
2003

Townshend, Vermont
145th Annual Report

For the year ending December 31, 2003

TOWN OF TOWNSHEND

PO BOX 223 * 2006 VT RTE 30 * TOWNSHEND, VT 05353-0223

Population - 2000 Census - 1,149 Registered (active) Voters: 752

Elevation 574 feet Area: 27,200 acres Roads: 63 miles

911 for **EMERGENCIES**

Constable	365-4063	Highway Dept.	365-4260
2nd Constable	365-4712	Library	365-4039
DAM - Picnic/Swim.	365-7703	L&G UHS	365-7355
Elementary School	365-7506	Town Hall	365-7300

MEETINGS

CEMETERY COMMISSION

3rd Mondays - 5:00PM
at Town Hall

FIRE DEPARTMENT

4th Mon. - 7PM work detail
2nd Thurs - 8PM Business
Meeting at Fire Station

COMPACTOR

Wed. 10AM to 6PM
Sat. 10AM to 4:30PM

LIBRARY

Mon. 1PM to 5PM
Tues. 9AM to 1 PM
Wed. 2 to 8PM
Thurs 2 to 6 PM
Fri. 9AM to 1PM
Sat. 9AM to 1PM

LIBRARY TRUSTEES

2nd Wed. - 6PM

AUDITORS

Meet monthly at Town Hall
at their discretion

TOWN CLERK

Mon., Tues., Wed., Fri.
9AM to 4 PM, closed Thurs.
1st & 3rd Sat., 9AM to Noon

ELEMENTARY SCHOOL

2nd & 4th Mon. - 7PM
at Elementary School

L&G UNION HIGH SCHOOL

1st & 3rd Tues. - 7:15PM
at L&G UHS Conference Room

SELECT BOARD

1st & 3rd Mon. - 7PM
at Town Hall

LISTERS

Tues. & Thurs.
8:30AM to Noon
at Town Hall

PLANNING COMMISSION

2nd & 4th Wed. - 7:15PM
at Town Hall

TOWN & SCHOOL Informational Meeting February 23, 2004 at 7PM

Please bring this Report to Town Meeting, March 2, 2004 at 9AM

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**WARNING for 2004 Town of Townshend
ANNUAL TOWN AND TOWN SCHOOL DISTRICT MEETING**

The legal voters of the Town and Town School District are hereby notified and WARNED to meet at the Town Hall in Townshend, Vermont on Tuesday, March 2, 2004 at 9:00 AM to act on the following articles, viz.:

ARTICLE 1. To choose a Moderator for the ensuing year.

ARTICLE 2. To act on the Auditor's report.

ARTICLE 3. To see what salaries the Town will vote to pay its various Town and School District Officers for the ensuing year?

Town Officers:

Town Clerk and Treasurer: \$21,000.00 salary

Selectboard (1)\$655.00 per year - chair (4)\$545.00 per year

Listers & Auditors: \$9.00 per hour Permanent Part Time Labor: \$9.00

School Board: \$1,350 (total)

ARTICLE 4. To elect all Town and Town School District Officers for the ensuing year:

Select Bd	1 - 3 year term; 1 - 1 yr remaining on a 3 yr term 2 - one year term	Auditor	1 - 3 year term
School Bd	1 - 3 year term; 2 - one year term	Del Tax Collector	1 - one year term
L&G	1 - 1 yr remaining on a 3 yr term	First Constable	1 - one year term
Listers	1 - 3 year term; 1 - 2 yr remaining on a 3 yr term 2 - one year term	Second Constable	1 - one year term
		Town Grand Juror	1 - one year term
		Town Agent	1 - one year term
		Library Trustee	1 - 5 year term
		Cemetery Comm.	1 - 5 year term

ARTICLE 5. To see how the voters of the Town of Townshend will allocate the \$5,000 returned by Townshend's 250th Anniversary celebration Committee?

ARTICLE 6. To see if the Town will raise \$7,540, by using Pilot/RDAG Funds, as requested by the Town Hall Curtain Project Committee, as the Town's share of a grant from Vermont Painted Theater Curtains Project?

ARTICLE 7. To see if the Town will vote to raise any money by taxation to pay for the running expenses and liabilities of the Town; if so, how much?

ARTICLE 8. To see if the Town will vote to raise any money by taxation to pay for the running expenses and liabilities for summer and winter roads; if so, how much?

WARNING: Town Meeting March 2, 2004 (continued)

ARTICLE 9. To see if the Town will vote to raise any money by taxation to pay for the running expenses and liabilities of the schools; if so, how much?

ARTICLE 10. Shall the Town of Townshend authorize the Townshend School District to move the current remaining balance from the Municipal Equipment Replacement Reserve - School Bus Fund - to a School Capital Expenditures Fund?

ARTICLE 11. Shall the Town of Townshend authorize the Townshend School District to raise \$5,000 by taxation for deposit into the School Capital Expenditures Fund?

ARTICLE 12. Shall the Town of Townshend vote to raise \$20,000, by taxation, for a feasibility study of town owned land, Taft Meadows?

ARTICLE 13. Shall the Town of Townshend vote to raise \$12,000, by taxation to contract services of an Administrative Assistant?

ARTICLE 14. Shall the Town of Townshend vote to raise \$12,500, by taxation to continue the contractual services of the Windham County Sheriff's Department for not longer than one year?

ARTICLE 15. To see if the Town of Townshend will vote to raise an additional \$10,000 by taxation, to be placed in the existing "Act 60: Reappraisal Planning Fund" for payment in preparation of having another, State required, town wide reappraisal?

ARTICLE 16. To see if the Town will vote to raise any money by taxation to pay for the running expenses and liabilities of the library; if so, how much?

ARTICLE 17. To see if the Town will vote to raise \$10,000 by taxation to place in the Capital Expenditure Fund Fire Department Reserve for payment toward a future pumper?

ARTICLE 18. To see if the Town will vote to raise \$700 by taxation for the Old Cemetery Fund?

ARTICLE 19. To see if the Town will vote to raise any money by taxation for the support of Social Services as recommended by the Screening Committee, if so how much?

ARTICLE 20. To see if the Town will vote to authorize the Selectmen to set a tax rate sufficient to cover all monies raised and to borrow money in anticipation of taxes?

ARTICLE 21. To see if the voters of the Town of Townshend prefer to have all vital statistics, specifically named and reported each year in the annual Town Report?

WARNING: Town Meeting March 2, 2004 (continued)

ARTICLE 22. To see if the Town will vote to have all taxes paid to the Town Treasurer as follows:

Property and personal taxes are due and in the Office of the Treasurer by the close of office hours on October 4, 2004 taxes become delinquent October 5, 2004. Interest will be charged at the rate of one percent (1%) per month or fraction thereof, for the first three months and thereafter one and one half percent (1 1/2%) per month or fraction thereof, from the due date of such tax.

ARTICLE 23. To see if the Town will authorize the Selectmen to sell or convey properties acquired by the Town through tax sales and to execute, acknowledge and deliver deed and other transfer documents upon such terms and conditions as the Board of Selectmen may deem to be in the best interest of the Town?

ARTICLE 24. To see if the Town will authorize the Selectmen to acquire by gift or purchase, land for municipal forest, to promote reforestation, water conservation and good forestry practices?

ARTICLE 25. Shall the voters of the Town of Townshend advise the Selectboard, the Governor and our State Legislators of the following:

"Whereas the rising cost of health insurance is placing an increasingly unupportable burden on town and school budgets, the voters of the Town of Townshend call upon the Selectboard, the Governor and our State Legislators to support and actively work for the creation of a UNIVERSAL AND COMPREHENSIVE HEALTH INSURANCE SYSTEM which is publicly financed and accountable to the citizens of Vermont, and which will reduce costs of eliminating most current administrative expenses"?

ARTICLE 26. To transact any other non-binding business to properly come before said Meeting.

Dated at Townshend, this 26th day of January, 2004

TOWNSHEND SCHOOL DIRECTORS

Lorene Zeif, chair
M. David Dezendorf
Kathleen Hege
Heidi Russ
Kurt Tietz

TOWNSHEND BOARD OF SELECTMEN

Berenice Brooks
Scott Chase
Jeffrey Russ
Irvin Stowell

ELECTED TOWN OFFICERS FOR THE YEAR 2003

Office/Board	No of Yrs	Term Ends	Name	Unexpired Term Ends
Moderator	1	2004	Lawrence Kraft	
Town Clerk	3	2006	Cynthia Davis	
Town Treasurer	3	2006	Michalina Wasung	
Select Board	3	2004	Scott Chase	2005 William Eckhardt
	1	2004	Berenice Brooks	Jeffrey Russ, appt
	1	2004	Irvin Stowell	2006 Henry Martin
School Board	3	2004	M. David Dezendorf	2005 Kurt Tietz
	1	2004	Kathleen Hege	2006 Lorene Zeif
	1	2004	Heidi Russ	
Directors - L&G		2005	Robert Rowell	2005 Kathleen Greve
			Michael Attley, appt	2006 Michael Dolan
Listers	3	2004	Howard Lott	2005 Robert Schreiner
	1	2004	Walter Meyer	2006 Effie Chamberlin
	1	2004	Donald Bouret	Denise Meyer, appt
Auditors	3	2004	Susan LeCours	2005 Craig Hunt
				2006 Kristine Grotz-Kuch
Del. Tax Collector	1	2004	Megan Greenwood	
First Constable	1	2004	Mitchell Putnam	
Second Constable	1	2004	Jeffrey Russ	
Town Grand Juror	1	2004	Judith Tietz	
Town Agent	1	2004	Carole J. Melis	
Library Trustees	5	2004	Robert Holden	2005 Sharon Redfield
				2006 Mary Ann Moberly
				2007 Marjorie Holt
				2008 Robert Works
Cemetery Commissioners	5	2004	David Leibow	2005 Perry Phoenix
				2006 Scott Nystrom
				2007 Charles Marchant
				2008 Howard Graff

Town of Townshend Appointments 2003

<u>Position</u>	<u>Name</u>
<u>Road Commissioners</u>	Board of Selectmen
<u>Road Foreman</u>	Mark Morse
<u>Fence Viewers</u>	Phillip VanNess, Amon DeWitt, Dennis Allard
<u>Weighers of Coal</u>	Joe Daigneault, Richard Haas, Margaret S. Bills
<u>Inspect. of Shingles</u>	David Fontaine
<u>Tree Warden</u>	Carl Steiner, Sr.
<u>Inspect. of Wood & Timber</u>	R. Otto Tarbell
<u>Health Officer</u>	Timothy Shafer, 2004
<u>Deputy</u>	vacant
<u>Septic Compliance</u>	Craig Hunt
<u>Forest Fire Warden</u>	Roger Brown, 2004
<u>Civil Defense</u>	Mark Morse
<u>Service Officer</u>	Marcia DeWitt
<u>SE VT-Council on Aging</u>	Janet Stowell
<u>Windhm Reginal Commission</u>	Elizabeth Garfield, one position vacant
<u>WSWMD</u>	Richard Jackson, Irvin Stowell
<u>Energy Coordinator</u>	Clay Turnbull
<u>Soc. Serv. Screen.</u>	June Kipp, Ellie Lemire, Hope Schreiner
<u>Pilot Loan Program</u>	William Eckhardt, Richard Jackson
	Walter Meyer
<u>Poundkeeper</u>	Mitchell Putnam
<u>Visit. Nurse VT/NH</u>	Effie Chamberlin
<u>Town Planning Comm.</u>	Arthur Monette 2004, Stanley Bills, Jr. 2004, Robert Schreiner 2004, Elizabeth Garfield 2005, Arthur Lyman 2005, John Evans 2005, Elizabeth Dery 2006, resigned, Michael Charles appt. Susan LeCours 2006, Scott Chase, Ex- officio
<u>Recreation Comm.</u>	Sarah Tarbell, Donna Vondle, Samuel Angell Lawrence Kraft
<u>Howard Legacy</u>	Isabelle Westcott, Leslie Derry deceased, Ellen Stratton
<u>Justices of the Peace 2003</u>	Kurt Bostrom, Joseph Daigneault, Alene Evans, John Evans, Kathleen Morgan, Kurt Tietz, Michalina Wasung
<u>Board of Civil Authority</u>	Justices of the Peace, Selectboard, Town Clerk
<u>Board of Abatement</u>	Board of Civil Authority, Board of Listers, Treasurer
<u>Land Committee (Taft Meadows)</u>	Bernice Brooks, Arthur Monette, Brud Sanderson, Janet Stowell

**Town Personnel
2003 Salaries and Wages***

SELECTBOARD

Henry "Kit" Martin	675.00
Berenice Brooks	562.00
Scott Chase	562.00
William Eckhardt	374.66
Jeffrey Russ	187.34
Irvin Stowell	562.00

Administrative Assistant

Dale Thiel	11,040.00
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Clerical

Cynthia Davis	1,416.25
Kathleen Hege	145.25
Richard Jackson	13.50

TOWN CLERK

Cynthia Davis	19,999.90
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Clerical

Donna Davis	110.00
Kathleen Hege	2,808.38
Richard Jackson	1,126.75

TREASURER

Michalina Wasung	19,999.90
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Clerical

Kathleen Hege	61.13
Ellie Lemire	231.75
Rebecca Stratton	234.00
Eilenka Wasung-Lott	848.25
Deborah Whitney	1,109.13

SEPTIC COMPLIANCE OFFICER

Craig Hunt	743.00
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DELINQUENT TAX COLLECTOR

Joseph Daigneault, III	352.93
Megan Greenwood	7324.78

AUDITORS

Kristine Grotz-Kuch	1,362.31
Craig Hunt	357.75
Susan LeCours	377.00
Town Report/clerical	8.50

*gross amounts shown

HIGHWAY

Ricky Castor	14,306.47
Scott Chase	46.13
Robert Giallella	9525.45
Edward Kendall	184.5
Mark Morse	30,616.63
Stephen Oakes	11,764.50
Peter Schmick	6337.11
Edward Smith	3400.44
Richard Thomas	35,022.55

Custodial Services & Dump

Christine Aither	2,207.50
Arnold Cole	7,630.00
Joseph Daigneault, III	170.00
Kenneth Lemire	49.50
Mark Russ	60.00

CEMETERIES

Keith Lyman	58.5
Charles Marchant	951.75
Scott Zitta	227.25

LIBRARY

Jason Carlson	822.00
Carol Redmond	12,662.16
Martha Hoffman	740.25
Jared Carlson	518.00
Donald Squires	155.00

Library Grant

Virginia Milliken	84.00
Judith Surette	3,507.00
Kelly Wicker	199.50

LISTERS

Donald Bouret	2490.75
Effie Chamberlin	2,640.81
Howard Lott	1,855.94
Walter Meyer	2295.19
Denise Meyer	389.25
Robert Schreiner	2643.25
Laura Smith	503.13
Rebecca Stratton	508.50

SUMMARY of RECOMMENDED TAXES

	<u>VOTED</u> <u>2003</u>	<u>Proposed</u> <u>2004</u>
<u>MUNICIPAL TAXES</u>		
<u>TOWN TAX</u>		
EXPENDITURES	299,377	311,613
DEDUCT Revenue (except taxes)	(49,856)	(50,906)
Apply (SURPLUS)	<u>(43,943)</u>	<u>(49,846)</u>
TOTAL TOWN TAX	205,578	210,861
<u>HIGHWAY TAX</u>		
EXPENDITURES	427,475	469,100
DEDUCT Non-Tax Revenue	(96,000)	(96,000)
Apply (SURPLUS)	<u>(61,763)</u>	<u>(52,393)</u>
TOTAL HIGHWAY TAX	<u>269,712</u>	<u>320,707</u>
Subtotal Municipal Taxes	475,290	531,568
<u>ADDITIONAL ARTICLES</u>		
LIBRARY	24,080	
CAPITAL EXPENDITURE FUND	10,000	
OLD CEMETERY Fund	700	
Article: SelectBoard Admin Asst	4,897	
Article: Windham County Sheriff	11,624	
Article: Town's 250 th Birthday	5,000	
Article: Windham County Historical Scty.	250	
Article: Outside Audit (Year 2002)	6,000	
Article: Reappraisal Reserve	10,000	
SOCIAL SERVICES as voted	15,831	
TOTAL SPECIAL ARTICLE TAX	<u>88,382</u>	
TOTAL MUNICIPAL TAXES	563,672	
TOTAL BILLED for EDUCATION	<u>2,000,888</u>	
	2,564,560	

EDUCATION FUNDING

Reported as submitted by Townshend School Directors

	<u>2003-2004*</u>	<u>2004-2005</u>
EXPENDITURES:		
Elementary School	968,735	979,898
LGUHS Assessment	912,008	880,352
Other Educational Expenses	<u>84,100</u>	<u>111,290</u>
TOTAL Expenditures	1,964,843	1,971,540
DEDUCT: ACT 60 & Non-Tax Revenue	(1,233,380)	
Apply (SURPLUS)/DEFICIT	<u>16,658</u>	
TOTAL "LOCAL EDUCATION TAX"	<u>748,121*</u>	

* As published in the 2002 Town Report and adopted at Town Meeting March 4, 2003

STATEMENT OF TAXES RAISED - 2003

For the Year ended December 31, 2003

ACT 60 requires two Grand Lists and four Tax Rates to assess taxes. (The Grand List is the assessed value of all the property in Townshend.) The first Grand List - "MUNICIPAL" - includes Personal Property, is used to raise the taxes we vote at Town Meeting. The second - EDUCATION Grand List - is used to raise school funding as ordered by Act 60. It does not include personal property, but does include cable and our "locally voted exemption" - the Heins Home which we exempted from municipal taxes at a Special Town Meeting. Act 60 requires that this "unbilled" Education tax to be raised on the Municipal Grand List.

