison counties to hospitals, schools, community cupboards, and nursing homes. Through Operation Doll, RSVP volunteers restored 175+ dolls that were provided to 15+ organizations for distribution to deserving families.
- OSTEOPOROSIS TREATMENT:** 116 RSVP volunteers served as Exercise Trainers for the RSVP Bone Builders program. This innovative program provides strength training and balance exercises as well as education to area residents to prevent, reverse and alleviate osteoporosis. In 2003 over 900 individuals participated in 43 classes at 37 sites
- HOMELAND SECURITY:** 14 RSVP volunteers provided disaster preparedness presentations to area groups through the RSVP/Red Cross collaborative program **Preparing for the Unexpected**.
- INDEPENDENT LIVING:** 85 RSVP volunteers helped older and disabled Vermonters to maintain their independence delivering "meals-on-wheels"; preparing meals for them; providing respite care, friendly visiting and telephone reassurance; brailleing, running errands; taking them shopping; transporting them to appointments, adult day and nutrition programs; providing tax counseling, and serving at adult day programs.
- SOCIALIZATION OUTREACH:** 116 RSVP volunteers provided socialization and activity services to area senior housing projects, correction centers, nursing homes, and senior centers through friendly visits, entertaining with music and song, clowning, arts and crafts, reading group moderating, exercise programs, and other assorted activities.
- ORGANIZATIONAL CAPACITY & COMMUNITY SERVICE ENHANCEMENT:** 196 RSVP volunteers served on boards, provided mailing preparation services, clerical and office assistance, and business consulting to over 50 non profit organizations.
- HEALTH CARE:** 94 RSVP volunteers promoted public health by assisting at preventive health care clinics; serving in hospitals, medical centers, nursing homes, hospice programs, Red Cross blood banks, and medical education.
- LIBRARIES:** 19 RSVP volunteers served in local and regional libraries, allowing some libraries to extend their hours and enabling staff to provide more direct services to local residents.
- FOOD:** 14 RSVP volunteers helped to feed people through soup kitchens, food shelves and distribution of surplus food.



## *Vergennes Area Rescue Squad, Inc.*

P.O. BOX 11, VERGENNES, VERMONT 05491

### **ANNUAL REPORT**

For the year ending December 31, 2003

The Vergennes Area Rescue Squad, Inc. would like to thank the individuals, other emergency organizations, towns and businesses that have given us valuable support over the years. Serving seven towns and responding to several others for mutual aid, we responded to 658 emergency calls in 2003.

We have undergone some very positive changes over the course of the past year. In September Chuck Welch joined Vergennes Rescue as our full time staff EMT. In addition to responding to emergency calls and managing operations and facilities, Chuck also devotes a portion of his time to community outreach and agency development. We are also in the process of transitioning our EMT-intermediates to a new curriculum and updated protocols. Consequently, we are now able to administer additional lifesaving drugs such as nitroglycerin, glucagon and albuterol.

As always, we take pride in working with and for our community. Collaboration with the local first response groups, Ferrisburgh, Town Line, Monkton and New Haven, who initiate and provide care until the ambulance arrives, facilitates efficient treatment. These dedicated individuals are a vital link in our chain of care. Rescue members continue to volunteer their time to standby at community events in case of an emergency. And, our ongoing annual subscription program is available to families or individuals without medical insurance, in the event they need emergency assistance.

Vergennes Rescue strives not only to facilitate exceptional internal training, but also to promote health awareness within the larger community. This year Vergennes Rescue awarded four scholarships to local high school seniors pursuing training and education in emergency services fields. We offered several CPR courses and an Emergency Care Attendant course to further medical training within the community. In addition, five Vergennes members recently became American Heart Association CPR instructors and we now have the resources to offer ongoing CPR courses more frequently. A Healthy Homes grant we received from the Vermont State Health Department funds home visits in the community to raise awareness about issues like radon gas, second hand smoke and lead exposure.

Vergennes Rescue is a non-profit, volunteer organization. We do bill for service to support our continued operations. These bills are primarily covered through insurance payments and the Vergennes Rescue subscription program. However, financial or insurance situations have no bearing on our response or the level of care provided; we respond to every call for assistance. Please remember to properly identify residences with correct street addresses, so that we may locate you in an emergency.

In closing, the members of Vergennes Rescue encourage citizens to become involved in local emergency service organizations. Volunteers are the backbone of our local agencies; excellent care and service depends on the commitment of many dedicated individuals.

Vergennes Rescue wishes everyone a safe and happy new year. Thank you for your support.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jennifer Sisemoore', written in a cursive style.

Jennifer Sisemoore  
President



# VERMONT ADULT LEARNING

282 Boardman Street, Suite 2 / Middlebury / Vermont 05753 / 802-388-4392 / Fax: 802-388-4396

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## **Financial Statistics – Fiscal-Year 2003**

- 60% of our funding comes from state and federal adult basic education grants
- 13% is through collaborations with the Department of Prevention, Assistance, Transition and Health Access (PATH), the Department of Employment & Training (DET), and the Patricia A. Hannaford Career Center.
- 6% is raised through tuition, fees and service contracts.
- 2% is raised through town funds.
- 2% is raised through contributions from United Way.
- 2% is raised through other grants (Cerf, VCF, DOE)

## **Vermont Adult Learning Staff**

- Eight teachers cover all of Addison County.
- Sixteen volunteers help with individual teaching, transportation, classes and workshops, and special events.

## **Student Statistics – Fiscal-Year 2002**

- In fiscal year 2003, a total of 247 registered students were served in Addison County.
- Twenty-seven Vermont Adult Learning students received their GED or Vermont Adult Diploma.

## **Other Information**

- *Adult Education and Literacy* – This is a free service for students who are over 16, not enrolled in high school, or lacking basic skills. These students may study subject areas covered in the GED test and Vermont Adult Diploma program, basic reading, writing, math, driver's permit, balancing a checkbook, using a computer, English as a second language. Teachers meet students individually, in groups and in classes at the Vermont Adult Learning Center, in their homes, in libraries, at the Parent/Child Center, the Probation and Parole office, Hannaford Career Center, area churches, and other locations.
- *Career and Personal Development* – These classes are funded primarily through a Getting Ready to Work grant from the Department of Prevention, Assistance, Transition and Health Access (PATH). They consist of goal setting, career exploration, and job readiness workshop and classes.
- *Bridge to College* – A brush up class for those with a diploma or GED who want to attend college but need additional skills. Tuition is through VSAC non-degree grants and other scholarships.
- *Workplace Education* – Vermont Adult Learning contracts with employers to provide skill assessments and instruction related to workplace needs.
- *Computer Instruction* – Vermont Adult Learning offers a free Computer Fundamentals class monthly, as well as tuition courses in Microsoft Office applications.

*Providing adult education and life skills programs statewide*



*Citizens with disabilities working together for dignity, independence, and civil rights*

**THE VERMONT CENTER FOR INDEPENDENT LIVING  
SUMMARY FOR THE TOWN OF ANNUAL REPORT**

The Vermont Center for Independent Living (VCIL) teaches people with significant disabilities how to gain more control over their lives and how to access tools and services to live more independently. We also conduct public education and systems change activities that promote the full inclusion of disabled people into community life.