RECONCILIATION of 2003 TAXES BILLED

TAXES COLLECTED by Treasurer:

Prepaid in 2002	2,300.00	
Through October 3, 2003	2,415,153.52	
REDUCED BY:		
Delinquent Warrant #2	-269.78	
		2,417,183.74

ERRORS & OMISSIONS (ADJUSTED TAXES)

Board of Selectmen upon Listers' recommendation	627.38	
ABATED TAXES Board of Tax Abatement - 2003 Tax Only	545.91	
Fractional Difference	-1.59	

TAXES UNCOLLECTED:

WARRANTS to Delinquent Tax Collector -		
October 4, 2003	127,146.91	
#2 Warrant: October 25, 2003	269.78	
REDUCED BY:		
2003 Abated Taxes	-545.91	
		126,870.78
		2,545,226.22

Notes: Total Taxes Abated during 2003:: \$1,234.28, \$688.37 applied to Previous Years' Taxes

GRAND LISTS - 2003

The detailed Grand Lists appear on another page

MUNICIPAL		EDUCATION
87,960,350	Real Estate Assessed	87,960,350
219,500	Cable	219,500
2,375,126	Personal Property Assessed <i>(Machinery & Equipment Only)</i>	
90,554,976	<u>Locally Voted Exemption - Heins Home</u>	375,800
	TAXABLE GRAND LISTS	88,555,650
905,549.76	GRAND LISTS AT 1%	885,556.50

(The above 1% figures are used to set the Tax Rates)

STATEMENT OF TAXES RAISED – 2003 *Continued*

The **TAX RATE** is the factor used to calculate taxes to be raised on a Grand List. Once set, the Tax Rate is applied to the assessment of each parcel to calculate individual tax bills. Under ACT 60, the Selectboard must set 4 TAX RATES (2 for each Grand List): (1) STATEWIDE Education Rate and (2) LOCAL SHARE Education Rate (both on the Education Grand List), (3) LOCAL EXEMPTION Education rate on the Municipal Grand List, and finally (4) MUNICIPAL Tax Rate both on the Municipal Grand List.

EDUCATION TAXES - Ordered by the State under Act 60

STATE WIDE Education TAX <i>Alias GSSG or Block Grant</i>	
<u>Education</u> Grand List	885,556.50
Tax Rate necessary to raise at least \$1,046,123	<u>1.182</u>
	1,046,727.78
<i>Subtract untaxed Local Exemption</i>	<u>(4,441.95)*</u>
STATEWIDE Education Tax Raised	1,042,285.83

LOCAL SHARE Education TAX	
<u>Education</u> Grand List	885,556.50
Tax Rate necessary to raise at least \$954,765	<u>1.079</u>
	955,515.46
<i>Subtract untaxed Local Exemption</i>	<u>(4,054.88)*</u>
LOCAL SHARE Education Tax Raised	951,460.58

LOCAL VOTED EXEMPTION Education TAX	
<u>Municipal</u> Grand List	905,549.76
Tax Rate necessary to raise at least \$8,496.83*	<u>0.010</u>
LOCAL EXEMPTION Education Tax Raised	<u>9,055.50</u>

TOTAL EDUCATION TAX to be Raised 2,002,801.91

MUNICIPAL TAXES - Town, Highway, and Special Articles Voted

<i>Municipal Taxes Voted March 4, 2003</i>	563,672.00
<i>LESS "Hold Harmless" Payment (land use from State)</i>	<u>(21,791.00)</u> <i>estimate only</i>
MUNICIPAL TAXES RAISED	541,881.00

<u>Municipal</u> Grand List	905,549.76
Tax Rate necessary to raise at least \$541,881	<u>0.599</u>
Total MUNICIPAL TAX to be Raised	<u>542,424.31</u>

TOTAL TAXES BILLED 2,545,226.22

Year 2003 Tax Rate – 2.870

NOTE: The Vermont Legislature passed ACT 68, a new education funding plan, in 2003. It changes a number of formulas through which property taxes are calculated. At this time it is impossible to estimate Act 68's impact on Townshend taxpayers.

2003 DELINQUENT TAX REPORT *(Tax Only)*

<u>2003</u>	<u>2002</u>	<u>pre 2002</u>	
672.90			Ahern, Michelle
3,342.60			Allard, Dennis C & Helen M
446.29			Beauchamp, Daniel & Marilyn
13.52			Beckman Coulter Inc
1,435.00	1,396.00	1,215.00	Biercuk, Ian & Joseph
1,380.47			Bonneau, Veronica A
53.36			Brooks, Berenice
4,775.68	2,134.86		Brooks, Scott A & Tammy J
7.46			Canis II, Peter J
407.54			Chapman, Douglas & Kathryn
396.13			Clark, Brad David
2,766.06			Clark, Darlene G
2,416.54	2,350.86		Clough, John C
309.96	301.54	262.44	Corby, Holly A
1,986.04	1,273.15		Dion, Charles
1,422.28			Dolan, Margaret & Michael
379.10			Frazier Jr, Louis T
3,937.64			Friesen, Eugene & Wendy
697.41			Giamatti, et. al.
539.56			Gilchrist, Bruce T
4,029.20			Gladstone, Daniel P
234.48	243.74	235.42	Hendrickson, Lee
115.09			Herring Jennifer
2,867.13	2,789.21	1,060.32	Johnson, Lisa M
2,330.44			Joyce, William C & Jennifer L
829.43			Kearley, Sharon
327.18	318.29		Killian, Edward F & Carolyn
396.06			Larkin, Heather
4,138.54	2,174.69		Lawrence, Richard B
571.13			Lynch, Morgan
875.35			MacDougal, William
272.65			Madden, Stephanie
3,042.20			Martin, Gregory L
96.72			Morrissey, Paul
1,205.79			Morse, Mark A & Tami T
194.59		208.98	Nielson, Gary
585.48	569.57		Pasquino, Elizabeth
574.00	558.40		Pasquino, Anthony J
504.46			Paytas, Paul B
50,575.46	14,110.31	2,982.16	

2003 DELINQUENT TAX REPORT *(Continued)*

<u>2003</u>	<u>2002</u>	<u>pre 2002</u>	
50,575.46	14,110.31	2,982.16	
	417.62		Peck, James W & Jacqueline
4,066.79			Roberts, Lyman William
585.48			Schufeldt, Phyllis
995.89	968.82	2,010.23	Serrichio, Karen & S Goodman
677.32	121.69		Serrichio, Richard
407.54			Sirek, Stephen
496.51			Smith, Russell J
921.27			Smith, Robert K & Bettye C
1,909.59			Solomon, Leora A
139.14			Sullivan, David & Darlene
499.38			Swingen Jr, John
269.78	167.69		Tangredi, Marsha C
36.89			Taylor, Ronald
540.63			Thomas, Bonnie
2,505.51	95.17		Thomas, Mitchell L
1,690.43	1,644.49		Thomas Sr, Donald L
1,647.38			Townshend Associates
105.04			Trangese, Carl & Donna
1,578.50			Viemeister-Kornell, Gentlewolf
260.60			Wilander, Paul & Debbie
69,909.13	17,525.79	4,992.39	

2003 Delinquent Tax Statement

	<u>1/1/03</u>	<u>Collected</u>	<u>Abated/ Adjusted</u>	<u>12/31/03</u>
1999	610.02	251.51		358.51
2000	808.51			808.51
2001	12,814.11	8,867.24	121.50	3,825.37
2002	<u>49,311.08</u>	31,433.01	352.28	17,525.79
	63,543.72			
*2003	<u>127,416.69</u>	<u>56,961.65</u>	<u>545.91</u>	<u>69,909.13</u>
	190,960.41	97,513.41	1,019.69	92,427.31

Warrants*:

10/4/03	127,146.91
10/25/03	<u>269.78</u>
	127,416.69

COMPARATIVE CHART FOR TEN YEARS

<u>Year</u>	<u>TAXES RAISED</u>				<u>ACTUAL EXPENDITURES</u>			
	<u>Rate</u>	<u>Municipal</u>	<u>School</u>	<u>Municipal Grand List at 1%</u>	<u>Social Services by Vote</u>	<u>General Fund</u>	<u>Highway Fund</u>	<u>School Fund</u>
1994	2.382	290,404	1,235,664	640,666.55	12,241	147,316	247,196	1,244,247
1995	2.50	360,006	1,242,763	647,561.85	12,572	189,247	255,001	1,301,969
1996	1.95	283,793	1,317,749	825,254.24	13,823	191,845	304,997	1,327,244
1997	1.98	269,612	1,418,000	840,322.31	13,823	181,798	293,081	1,376,123
1998	2.38	378,260	1,559,556	846,411.36	13,823	203,353	290,144	1,480,955
1999	2.41	341,707	1,689,550	854,267.17	14,332	172,388	331,736	1,568,038
2000	2.33	405,574	1,578,845	862,923.37	14,974	194,274	445,559	1,580,051
2001	2.43	463,875	1,472,586	874,736.39	14,909	213,670	416,675	1,680,247
2002	2.792	593,984	1,857,602	895,256.97	15,000	271,592	390,782	1,773,048
2003	2.87	541,881	1,938,514	905,549.76	15,831	270,962	384,966	1,819,152
						<u>Jan-Dec</u>	<u>Jan-Dec</u>	<u>Jul-Jun</u>

ABSTRACT OF THE GRAND LIST OF THE TOWN OF TOWNSHEND

tax year 2003

REAL ESTATE	No of Parcels	All Corporations	Town Residents	State Residents	Non-State	Municipal Totals	Education Totals
Residential I	228	124,700	21,612,700	1,436,500	986,800	24,160,700	24,160,700
Residential II	162	491,600	20,468,900	1,264,100	1,246,900	23,471,500	23,471,500
Mobile Homes-U	18	0	104,400	0	120,514	224,914	224,914
Mobile Homes-L	27	0	915,700	185,700	234,700	1,336,100	1,336,100
Vacation I	72	0	261,100	149,400	5,541,800	5,952,300	5,952,300
Vacation II	105	803,500	685,500	971,100	11,286,800	13,746,900	13,746,900
Commercial	37	2,832,300	4,891,700	532,700	242,900	8,499,600	8,499,600
Commercial Apts	0	0	0	0	0	0	0
Industrial Plants	1	1,129,800	0	0	0	1,129,800	1,129,800
Utilities-E	3	2,543,000	0	0	0	2,543,000	2,543,000
Utilities-0	0	0	0	0	0	0	0
Farm	2	0	738,786	0	0	738,786	738,786
Other	157	0	129,736	34,425	1,150,141	1,314,302	1,314,302
Woodland	64	127,700	632,000	780,200	1,042,300	258,200	2,582,200
Miscellaneous	137	48,700	288,500	183,200	1,739,900	2,260,300	2,260,300
TOTALS	1013	8,101,300	50,729,022	5,537,325	23,592,755	87,960,402	87,960,402

TOTAL LISTED VALUE OF REAL ESTATE FOR TAXATION

PERSONAL PROPERTY	87,960,402
Cable	219,500
Inventory	0
Machinery & Equipment	2,375,126
TOTAL LISTED VALUE OF PERSONAL PROPERTY	2,594,626

NON-APPROVED CONTRACTS AND EXEMPTIONS

	N/A	375,800
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TOTAL LISTED VALUE OF REAL AND PERSONAL ESTATE

	90,555,028	88,555,702
TOTAL GRAND LIST (One percent of total listed value of real and personal estate)	905,550.28	885,557.02

250th Anniversary Committee Report

Townshend was founded in 1753, and to honor the occasion, town residents voted to have a 250th birthday party. During the fall of 2002 and early 2003, our committee met monthly to plan the celebration in June. Approximately 70 people met to plan the numerous events as well as to discuss the logistics for the week-long event.

Saturday, June 7 was the kick-off with the "Townshend 250th" group participating in the "Strolling of the Heifers" parade in Brattleboro. Sunday, June 8 began with an ecumenical church service under a tent on the town common, which was followed by a Pot Luck Lunch on the common at noon. At 2:00 pm the Vermont National Guard Band gave an excellent, well-attended, two hour concert.

Through-out the week, there was a wonderful photography exhibit of historical Townshend. We also had tours of the town's numerous old cemeteries, old cellar holes and stone arch bridges during the week. Friday, June 13 at 6:00 pm, a picnic was held at the US Corps of Engineer Townshend Dam, which was followed by a brilliant firework display over Townshend Lake, which, despite the weather, was also very well attended.

Saturday, June 14, the Town Common was the site of exhibits of locally made products including sheep cheese, painted glassware, stuffed toys, lenses, wooden furniture along with quilts, violins, maple products, pottery, craft works and art works. Old-time crafts such as wool spinning and weaving were demonstrated. The town's fire engines along with an ambulance from Grace Cottage Hospital and personnel were on display. A tasty ham supper was served on the common Saturday evening. A booth offering souvenirs of Townshend's 250th anniversary celebration were on sale including a 250th Anniversary souvenir teddy bear and 250th Anniversary T-shirts: all locally created. A time capsule was completed, with each family in town allowed to place one item in the capsule. It is being stored in the town hall basement and will be opened in 2053 by the town's 300th Anniversary Committee. A professional portrait photographer exhibited his series of portraits of local residents taken during the past three years. These were on exhibit for three months at a local restaurant. The town raised \$5,000 at the previous town meeting to help finance this project. With the income from selling 250th anniversary stuffed teddy bears and T-shirts, donations and proceeds from the supper, we were able to return \$5,000 to the town and assist the Townshend Historical Society with the purchase of 40 copies of their town history book, "A Stitch in Time," for donation to local schools and libraries. We thank the many, many volunteers who gave their time and the generous people who donated money, goods and services to celebrate the founding of Townshend 250 years ago. We look forward to 250 more!

Sincerely,

Walter F. Meyer and Larry Kraft
Co-Chairmen

Townshend Cemetery Commission Annual Report 2003

Thanks are in order for the various workers who took care of the town's cemeteries. North Country Caretaking for Oakwood, Scott Zitta for Round Hill and Maple Grove, Keith Lyman and various Commissioners for the rest. The Commission took care of some of the "back" cemeteries much earlier than usual due to the celebration of Townshend's 250th anniversary. As part of that celebration, a number of cemeteries were included in tours.

With last year's report the Commission was looking for the burial of over 43 Townshend Civil War veterans. As of this report the number is down to the 21 listed here: John R. Ames, William A. Benson, Geroge D. Bergen, Suel P. Covey, Webster D. Derby, Joseph N. Dunton, James Fay, Frederick B. Felton, Royal M. Flint, Adelbert E. Gray, Charles P. Hobart, John D. Holbrook, Pardon D. Holbrook, Thomas E. Humphrey, William H. Ingalls, Lewis L. Johnson, William C. Prouty, Jason O. Rhodes, Stephen W. Rood, Oscar D. Scott, and William H. Smith. If anyone has any information about these veterans, the Commission would like to know about them. We thank those who have helped in the past.

Although we have gained some information about Round Hill Cemetery's Perpetual Care Account, it is not enough to publish at this time. There are still about 30 lots (equals about 180-200 graves) that we still don't have any information about. We have had numerous requests for information about available graves in Round Hill. As you can see from the financial report, some graves were sold. Space is limited, however, and one way to have some more graves to sell, is to sell space in lots where no perpetual care has been paid. If you have a question about a Round Hill lot, contact any member of the Commission.

The repairs to the East section of the Oakwood fence have been completed.

Many thanks to the Morrell Metalsmiths (now of Colrain, Ma.) for their expert work. Some have asked if we would also fix the West section. This is possible, but not with the funds we currently have. If anyone would want to donate to this project, the Commission would then proceed with more work.

Finally thanks are in order to the Leland and Gray Vermont History students (and teacher Ms. Parker) who placed the veterans flags for Memorial Day, and the United States History students (and teacher Mr. Thibault) who took them in at Veteran's Day.

Townshend Cemetery Commission
Howard Graff, Chrm., Scott Nystrom, Vice Chrm., Charles Marchant,
Agent, David Liebow, and Perry Phoenix

2003 Librarian's Report

2003 was a whirlwind year for the library. Programs at the library have been very successful with record numbers attending the Summer Reading Program, December Gingerbread House Extravaganza, Nature Museum at Grafton presentations and Preschool Story Time. New books were purchased in fiction, nonfiction, audio, Young Adult and children's. Book circulation is increasing as well as patron demand for computer use and Internet. Groups meeting at the library include, but are not limited to, the Investment Club, Happy Homemakers, Townshend Historical Society and the American Legion.

The Freeman Grant Year 2 allowed the library to continue the book discussion series, add to our audio book collection and maintain the extended hours for Tuesday and Thursday. The grant also paid for the first floor carpet, installation and movers, children's room posters, some programs and YA magazine renewals. We are applying for a Year 3 Grant in January 2004.

The library has gone through some physical changes this year with the addition of a new stair railing, posters and displays for the children's room; window boxes, shutters and a bright blue door for the outside, and a new carpet on the first floor. Most materials were donated or paid for by Verne and Mary Moberly and Freeman money. Volunteers donated time.

Personal accomplishments include my one-year anniversary as librarian, and the completion of the Basic Library Administration workshop, Summer Feast, ILL and VOL workshops. Credits for workshops total one-third of my certification requirements. I truly love my job and am very proud of our staff, volunteers and accomplishments. Thank you to our assistant librarian, Judith Surette; volunteers Martha Hoffman, Virginia Milliken and Mary Moberly; Donald Squires for snow removal; Michalina Wasung for accounting; and our board of Trustees Marjorie Holt, Sharon Redfield, Mary Moberly, Robert Holden and Robert Works. Thank you also to all the volunteers who help with fund-raisers, programs, and support throughout the year.

Plans for 2004 include community outreach, upgrading the Internet and computer systems, increasing our audio and book collections and adding programs for adults and children. We look forward to another successful year of serving our patrons and community.

Respectfully submitted, Carol B. Redmond

Library Trustees Report 2003

We can be very proud of our town library. It offers a wide assortment of reading and listening materials as well as computer access and stimulating programs. The library has been able to remain open a few hours every day thanks to town generosity and grant monies. The helpful staff of librarian, Carol Redmond, and dedicated volunteers makes sure that the library runs smoothly and responds to the needs of the community.

For two years, the Townshend Library has received a Freeman Grant through the Department of Libraries. This has helped supplement the town support and enabled the Library to increase programs and make needed improvements. The third and final grant year is still in the planning stage.

Perhaps you have noticed the improvements to the Library building. Volunteers along with the librarian have brightened the exterior of the building and a new carpet was installed on the first floor with grant money. The Library is used every month by many community groups and is truly a community center. The trustees are dedicated to keeping this building in good repair and open for public use. Long range planning tells us that the roof will need replacement. We are grateful to the town for continued support of the Library.

Trustee fund raising and investments enable the librarian to purchase books in order to keep the collection current and responsive to readers' needs. Since the trustees are responsible for the purchase of books and tapes, community support through the annual fundraising and book sale is much appreciated. We welcome the new Friends of the Library group and look forward to their support of the Library.

Townshend Public Library Trustees

Marjorie Holt, Chair Mary Moberly Robert Holden Robert Works
Sharon Redfield, Treasurer

Town Land Committee Report

In August 2003 the Selectboard appointed a committee consisting of 1 planning commissioner, 1 select person and 2 residents to look at all possible uses for the "Taft Meadows" land, owned by the Town of Townshend, with a focus on discovering the most important infrastructure needs of the Town. After much discussion, meetings were held with various Town departments, and the Planning Commission's priorities, from the survey sent to all residents in 2003, was carefully studied. Additionally, the committee looked at various potentials for better utilization of lands where the current Town Garage and Fire Station are located, and other Town-owned properties. Possible uses for the "Taft Meadows" land," considered by the committee, are as follow:

- 1) Public Parking Area
- 2) Town Garage Facility (garage space for all equipment, compactor site, covered sand/salt sites)
- 3) Fire Station (with bays large enough for trucks and other vehicles, office equipment, storage room, meeting room, restrooms/showers)
- 4) Meeting rooms
- 5) Senior Housing (a serious need which is being looked at by another group)
- 6) Recreation area
- 7) Town Office space (the Town office is in need of more vault space)

We recommend raising money by taxation for a feasibility study.

Respectfully submitted:

Arthur Monette, chair Berenice Brooks Brud Sanderson Janet Stowell

AUDITOR'S REPORT 2003

We have examined the financial statements of the Town for the year ending December 31, 2003, in accordance with the provisions of Section 3593 VSA, Vermont Statutes annotated. In our opinion these financial statements present fairly, to the best of our knowledge, the financial position of each of the fund types and account groups and the results of operations of such fund types on December 31, 2003. The Auditors met monthly to reconcile cash accounts and quarterly to examine and review Town records during the past year. As of this writing, we have not seen the final report of the outside auditors.

We have prepared this report based on the information provided to us by a wide range of citizens of this area. We wish to thank each of them for their help, their punctuality, and their willing support. We especially wish to thank Michalina Wasung, Town Treasurer, Frank Rucker, Supervisory Union Business Manager and Cynthia Davis, Town Clerk for their assistance in producing this report.

Kristine Grotz-Kuch

Craig K. Hunt

Susan LeCours

LISTERS REPORT 2003

The listers are publicly elected to determine every property's fair basis for taxation. If you have any questions about your assessment, whether or not we have made changes, you have the right to access our records. You may come to the Town Hall on Tuesdays and Thursdays from 9:00 AM until 12:00 noon to look at a copy of our records on your property. An appointment can be made at another time, if you can not come during our normal office hours.

So far this year, from April 1 through November 15 we have rewritten 64 property data cards due to property transfers. In addition, approximately 70 property inspections of new and renovated buildings have caused changes in property values.

If you have made any changes during the year, whether you have added something to, or removed something from your property, please notify us. After April 1 you will receive a Change of Appraisal Notice with the new valuation, an explanation of it, and instructions for Grievance Day, if you do not agree with our valuation.

Property sale prices in Townshend are still increasing considerably so we will need to do a reappraisal in the near future. Therefore, we are requesting that we continue to raise \$8,000 per year for at least the next 2-3 years to help cover the cost of the reappraisal.

Last year the Vermont Legislature enacted Act 68 (educational funding law), which requires EVERY RESIDENT to report by April 15, 2004, if any part of their property is used for business or rental. Even if you do not have any commercial use of your property you MUST still send a **Declaration of Vermont Homestead** - form HS-131 to the State. If you do not send it, you will be fined by the State of Vermont.

Respectfully Submitted,

Board of Listers

Don Bouret (appointed)

Walter Meyer

Howard Lott

Robert Schreiner

Denise Meyer

Effie Chamberlin (resigned)

TOWNSHEND SELECT BOARD 2003 REPORT

The Townshend Selectboard has had yet another very busy year. As new building and growth increases, so do the many issues that are encompassed in the duties of the Selectboard.

After 13 years of dedicated service, William "Bill" Eckhardt resigned his position on the Board in July. Bill thought it was about time to "stop and smell the roses, and watch the rocks grow". Bill's extensive knowledge and astute unbiased loyalty to the Town will be greatly missed. We all wish him well and extend our deepest gratitude for his service to Townshend. There were six applicants interested in filling this position and after careful consideration of each, Jeff Russ was appointed to fill Bill's term until Town Meeting. Jeff has been a welcome addition and offers fresh insight into our discussions.

The operation of the highway department has been unusually difficult this year, with employee turnover being particularly troublesome. Finding qualified applicants willing to work for the "industry wage scale" has proven most impossible and very costly. The Board hopes that with substantial wage increase and the benefit package offered that we now have a very strong and dedicated crew. Adding to the difficulties was the injury of our foreman and his subsequent absence through the winter months. The Board would like to thank Irv Stowell for his experience and willingness to "pick up the ball". Dick Thomas has also been a savior by picking up the lead, indoctrinating new employees, and his continuous money savings recommendations. Thanks Dick. Also, thanks to all of you folks for your patience and understanding during this difficult year.

In an attempt to ease the ever-increasing parking dilemma in Town, the Selectboard drew up and passed a parking ordinance. A two-hour limit was placed on the east side of Route 35 (Grafton Rd), from the 30/35 jct. to Peaked Mt. Rd and on the "Common", Monday-Friday from 6 am till 5 pm. We hope that this will create accessible parking for our town offices and local businesses. Two speeding ordinances have been enacted, reducing the speed limit to 35 mph on all unpaved roads in Townshend, and accepting the local enforcement of speed limit on State Highway which allows the Town to receive the fines.

In order to pursue a new career, Dale Thiel resigned her position as administrative assistant, effective January 1, 2004. Dale was extremely helpful in the development of ordinances, countless hours researching town issues, acting as the Board's liaison with the professional auditor and was currently working on updating and development of various personnel policies and procedures. Dale's work has certainly demonstrated the importance of an assistant. This developing position should not go unfilled and we will be advertising to fill the position.

At last years town meeting, the voters authorized the hiring of an outside auditing firm to complete a full audit of the towns books, something that had not been done in many years. This process has been extensive and was progressing nicely until the unexpected absence of our town treasurer. Although our books appear to be in appropriate order, the final report has not been completed as of this writing.

While we express our best wishes to our treasurer and hope for a speedy healthy recovery, we feel it is our duty to express our concern of what we feel has been a failure to perform her statutory duties. By State law "an assistant treasurer, during the temporary absence or disability of the treasurer, shall perform the duties of the treasurer" and the treasurer is obligated to appoint an assistant treasurer (different from a clerical position). This did not happen and as a result our employees were not paid in a timely and usual fashion; access to records for the daily operation of town government was inhibited; because checks were not processed in a timely manner unnecessary finance charges were accrued; the professional audit was unable to be completed. And a very difficult situation was unnecessarily created. Due to the many questions and concerns voiced to the Board by our citizens during this period we again would like to remind you that the Selectboard has absolutely no supervisory or management authority over any elected official.

In closing we would be remiss if we didn't mention the obvious need for serious action to address our rapidly deteriorating infrastructure: the need for a new town garage, a new fire station and the cramped quarters of our town offices, to mention just a few. Currently we have an active committee studying the appropriate use of "Taft Meadows" and exploring alternatives. Your input is solicited and welcome.

The Selectboard serves you, the taxpayer. Your input is always welcomed and we encourage all residents to attend our meetings, currently scheduled for the first and third Monday of each month beginning at 7:00 PM. We would also like to remind you that there are many committees you may consider to serve on. So, please stop by and see us.

Henry "Kit" Martin, chair
Irvin Stowell, vice chair
Scott Chase, clerk

Berenice Brooks
William Eckhardt, resigned
Jeffrey Russ, appointed

REPORT FROM THE TOWN CLERK'S OFFICE – YEAR 2003

A day doesn't go by when I don't thank my lucky stars for my predecessors' vision and foresight, their precise and accurate recording/filing of documents, their proper indexing and implementation of the Land Record card system. Did you realize that the continuance of their work contributed to the successful purchase of your home/property or of your refinancing?

As Town Clerks are the keeper of all documents, I along with my assistant, Kathy Hege, spent an entire day rearranging the storing/filing of the land and town records, documents, reports, etc. As of this date, the Town Clerk's Office and vault is maxed out. The Office and vault has run out of safe storage space; it cannot adequately provide for the safekeeping of the present, nor properly maintain our future.

Within this town report you will find additional information/stats on the volumes of documents that are processed and reports that are generated through the Town Clerk's Office. Please take a moment to read this information, and inquire, what does go on in a Town Clerk's Office?

I am in awe of my never-ending quest to keep current with changes in law, procedures, etc. Especially this year, the implementation of HAVA – Help America Vote Act. For bedtime reading, the Secretary of State has provided copies of the new Vermont's Election Laws – HAVA (3 ring binder). And, I'm still trying to comprehend its new implications, trying to erase previous standards and procedures.

I continue to maintain my status as a certified Town Clerk through: the Vermont Town Clerk's and Treasurer's Association, (CVC), and the International Institute for Municipal Clerks, (CMC). Both organizations stress the importance of continuing education and both have increased the requirements for Town Clerk re-certification. This past summer, I was again fortunate to attend the New England City & Town Clerk's Association, (NECTCA), Academy held at the Salve Regina University; a full week of accredited courses focusing on Management, at both the personal and professional levels.

Last October, Vermont (Clerks) hosted the Annual NECTCA Conference in Burlington and again we provided early snowfall for the New England Clerks. It was a wonderful three-day conference, as I served on the registration/greeting team and I accepted the appointment to serve the NECTCA as a member at large.

My appointed assistant Town Clerks (Kathleen Hege, Richard Jackson, and, as of January 5th, 2004, Kurt Tietz), know the functions and duties of the Town Clerk's Office. They have exhibited to me their dedicated service to you and to the Town of Townshend. And, you the voters and residents of Townshend, can rest assured that the operation of the Office of Town Clerk can and would continue, even in my absence. A few bumps could be anticipated, but it will be "business as usual".

Thank you, again.

Cynthia Davis, CVC, CMC
Town Clerk for the Town of Townshend

TOWN TREASURER'S REPORT – 2003

2003 was a so-so kind of year. There were some components of heavy duty horror occasionally balanced by rather nice happenings (including no more FEMA record keeping!) The year as a whole seemed to be what my friend's grandfather used to call a "weather breeder" - that pretty nice kind of day which would clearly be brewing something up.

That something may prove to be school tax billing under ACT 68 – the new improved version of ACT 60, the Education Finance Law. Under the new Act, neither the Town nor the School District will be sending a portion of taxes collected up to Montpelier on June 1 and December 1. Instead, Townshend is supposed to receive money from the State to help run our schools.

The State and the Legislature are still refining the details under which Homesteads (subject to different education tax rates) will be declared and bills will be calculated. The Commissioner of Taxes and, indeed, the whole Tax Department will have roles to play and issues to arbitrate on matters which will have impact on each of our property tax bills. I had originally hoped to use this space to explain how ACT 68 would work and what new features would appear on our tax bills. Now, the best help I can offer will be an understandable enclosure in the tax bill envelopes.

Taxes came in very well in 2003 – the Delinquent Warrant was even lower than last year's new low. On the whole escrow delinquencies also declined - except for properties purchased or refinanced during the early summer because this timing seems to fall into some escrow black hole.

Low interest rates continue to curtail non-tax revenue for the Town and Special Funds. Unfortunately, the Town's ability to borrow at lower-than-commercial rates does not offset this loss of revenue.

In order to spare you having to read me whine about recalcitrant, uncooperative, and otherwise rude accounts payable and payroll software, I have chosen to switch to software which has proven popular and usable to several other Treasurers whose work I respect. I plan to run the new software "in parallel" (on plain paper) for two months before the formal switchover. This parallel operation should provide sufficient opportunity to catch most (but of course never all) of the inevitable bugs which will arise.

Finally, I will express my deep appreciation to those of you who supported me during my recovery from surgery this past fall.

Michalina Wasung CVT
Treasurer, Town of Townshend

TOWNSHEND SCHOOL BOARD REPORT 2004

This has been a particularly busy year for the Townshend School District Board, with many extra meetings on issues such as learning the ins and outs of Act 68, Vermont's new education funding law and Townshend's petition initiative regarding a possible secession from the Leland and Gray Union High School.