An estimated one in five Vermonters has a disability. VCIL, a private not-for-profit corporation, is Vermont's first and only cross-disability center for independent living and the first organization in the state to be directed and staffed by a majority of people with diverse disabilities.

Statewide, from October 1, 2002 through September 11, 2003, VCIL responded to 1,974 requests from individuals, agencies and community groups for information and referrals on a broad range of subjects related to living with a disability. We provided on-on-one peer counseling to 342 individuals to help increase their independent living skills and life opportunities; provided 405 households with financial and technical assistance for making their bathrooms and entrances accessible to a disabled family member; provided over 340 with personal assistance and/or assistive technology; provided communications equipment to 67 Deaf, hard-of-hearing or speech-impaired individuals through our Telecommunications Equipment Distribution Program, and served home-delivered meals to almost 533 Vermonters through VCIL's Meals On Wheels program for Individuals Under 60 with Disabilities.

VCIL's central office is in downtown Montpelier with three smaller regional offices in Bennington, Brattleboro and Burlington. The Montpelier office houses our resource library and our toll-free information line, which provides answers to disability-related questions from every Vermont community. Our locally-based Peer Advocacy Counselors are available to people with disabilities in every municipality in Vermont.

During FY 2003, VCIL provided direct services Vermonters throughout the state, utilizing the following services/programs:

1. Information & Referral
2. Home and Community Access program
3. Meals on Wheels (people with disabilities under the age of 60)
4. Peer Advocacy Counseling
5. Vermont Telecommunications Equipment Distribution Program
6. Sue Williams Freedom Fund

Vermont Department of Health  
Middlebury District Office  
2003 Report

**Food and Lodging Inspections:**

National surveys show that more people are eating out more often. Public health sanitarians inspect eating establishments (restaurants, schools, fairs) to decrease the risk of food borne disease outbreaks. The five greatest risks for food borne outbreaks are: keeping food too long at improper temperatures, inadequate cooking, contaminated equipment, food from an unsafe source, and poor personal hygiene among food handlers. Inspections include review of a 44-item check list to evaluate food storage, preparation and handling as well as to identify where there is a high likelihood of practices contributing to illness if left uncorrected. At the 179 establishments in Addison County, 189 inspections were completed by a sanitarian during 2002.

**Special Supplemental Nutrition Program for Women, Infants and Children (WIC):**

One of the most effective ways to improve the health of the overall population is to improve nutrition and physical activity. WIC improves the health of pregnant and postpartum women, infants, and young children by assuring access to health care, teaching families about good nutritional practices, and providing an individually designed package of nutritious food to eligible individuals. During 2002, 7 women, infants, and children living in Waltham received foods as well as health screening and individualized nutrition education through this program. The average value of foods provided is \$35.00 per person per month.

### Vaccine-Preventable Diseases:

Proper vaccination protects children and adults against many diseases, saves health care dollars, and minimizes sick leave from school or work. Immunization has reduced reportable cases of preventable diseases in Vermont to record low levels. Still, total annual hospital charges from vaccine-preventable disease in Vermont is \$2.6M, and each year 150 to 200 Vermonters die of pneumonia or influenza. During 2002, the Health Department distributed 9206 doses of vaccine to health care providers in Addison County. This represents a value of \$119,335.80 to Addison County.

# WomenSafe

*Working to end violence against women and children.*

WomenSafe, Inc.  
PO Box 67  
Middlebury, VT 05753

**WomenSafe, Inc.**  
**Naomi Smith, Executive Director**

*WomenSafe works toward the elimination of physical, sexual and emotional violence against women and their children through direct service, education and social change.*

**WomenSafe** has been providing services to Waltham families since 1980. We are dedicated to providing services to victims and survivors of domestic and sexual violence and their children. Our 24-hour hotline, staffed by trained volunteers and staff offers crisis advocacy, safety planning, information, referrals, emotional support, social service advocacy and safe housing for victims and their children. We assist victims of domestic and sexual violence in accessing Relief From Abuse Orders and provide support and advocacy throughout the medical procedures that might follow an act of sexual or domestic violence. We offer supervised visitation in a safe, neutral, child-friendly environment to ensure children's safety. Our support groups provide a place for women to gain the support that they need to help them and their children be safe.

For the year ending June 30, 2003 we provided at least 6 units of service to 2 Waltham residents through our hotline, advocacy programs and in-person meetings. While safety concerns prohibit some callers from divulging any identifying information, we do know that between 30 – 50% of women in the United States will be victims of abuse at some time during their lives.

**WomenSafe** staff talked to over 500 students about violence and healthy relationships in over 30 presentations to students in pre-school through high school. We also presented to various community groups about domestic and sexual violence and how you can help a friend or family member who is a victim.

It is critical to have a coordinated community response to domestic and sexual violence by sending a consistent message that perpetrators will be held accountable for their violence and victims will be supported. We work with many community agencies to assist in the further development of this coordinated community response. We are also an active member of the Addison County Domestic Violence Task Force and the Sexual Assault Response Team.

Our office is located in Middlebury and our services are free and confidential. We believe that all women and children should be safe in their homes and their communities. We are committed to providing quality services that offer a positive support system to all victims of domestic and sexual violence.

## **Contact Information:**

**24-hour Hotline: 388-4205 or (In-State-Only) 800-388-4205**

TTY: 802-388-9181

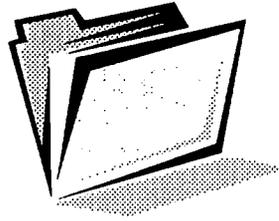
WomenSafe Office: 802-388-9180

Supervised Visitation Office: 802-388-6783

Fax: 802-388-3438

E-mail: [info@womensafe.net](mailto:info@womensafe.net)

Web: [www.womensafe.net](http://www.womensafe.net)



**WALTHAM SCHOOL DISTRICT**

**REPORTS**

**&**

**BUDGET 2004 - 2005**

**W A R N I N G**

**WALTHAM TOWN SCHOOL DISTRICT**

**The legal voters of the Waltham Town School District are hereby notified and warned to meet following the Waltham Town Meeting on Tuesday, March 2, 2004 at the Waltham Town Hall to transact the following business:**

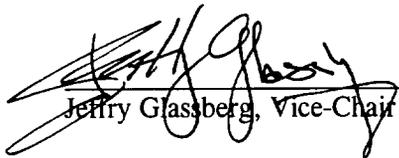
- ARTICLE 1. To elect the following officers:  
a) Moderator  
b) Clerk  
c) Treasurer
- ARTICLE 2. To elect a director to the Waltham Town School District Board for a term of three (3) years.
- ARTICLE 3. To elect a director to the Vergennes Union Elementary School Board for a term of three (3) years.
- ARTICLE 4. To elect a director to the Vergennes Union High School Board for a term of three (3) years.
- ARTICLE 5. To hear the report of the Waltham Town School District officers and take action thereon.
- ARTICLE 6. Shall the voters of the Waltham Town School District approve the sum of **\$54,862.00** to defray current expenses for the ensuing year and to pay outstanding orders and obligations?
- ARTICLE 7. Shall the voters of the Waltham Town School District authorize its Board of Directors to borrow money in anticipation of taxes, by the issuance of its notes and orders payable not later than one (1) year from date for the purpose of paying the sum approved by the voters?