In addition, this Board has taken on an extraordinarily heavy load of active involvement in the continuing educational experience of our students by participating in meetings at the Windham Central Supervisory Union and Leland and Gray. If you read our agendas or minutes you will see that every Board member is on at least two committees in addition to our board. Together we have an active presence on the WCSU Structure Committee, WCSU Policy Committee, WCSU Executive Board, Leland and Gray Ad Hoc Committee, WCSU Technology Committee, and the Townshend/Brookline

Collaboration Committee. This involvement has given us a broader sense of how things are run and how our dollars are spent.

The Elementary School budget, you will notice, is up only a little over 1% over last year - including contracted raises and yet another year of unusually high health insurance increases. While we are proud of this budget, and have worked hard at keeping expenses down, we also wish to explain that not unlike the years when increases are high, most spending in the school is mandated and subsequently not negotiable. Essentially, this is a year when special education spending is down, the number of students attending Leland & Gray is down resulting in a decrease of the assessment, and when our share of the WCSU budget happens to be down. These are probably the three biggest variables in our budget, and they are three things that we have little or no control over.

That being said, I will take this opportunity to tell you that this Board has worked very hard at "thinking outside the box" and trying to come up with new and more creative ways of keeping taxpayer spending down. We are now finishing our second year of "sharing" our principal with Brookline, at a savings of over \$12,000. We have reduced our school nurse time to one half day, in keeping with the national average of nurse to pupil ratios. We are actively working collaboratively with other towns in the Valley and with the Vermont School Board Association to come up with new ways to share costs and to maximize opportunities for students. We are fortunate to have a board member who has spearheaded this initiative and who has worked at pulling in community members as well as other schools to help us think creatively. As I write this letter we are enthusiastically working with the Career Center regarding an opportunity to lease out our space for evening and/or weekend Adult Education classes. We see this as a chance to both bring some fun and educational opportunities to our community as well as an opportunity to get some income which will help in the running of the school. You will note that the one area where we did significantly increase spending is in technology. We believe that having an excellent computer lab increases our marketability for opportunities such as adult education classes, but also it gives the children of our town the ability to learn state of the art computer skills. We are extremely fortunate to have two computer savvy board members who do all of the labor involved with the running of the computers in the school. This saves us thousands of dollars every year.

TOWNSHEND SCHOOL BOARD REPORT 2004 continued

Our school food program is in its fourth year and has become a tremendous success. We provide a hot breakfast and lunch every day with a majority of children benefiting from it. This program now is completely self-sufficient and appears to be on the way to making a small profit. Again, we are lucky to have a board member with an education in the food industry without whom we could not enjoy the success that we have.

We are grateful for volunteer and community help in many areas of the running of the school. School club pays for many of the "extras" that enable us to offer a richer experience for our children, especially in the areas of drama and music. They also pay for significant sports costs, including a set of new soccer goals this year. Doctors at Grace Cottage have graciously offered to come in and do some speaking in areas of health and nutrition where they certainly have an expertise. We see this as a terrific opportunity to enhance both our children's learning and their interaction and relationship with our local health care system. Stratton Mountain and Grafton Ponds continue to accommodate our winter sports programs at a nominal cost to our parents. The Selectboard agreed to let the School Club install the skating rink on the common this year, giving our winter sports program the location for the third sport, and giving our entire town a convenient and cost free alternative for winter fun. Community members - both parents and not - too numerous to mention, make all the difference between what this budget represents and the top-notch education our children receive.

Finally, we invite any and all townspeople to join us at our meetings. Believing in a budget such as this requires some level of trust in your school board. We work hard at watching every penny while making sure that our children get every opportunity possible. If you have any questions or concerns, we believe that coming in to see how we work and asking questions will lead to a better understanding of how it all comes together and a higher level of trust in both our ability and our integrity.

Thank you.

Townshend School Board

Loree Zeif, Chair

Kurt Tietz, Vice Chair

David Dezendorf, Clerk

Kathy Hege

Heidi Russ

**TOWNSHEND SCHOOL DISTRICT
REVENUES & EXPENDITURES
2005 BUDGET**

	FY02 Actual	FY03 Actual	FY 2004 Adopted Budget	FY 2005 PROPOSED Budget
REVENUES				
Property Taxes	462,945	605,641	720,013	0
Interest Income	3,258	1,935	3,200	3,200
Tuition revenue	34,500	14,400	7,200	15,000
Brookline Education Collaborative		7500	13,600	14,307
Other Local revenue	2,590	0	0	0
Total Local Revenue	503,293	629,476	744,013	32,607
State Aid:				
State Aid-Block/Education Spending Rev.	881,704	879,511	983,749	1,673,650
State Aid-Career Ctr. (pd. by DOE on behalf)	0	0	0	26,319
State Aid-Small Schools Grant	55,448	56,648	51,707	51,707
State Aid-Transportation	7,832	11,892	9,641	8,549
State Aid-Capital Debt	23,146	22,526	11,780	0
Sp Ed.-State Block Grant	42,352	43,933	44,737	53,590
Sp Ed.-State Intensive aid	110,281	139,107	121,980	109,293
Sp Ed Reimb.-EEE	7,272	6,776	5,893	7,924
Total State Aid	1,128,035	1,160,393	1,229,487	1,931,032
Federal Food Reimbursements	5,025	7,318	8,000	8,000
Total Revenue	1,636,353	1,797,187	1,981,501	1,971,540
EXPENDITURES				
1100 REGULAR PROGRAMS				
Teacher Salaries-Instruction	267,601	277,822	294,255	304,932
General Inst. Aides Salaries	11,287	13,694	12,695	10,413
504 Instruction Aide	10,168	12,765	0	0
Substitutes	5,628	7,626	3,000	2,500
Total Salaries	294,684	311,907	309,950	317,845
CONTRACTED SERVICES				
Art Education	9,033	9,417	10,673	11,756
Physical Education	9,604	9,562	8,878	10,299
Music Education	10,253	10,613	11,224	11,673
Music-Instrumental	7,673	8,019	10,153	11,213
Instruction Contracted Services	36,563	37,611	40,928	44,941

**TOWNSHEND SCHOOL DISTRICT
REVENUES & EXPENDITURES**

2005 BUDGET

	FY02 Actual	FY03 Actual	FY 2004 Adopted Budget	FY 2005 PROPOSED Budget
BENEFITS				
Health Insurance	51,765	39,985	46,577	48,121
Fica - Teachers/Aides	19,148	21,828	23,711	24,315
Life Insurance & Disability Ins.	1,150	1,155	1,582	1,644
Workers Comp & Unempl. Ins.	2,037	4,911	3,500	3,500
Tuition Reimbursement	3,763	3,734	4,000	4,000
Dental Insurance	1,719	1,896	1,532	1,221
Total Benefits	79,582	73,509	80,902	82,801
Action Planning	2,119	130	3,000	3,000
Enrichment Programs	5,829	5,634	5,000	5,000
Educational Trips	1,616	2,607	2,500	2,500
Total Enrichment programs	7,445	8,241	7,500	7,500
EARLY EDUCATION	18,581	0	0	0
GENERAL INSTRUCTION SUPPLIES & MATERIALS				
Pupil Evaluation/OT PT Services	440	541	900	500
Technology Support	0	1,105	3,000	3,000
Equipment Repair	0	0	500	500
Class Room Supplies	9,030	9,160	10,000	10,000
Textbooks	2,839	3,378	3,000	3,000
Audio Visual (Internet)	1,217	1,919	1,750	2,500
Computer Software	1,080	648	500	2,000
Equipment	4,156	6,563	2,500	7,500
Total Supplies & Materials	18,762	23,314	22,150	29,000
SPECIAL EDUCATION				
Salaries	35,566	37,800	39,504	41,582
Aides	13,694	13,055	27,203	16,268
Fica	3,433	3,603	5,103	4,426
Health & Dental Insurance	11,332	8,580	10,085	11,345
Physical Therapy/O.T.	8,264	15,023	6,500	6,500
Related Services	8,910	6,783	4,000	4,000
Testing	2,317	3,116	500	500
WCSU Spec. Ed Asses.(Incl.Psychologist)	32,832	29,930	39,952	37,103
School Tuition	0	39,872	40,000	40,000
Supplies & Travel Reimb.	670	1,046	1,000	1,000
Total Special Education	117,018	158,808	173,846	162,724
ESSENTIAL EARLY ED	13,121	25,300	8,000	8,000
TOTAL DIRECT INSTRUCTION	587,875	638,820	646,276	655,811

**TOWNSHEND SCHOOL DISTRICT
REVENUES & EXPENDITURES
2005 BUDGET**

	FY02 Actual	FY03 Actual	FY 2004 Adopted Budget	FY 2005 PROPOSED Budget
GUIDANCE				
Guidance Contract Services	9,505	8,301	7,506	7,845
HEALTH SERVICES				
Professional Services	12,978	12,591	13,847	7,458
Supplies	175	53	150	150
Total Health Services	13,153	12,644	13,997	7,608
LIBRARY				
Librarian	7,725	8,505	8,991	9,564
Fica	590	650	688	732
Equipment Maintenance	0	0	150	150
Supplies	357	96	450	450
Books & Periodicals	1,384	1,539	1,750	1,750
Equipment	59	0	250	250
Total Library Services	10,115	10,790	12,279	12,895
SCHOOL BOARD OF EDUCATION				
School Directors	1,350	1,350	1,350	1,350
Fica	103	0	103	103
Professional/Travel/Legal	1,382	0	1,000	1,000
Bond Insurance	119	55	70	70
Advertising	847	617	200	200
Supplies	15	95	100	100
Dues	700	700	650	650
Total Board of Education	4,516	2,817	3,473	3,473
WCSU ADMIN. ASSESSMENT	29,981	31,355	35,083	32,661
PRINCIPAL'S OFFICE				
Salary	48,000	50,880	52,832	54,945
Administrative Assistant	18,489	20,342	16,517	17,178
Fica	4,826	5,151	5,305	5,517
Health Benefits-Professional	5,373	9,378	10,085	11,345
Health Benefits-Clerical	0	0	3,803	4,279
Dental Benefits	962	1,042	1,043	1,043
Prof. Development/Travel	1,000	1,854	1,000	1,000
Equipment Repair/Software supt.	846	1,002	1,800	1,800
Office Supplies	1,002	900	1,000	1,000
Total Principal's Office	80,498	90,549	93,385	98,108

**TOWNSHEND SCHOOL DISTRICT
REVENUES & EXPENDITURES
2005 BUDGET**

	FY02 Actual	FY03 Actual	FY 2004 Adopted Budget	FY 2005 PROPOSED Budget
ACCOUNTING				
Accounting Services	4,150	4,150	4,315	4,945
Treasurer's Salary & Sup.	1,000	1,000	1,000	1,000
Town Auditors/Profess. audit	3,200	350	350	3,350
Accounting Serv. Supplies	100	300	500	0
Short term debt-interest	-191	986	0	0
Total Accounting Services	8,259	6,786	6,165	9,295
OPERATION & MAINTENANCE OF PLANT				
Salaries	14,097	14,809	15,697	16,168
Health Insurance	611	3,995	3,803	4,279
Fica	965	756	1,201	1,237
Workers Comp Insurance	260	0	260	260
Disposal/Snow Removal	1,347	2,979	1,950	1,950
Repairs, Maint., Security	11,569	9,542	10,500	10,500
Ins. Prop. & liab. & boiler	3,119	3,928	4,500	4,500
Telephone	1,368	1,155	2,000	2,000
Supplies	3,607	3,862	2,500	2,500
Electricity	9,435	11,825	10,000	10,000
Oil	6,917	6,647	8,000	8,000
Capital Improvements/Equipment	1,632	0	0	3,000
Total Maintenance Services	54,927	59,498	60,411	64,393
TRANSPORTATION				
Salary	8,194	9,487	8,217	8,463
Fica	550	582	629	647
Health Insurance	1,411	3,995	3,803	4,279
Workman's Comp Ins.	320	0	500	500
Repairs & Maintenance	707	821	500	500
Insurance	730	884	800	800
Supplies & Fuel	1,604	1,484	3,000	3,000
Total Transport Services	13,516	17,253	17,449	18,189
FOOD SERVICE				
Salary	9,807	5,939	5,928	5,857
Fica	732	426	453	448
Transfer to Food Fund	4,554	324	1,619	1,619
TOTAL FOOD SERVICE	15,093	6,689	8,000	7,924
TOTAL SUPPORT SERVICES	239,563	246,682	257,749	262,392
LOAN INTEREST	25,684	22,708	19,710	16,695
LOAN PRINCIPAL	45,000	45,000	45,000	45,000
TOTAL ELEMENTARY SCHOOL	898,122	953,210	968,735	979,898

**TOWNSHEND SCHOOL DISTRICT
REVENUES & EXPENDITURES
2005 BUDGET**

	FY02 Actual	FY03 Actual	FY 2004 Adopted Budget	FY 2005 PROPOSED Budget
SECONDARY EXPENSES:				
SECONDARY 504 TUITION	0	0	0	26,500
SECONDARY SPECIAL ED EXPENSES	45,602	29,482	63,000	30,300
SECONDARY PUBLIC SCHOOL TUITION	7,200	7,500	8,600	0
VOCATIONAL ED TUITION	11,344	9,308	9,000	48,490
VOCATIONAL ED TRANSPORT	3,033	6,351	3,500	6,000
EXPENDITURES TO BE VOTED ON @ TOWN MEETING	965,301	1,005,851	1,052,835	1,091,188
LELAND & GRAY UHS ASSESSMENT	807,747	813,301	912,008	880,352
TOTAL EXPENDITURES	1,773,048	1,819,152	1,964,843	1,971,540
SURPLUS/(DEFICIT)	-136,695	-21,965	16,658	0
SURPLUS/(DEFICIT) APPLIED			-16,658	0
NET			0	0
Ending Fund Balance	19,443	-2,522	0	0
PRELIMINARY STATS:				
Total elementary enrollment	91	91	86	88
Total elementary cost per student	9,869	10,475	11,264	11,135
Total LGUHS enrollment	84	87	87	87
Total LGUHS cost per student	9,285	9,750	10,125	10,110
Ed. Spending per Equalized Pupil k-12 (Act 68)	8,138	9,252	9,855	10,120
Statewide averages - (Education Spend/pupil)	7,395	7,783	7,903	8,000
Equalized Pupils k-12 (Act 68)	168.08	162.92	174.07	167.98
Estimated Equalized School Homestead Property Tax Rate (Act 68)				1.637

Three Prior Years Comparisons

Townshend
 District: Windham
 County: Windham

LEA: **208**
 S.U.: Windham Central

ACT 68 REPORT FY2005

Expenditures

Budget (local budget approved in prior years)
 80% of base payment per FTE paid to tech centers by the State on behalf of the district in FY2005
 S.U. expenditures (included in local budget)
 Deficit (if included in local budget)
 Block grant paid by State to tech center in prior years
 1. Separately warned article passed at town meeting
 2. Separately warned article passed at town meeting
 3. Separately warned article passed at town meeting
 Act 144 Expenditures, (excluded from "Education Spending")

Act 68 local adopted budget
 Union school or joint school district assessment
 Deficit if not included in budget or revenues
 Special programs expenditures (if not included in local budget)

Gross Act 68 Budget

Act 144 expenditures (if any - excluded from "Education Spending")

Revenues

Local revenues (categorical grants, donations, tuitions, surplus, etc., including Act 144 revenues)
 Capital debt aid
 Special program revenues (if not included in local budget)
 Deficit if not included in budget or expenditures
 Act 144 revenues

Total revenues

Fund raising (if any)

Adjusted local revenues

Education Spending (Act 68 definition)

Equalized Pupils

Education Spending per Equalized Pupil

Excess Spending per Equalized Pupil (if any)

Per pupil figure used for calculating District Adjustment

District spending adjustment (minimum of 100%)

(\$10,120 / \$6,800)

Anticipated homestead tax rate, equalized

(148.824% x \$1.10)

Household Income Percentage for income sensitivity

(148.824% x 2.0%)