ARTICLE 8. Shall the voters of the Waltham Town School District appropriate \$ 515.00 as the share of the district in order to finance the study of the advisability of forming a union school district with some or all of the following school districts: Addison Town School District, Ferrisburgh Town School District, Panton Town School District, Vergennes I.D. School District, Vergennes Union Elementary School District No. 44, and Vergennes Union High School District No. 5, and the school directors be authorized to appoint a planning committee for that purpose?

ARTICLE 9. To transact any other business proper to come before said meeting.

Dated at Vergennes, Vermont this 8th day of January, 2004.

  
Donald Ross, Chair

  
Jeffrey Glassberg, Vice-Chair

\_\_\_\_\_  
Kristin Bristow, Clerk

Waltham Board of School Directors

TOWN OF WALTHAM  
MINUTES - ANNUAL TOWN MEETING  
MARCH 4, 2003

Outgoing Moderator Albert Gatow called the meeting to order at 7:35 p.m. The Pledge of Allegiance was recited.

Before the meeting began with the first Article, Albert Gatow was honored for his 35 years of service as Town Moderator. The Selectboard presented Albert with a gavel in his honor and a standing ovation and many thanks were given all around.

Representative Greg Clark made a brief summary of his service in office and wanted to thank all that supported him. Health care issues are being discussed, taxes discussed construction money for schools an issue and to discuss: what learning needs there are in the schools.

- ARTICLE 1: a.) Tony Kinson was nominated for the office of Moderator. No further nominations were received and the motion was made and seconded that the nominations cease and the Clerk cast one ballot for Tony Kinson for Moderator. So voted and carried.
- b.) Mary Kinson was nominated for the office of Clerk. No further nominations were received and a motion was made and seconded that the nominations cease and the Moderator cast one ballot for Mary Kinson for the office of Clerk. So voted and the motion carried.
- c.) Mary Kinson was nominated for the office of Treasurer. No further nominations were received and a motion was made and seconded that the nominations cease and the Moderator cast one ballot for Mary Kinson for the office of Treasurer. So voted and the motion carried.

ARTICLE 2: Kristin Bristow was nominated as director of the Waltham Town School Board for a term of three (3) years. No further nominations were received and a motion was made and seconded that the nominations cease and the Moderator cast one ballot for Kristin Bristow to the Waltham School Board.

ARTICLE 3: Liz Ryan was nominated as director to the Vergennes Union Elementary School Board for a term of (1) year. No further nominations were received and a motion was made and seconded that the nominations cease and the Moderator cast one ballot for Liz Ryan to the Vergennes Union Elementary School Board.

ARTICLE 4: Moved to accept report as written and seconded. Motion carried.

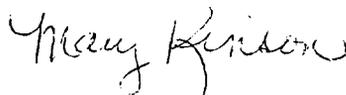
ARTICLE 5: It was moved and seconded to approve the sum of \$43,380.00 to defray current expenses for the ensuing year and to pay outstanding orders and obligations.

ARTICLE 6: It was moved and seconded to authorize it's Board of Directors to borrow money in anticipation of taxes, by the issuance of its notes and orders payable not later than one (1) year from date for the purpose of paying the sum approved by the voters.

ARTICLE 7: It was moved and seconded to authorize to open Article 7 to use for discussion.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted



Town Clerk

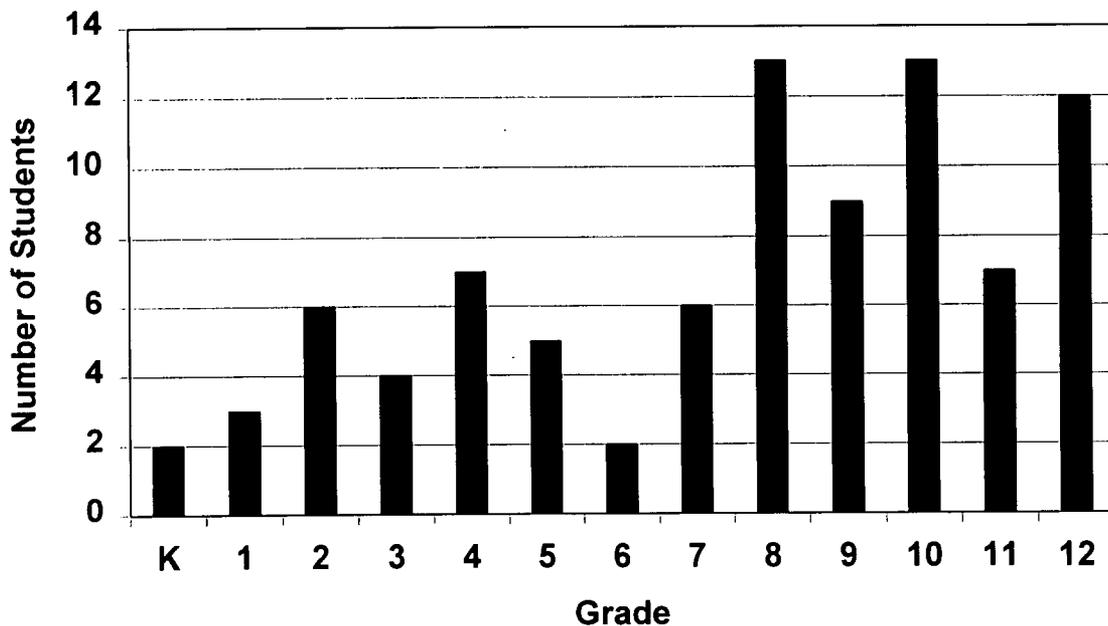
**Town of Waltham School District**  
Report of the Directors

**GENERAL INFORMATION**

As projected last year, property tax costs for education decreased slightly in Waltham. At this time, we are unable to provide an actual rate for the coming year, pending the legislature's action on proposed legislation concerning the split grand list and final determination of the town's Common Level of Appraisal. Best estimates are an equalized homestead rate of \$1.51 and a non-homestead rate of \$1.59.

The number of students in town as of October 2003 was 95. This student count is used to determine the assessments the Town must pay to each of the union schools for the 2004-2005 year.

**Current Waltham Enrollment by Grade**



The annual Waltham Town Scholarship was awarded last year to Sam Quinn, who is attending Harvard University. All Waltham high school seniors are eligible for this scholarship. Information is available at the VUHS Guidance Department.

**BUDGET**

The proposed 2004-2005 expenses of the Waltham School District (\$54,862) are about \$11,000 higher than last year. About half of this increase is not the result of greater overall spending but due to changes in how vocational tuition is sent to the Hannaford Career Center. A portion of vocational tuition that went directly from the state now

comes to Waltham from the state Education Fund and we send it to the Center. This change was mandated by Act 68 with the purpose of making local budgets reflect the total tuition cost of vocational education. Thus the real net increase in expenses is about \$6,000, due to a combination of more Waltham students in the Essential Early Education (EEE) program and at the Hannaford Career Center. Our major expense, the \$26,780 for contracted bus service, is up only slightly. We are now in the second year of a three year bus contract.