	FY2002	FY2003	FY2004	FY2005
1.	905,022	958,820	1,052,835	1,091,188
2.	not applicable	not applicable	not applicable	26,319
3.	29,981	31,355	35,983	32,861
4.	-	-	-	not applicable
5.	33,996	27,653	27,598	not applicable
6.	-	-	-	-
7.	-	-	-	-
8.	-	-	-	-
9.	-	-	-	-
10.	939,018	986,483	1,080,433	1,091,188
11.	807,747	813,301	912,008	880,352
12.	-	-	-	-
13.	-	-	-	-
14.	1,746,765	1,799,784	1,992,441	1,971,540
15.	-	-	-	-
16.	345,011	264,804	249,301	271,571
17.	23,148	22,526	13,770	-
18.	-	-	-	-
19.	-	-	-	-
20.	-	-	-	-
21.	368,157	287,330	283,011	271,571
22.	-	-	-	-
23.	368,157	287,330	263,011	271,571
24.	1,378,608	1,512,454	1,729,430	1,699,969
25.	168,008	167,92	174,07	167,99
26.	8,202	9,283	9,935	10,120
27.	not applicable	not applicable	not applicable	not applicable
28.	not applicable	not applicable	not applicable	10,120
29.	not applicable	not applicable	not applicable	148.824%
30.	not applicable	not applicable	not applicable	\$1.637
31.	not applicable	not applicable	not applicable	2.98%

2002-2003 TOWNSHEND SCHOOL DISTRICT

Cash Receipts and Disbursements for the YEAR ending June 30, 2003

Town of Townshend	\$1,751,339.00
State of Vermont - Special Education	190,942.00
<u>Interest Earned</u>	
General Fund	\$1,934.83
Reserve Funds	<u>101.86</u>
	2,036.69
Reimbursements <i>including COBRA payments</i>	11,656.49
STVT Food Program	6,192.63
Bank Fees & Adjustments	(27.47)
Borrowed Money	180,000.00
TUITION	14,400.00
Brookline School District	20,000.00
Accounts Receivable - <i>WCSU Special Ed</i>	1,875.00
Miscellaneous Receipts	758.51
Special Fund Receipts - <i>After School & Cont. Ed Programs (net)</i>	<u>2,619.70</u>
Total Receipts	\$2,181,792.55
Balance All Cash Accounts July 1, 2002	\$52,291.31
ADD: Total Receipts	2,181,792.55
DEDUCT:	
School Operations	\$1,376,184.56
Leland & Gray Union High School	813,301.00
Special Funds	<u>6,828.23</u>
	(2,196,313.79)
Balance All Cash Accounts June 30, 2003	\$37,770.07

Accounted for as follows:

General Fund: *Chittenden Bank: \$9,392.62 Charter One Bank: \$21,712.51*
 Special Funds: *Charter One Bank: \$6,664.94*

Capital Project Indebtedness - Bond Schedule 2003

In June 1989, the Townshend School District borrowed \$920,000 from the Vermont Municipal Bond Bank to finance 70% of the school addition - 30% to be financed by the State. The principal is to be repaid over twenty years, beginning December 31, 1990 in annual installments of \$50,000 for the first four years and \$45,000 thereafter. Interest on the unpaid balance is payable twice a year at an average rate of 6.9% over the term of the loan. This bond package was partially refinanced to reduce interest for several years.

	<u>Principal</u>	<u>Interest</u>
Balance: <i>January 1, 2003</i>	310,000	
6/1/03 Interest Paid		11,608.75
12/1/03 Principal & Interest Paid	(45,000)	<u>11,608.75</u>
Balance: <i>December 31, 2003</i>	265,000	
<i>Interest Paid - 2003</i>		23,217.50

NOTES

Townshend Elementary School Principal's Report 2003-04

In my eighth year as principal of the Townshend School, I can report with confidence that the students are in good hands with our outstanding teachers. A growing body of research suggests strongly that the quality of teaching is the largest school-related factor associated with student achievement. Our teachers have responded actively this year to the federal mandate requiring "highly qualified teachers". Their professional development activities have been numerous:

- School-wide implementation of Thinking Maps: a higher-level thinking skill tool.
- Courses in learning differences/teaching differences brain functioning and emotional intelligence.
- Integrating instruction across the curriculum, to include the arts.

School quality at TES begins with the teachers and continues with active home-school connections, which enrich learning opportunities for all. Our Action Planning Committee, Technology Committee, and School Club involve parents working with teachers and administration upgrading teaching resources and enrichment opportunities. Thanks to everyone who contributes time and other resources to our school efforts.

My collaborative work with the Brookline School continues and is being formally studied by a steering committee under the guidance of Winton Goodrich from the Vermont School Boards Association. This group has named itself the West River School Collaborative Committee and has invited interested members from Brookline, Jamaica, Newfane, Wardsboro and Townshend to explore the different ways small schools in our district can share the cost of education. This is a lengthy research project. The committee is charged with making recommendations to their school boards based on their findings. With the forecast of declining school enrollments in Vermont, the state mandates for continuous academic improvement and the burden of school finance through taxation on resident families, creative solutions for education funding must be found. The committee welcomes any and all inquiries into this process. For meeting minutes, please log on to: www.wcsu.k12.vt.us/~brookline/steering.htm

Our staff positions have remained largely the same except for a new PE teacher, Jamie Douglas, and the return of instrumental music teacher, Dave Domenick. Our growingly successful kitchen program, managed this year by Carolyn Laning, is comprehensive in scope. Both breakfast and lunch are served daily. The menu consists of healthy "home style" foods, no desserts and an emphasis on variety (a different entree for each day of the month except for a few repeated favorites.) We know there is a connection between good nutrition and learning.

We continue to have a wide variety of extra programs that are supported by teachers, volunteers and largely funded by our generous and industrious School Club: remedial instruction in math, language arts and reading through Title 1 tutoring, special education instruction, science inquiry programs with ELF (K-3) and the Jason Project (Gr. 6), poetry and other writing projects in residencies, music performance series from the Brattleboro Music Center, weekly violin instruction, Dance Residency, after school programs that include technology, arts & crafts and French language instruction, 8-week winter sports program at Stratton Mountain, Grafton Ponds and our own skating rink. Enrichment activities create a vibrant, diverse and stimulating environment for all types and styles of learners. These activities also offer opportunities to "boost the confidence" of students who may have learning challenges.

Our School Board deserves a huge "thank you" for their hard work and their creative and collaborative solutions. It is both a privilege and a luxury to work with a group so deeply committed to the welfare of our school community. Again and again, I count my blessings to be an administrator in this organization. I wish to assure you that we are all working to provide the best possible educational opportunities to our children with consideration of the financial impact on all Townshend residents. If you would like to be informed about our calendar of events and weekly newsletter, both are available on our website: <http://www.fc.wcsu.k12.vt.us/townshend>. Also, feel welcome to visit and participate in any of the classrooms as an observer or volunteer tutor. I thank you for your ongoing community support that guarantees the successful operation of your school.

Respectfully submitted, Deborah M. Leggott, Principal

REPORT OF THE SUPERINTENDENT OF SCHOOLS 2002-2003

This year has been an exciting one for the schools in the Windham Central Supervisory Union.

As a result of the continuing curriculum and professional development work, and the efforts of the teachers and others working in curriculum and instruction, all of the schools in the Windham Central Supervisory Union met their Annual Yearly Progress targets as defined by the Vermont assessment system. There is much more to education than test scores, but these benchmarks indicate that our students are mastering essential skills. We remain committed to the statewide portfolio system in both writing and math and offer practice sessions as well as scorer calibration sessions within our district as part of our professional development work. One of our professional development days in May is dedicated to all teachers coming together to score portfolio pieces done over the year by students and to collaborate about student work.

This year the Windham Central SU professional development committee has chosen to organize the days into topical study strands. Teachers choose their topic and participate in a study group for the year. Nearly all of these groups are led by administrators and teachers within our district and provide another forum for us to collaborate. We also continue our involvement in the Integrated Inquiry Project, which integrates the study areas of science and math, and our commitment to teachers involved in the Vermont Math Initiative and the Vermont Reading Initiative. Other study areas being addressed include: cultural studies, differentiated instruction, reading/writing in the content areas, team teaching, technology integration, and other content based seminars.

Leland & Gray Board and Administration continue to actively search for solutions to space issues. The school has also begun the New England Association of Schools and Colleges (NEASC) accreditation process. This is a comprehensive, multi-year study process involving a self-study, as well as a site visit and evaluation by a visiting team of professionals. For the initial phase, the faculty reviewed and revised the school's "Mission Statement" and "Student Learning Expectations" which were reviewed and approved by the Board. Eight study subcommittees have been formed, one to address each of the eight standards for accreditation. Committee members include staff, Leland & Gray Board members, students, parents and community members.

We continue our major Supervisory Union wide initiative of technology use and integration including revised systems for connectivity to ensure continued access to the Internet from each individual building. As our use of our student data management system increases, we look toward implementing systems to help us meet the increasing requirements for data analysis related in large part to the increasing testing requirements.

We welcome the opportunity to discuss educational issues with the community at any time. If you would like to speak with us please feel free to call at 348-6801.

Cheryl Ruth
Superintendent

Dont Burn 
That Trash!

It Hurts VT
And Its
Environment



VERMONT

Samantha Brooke, age 12, Townshend, VT

Windham Central Supervisory Union
Comparative Budgets

	FY 2003 Actual	FY 2004 Adopted Budget	FY 2005 Proposed Budget
REVENUES			
Interest Income	362	250	250
Federal Grant-Class Size Reduction	79,562	0	0
Brookline Assessment	18,483	15,675	17,849
Dover Assessment	34,398	34,336	37,107
Jamaica Assessment	32,453	34,710	37,656
Marlboro Assessment	28,998	29,858	31,817
Newfane Assessment	38,391	44,040	48,087
Stratton Assessment	4,753	3,732	5,680
Townshend Assessment	29,981	35,083	32,661
Wardsboro Assessment	21,701	24,259	24,611
Windham Assessment	6,921	10,450	11,511
Winhall Assessment	16,453	21,274	22,453
Leland & Gray UHS Assessment	146,615	161,978	152,553
Total General Fund Assessment	379,146	415,395	421,985
Total General Fund Revenues	459,070	415,645	422,235
EXPENDITURES			
AUDIT SERVICES	10,672	3,000	5,000
OFFICE OF THE SUPERINTENDENT			
Professional Salaries	83,610	88,204	163,950
Professional Salaries-Coordiators	37,399	70,953	20,283
Clerical Salaries	27,148	28,506	29,931
Reserve for Salaries & Benefits	0	0	0
Curriculum	2,484	5,000	3,000
Health & Dental Benefits	22,180	25,126	30,146
Fica Benefits	10,922	14,356	16,384
Disability & Life Ins. & Retirement Benefits	2,940	2,516	2,669
Workmens Comp insurance	5,288	750	750
Unemployment insurance	6,083	250	500
Professional Services	4,648	13,500	10,000
Information System Services	9,152	12,000	12,000
Inservice	3,580	6,000	3,500
Bond Insurance & Prof. Liability	271	7,640	9,000
Travel	10,941	9,000	9,000
Conferences	4,441	2,400	2,400
Supplies	2,735	2,500	2,500
Equipment	2,297	2,500	2,500
Dues	3,576	3,500	3,500
Misc Expenses	100	100	100
Total Superintendent's Office	239,795	294,801	322,112
BUSINESS OFFICE			
Salaries	28,980	64,260	56,290
Health Insurance & Retirement Benefits	1,011	11,418	8,026
Fica Insurance	2,217	4,916	4,306
Equipment Repair	193	1,250	1,250
Telephone	6,539	7,150	8,500
Postage	3,000	3,000	3,000
Advertising	3,414	1,000	1,000
Supplies	2,300	4,500	3,500
Equipment	3,000	4,500	4,500
Total Business Office	50,654	101,993	90,372

BUILDING MAINTENANCE/SERVICES			
Property Services - Custodial	2,916	3,200	4,000
Equipment Repair	150	1,250	1,250
Rent	15,300	14,000	15,000
Electric/Fuel	2,477	2,400	3,500
Equipment	1,998	2,000	2,000
Total Custodial/Building Maintenance	22,841	22,850	25,750
TOTAL ADMINISTRATIVE SERVICES	323,962	422,645	443,235
SURPLUS / (DEFICIT)	135,108	-7,000	-21,000
FUND BALANCE APPLIED	0	7,000	21,000
NET	135,108	0	0
Ending Fund Balance	179,742	172,742	126,742
Office Renovation Cost Allocation to Fund Balance		-25,000	

**Townshend School District
FY 2005 Proposed Salary/Wages**

	FY2005 Proposed Budget	Contracted Education Services from WCSU	FY05
Principal:			
Leggott, Deborah	54,945		
Teachers:			
Bethany Barton	37,423	Physical Education	10,299
Barbara Bedortha	45,740	Instrumental Music	11,213
Kristina Jerz	42,968	General Music	11,673
Julie Dolan	51,284	Art Instruction	11,756
Judy Greenwood	45,740	Nursing Services	7,458
Megan Greenwood	31,879	Guidance Services	7,845
Lesley Straley	49,898	Special Ed Secondary Case Mgmt.	1,841
Joyce Berry	41,582		
Cynthia Nau	9,564		
Instructional Aides			
Aides	26,681		
Secretary	17,178		
Food Service	5,857		
Custodial	16,167		
Bus Driver	8,463		
TOTAL PERSONNEL	485,369	Total Contracted Services	62,085

2003 TOWN GENERAL FUND Expenses - Estimated & Actual
TOWN GOVERNMENT

	Estimated	Actual	<i>Proposed</i>
	<u>2003</u>	<u>2003</u>	<u>2004</u>
SELECTBOARD			
Wages - Selectboard	2,923	2,923.00	2,923
Wages - Clerical	2,145	1,675.00	2,145
Supplies	500	669.17	500
Tax Bill Expense	1,000	595.55	600
Notices	750	2,533.83	750
Windham Regional Commission	1,597	1,597.00	1,613
VT League of Cities & Towns	1,020	1,020.00	1,068
Insurance	2,100	2,046.50	2,100
Legal Expense	5,000	1,950.00	5,000
Travel/Meetings	<u>250</u>	<u>270.40</u>	<u>250</u>
	17,285	15,280.45	16,949
LAND - Taft Meadow			
Expense	1,000	639.45	1,000
Interest - Note	5,850	3,900.00	1,950
Payment - Note Principal	<u>50,000</u>	<u>50,000.00</u>	<u>50,000</u>
	56,850	54,539.45	52,950
ELECTIONS			
Wages - Ballot Clerks	250		1,600
Election Supplies	<u>50</u>		<u>100</u>
	300		1,700
TREASURER			
Salary	20,000	19,999.90	21,000
Health Insurance	9,828	7,286.05	6,783
State Retirement	1,000	999.99	1,400
Wages - Clerical	2,000	2,484.26	5,500
Supplies	950	558.25	875
Computer Expense	800	1,659.65	875
Training & Professional Development	750	93.95	750
Bond	115	112.00	115
Repair/Maintenance	50		50
Bank Travel & Expense	300	294.36	300
New Equipment	<u>1,600</u>	<u>1,678.59</u>	<u>75</u>
	37,393	35,167.00	37,723
DELINQUENT TAX COLLECTOR			
Fees		8,364.39	
Reverse Collection Fees		(8,364.39)	
Supplies	200	253.42	200
Computer Expense	750	458.93	750
Bond	<u>50</u>	<u>47.00</u>	<u>50</u>
	1,000	759.35	1,000

2003 TOWN GENERAL FUND

Expenses - Estimated & Actual Town Government - Continued

	Estimated <u>2003</u>	Actual <u>2003</u>	<i>Proposed <u>2004</u></i>
AUDITORS			
Wages	1,850	1,384.50	<i>1,850</i>
Supplies	50	113.99	<i>50</i>
Computer Expense	50		<i>50</i>
Computer Training	100		<i>100</i>
Town Report - Printing	1,870	1,757.00	<i>1,700</i>
Town Report - Preparation	1,500	1,187.59	<i>1,450</i>
Travel/Meetings	<u>50</u>		<i><u>50</u></i>
	5,470	4,443.08	<i>5,250</i>
LISTERS			
Wages	15,450	12,818.32	<i>15,450</i>
Data Entry		508.50	<i>4,000</i>
Supplies	750	257.92	<i>750</i>
Map Expense	1,000		<i>1,000</i>
Computer Expense	1,000	93.39	<i>1,000</i>
Software Licenses	500	410.00	<i>500</i>
Technical Support	1,000	504.00	<i>500</i>
Notices	500	174.20	<i>500</i>
Legal Expense	500		<i>500</i>
Travel/Meetings	750	750.20	<i>850</i>
Telephone	750	615.20	<i>750</i>
Equipment	<u>1,000</u>	<u>150.00</u>	<i><u>500</u></i>
	23,200	16,281.73	<i>26,300</i>
TOWN CLERK			
Salary	20,000	19,999.90	<i>21,000</i>
Health Insurance	9,828	9,044.06	<i>13,275</i>
State Retirement	1,000	1,000.00	<i>975</i>
Wages - Clerical	5,915	3,945.13	<i>6,075</i>
Supplies	1,850	2,378.15	<i>2,150</i>
Computer Expense	300	454.45	<i>475</i>
Training & Professional Development	1,450	1,015.00	<i>1,450</i>
Bond	10	10.00	<i>10</i>
Repair/Maintenance	550	493.75	<i>550</i>
New Equipment	250	244.99	<i>250</i>
Records Maintenance	<u>500</u>	<u>180.00</u>	<i><u>500</u></i>
	41,653	38,765.43	<i>46,710</i>