In terms of income, we recover a portion of the EEE assessment from state aid (\$2,533—line 3204 under Revenues) along with other state aid for Special Education (lines 3201 and 3202) that helps cover expenses included in the union school assessments. Two reimbursements for transportation (\$19,000 from the high school and \$12,300 from the state) cover our bus contract. A portion of the interest that we pay is recovered by investment (\$1,500—line 1510 under revenues).

Another legislated change in our budget is the inclusion of the audited surplus or deficit, found near the bottom of the Revenues section. This is this amount that was left in the account at the end of the previous year (June 30, 2003 in this case). The balance forward is the amount projected to be in our account at the end of this fiscal year (June 30, 2004). There was a deficit for the school year ended 6/30/03 for two reasons: anticipated state aid was about \$12,000 less than expected, and certain expenses were slightly higher than projected (bus costs were budgeted before bids were in for a new contract, audit costs have gone up, and more students attended the Hannaford Career Center than projected).

#### **BOARD GOVERNANCE STUDY**

Article XIII in this year's school warning is asking the voters to approve \$515 to help finance a **study** of the supervisory union structure in Addison Northwest. If funded, a committee will investigate the possibilities of creating a single school district comprising the five towns of Waltham, Addison, Ferrisburgh, Panton and Vergennes. This change could provide an efficiency of operation that would have both financial and educational benefits. Any such change would require voter approval at a future date and the requested funding is for a study only. For more information about this idea, please see the Superintendent's Report included in this Town Report.

Please do not hesitate to contact any of your school board directors with questions or concerns.

Respectfully submitted,

Don Ross, Chair  
Jeffrey Glassberg, Vice-Chair  
Kristin Bristow, Clerk  
Waltham School Directors

**WALTHAM SCHOOL DISTRICT BUDGET  
SCHOOL YEAR 2004-2005**

CODE DESCRIPTION	BUDGET 2002-2003	ACTUAL EXPENSES 06/30/2003	BUDGET 2003-2004	PROJECTED EXPENSES 2003-2004	PROPOSED BUDGET 2004-2005
<b>VOCATIONAL EDUCATION - 1300</b>					
Paid by State to Voc. Center					
569 Direct Tuition to Voc. Center	\$0 3,500	\$0 6,700	\$0 5,500	\$0 7,499	\$5,576 a) 8,924
<b>BOARD OF DIRECTORS - 2310</b>					
110 Stipends (Brd. Of Dir.)	350	234	350	234	350
220 Social Security	30	18	30	18	30
360 Legal Fees (Warnings)	0	0	0	0	0
370 Professional Audit	1,600	2,645	1,825	2,300	2,500
590 Scholarship	500	500	500	500	500
690 Miscellaneous	100	320	100	200	200
810 VSBA Dues	220	100	250	100	100
<b>DISTRICT SERVICES - 2321</b>					
331 A.NW.S.U. Assessment	75	75	75	75	75
331 A.NW.S.U. Essential Early Ed.	8,390	8,388	4,495	4,485	7,327
<b>STUDENT TRANSPORTATION - 2711</b>					
510 Transportation Services	23,350	25,798	26,255	26,255	26,780
<b>DEBT SERVICE - 5100</b>					
830 Interest	4,500	2,025	4,000	2,000	2,500
<b>TOTAL (School Board Accounts)</b>	<b>\$42,615</b>	<b>\$46,803</b>	<b>\$43,380</b>	<b>\$43,666</b>	<b>\$54,862</b>
<b>Increase</b>					<b>\$11,482</b>
<b>less offsetting vocational revenue sent to Tech Center</b>					<b>(5,575)</b>
<b>Net Increase</b>					<b>\$5,907</b>

a) Previous budgets showed only the net cost of vocational tuition because the State sent a portion of our General State Support Grant directly to the technical center on our behalf. New State rules require that we now show the full cost in our budget, while the offsetting revenue is included in the Education Funding dollars provided by the State.

**WALTHAM SCHOOL DISTRICT BUDGET  
SCHOOL YEAR 2004-2005**

Town School Board Expenditures	\$42,615	\$46,803	\$43,380	\$43,666	\$54,862
VUHS Assessment	564,660	564,600	592,913	592,913	620,718
VUES Assessment	434,071	434,071	302,350	302,350	295,193
VUES Capital Fund Assessment	2,990	2,990	2,149	2,149	1,989

**TOTAL EDUCATION BUDGET**

	<b>\$1,044,336</b>	<b>\$1,048,464</b>	<b>\$940,792</b>	<b>\$941,078</b>	<b>\$972,762</b>
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<b>CODE DESCRIPTION</b>	<b>BUDGET 2002-2003</b>	<b>ACTUAL INCOME 06/30/2003</b>	<b>PROPOSED INCOME 2003-2004</b>	<b>PROJECTED INCOME 2003-2004</b>	<b>PROPOSED INCOME 2004-2005</b>
<b>REVENUES</b>					
1412 Transportation Reimb.	\$12,500	\$16,673	\$17,000	\$18,940	\$19,000
1510 Investment Interest	3,000	1,301	2,500	1,500	1,500
3160 Capital Debt Aid	0	0	0	0	0
3201 Sp Ed Block Grant	27,776	27,776	27,900	27,900	26,430
3202 Sp Ed Intensive Reimb.	53,840	41,462	55,000	50,000	50,000
3204 Essential Early Education	1,714	1,718	2,996	3,003	2,533
3150 Transportation Grant	10,140	10,417	11,000	12,103	12,300
Audited surplus (deficit) prior year	7,221	(3,430)	(3,430)	(22,830)	(22,830) *
Projected surplus (deficit) current year	(1,572)		(3,706)		3,900

**TOTAL GENERAL FUND REVENUES**

	<b>\$114,619</b>	<b>\$95,917</b>	<b>\$109,260</b>	<b>90,617</b>	<b>92,833</b>
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**EDUCATION SPENDING**

(budgeted expenditures minus local revenues & categorical grants)

<b>GENERAL STATE SUPPORT GRANT</b>	<b>\$929,717</b>	<b>\$831,532</b>	<b>569,090</b>	<b>563,280</b>	<b>\$879,929</b>
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**LOCAL SPENDING ABOVE BLOCK**

(To be raised through local property tax & receipts from the Education Fund)

	<b>\$369,387</b>	<b>\$369,443</b>	<b>\$262,442</b>	<b>\$268,251</b>	<b>\$879,929</b>
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\* The audited deficit as of June 30, 2003 is being retired over a two year period. The Waltham Board of Directors anticipated a deficit of (\$3,706) and taxes for 2003-04 were raised to cover that. In addition, an anticipated operating surplus for 2003-04 will further reduce the deficit. The balance of the deficit will be retired through a reduction in the 2004-05 budgeted revenues.



**INDEPENDENT AUDITOR'S REPORT ON  
THE GENERAL PURPOSE FINANCIAL STATEMENTS**

To the Board of School Directors  
Waltham Town School District  
Waltham, Vermont

We have audited the accompanying general purpose financial statements of Waltham Town School District, as of and for the year ended June 30, 2003 as listed in the Contents. These general purpose financial statements are the responsibility of Waltham Town School District's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Waltham Town School District as of June 30, 2003, and the results of its operations for the year then ended in conformity with U.S. generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 25, 2003 on our consideration of Waltham Town School District's internal control structure over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

September 25, 2003  
Rutland, Vermont  
VT Reg. No. 92-0000102

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offices

Gilman Office Center  
P.O. Box 707  
White River Jct., VT 05001  
(802) 295-9349

106 Highpoint Center  
Suite 400  
Colchester, VT 05446  
(802) 654-7255

27 Center Street  
Box 326  
Rutland, VT 05702  
(802) 773-2721

1020 Memorial Drive  
St. Johnsbury, VT 05819  
(802) 748-5654

181 North Main Street  
St. Albans, VT 05478  
(802) 527-0505

WALTHAM TOWN SCHOOL DISTRICT

BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
June 30, 2003

	Governmental --Fund Type--
	General Fund
<b>ASSETS</b>	
Cash	\$ <u>375</u>
Total assets	\$ <u><u>375</u></u>
<b>LIABILITIES AND FUND EQUITY</b>	
Bank overdraft	\$ 2,474
Due to member school	<u>20,733</u>
Total liabilities	23,207
<b>COMMITMENTS AND CONTINGENCIES</b>	
<b>FUND EQUITY</b>	
Fund deficit, unreserved	( <u>22,832</u> )
Total liabilities and fund equity	\$ <u><u>375</u></u>

**WALTHAM TOWN SCHOOL DISTRICT**

**STATEMENT OF REVENUES AND EXPENDITURES  
BUDGET AND ACTUAL (BUDGETARY BASIS) - GENERAL FUND  
Year Ended June 30, 2003**

	Budget	Actual	Favorable (Unfavorable) Variance
<b>REVENUES</b>			
Property taxes - Local	\$ 230,506	\$ 230,506	\$ -0-
General state support grant	560,274	560,274	-0-
Other state aid	232,407	220,252	( 12,155)
Transportation reimbursement	12,500	16,731	4,231
Interest income	<u>3,000</u>	<u>1,301</u>	<u>( 1,699)</u>
 Total revenues	 <u>1,038,687</u>	 <u>1,029,064</u>	 <u>( 9,623)</u>
<b>EXPENDITURES</b>			
Supervisory union assessments	8,465	8,463	2
Board of education services	2,800	3,817	( 1,017)
Transportation	23,350	25,740	( 2,390)
Interest	4,500	2,025	2,475
Vocational education	<u>3,500</u>	<u>6,700</u>	<u>( 3,200)</u>
	42,615	46,745	( 4,130)
 Union school assessments	 <u>1,001,721</u>	 <u>1,001,721</u>	 <u>-0-</u>
 Total expenditures	 <u>1,044,336</u>	 <u>1,048,466</u>	 <u>( 4,130)</u>
 Deficiency of revenues over expenditures	 <u>(\$ 5,649)</u>	 <u>(\$ 19,402)</u>	 <u>(\$ 13,753)</u>

\*\* A complete audit report is available at the superintendent's office for review.

**ADDISON NORTHWEST SUPERVISORY UNION  
TOWNS AND DIRECTORS**

<b>Addison</b>	<b>Term Expires</b>
Robert Hunt *	2006
Steven Torrey	2005
Alison Paquin Martin *	2004
Samantha Kayhart *	2004
Catherine Ingwersen	2005
C. William Webb - U.H.S.D. #5	2005
<b>Ferrisburgh</b>	
Richard Kerschner *	2005
Allison Vigne *	2005
Adela Langrock	2006
Gregory Hamilton	2004
Diane Cousino *	2004
Laurie Gutowski - U.H.S.D. #5	2006
G. Lee Phelan - U.H.S.D. #5 *	2005
<b>Panton</b>	
James Dayton *	2004
Lisa Presson	2005
Robin Hubbard	2006
Dennis Mueller - U.H.S.D. #5	2006
<b>Vergennes</b>	
Linda Hawley *	2005
Paula Pettis	2004
Ann McGrath	2006
Linda Hawley - U.H.S.D. #5	2004
April Jin - U.H.S.D.#5 *	2005
<b>Waltham</b>	
Donald Ross *	2005
Jeffry Glassberg	2004
Kristin Bristow	2006
Kristin Bristow - V.U.H.S.D. #5*	2004
<b>Vergennes Union Elementary #44</b>	
Ann McGrath *	2004
Denis Barton	2005
Sidney Bosworth	2006
Lizbeth Ryan *	2004
Lisa Presson *	2005

\* Voting Members

**OFFICERS**  
Donald Ross, Chair  
Linda Hawley, Vice-Chair  
April Jin, Clerk  
Barbara McDonald, Treasurer

## From the Superintendent

Although the debate about governance in Vermont's public education system is not a new one, little has occurred to date that has actually changed the structure in any appreciable fashion. For the most part, the lack of change has been largely due to general disagreement as to what change is needed and, more important, the absence of any consensus that a need to change exists. Typically, the subject of governance takes center stage in difficult economic times as it did in the late 80's and the mid-90's. Proposals have run the gamut - from fewer school boards to fewer school districts to fewer supervisory unions to a single statewide board. In most cases, the motivation for these proposals has been largely, if not solely, based on economics and/or politics. Unfortunately, *the quality of the educational program for students* is most often of elementary interest and of secondary concern.

This past year was no exception. Statewide, over 50 school district budgets were voted down on Town meeting day. Many of those budgets required a series of revotes before finally being approved; all of them reflected reduced operating expenditures. At the same time, the Legislature was laboring to devise a funding mechanism aimed primarily at providing some degree of property tax relief. They succeeded, if only for the short term. However, the resulting legislation also included several "study" components intended to identify strategies that would promote long-term cost containment. It was no surprise that "governance consolidation" was among them. Clearly, a primary factor leading to the passage of Act 68 in the 2003 Legislative Session was a widespread interest in bringing greater clarity to the school funding and budgeting process in order to address concerns about increasing school budgets and the associated per pupil costs.

Well before the advent of Act 68, this supervisory union was engaged in discussions regarding its governance structure. The focus, however, was directed more toward creating a commonality in the educational program than it was on cost containment, although efficiencies in expenditures were and are a byproduct of our efforts to work together. Curriculum and staff development, student assessment and board policies have been organized to promote continuity in operations and common expectations for the students of ANWSU. Additionally, uniform contracts for teachers and, most recently, support staff have served to promote equity and clarity for employees.

Clearly, ANWSU has made significant progress in this respect. Yet with the increasing demands on schools at the federal and state levels and the decreasing resources available to meet those demands, the school boards of ANWSU have determined that the need exists to study the advisability of further governance restructuring and the possible formation of a K-12 unified union school district, i.e., a single school district comprised of the towns of Addison, Ferrisburgh, Panton, Waltham and the City of Vergennes.

The purpose of the proposed study is to look at the effectiveness of our existing governance structure and to consider possible alternatives that might improve learning opportunities and increase efficiencies throughout the supervisory union.

The boards view the study as necessary in light of the state focus on cost containment, declining student enrollments, increasing per pupil costs and the ongoing tension between the desire to enhance learning opportunities for all of our students and the ability of our local communities to support that desire.