2003 TOWN GENERAL FUND

Expenses - Estimated & Actual Town Government - Continued

	Estimated <u>2003</u>	Actual <u>2003</u>	<i>Proposed</i> <u>2004</u>
PLANNING BOARD			
Supplies	500	203.48	50
Mapping	500	685.88	500
Printing	1,200	1,560.00	100
Technical Support	500		500
Notices	200	87.25	100
Travel/Meetings	300	35.00	300
<i>Apply Planning Com. RESERVE</i>		<u>(1,045.95)</u>	
	<u>3,200</u>	<u>1,525.66</u>	<u>1,550</u>
 BOARD OF CIVIL AUTHORITY			
Supplies	10	25.50	10
Voter Registration	75		20
Appeals Action	<u>20</u>		<u>75</u>
	105	25.50	<u>105</u>
 TOWN HALL			
Wages - Janitor/Handiperson	2,200	2,457.00	2,500
Supplies	500	265.73	500
Insurance	1,900	1,857.00	1,900
Lawn Care	365	269.71	250
Repair/Maintenance	2,000	1,036.38	1,200
Electricity	2,200	2,111.95	3,200
Heating Oil/Propane	4,000	4,974.41	5,000
Clock Contract	300	150.00	300
Telephone	2,150	1,672.60	1,750
New Equipment - Phone System		2,810.00	
Use Town Equipment - Mowing	<u>165</u>	<u>128.00</u>	<u>200</u>
	15,780	17,462.78	16,800
 TOWN GOVERNMENT	 202,236	 184,250.43	 207,037

2003 TOWN GENERAL FUND
Expenses - Estimated & Actual - Continued
PUBLIC SAFETY

	Estimated <u>2003</u>	Actual <u>2003</u>	<i>Proposed</i> <u>2004</u>
CONSTABLE			
Bond	15	16.50	20
"Police" Liability Insurance	<u> </u>	<u>276.00</u>	<u>280</u>
	15	292.50	300
 EMERGENCY MANAGEMENT			 1,000
 FOREST FIRE EXPENSE	 250		 250
 FIRE DEPARTMENT - <i>Station</i>			
Supplies	200	114.23	200
Dues	4,300	7,058.22	7,600
Insurance	1,200	969.00	1,200
Workers' Compensation	800	673.99	800
Required Medical Expense	500		500
Repair/Maintenance	1,000	274.30	1,000
Communications	250		250
Fire Pond	800		800
Electricity	1,500	1,329.74	1,500
Heating Oil	1,700	2,100.11	2,000
Telephone		41.93	
New Equipment	<u>500</u>		<u>500</u>
	12,750	12,561.52	16,350
 FIRE DEPARTMENT - <i>Vehicles</i>			
Supplies	2,000	606.64	1,500
Insurance/Registration	3,000	1,352.00	2,500
Repair	2,000	276.10	2,000
New Equipment	<u>2,000</u>		<u>2,000</u>
	9,000	2,234.74	8,000
 BOARD of HEALTH			
Septic Compliance Officer	800	743.00	800
Supplies	150		150
Legal/Professional Expense	1,000	1,313.27	1,000
Mileage - Septic Officer	100	47.00	100
Reimbursement - Septic Legal Expense		<u>(1,313.27)</u>	
<i>Septic Permits Issued 2003 - \$649.00</i>	<u>2,050</u>	790.00	<u>2,050</u>
 PUBLIC SAFETY	 24,065	 15,878.76	 27,950

2003 TOWN GENERAL FUND
Expenses - Estimated & Actual - Continued
PUBLIC WORKS

	Estimated <u>2003</u>	Actual <u>2003</u>	<i>Proposed</i> <u>2004</u>
SIDEWALKS/STREET LIGHTS			
Wages – Snowblowing	600	164.00	600
Plow Library	600	700.50	750
Sidewalk Repair	1,000		1,000
<i>Sidewalk Repair TO RESERVE</i>		<i>1,000.00</i>	
Street Lights	6,300	5,681.33	6,300
Use Snowblower	<u>300</u>	<u>80.00</u>	<u>300</u>
	8,800	7,625.83	8,950
TOWN BARN			
Supplies	.350	327.74	350
Bottled Water	300	264.39	300
Insurance	475	324.00	475
Repair/Maintenance	500	1,590.06	500
Electricity	2,000	1,949.47	2,000
Heating Oil	700	910.96	1,000
Telephone	<u>950</u>	<u>1,119.61</u>	<u>900</u>
	5,275	6,486.23	5,525
WASTE/RECYCLING/COMPACTOR			
WSWMD Assessment	7,444	7,443.24	8,620
Wages - Attendant	8,250	8,420.82	8,500
Drive Compactor to Brattleboro	2,000	1,789.86	1,750
Supplies	100	5.00	100
Insurance	650	535.00	650
Tipping Fees	18,000	19,065.60	18,000
Repair /Maintenance	<u>300</u>	<u>523.84</u>	<u>300</u>
<i>Token Revenue 2003 - \$18,264.00</i>	36,744	37,783.36	37,920
COMMON			
Wages	300	40.00	300
Supplies	75	96.07	100
Lawn Care	1,000	665.53	1,000
Tree Care	1,000	540.00	1,000
Fountain Care	300	190.61	300
Electricity	400	301.05	400
Use Town Equipment	350	324.00	350
Common Fund Reimbursement	<u>(3,425)</u>	<u>(2,157.26)</u>	<u>(3,450)</u>
	-0-	-0-	-0-

2003 TOWN GENERAL FUND

Expenses - Estimated & Actual - Public Works Continued

	Estimated <u>2003</u>	Actual <u>2003</u>	<i>Proposed <u>2004</u></i>
RECREATION			
Ballfield Maintenance & Improvement	700	509.39	700
General Recreation	<u>300</u>	<u>50.00</u>	<u>300</u>
	1,000	559.39	1,000
 <i>PUBLIC WORKS</i>	 51,819	 52,454.81	 53,395
 <i>OTHER EXPENSE</i>			
EMPLOYER'S EXPENSE			
FICA - All General Fund Wages	6,985	6,529.29	8,880
State Unemployment Insurance	230	230.00	520
Workers' Compensation	<u>1,250</u>	<u>388.93</u>	<u>2,250</u>
	8,465	7,148.22	11,650
 OTHER EXPENSES			
Interest Paid	2,500	978.36	1,500
Windham County Tax	10,042	10,042.44	9,831
Memorial Day Expense	<u>250</u>	<u>208.55</u>	<u>250</u>
	12,792	11,229.35	11,581
 <i>OTHER EXPENSES</i>	 <u>21,257</u>	 <u>18,377.57</u>	 <u>23,231</u>
 <u>TOTAL EXPENSE: GENERAL FUND</u>	 299,377	 270,961.57	 311,613

* * *

Summary - 2003 General Fund Expense Budget

TOWN GOVERNMENT	202,236	184,250.43	207,037
PUBLIC SAFETY	24,065	15,878.76	27,950
PUBLIC WORKS	51,819	52,454.81	53,395
OTHER EXPENSE	<u>21,257</u>	<u>18,377.57</u>	<u>23,231</u>
	299,377	270,961.57	311,613

2003 TOWN GENERAL FUND
Revenue – Estimated & Actual

	Estimated <u>2003</u>	Actual <u>2003</u>	<i>Proposed</i> <u>2004</u>
TAX REVENUE			
Property TAX	249,521	249,521.13	260,707
DEDUCT SURPLUS	<u>(43,943)</u>	<u>(43,943.13)</u>	<u>(49,846)</u>
To be raised in TAXES	205,578	205,578.00	210,861
Adjust for Rate(s) Set		<u>2,173.31</u>	
		207,751.31	
OTHER TAX REVENUE			
Fractional Difference		1.50	
Abated Taxes		(1,183.19)	
Adjusted Taxes – E & O	(8,000)	(627.38)	(8,000)
Interest on Abated Tax		(32.48)	
Interest on Delinquent Taxes	<u>5,000</u>	<u>9,055.15</u>	<u>8,000</u>
<i>Total TAX Revenue</i>	202,578	214,964.91	210,861
LICENSES & PERMITS			
Liquor Licenses	300	400.00	300
Dog Licenses (<i>net</i>)	1,700	1,452.00	1,500
Septic Permits	<u>500</u>	<u>649.00</u>	<u>500</u>
	2,500	2,501.00	2,300
INTERGOVERNMENTAL			
Tax Loss Payment - <i>Dam</i>	5,656	5,656.00	5,656
Special Allotment - <i>US Dept. Int.</i>	100	1,348.00	100
“PILOT” - State Park	1,500	2,112.56	1,500
Local Fines	1,000	2,378.47	2,000
<i>Act 60: Collection Revenue</i>	<u>500</u>	<u>312.00</u>	<u>500</u>
	8,756	11,807.03	9,256
OTHER REVENUE			
Interest Earned	5,000	4,640.45	5,000
Town Hall Rent	1,250	615.30	500
Town Office Fees (<i>net</i>)	15,000	20,511.10	15,000
Compactor Tokens/Stickers	19,000	18,264.00	17,500
School: Treasurer/Auditors	1,350	1,350.00	1,350
Miscellaneous		<u>2,211.34</u>	
	<u>41,600</u>	<u>47,592.19</u>	<u>39,350</u>
<i>Total Non-TAX Revenue</i>	<u>52,856</u>	<u>61,900.22</u>	<u>50,906</u>
Total General Fund Revenue	255,434	276,865.13	261,767

2003 TOWN GENERAL FUND

Change in Fund Balance

	<u>Estimated</u> <u>2003</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>
<i>Beginning Balance</i>	43,943	43,943.13	49,846
<i>ADD: Revenue</i>	253,034	276,865.13	261,767
<i>DEDUCT: Expenses</i>	<u>(296,977)</u>	<u>(270,961.57)</u>	<u>(311,613)</u>
<i>Ending Balance</i>	-0-	49,846.69	-0-

Change in Reserve Fund Balances

	<u>1/1/03</u>	<u>Deduct</u>	<u>Add</u>	<u>12/31/03</u>
<i>Outside Audit – Tn. Mtg. Art.</i>		(4,391.55)	6,000.00	1,608.45
<i>Act 60: Reappraisal</i>	36,843.00		17,371.00	54,214.00
<i>Planning – 1990 STVT Grant</i>	1,045.95	(1,045.95)		
<i>Sidewalk Repair</i>	1,000.00		1,000.00	2,000.00
<i>FEMA – Fire Truck</i>	949.38	(949.38)		
<i>Records Restoration</i>	<u>1,589.52</u>	<u>(1,428.00)</u>	<u>2,503.00</u>	<u>2,664.52</u>
	41,427.85	(7,814.88)	26,874.00	60,486.97

Change in Special Article Balances

<i>ARTICLE 12 – Windham County Sheriff</i>		
<i>Balance: January 1, 2003</i>		876.43
<i>ADD: Taxes Voted</i>		11,624.00
<i>DEDUCT: Patrol Hours & Miles Paid</i>		<u>(6,959.61)</u>
<i>Balance: December 31, 2003</i>		5,540.82
<i>ARTICLE 11 – Selectboard Assistant</i>		
<i>Balance: January 1, 2003</i>		7,102.79
<i>ADD: Taxes Voted</i>		4,897.00
<i>DEDUCT: Wages and Payroll Expense</i>		<u>(11,990.50)</u>
<i>Balance: December 31, 2003</i>		9.29

Statement of Indebtedness

Current Expense/Line of Credit Note Payable to BankNorth @ 1.17%
\$375,000.00 - Dated 6/16/03 – Due 10/10/03

<u>1/1/03</u>	<u>Proceeds</u>	<u>Repayment</u>	<u>12/31/03</u>
-0-	175,000	175,000	-0-

2003 TOWN GENERAL FUND

Comparative Balance Sheet

	<u>12/31/03</u>	<u>12/31/02</u>
ASSETS		
Cash Accounts & Petty Cash	235,609.94	336,421.80
Receivables		
Delinquent Taxes	92,427.31	63,543.72
Dam Taxes	5,656.00	5,656.00
Due From Highway Fund	(261.34)	(15,508.80)
PrePaid Utilities	7,251.65	4,381.28
Accounts Receivable	<u>46,793.30</u>	<u>22,239.70</u>
	387,476.86	416,733.70
LIABILITIES, RESERVES & FUND BALANCES		
<i>Dedicated Fund – 2003 Article 16</i>	5,000.00	
Accounts Payable	12,791.75	23,856.31
Insurance Payables	33.10	52.25
Pre-Paid Property Tax	500.00	2,300.00
Health Insurance Withholding	<u>(246.69)</u>	<u>0.56</u>
	18,078.16	26,209.12
Special Articles:		
Tn. Mtg. Article – <i>Selectboard Assistant</i>	9.29	7,102.79
Tn. Mtg. Article – <i>WC Sheriff</i>	<u>5,540.82</u>	<u>876.43</u>
	5,550.11	7,979.22
Due Other Funds:		
Town Equipment Fund 2002		42,008.14
Town Equipment Fund 2003	19,483.99	
Townshend Public Library	3,000.00	2,300.00
STVT: <i>Act 60 GSSG</i>	31,030.94	52,866.24
School District	<u>200,000.00</u>	<u>200,000.00</u>
	253,514.93	297,174.38
Reserves:		
Outside Audit – Tn. Mtg. Article	1,608.45	
Planning Board		1,045.95
Act 60: Reappraisal	54,214.00	36,843.00
Sidewalk Repair	2,000.00	1,000.00
FEMA – Fire Truck Use		949.38
Public Records Restoration	<u>2,664.52</u>	<u>1,589.52</u>
	60,486.97	41,427.85
Fund Balance		
Surplus Prior Year	43,943.13	18,096.60
Surplus Current Year	<u>5,903.56</u>	<u>25,846.53</u>
	<u>49,846.69</u>	<u>43,943.13</u>
	387,476.86	416,733.70

2003 HIGHWAY FUND
Comparative Balance Sheet

	<u>12/31/03</u>	<u>12/31/02</u>
ASSETS: Receivables		
State of Vermont 2003-2004	52,132.30	
State of Vermont 2002-2003		<u>52,254.66</u>
	<u>52,132.30</u>	52,254.66
LIABILITIES, RESERVES & FUND BALANCE		
Due to General Fund	(261.34)	(15,508.80)
Gravel Crushing Reserve		6,000.00
Fund Balance		
Surplus/(Deficit) Prior Year	61,763.46	(16,692.13)
Surplus/(Deficit) Current Year	<u>(9,369.82)</u>	<u>78,455.59</u>
FUND BALANCE (net)	<u>52,393.64</u>	<u>61,763.46</u>
	52,132.30	52,254.66

Change in Fund Balance

	Estimated	Actual	Proposed
	<u>2003</u>	<u>2003</u>	<u>2004</u>
Beginning Balance	61,763	61,763.46	52,393
ADD: Revenue	365,712	375,596.60	416,707
DEDUCT: Expenses	<u>(427,475)</u>	<u>(384,966.42)</u>	<u>(469,100)</u>
Ending Balance	-0-	52,393.64	-0-