State law requires that such a study and funds to support it be approved by the voters. To that end, each town will be asked to consider a special article at their respective annual school district meeting to be held on or prior to Town Meeting Day. In the days preceding those meetings, board members will be making themselves available to provide their constituents with further information regarding this important initiative. Your support of their efforts is encouraged and sincerely appreciated.

### **From the Director of Curriculum and Staff Development**

The job of Director of Curriculum and Staff Development is a complicated job that consists of providing specific support to teachers in the area of curriculum development. There are five parts of curriculum development work:

- Planning, implementation and evaluation of specific programs,
- Assessment and evaluation of students' progress from the classroom level to the federal level,
- Best practices in teaching and learning,
- Workshops and courses for all employees of our supervisory union, and
- New teacher coaching to help our first and second year teachers obtain their permanent licenses.

Since coming to work as the Director of Curriculum for the Addison Northwest family of schools in July, my focus has been to pick up where my predecessor, John Everitt, left off. John has left the Supervisory Union to become Superintendent of the Montpelier Schools. He left a wealth of curriculum projects well started. Most of all he left a vision that he helped to create.

Our vision for your children, the young citizens of all of our towns, is that each and every one of them will be successful during their 13 years in our communities' schools. Bob Owens, our Technology Coordinator, and John Everitt, created an electronic database. Every student in our K - 8 schools has a personal file on the database. Eventually this will be true PreK - 12. Other supervisory unions have asked to use our Profile database with their own students. Overall, our test results tell us that our students are achieving well. That being said, the Profile will help even more of our students to achieve their standards.

The hope is that most of this Profile work will be completed by late spring, or end of summer. The Profile clearly defines what we want students to learn. At some point in the future, these Profiles will be available to parents on-line. Together, parents and teachers use the Profile to plan for each child's progress. Each child learns in a way that is unique. Teachers work incredibly hard to create many, many pathways to the same information and skills, so that each child can learn everything we want them to learn.

Some students need even more adjustments, and some need more time. We have after school programs and summer programs to help with this. However, the bottom line is that we will have to continue create new ways to educate children in our public schools, if we are serious about leaving no child behind.

As a long time resident of the District, it has been a privilege to work with our District's administrators, teachers, paraeducators and other staff members. Their dedication to the children is powerful. Their willingness to develop new ways to help students learn is exciting and challenging, as we work to become a 21<sup>st</sup> century education system.

### **From the Literacy Coordinator**

As Literacy Coordinator, I work closely with Carol Spencer, our Director of Curriculum; to plan for literacy related professional development for Preschool-grade 8 teachers. The various curriculum related professional development activities take place on a monthly basis and involve all teachers.

The focus of the literacy sessions has been to develop a further understanding and implementation of the literacy profile objectives that are linked to *Vermont's Framework of Standards and Learning Opportunities*, and analysis of data related to student achievement.

We had great cause for celebration when we saw our second grade scores from the State Department of Education this fall, 90% of our second graders are reading "on grade level". This is true for all individuals regardless of disabilities or family income level. For four years our teachers have studied literacy in depth. We believe this professional learning has been key to our success with so many different kinds of learners.

The overall goal for the regular professional development opportunities is to ensure more continuity of literacy curriculum among the three elementary schools and the middle school. Carol is also working closely with the VUHS English Department for that same purpose. The goal of these sessions is to build a strong professional learning community where ongoing learning and reflection on teaching helps us to move ahead with student achievement in all areas.

As a supervisory union, we have grown tremendously in the area of literacy instruction over the past several years. We have learned how to use the data provided through the literacy profile and other assessments to further inform our instruction. We are learning more ways to share our instructional practices with others to promote more continuity of instruction.

### **From the Prevention Council**

The ANWSU Prevention Council is a broad-based group of representatives from community organizations and individuals who are interested in the safety and positive development of the youth in our community.

The Prevention Council is led by two co-facilitators, one of whom is high school student, Allison Burlock and the other, a 22-year veteran employee, Alyson Cota. The Council meets bi-monthly at the High School. We teach each other what each of us knows about preventing young people from taking drugs, drinking alcohol, using tobacco, and being violent. We collaborate in creating programs across agencies. A key part of our work is to develop community wide prevention efforts. At this time we have 26 adults and 15 students as Council members. Some of our projects are:

- The Community Awareness Project  
*Funded by a grant award from the Department of Health, Division of Alcohol and Drug Abuse Programs*
- New Directions Community Grant  
*Funded by a grant award from the Department of Health, Division of Alcohol and Drug Abuse Programs*
- Assets and Resilience
- Students raised awareness in the community during the month of December. Cheerleaders opened basketball season wearing red ribbons as a reminder to drive safely during the holidays. Scary statistics were read to the audience with a plea to “think before you drink.” Youth handed out lollipops at the Holiday Stroll with assets and prevention message attached. They also handed out red ribbons and asked community members to tie these to their cars as another reminder to be safe.

As I think about this past year, it is apparent that our Council is moving forward and gaining momentum. Families face greater pressures to both support their children and at the same time spend quality time. As a community we need to recognize that youth today still possess empathy for those around them, but with fewer positive role models in their lives, it is increasingly important that we all take the time to just say hello, or have a nice day, as we pass through town. It’s not just the parents’ job, or the schools’ job to raise our children. It takes a whole community.

If you would like more information about our coalition efforts please contact Alyson Cota at [acota@anwsu.org](mailto:acota@anwsu.org) or call 877-3332.

### **From the Director of Instructional Support Services**

The Educational Support System (ESS) of each school provides a range of services with the purpose of supporting school success for all students. The school’s Educational Support Team (EST) works with teachers and parents to identify appropriate techniques, programs, and/or supports necessary for individual students. Although each school’s EST is organized and operates differently, all are composed of staff from a variety of teaching and support services positions.

Some of the programs and supports which help ANWSU students achieve success are: Reading Recovery (grade 1), Title I, School-based Clinicians, Student Assistance Program, Health Services, Guidance Services, and Special Education. Many of these services are funded through state and Federal grants. Further information regarding the Educational Support System and Educational Support Teams can be found on the Supervisory Union web site, [www.anwsu.org](http://www.anwsu.org) under Resources; from individual schools; or by contacting the Director of Instructional Support Services at 877-2880.

### **From the Business Manager**

The ANWSU Business Office has enjoyed one full year of processing payroll and accounts payable with our updated accounting system. We are now focusing on expanding our use of the personnel module to streamline the recording and tracking of employee leave time, employee continuing education, and substitute teachers availability. In addition, the Business Office acts as the Human Resources department for ANWSU, assisting the Superintendent in ensuring compliance with State and Federal tax and employment law, as well as management of employee benefits. Support for our principals and school boards in the sound fiscal management of school budgets remains our primary responsibility.

### **From the Technology Coordinator**

Since moving to our Green Street location, we have set up remote access to the learning profiles. This allows teachers and administrators to access the profiles anywhere an Internet connection is available. It also allows us to maintain all of the data in one location. This means better security, fast reporting, and the ability to upgrade the system in one location. We currently have literacy, math, and science profiles on-line for grades PreK-8. Our next major project will be to post summary results to the district web page and also work toward parents accessing their children's results on-line.

On behalf of the ANWSU Board, we appreciate your continued support and involvement.

Respectfully submitted,

Thomas O'Brien, Superintendent of Schools  
Carol Spencer, Director of Curriculum & Staff Development  
Elizabeth Lewis, Literacy Coordinator  
Thelma Oxholm, Director of Instructional Support Services  
Robert Owens, Educational Technology Coordinator  
Donna Corcoran, Business Manager  
Alyson Cota, Prevention Council

ADDISON NORTHWEST SUPERVISORY UNION

**TREASURER'S REPORT**

For the Year Ending June 30, 2003

**REVENUES:**

Assessments	\$ 560,555
Interest	<u>2,646</u>

**TOTAL REVENUES** **563,201**

**EXPENSES:**

Curriculum/Staff Dev.	\$ 113,722
Educational Technology	20,635
Administrative Services	215,272
Instructional Support Services	20,543
Operations & Maintenance	46,349
Fiscal Services	<u>140,875</u>

**TOTAL EXPENSES** **557,396**

**BALANCE AS OF July 1, 2002** **(5,571)**

Revenues Less Expenses 5,805

Fund Transfer 2,452

**BALANCE AS OF June 30, 2003** **2,686**

  
\_\_\_\_\_  
Barbara J. McDonald, Treasurer

**ADDISON NORTHWEST SUPERVISORY UNION  
PROPOSED BUDGET - 2004-2005**

	<b>BUDGET 2002-2003</b>	<b>ACTUAL EXPENSE 2002-2003</b>	<b>BUDGET 2003-2004</b>	<b>PROPOSED BUDGET 2004-2005</b>
<b>2321 ADMINISTRATIVE SERVICES</b>				
110 Salaries	252,446	242,595	264,033	267,763
210 Group Health Insurance	40,580	36,703	45,497	49,822
220 Social Security	25,823	22,503	27,180	28,634
230 Term Life Insurance	719	419	644	1,408
240 Municipal Retirement	5,376	4,916	5,591	5,787
250 Workers Compensation	1,570	422	1,849	2,059
260 Unemployment Insurance	290	59	80	80
270 Course Reimbursement	2,500	6,297	3,500	5,000
280 Disability Insurance	1,627	2,364	1,700	1,945
290 Dental Insurance	2,656	4,354	2,944	3,430
320 Inservice	2,000	2,653	2,500	2,500
330 Contracted Health Services	0	700	1,400	1,400
360 Legal Fees	500	80	500	500
330 Super. Search - Consultant	0	0	0	0
Super. Search - Expenses	2,500	2,500	0	0
390 Local Standards Board	3,800	2,677	3,500	3,500
430 Equipment Repair	1,000	371	1,000	1,000
442 Equipment Rental	8,000	8,113	8,620	8,620
522 Errors & Omissions Ins.	500	300	500	500
530 Postage	3,700	2,985	4,000	4,000
540 Advertising	850	522	500	500
550 Printing	0	0	0	0
580 Travel/Conference	7,500	6,740	8,500	8,500
610 Supplies	7,000	7,671	6,500	7,000
690 Superintendent's Account	100	28	100	100
730 Equipment	3,000	20,522	3,000	3,000
810 Membership Dues	4,600	4,047	5,000	4,500
<b>TOTAL 2321</b>	<b>\$378,637</b>	<b>\$380,543</b>	<b>\$398,638</b>	<b>\$411,546</b>

	BUDGET 2002-2003	ACTUAL EXPENSE 2002-2003	BUDGET 2003-2004	PROPOSED BUDGET 2004-2005	
<b>2520 FISCAL SERVICES</b>					
110	Salaries	86,330	79,741	79,553	79,131
210	Group Health Insurance	13,020	13,011	15,480	12,680
220	Social Security	6,650	6,029	6,132	6,054
230	Term Life Insurance	119	113	119	352
240	Municipal Retirement	2,923	3,574	3,040	3,165
250	Workers Compensation	406	247	398	435
260	Unemployment Insurance	120	10	30	20
270	Course Reimbursement	500	0	500	500
280	Disability Insurance	351	314	365	411
290	Dental Insurance	830	882	920	980
290	Benefit Tracking Expense	830	825	900	900
330	Treasurer's Stipend	600	600	600	600
333	Auditor Fees	2,800	6,500	6,695	6,900
430	Maintenance Contracts	5,700	7,446	5,500	8,000
580	Travel/Conference	1,000	3,399	1,000	1,000
610	Supplies	1,000	3,307	800	1,500
670	Accounting Software	6,500	10,227	7,915	7,915
730	Equipment	2,000	4,416	1,000	1,500
810	Membership Dues	300	235	300	300
	<b>TOTAL 2520</b>	<b>\$131,979</b>	<b>\$140,875</b>	<b>\$131,246</b>	<b>\$132,343</b>
<b>2540 OPERATIONS &amp; MAINTENANCE</b>					
110	Custodian	6,300	6,278	6,500	0
220	Social Security	482	480	497	0
250	Workers Compensation	323	231	328	0
260	Unemployment Insurance	30	5	10	0
330	Office Relocation Expense	0	0	2,000	0
411	Water & Sewerage	450	333	0	300
421	Trash Removal	950	925	0	0
423	Contracted Custodial	300	0	0	3,600
430	Equip. Repair/Maint.	500	1,283	1,000	2,000
441	Building Lease	29,335	28,929	33,000	34,650
442	Telephone System Upgrade	0	0	3,000	2,850
521	Property Insurance	600	687	600	600
530	Telephone	5,000	2,146	3,000	3,000
622	Electricity	4,000	3,446	2,500	2,500
624	Oil (Heating)	1,200	1,305	800	800
	<b>TOTAL 2540</b>	<b>\$49,470</b>	<b>\$46,048</b>	<b>\$53,235</b>	<b>\$50,300</b>
	<b>TOTAL SUPERVISORY UNION</b>	<b>\$560,086</b>	<b>\$567,466</b>	<b>\$583,120</b>	<b>\$594,190</b>
			Total increase	\$11,070	1.9%

**ADDISON NORTHWEST SUPERVISORY UNION  
ASSESSMENTS  
2004-2005**

Proposed FY2005 Budget	\$ 594,190
Estimate Interest Revenue	3,000
Estimated carryover	<u>(8,334)</u>
Projected Assessment	\$ 599,524

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<u>District</u>	<u>Prof. Staff F.T.E.</u>	<u>Assess. %</u>	<u>FY05 Assess.</u>
ADDISON	14.70	11.3%	\$ 67,941
FERRISBURGH	25.30	19.5%	116,932
PANTON			75
VERGENNES			75
WALTHAM			75
VUES	36.00	27.8%	166,386
VUHS	<u>53.67</u>	<u>41.4%</u>	<u>248,040</u>
<b>TOTAL</b>	<b>129.67</b>	<b>100.0%</b>	<b>\$ 599,524</b>