REVENUE - Estimated & Actual

	Estimated	Actual	Proposed
	<u>2003</u>	<u>2003</u>	<u>2004</u>
TAX REVENUE			
Property Tax	331,475	331,475.46	373,100
DEDUCT Surplus/ADD Deficit	<u>(61,763)</u>	<u>(61,763.46)</u>	<u>(52,393)</u>
To be raised in TAXES	269,712	269,712.00	320,707
STATE OF VERMONT			
Annual Program	95,000	104,204.60	95,000
OTHER HIGHWAY REVENUE			
Plow Other Towns	<u>1,000</u>	<u>1,680.00</u>	<u>1,000</u>
Total Non-Tax Highway Revenue	<u>96,000</u>	<u>105,884.60</u>	<u>96,000</u>
Total HIGHWAY REVENUE	365,712	375,596.60	416,707

2003 HIGHWAY FUND
Expenses - Estimated & Actual

	Estimated <u>2003</u>	Actual <u>2003</u>	Proposed <u>2004</u>
GENERAL MAINTENANCE			
Wages	65,000	54,594.77	77,500
Materials & Supplies	9,000	5,485.32	9,000
Road Signs	500	626.10	1,000
Contracted Services	10,000	9,872.50	10,000
Use Town Equipment	45,000	33,407.00	45,000
Use Town Gravel	<u>2,000</u>	<u>6,532.00</u>	<u>1,000</u>
	131,500	110,517.69	143,500
WINTER MAINTENANCE			
Wages	55,000	51,554.77	67,500
Materials & Supplies	45,000	61,379.32	50,000
Contracted Services	1,500	1,210.00	1,500
Use Town Equipment	<u>35,000</u>	<u>36,240.50</u>	<u>35,000</u>
	136,500	150,384.59	154,000
RETREATMENT <i>Paving Contract</i>	50,000	44,812.40	50,000
GRAVEL CRUSHING			
Crushing Contract	10,000	17,250.00	
Gravel Charged Out		(5,999.50)	
Apply Crushing Reserve		<u>(6,000.00)</u>	
	10,000	5,250.50	
SPECIAL PROJECTS			
West Hill Road Bridge		1,913.06	
Top Notch Bridge <i>(NET)</i>		8,800.00	
<i>* 44,000.00 Contract LESS ST Vt Grant 35,200.00 *</i>			
Riverdale Road		1,806.40	
Simpson Brook Road Bridge		1,598.68	
Brookline Road		458.34	
Plum Road		937.50	
Wiswell Hill Road		<u>565.00</u>	
	<u>30,000</u>	<u>16,078.98</u>	<u>30,000</u>
Direct Highway Expense	358,000	327,044.16	377,500
ANCILLARY & PAYROLL EXPENSE			
Liability Insurance	1,100	1,188.00	1,500
Uniforms	2,200	3,106.12	2,600
Training/Other Expenses	300	380.00	400
CDL Expense	150	100.00	100
F.I.C.A.	9,250	8,528.23	12,400
State Unemployment Insurance	1,275	1,275.00	1,900
Health Insurance	38,950	31,307.87	53,100
Retirement	6,250	5,548.67	7,600
Workers' Compensation	10,000	7,934.73	12,000
Miscellaneous Employer's Expense		95.40	
Other Fund Reimbursement		<u>(1,541.76)</u>	
	<u>69,475</u>	<u>57,922.26</u>	<u>91,600</u>
Total HIGHWAY Expense	427,475	384,966.42	469,100

2003 HIGHWAY FUND

2003 Highway Expense Summary

Materials & Supplies:

Salt	\$19,653.62	
Sand	41,725.70	
Chloride	3,696.00	
Road Signs	626.10	
Manholes	450.83	
Stone	805.50	
Rental Equipment	170.90	
Miscellaneous	<u>388.95</u>	\$67,517.60
Gravel		6,532.00
Use Town Equipment		71,451.50
Hired Services		15,874.50
Paving Contract		44,812.40
Top Notch Road Bridge Project		44,000.00
Gravel Crushing (<i>net after projects & reserve applied</i>)		5,250.50
Wages		110,067.21
Indirect Expenses:		
Ancillary	\$4,774.12	
Payroll Expenses	<u>54,689.90</u>	
		<u>59,464.02</u>
<i>TOTAL Highway EXPENDITURES</i>		\$424,969.73
<i>SUBTRACT:</i>		
<i>Reimbursements & Grants</i>		<u>(40,003.31)</u>
NET Highway EXPENDITURES		\$384,966.42

2003 TOWN EQUIPMENT FUND

Comparative Balance Sheet

	<u>12/31/03</u>	<u>12/31/02</u>
ASSETS		
Cash Account	43,201.07	50,738.43
Receivables:		
Due from General Fund 2003	19,483.99	
Due from General Fund 2002		42,008.14
PrePaid Supplies for All Equipment		206.18
PrePaid Diesel/Gas	<u>1,157.60</u>	<u>772.67</u>
	63,842.66	93,725.42
LIABILITIES, RESERVES & FUND BALANCE		
Equipment Payables:		
Interest Payable – Charter One Note		855.99
BankNorth Grader Lease	21,363.60	28,174.17
Municipal Heavy Equipment Note – Grader	60,000.00	90,000.00
Municipal Equipment Replacement Reserves:		
Compactor	19,726.29	19,534.71
School Bus	<u>7,392.73</u>	<u>17,269.60</u>
Fund Balance	<u>(44,639.96)</u>	<u>(62,109.05)</u>
	63,842.66	93,725.42

Change in Fund Balance

	<u>12/31/03</u>	<u>12/31/02</u>
<i>Beginning Balance</i>	(62,109.05)	30,103.93
ADD: Revenue	72,605.61	86,931.48
DEDUCT: Expense	<u>(55,136.52)</u>	<u>(179,144.46)</u>
<i>Closing Balance</i>	(44,639.96)	(62,109.05)

Change in Reserve Fund Balances

	<u>1/1/03</u>	<u>Deduct</u>	<u>Add</u>	<u>12/31/03</u>
Compactor	19,534.71		191.58	19,726.29
School Bus*	17,269.60	(10,000.00)	123.13	7,392.73

*\$10,000.00 of Bus Reserve voted for School Painting 2003 Town Meeting

Hourly Rates Charged for Equipment Use

	GENERAL	WINTER
Trucks		
#01, #03, #04, #12 – International Dump	15.00	17.00
#02, #05 – Ford – One Ton	13.00	14.00
Grader 2002 & 1988; Loader 2001	19.00	19.00
Miscellaneous Equipment		
York Rake	3.00	
Power Saws	1.50	
Chipper	8.00	
Simplicity Tractor -Mower/Blower	8.00	

2003 TOWN EQUIPMENT FUND

2003 Statement of Revenue & Expense

	<u>Revenue</u>	<u>Expense</u>	<u>Net Gain/(Loss)</u>
<i>TRUCK #01 1994 International</i>			
Supplies/Parts		3545.57	
Insurance/Registration		397.00	
Outside Repairs		<u>6,756.27</u>	
	6,113.00	10,698.84	(4,585.84)
<i>TRUCK #03 2000 International</i>			
Supplies/Parts		5,712.09	
Insurance/Registration		420.00	
Outside Repairs		<u>2,053.58</u>	
	10,477.00	8,185.67	2,291.33
<i>TRUCK #04 2000 International</i>			
Supplies/Parts		6,689.64	
Insurance/Registration		445.00	
Outside Repairs		<u>3,381.51</u>	
	8,969.00	10,516.15	(1,547.15)
<i>TRUCK #05</i>			
Supplies/Parts		5,819.40	
Insurance/Registration		450.00	
Outside Repairs		<u>1,132.65</u>	
	22,669.00	7,402.05	15,266.95
<i>LOADER 2001 John Deere</i>			
Supplies/Parts		3,844.19	
Insurance/Registration		<u>800.00</u>	
	8,198.00	4,644.19	3,553.81
<i>GRADER 2002 John Deere</i>			
Supplies/Parts		6,291.03	
Insurance/Registration		<u>900.00</u>	
	12,851.50	7,191.03	5,660.47
<i>MISCELLANEOUS Equipment</i>			
	1,384.00	1,458.14	(74.14)
Simplicity TRACTOR Blower/Mower	<u>790.00</u>	<u>1,191.73</u>	<u>(401.73)</u>
<i>DIRECT EQUIPMENT Subtotals</i>	71,451.50	51,287.80	20,163.70

2003 TOWN EQUIPMENT FUND

2003 Statement of Revenue & Expense – Continued

<i>DIRECT EQUIPMENT Subtotals</i>	<u>71,451.50</u>	<u>51,287.80</u>	<u>20,163.70</u>
<i>Other Equipment Fund REVENUE</i>			
Interest Earned	96.61		
Town Gravel Used	532.50		
Sell Truck #12 "whitey"	525.00		
<i>Other Equipment Fund EXPENSE</i>			
Fuel Pump Repair		1,024.78	
Gravel Pit		8.68	
Interest Paid - Grader Financing	<u> </u>	<u>2,815.26</u>	
	<u>1,154.11</u>	<u>3,848.72</u>	
TOTAL Revenue & Expense	72,605.61	55,136.52	

Cash Receipts & Disbursements

<i>Balances: January 1, 2003</i>	50,738.43
ADD: General Fund Receivable	42,008.14
Sell Truck #12	525.00
Interest Earned	<u>411.32</u>
DEDUCT:	42,944.46
A/P 2002 – Interest	855.99
Grader Lease Year Two	7,825.83
School Painting – Voted Town Meeting	10,000.00
STVT Grader Note Year One	<u>31,800.00</u>
	<u>(50,481.82)</u>
<i>Balance: December 31, 2003</i>	43,201.07

Statement of Indebtedness

VT Municipal Heavy Equip. Loan Fund – 12/02: \$90,000.00 @ 2.0% - 3 years

<u>Balance 1/1/03</u>	<u>Repayment</u>	<u>Balance 12/31/03</u>
90,000.00	30,000.00	60,000.00

Grader Lease – BankNorth Leasing - 5 years (proceeds paid directly to John Deere)
8/02: \$36,000.00 @ 4.35% - No prepayment Penalty

<u>Balance 1/1/03</u>	<u>Repayment</u>	<u>Balance 12/31/03</u>
28,174.17	6,810.57	21,363.60

2003 SPECIAL TOWN FUNDS

ASSETS are cash. There is one Liability – Common Fund payable.

Mary Taft Fund Chittenden Bank - Money Market

Balance: January 1, 2003	\$2,115.68
ADD: Interest Earned	7.68
DEDUCT: Probate Filing Expenses	<u>(154.40)</u>
Balance: December 31, 2003	\$1,968.96

Common Fund BankNorth - Money Market

Balance: January 1, 2003	\$28,267.05
ADD: Interest Earned	255.58
DEDUCT: Common Expenses 2003 & 2002 A/P	<u>(2,157.70)</u>
Balance: December 31, 2003	\$26,364.93

Payable to General Fund: \$22.52

Moseley Fund Howard Bank - Money Market

Balance: January 1, 2003	\$60,286.34
ADD: Interest Earned	563.20
DEDUCT:	
Cleaning – Memorial Bronzes	\$1,050.00
Refinishing – Floor	<u>6,190.35</u>
	<u>(7,240.35)</u>
Balance: December 31, 2003	\$53,609.19

* * *

Howard Legacy Fund

Trustees: Isabelle Westcott, Ellen Stratton

Balance: January 1, 2003	\$21,896.06
ADD: Interest Earned	<u>538.43</u>
Balance: December 31, 2003	\$22,434.49

Chittenden Bank: Money Market \$12,434.49 CD \$10,000.00

Sewer Escrow Account Chittenden Bank

Balance: January 1, 2003	\$38,619.19
ADD: Interest Earned	<u>143.31</u>
Balance: December 31, 2003	\$38,762.50

2003 CAPITAL EXPENDITURE FUND
Comparative Balance Sheet

ASSETS	<u>12/31/03</u>	<u>12/31/02</u>
Cash Accounts	66,641.48	60,962.10
 LIABILITIES, RESERVES & FUND BALANCE		
Reserves		
Fire Department Pumper	42,062.58	31,113.20
Town Barn/Salt Shed	<u>21,449.66</u>	<u>27,329.36</u>
	<u>63,512.24</u>	<u>58,442.56</u>
FUND BALANCE		
Retained Interest (unassigned)	<u>3,129.24</u>	<u>2,519.54</u>
	66,641.48	60,962.10

Change in Reserve Fund Balances

	<u>1/1/03</u>	<u>Deduct</u>	<u>Add</u>	<u>12/31/03</u>
Pumper Reserve:	31,113.20		10,949.38	42,062.58
Barn Reserve:	<u>27,329.36</u>	<u>(5,879.70)</u>		<u>21,449.66</u>
	58,442.56	<u>(5,879.70)</u>	10,949.38	63,512.24

Cash Receipts & Disbursements

Charter One Bank – Money Market

Balance: January 1, 2003		\$60,962.10
DEDUCT: Equipment Shelters		(5,879.70)
ADD: Interest Earned	609.70	
Fema Transfer <i>General Fund</i>	949.38	
Fire Truck - Voted	<u>10,000.00</u>	
		<u>11,559.08</u>
Balance: December 31, 2003		\$66,641.48

2003 LAND FUND – Taft Meadow
Balance Sheet

ASSETS	<u>12/31/03</u>	<u>12/31/02</u>
Land @ Purchase Price	150,000.00	150,000.00
 LIABILITIES & FUND BALANCE		
3 Year Note – Chittenden Bank	50,000.00	100,000.00
Fund Balance	<u>100,000.00</u>	<u>50,000.00</u>
<i>(Interest & Maintenance reported as General Fund Expense)</i>	150,000.00	150,000.00

Statement of Indebtedness

On 27 December 2001, the Townshend Selectboard borrowed \$150,000.00 at 3.9% from the Chittenden Bank to finance the Land Purchase voted at the Special Town Meeting November 26, 2001. The principal and interest accrued are to be repaid over three years on the payment schedule:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
December 27, 2002	50,000.00	5,850.00	55,850.00
December 27, 2003	50,000.00	3,900.00	53,900.00
December 27, 2004	<u>50,000.00</u>	<u>1,950.00</u>	<u>51,950.00</u>
	150,000.00	11,700.00	161,700.00

2003 TOWNSHEND CEMETERY COMMISSION FUNDS
For all Cemetery Funds: ASSETS are Cash, there are no Liabilities.

Oakwood Cemetery Funds

Oakwood Cemetery General Funds

Balance: January 1, 2003 \$7,094.02

ADD:

Transfer: <i>Retained Earnings from Special Fund</i>	\$20,000.00	
Dividends/Interest	64.66	
Annual Care	722.50	
Sale of Lots	100.00	
Deed Fees	20.00	
Hospital Sewer Fee	500.00	
Miscellaneous	20.00	
Reimbursements (<i>other funds</i>)	<u>1,544.07</u>	
		22,971.23

DEDUCT: Expense *All Cemeteries* (10,254.47)

Balance: December 31, 2003 \$19,810.78

Chittenden Bank - Checking \$119.64 Charter One - Money Market \$19,691.14

Oakwood Cemetery Water Fund Chittenden Bank - Money Market

Balance: January 1, 2003 \$6,527.36

ADD: Interest Earned 46.26

DEDUCT: *Oakwood Reimbursement* (103.64)

Balance: December 31, 2003 \$6,469.98

Oakwood Cemetery Special Funds Perpetual Care

Balance: January 1, 2003

Cash	\$137,411.44	
Putnam Stock (basis)	<u>100.00</u>	
		\$137,511.44

DEDUCT: Transfer: *Retained Earnings TO General Fund* (20,000.00)

ADD:

Interest Earned	\$1,847.64	
Perpetual Care	<u>150.00</u>	
		<u>1,997.64</u>

Balance: December 31, 2003 \$119,509.08

*Putnam Stock @ basis - \$100.00, Chittenden Bank - Money Market \$6,162.33,
 Charter One Bank - Certificate of Deposit maturing 12/4/04 - \$113,246.75*

*Principal - \$78,444.57 plus Putnam Stock * Retained Earnings - \$40,964.51*

2003 CEMETERY FUNDS *Continued*

Round Hill Cemetery Funds *Chittenden Bank - Money Market*

Balance: January 1, 2003 \$7,808.08

ADD:

Interest Earned	\$55.49	
Donation to Perpetual Care	100.00	
<i>In memory of Pat Boyle</i>		
Annual Care	<u>50.00</u>	
		205.49

DEDUCT: Oakwood Reimbursement (518.41)