**EARLY ESSENTIAL EDUCATION PROGRAM  
2004-2005 BUDGET**

	<b>BUDGET 2002-2003</b>	<b>ACTUAL EXPENSE 2002-2003</b>	<b>BUDGET 2003-2004</b>	<b>PROJECTED 2003-2004</b>	<b>PROPOSED BUDGET 2004-2005</b>
<b>1200 INSTRUCTION</b>					
110 Teacher	22,275	22,272	23,500	23,023	23,773
110 Classroom Aide/Subs	32,700	30,359	41,705	38,880	39,305
210 Group Health Insurance	25,850	23,072	25,950	25,908	29,142
220 Social Security	4,205	4,078	4,988	4,736	4,825
230 Term Life Insurance	85	65	88	80	96
240 Municipal Retirement	1,305	806	1,177	1,188	1,232
250 Workers Compensation	265	161	300	250	271
260 Unemployment Insurance	100	15	90	90	90
270 Tuition Reimbursement	1,200	278	1,200	1,200	1,200
290 Dental Insurance	210	307	1,125	1,174	1,225
300 Screening	200	209	750	400	400
530 Telephone	200	108	100	125	125
530 Postage	100	110	100	150	150
580 Travel - Inservice	200	507	0	200	200
610 Supplies	6,000	5,205	6,000	6,000	6,000
<b>TOTAL 1200</b>	<b>\$94,895</b>	<b>\$87,552</b>	<b>107,073</b>	<b>\$103,402</b>	<b>108,034</b>
<b>2130 PRESCHOOL HEALTH SERVICES</b>					
330 Purchased Prof. Svcs (O/T P/T)	\$1,500	\$1,608	2,000	\$2,000	2,000
330 Other Purchased Prof. Services	0	0	2,000	3,000	3,000
330 Consultation & Evaluation	1,000	1,086	3,000	2,000	1,000
<b>TOTAL 2130</b>	<b>\$2,500</b>	<b>\$2,694</b>	<b>7,000</b>	<b>\$7,000</b>	<b>6,000</b>
<b>2150 PRESCHOOL SPEECH &amp; LANGUAGE SERVICES</b>					
110 Salary	\$20,800	\$20,798	21,965	\$21,548	22,298
210 Group Health Insurance	1,750	1,707	1,970	1,953	2,197
220 Social Security	1,590	1,591	1,680	1,648	1,706
230 Term Life Insurance	15	18	18	16	16
250 Workers Compensation	100	100	110	112	123
260 Unemployment Insurance	30	3	30	30	30
290 Dental Insurance	210	223	225	240	245
<b>TOTAL 2150</b>	<b>\$24,495</b>	<b>\$24,440</b>	<b>25,998</b>	<b>\$25,547</b>	<b>26,614</b>
<b>2540 PRESCHOOL OPERATIONS &amp; MAINTENANCE</b>					
423 Custodial Services	\$100	\$300	100	\$400	300
440 Rent	2,500	3,135	2,500	3,500	3,500
622 Electricity	2,000	0	2,000	2,000	2,000
<b>TOTAL 2540</b>	<b>\$4,600</b>	<b>\$3,435</b>	<b>4,600</b>	<b>\$5,900</b>	<b>5,800</b>
<b>PRESCHOOL TOTAL BUDGET</b>	<b>\$126,490</b>	<b>\$118,121</b>	<b>\$144,671</b>	<b>\$141,850</b>	<b>\$146,448</b>
<b>Carryover</b>	<b>10,000</b>	<b>15,356</b>	<b>0</b>	<b>13,725</b>	<b>16,546</b>
<b>ASSESSMENT</b>	<b>\$116,490</b>	<b>\$116,490</b>	<b>\$144,671</b>	<b>\$144,671</b>	<b>\$129,902</b>
<b>PRESCHOOL ASSESSMENTS</b>					
Addison	22.2%	\$28,814			
Ferrisburgh	31.4%	40,847			
Panton	9.0%	11,696			
Vergennes	31.7%	41,218			
Waltham	5.6%	7,327			
					\$129,902

Addison Northwest Supervisory Union  
**Education Grants**  
 2002-2003

GRANT	ALLOCATION	DESCRIPTION OF PROGRAM
Title IIA - Teacher Quality (Federal)	\$ 181,028	Funds continuing professional development for teachers K-12 in science, math & technology. To ensure teacher to student ratio is maintained at an optimum level - K-3.
Title IID - Enhancing education through technology (Federal)	\$ 22,405	New teacher induction & Educational Technology Coordinator support.
Title IV - Drug Free Schools (Federal)	\$ 24,731	Funds substance abuse prevention curriculum & related activities K-12. Supports Responsive Classroom initiatives.
Title I (Federal)	\$ 286,905	Funds compensatory early program and remedial reading services for district students K-8.
Title V (Federal)	\$ 20,729	Funds innovative and effective instructional programs K-12. Curriculum, IA training, & Educational Technology Coordinator support.
Special Education Flow-Through (Federal)	\$ 205,540	Funds special mainstreaming and additional evaluations.
Local Standards Board (State)	\$ 600	To support operating expenses associated with teacher re-licensure.
Act 230/BEST (State)	\$ 7,500	Funds training, program development, & capacity building to meet the needs of students with emotional-behavioral problems. Improving school climate & Responsive Classroom training.

Special Education Pre-School Incentive (Federal)	\$ 7,395	Funds the education of handicapped children ages 3-5.
Tobacco Settlement Grant (Federal)	\$ 8,256	Awarded to ANWSU on behalf of the tobacco cessation programs at all grades, K-12.
VKAT	\$ 1,200	"VT Kids Against Tobacco" - Youth-led activities at the middle school level.
OVX	\$ 5,000	"Our Voices Exposed" - Youth-led anti-tobacco activities at the high school level.

**A FREE APPROPRIATE EDUCATION**

**- is guaranteed by federal and state law for children with disabilities.**

**Please help the Supervisory Union locate children between the ages of 3 through 21 years who need special services in order to acquire an education.**

**If you are aware of any such child in your town, please contact the Superintendent's office or your school's principal.**

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**Homeless Children?**

**If anyone is aware of homeless families with children who are not attending school, please contact the office of the Superintendent of Schools.**

# ANIMAL LICENSE

Town of \_\_\_\_\_ **NO.** \_\_\_\_\_

**THIS CERTIFIES** that \_\_\_\_\_, the undersigned,  
is the owner or keeper of an animal kept at \_\_\_\_\_

Telephone: \_\_\_\_\_

and described as follows: **NAME** \_\_\_\_\_ **AGE** \_\_\_\_ **YRS** \_\_\_\_ **MOS**

SIZE			SEX			COLOR	PROMINENT BREED	SPECIES
SMALL	MEDIUM	LARGE	MALE	FEMALE	NEUTERED			
<input type="checkbox"/>								

Further Details \_\_\_\_\_

and is the animal described in \_\_\_\_\_ Expiration  
**RABIES VACCINATION CERTIFICATE NO.** \_\_\_\_\_ Date \_\_\_\_\_

Dated \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
Signature of Owner or Keeper

In reliance on the above certificate and the payment fee of \$ \_\_\_\_\_  
the animal above described is licensed for the period ending April 1, 20 \_\_\_\_\_

Dated \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ Town Clerk

**Dogs and Hybrids must wear a collar with license tag attached thereto.**

IDS INFORMATION SOURCE 800-639-8028



TOWN OF WALTHAM  
OFFICE OF CLERK & TREASURER  
P.O. Box 175  
Vergennes, VT 05491