Balance: December 31, 2003 \$7,495.16

*Principal: \$6,436.31 * Retained Earnings: \$1,058.85*

Maple Grove/Old Cemetery Funds *Charter One Bank - Money Market*

Balance: January 1, 2003 \$7,600.15

ADD:

Interest	\$77.15	
Burial Fee	10.00	
Taxes Voted - Town Meeting	<u>700.00</u>	
		787.15

DEDUCT: Oakwood Reimbursement (922.02)

Balance: December 31, 2003 \$7,465.28

*Principals: \$2,167.50 * Stone Fund \$25.00 * Retained Earnings: \$5,272.78*

Maple Grove-250.00, Wiswell-617.50, Twitchell-50.00, Sanderson-500.00, Taft-700.00, Acton-50.00

2003 Warrants Paid: All Cemeteries - \$10,254.47

	<u>Oakwood</u>	<u>Round Hill</u>	<u>MapleGrove/Old</u>
Contract	\$6,345.00		
Wages	234.00	\$346.50	\$657.00
FICA	16.19	26.46	52.02
Insurance (all)	202.92		
Maintenance/Repair	53.99	30.95	61.90
Gate Work	1,825.00		
Electricity	99.33		
Use of Equipment	10.50	76.50	113.50
Supplies	27.11	10.00	5.00
Miscellaneous		<u>28.00</u>	<u>32.60</u>
	<u>\$8,814.04</u>	\$518.41	\$922.02

2003 TOWNSHEND PUBLIC LIBRARY

Comparative Balance Sheet

	<u>12/31/03</u>	<u>12/31/02</u>
ASSETS		
Cash Accounts	54.12	14.58
Receivable: Balance Previous Year's Taxes Voted	<u>3,000.00</u>	<u>2,300.00</u>
	3,054.12	2,314.58
LIABILITIES, RESERVES, & FUND BALANCE		
Fund Balance	<u>3,054.12</u>	<u>2,314.58</u>
	3,054.12	2,314.58

Change in Fund Balance

	<u>12/31/03</u>	<u>12/31/02</u>
<i>Beginning Balance</i>	2,314.58	2,905.87
ADD: Revenue Taxes Voted	24,080.00	22,903.00
DEDUCT: Library Expense	<u>(23,340.46)</u>	<u>(23,494.29)</u>
<i>Ending Balance</i>	3,054.12	2,314.58

Cash Receipts and Disbursements

<i>Balance: January 1, 2003</i>	\$14.58
ADD: Taxes Voted AND Paid to Library Account	23,380.00
DEDUCT: Warrants Paid	<u>(23,340.46)</u>
<i>Balance: December 31, 2003</i>	\$54.12

Library Expenses - Estimated & Actual

	<u>Voted</u> <u>2003</u>	<u>Actual</u> <u>2003</u>	<u>Proposed</u> <u>2004</u>
Salary – Librarian	12,400	12,662.16	12,710
Salary – Custodian	780	822.00	790
Salary - Substitutes	700	740.25	700
Fica	1,000	1,100.03	1,200
Insurance	1,000	873.13	1,000
Utilities	2,800	2,582.81	2,800
Postage	650	433.96	650
Supplies	400	387.77	400
Travel/Meetings	250	145.96	250
Telephone	1,800	1,856.48	1,800
Maintenance	1,500	1,580.91	1,500
Equipment	500	0.00	500
Snow Removal	<u>300</u>	<u>155.00</u>	<u>300</u>
	24,080	23,340.46	24,600

2003 TOWNSHEND LIBRARY TRUSTEES

Cash Receipts

Fund Drive	5,130.00
Donations	402.00
Memorial Donations	130.00
Book Club	49.37
Refunds/Reimbursements/A/P	294.48
Interest – Cash Accts only	160.54
Transfer From Investments	500.00
Book Sale (net)	1,125.15
Pumpkin Festival	159.90
Bank Adjustment	<u>-0.03</u>
<i>Subtotal</i>	7,951.41
<i>FREEMAN GRANT-2</i>	<u>13,350.00</u>
	21,301.41

Cash Disbursements

Programs	244.92
Supplies	1,158.22
Subscriptions	471.46
Arts & Crafts	159.43
Fund Raising	795.32
Professional Dvpmnt.	284.00
Equipment	198.17
Accounts Payable	100.00
Books	7,395.50
Miscellaneous	128.42
Improvements	<u>308.70</u>
	11,244.14

CASH Receipts and Disbursements

<i>Balances: January 1, 2003</i>	\$13,426.05
ADD:	
Trustees Receipts	\$7,951.41
<i>Freeman GRANT-2</i>	<u>13,350.00</u>
	21,301.41
DEDUCT:	
Trustees Expense	\$11,244.14
<i>GRANT EXPENSE 1&2</i>	<u>15,966.15</u>
	(27,210.29)
<i>Balances: December 31, 2003</i>	\$7,517.17

Charter One Bank: Trustees Money Mkt: \$7,260.78, Grant Checking \$57.91

Chittenden Bank: Trustees Checking \$198.48

Trustee Funds: \$3,854.26 – Grant Fund: \$3,662.91

Library Trustees' Assets

(Transfers among CASH accounts not reported.)

	<u>1/01/03</u>	<u>Receipts/Earnings</u>	<u>Withdrawals/Expenditures</u>	<u>12/31/03</u>
CASH				
Checking	142.65		(11,269.17)	198.48
Grant Ckg.	129.06	145.00	(15,966.15)	57.91
Money Mkt.	<u>13,154.34</u>	<u>21,181.44</u>		<u>7,260.78</u>
	13,426.05	21,326.44	(27,235.32)	7,517.17
CD-Key Bank	8,563.18	47.32	(8,610.50)	-0-
CD-BankNorth	<u>-0-</u>	<u>8,610.50</u>	<u>-0-</u>	<u>8,610.50</u>
	8,563.18	8,657.82	(8,610.50)	8,610.50
INVESTMENTS				
McDonald	<u>34,251.83</u>	<u>8,140.57</u>	<u>(500.00)</u>	<u>41,892.40</u>
	56,241.06	38,124.83	(36,345.82)	58,020.07

Townshend Library FREEMAN GRANT *Calendar 2002 & 2003*

EXPENDITURES:	<u>2002</u>	<u>2003</u>	
Materials	1,735.75	2,663.18	4,398.93
Equipment	1,420.76	7,529.90	8,950.66
Programs	1,066.00	1,445.00	2,511.00
Personnel	<u>2,848.43</u>	<u>4,183.07</u>	<u>7,031.50</u>
	7,070.94	15,821.15	22,892.09
RECEIPTS:			
Grant 1	13,350.00		
Grant 2	<u>13,350.00</u>		
		26,700.00	
Expenditures as Reported		<u>(22,892.09)</u>	
<i>Grant Cash Balance at 12/31/03</i>			3,807.91

Plans have not yet been finalized, but as of this writing, Otis Health Care may be serving lunch on Town Meeting day. You may recall that 2001 was the last of the School Club's luncheons, and that Otis Health Care catered lunch in 2002.

2003 Pilot/RDAG Funds

<i>Balance: January 1, 2003</i>	\$181,963.12
ADD: Interest Earned	<u>2,516.86</u>
<i>Balance: December 31, 2003</i>	\$184,479.98

Chittenden Bank: CD maturing 3/29/04 \$41,041.24
Charter One Bank:
CD maturing 6/4/04 \$131,826.34 & Money Market \$11,612.40

Fund Designations and Encumbrances:

	<u>Pilot Loan Program</u>	<u>Town Hall Renovation</u>
<i>Balances: December 31, 2003</i>	\$40,000.00	\$144,479.98

Results of the annual Town and School District Meeting, March 4, 2003

The meeting was called to order at 9:04 AM by Moderator Lawrence Kraft.

Article 1. Lawrence Kraft was elected Moderator for the ensuing year.

Article 2. The Auditors' report was approved.

A Motion was made and approved by town vote to supercede Article 3 with Article 4.

Article 4. The town voted for the Town and Town School District officers for the ensuing year.

Article 3. Salaries were approved for Town and Town School District officers for the ensuing year.

Town Clerk & Town Treasurer	\$18,995.00 salary for calendar year
Selectmen	(1) \$675.00 per year (chair)
	(4) \$562.00 per year
Listers & Auditors	\$9.00 per hour
Permanent Part Time Labor	\$9.00 per hour
School Board	\$1350.00 (total)

Article 5. The town voted to authorize the Townshend School District to spend up to \$10,000 from the Municipal Revenue reserve for painting and carpeting the school.

Article 6. The town voted to raise \$1,052,835.00 by taxation to pay for the running expenses and liabilities of the school.

Article 7. The town voted to appropriate \$299,377.00 and raise \$205,578.00 by taxation to pay for the running of the town.

Article 8. The town voted to appropriate \$427,475.00 and raise \$269,712.00 by taxation for summer and winter roads.

Article 9. The town voted to expend \$12,000.00 and raise \$4,897.21 for the contracted services of an administrative assistant.

Article 10. The town voted to expend \$12,500.00 and raise \$11,623.57 by taxation for the contracted services of the Windham County Sheriff's Department.

Article 11. The town voted to raise \$6,000.00 by taxation for a professional audit.

Article 12. The town voted Article 12, as amended, to raise \$10,000.00 by taxation toward town reappraisal by a profession appraisal firm.

Article 13. The town voted to raise \$24,080.00 by taxation for the running expenses and liabilities of the Library.

Article 14. The town voted to raise \$10,000 by taxation toward the future purchase of a fire truck.

Article 15. The town voted to raise \$700.00 by taxation for the Old Cemetery Fund.

Article 16. The town voted to raise \$5,000.00 by taxation for the Townshend 250th Anniversary celebration.

Article 17. The town voted to raise \$250.00 by taxation for the Historical Society of Windham County.

Article 18. The town voted Article 18, as amended, to raise \$15,831.00 by taxation for Social Services.

Article 19. The town voted to authorize the Town Clerk to approve additions to the checklist.

Article 20. The town voted to authorize the Selectmen to set a tax rate sufficient to cover all monies raised and borrow money in anticipation of taxes.

Article 21. The town voted to have all taxes paid as follows: property and personal taxes are due in the Office of the Treasurer by the close of office hours on October 3, 2003. Taxes become delinquent October 4, 2003. Interest will be charged at the rate of 1% per month or fraction thereof, for the first three months and thereafter 1 ½% per month or fraction thereof from the due date of such tax.

Article 22. The town voted to authorize the Selectmen to sell or convey properties acquired by the town through tax sales and execute, acknowledge and deliver deed and other transfer documents upon such terms and conditions as the Board of Selectmen deem to be in the interest of the town.

Article 23. The town voted to authorize the Selectmen to acquire by gift or purchase, land for municipal forest, to promote reforestation, water conservation and good forestry practices.

Article 24. The town voted to call upon all officials to put Vermont in the forefront of a sustainable energy future, request immediate action on legislative initiatives promoting energy efficiency, and encourage expansion of the renewable energy industry.

Article 25. The town voted to not approve Article 25. It requested that the Legislature of the State of Vermont bar the re-licensing of the Vermont Yankee Nuclear Power Station, bar the licensing of any other nuclear generating station in the State of Vermont, and implement a state energy plan that relies upon renewable energy sources.

Article 26. Discussion of other non-binding issues took place.

The next Town Meeting will be March 2, 2004 at 9:00 AM.

The meeting adjourned at 4:10 PM

Results of the TOWN SCHOOL DISTRICT SPECIAL MEETING SEPTEMBER 17, 2003

A special meeting of Townshend voters was held at 7:00 PM on September 17, 2003, to act upon a petitioned article asking whether the Townshend School District should withdraw from the Leland and Gray High School District 34. After approximately an hour of discussion regarding the legal costs and complexities involved in undertaking the action, the article was voted down, 81 to 26.

List of Town Properties 2003

Town Hall and Town Hall Water Supply (1/2 interest in driven well)
Town Barn, (1) 300 gal gas tank, (1) 2,000 gal diesel tank and pumps
Town Athletic Field (leased to LGUHS to July, 2070)
Library, Fire Station, Gravel Pit, Dut's Hut
Elementary School House, driven well and septic system
Land within State Park, old dump, Townshend Acres Lot 49
Taft Meadows (Leonardo's)

FIRE DEPARTMENT

1951 4WD Dodge Truck & Trailer
1969 Willys Jeep Pickup
1976 Chevrolet Pumper
1987 GMC Pumper-Tanker
1991 Ford Utility Truck
2000 Pumper & Tanker (E-1)
Two-Way Radio System
Misc. Equipment

TOWN HALL

Shredder, Facsimile
York safe/files, 17 file cabinets
2 typewriters, checkwriter
Phone System, PA System
Answering machine, calculators
Office Furniture
6 computers, 5 printers
Plat Cabinet, Map Cabinet
2 pianos, chairlift
2 Canon Copiers, Voting Booths
Tables, Chairs, Kitchen Equip.

ELEMENTARY SCHOOL

1998 International Bus
2scanners, 7hubs, 2routers,
tape drive, pc/tv scan cnvrtr,
2 TVs, 2VCRs, 19 printers, fax,
7 Apple computers, 30 IBMs

TOWN HIGHWAY EQUIPMENT

Truck #1, 1994 International
Truck # 3, 2000 International
Truck #4 2001 International
Truck #5 2002 Ford 550 1-ton dump
Truck #12 1984 International Diesel
1992 International compactor
Loader: 2001 John Deere 554h
Grader: 2002 John Deere 772ch
5 plows, 3 wings, 5 sanders
Two-way radio system, York rake
One Ton Crane, Blasting Machine
Simplicity Snow Blower/Mower
Lime Spreader, Portable Heaters
Welder, Torches, Battery Charger
Electric Grinder, Incinolet
2 chain saws, hand tools,
Protective Clothing, Misc. Supplies
Office Furniture, Answering Machine
Steam Cleaner, Supplies
93 Bandit chipper

CEMETERY PROPERTY

15 Cemeteries
Tool House & Artesian Well at
Oakwood Cemetery
John Deere Riding Mower w/
Lawn Sweeper, 5 Mowers
Rakes, Trimmers, Misc. Tools

Town Clerk Fees processed as of December:

	<u>2002</u>	<u>2003</u>
Recording/Filing	\$13,241.65	\$14,898.60
Title Searching w/copies	\$1,369.25	\$1,484.00
Certified Copies (vital records)	\$2,642.00	\$1,774.00
Burial Transits	\$320.00	\$175.00
State of Vermont Fish & Wildlife (net)	\$353.45	\$328.25
Posting Land	\$45.00	\$25.00
Automobile Renewals	\$415.00	\$533.00
Marriage/Civil Unions	\$170.00	\$180.00
Miscellaneous	\$254.35	\$84.85
Copy of Grand List on disks	\$4.00	\$7.00
Green Mountain Passes	\$6.00	\$8.00
Total	\$18,820.70	\$19,497.70
Restoration fee received (<i>restored Vol 23</i>)	\$2,059.00	
<i>beginning balance \$1,589.52</i>		\$1,014.00
Animal Licenses (\$251 to State)	\$1,767.50	\$1,602.00
<i>Collected Del. 2002 Dogs fees</i>		\$101.00
Septic Applications	\$818.00	\$529.00
Liquor/Tobacco Licenses	\$550.00	\$400.00



ANIMAL LICENSING

All dogs, 6 months or older must have a rabies vaccination and be licensed before APRIL 1ST. Please call the office should you no longer have a dog or you are moving, in order for your dog to be taken off the Town records.

	<u>Neutered</u>	<u>Spayed</u>	<u>Not</u>	RABIES CLINIC -
Male	97		18	<i>Newbrook Fire Sta.</i>
Female		107	29	March 14, 2004
FEES:	\$5.00	\$5.00	\$9 Female	<i>10:00 AM to 1:00 PM</i>
	After APRIL 1st fees increase 50%			

VITAL STATISTICS

received in Town Clerk's Office - December 31, 2003

	Births	Death	Marriages/Unions
Townshend	1	35	9 / 3
Springfield	1		
Brattleboro	12		

Townshend residents who left us this year

Andrus Christopher	Damon	Margaret
Boyle Patricia	Davis	Muriel
Cann Edna	Grubmeyer	Norah M. T.
Carey Charlene	Lackard	Kathryn
Chamberlin Walter	Marcott	Marguerite
Cutts Royal		

Townshend Residents - RESOURCE CENTER

TOWN OFFICE information (past & present) for public review

- Meetings:* times, minutes, posted and warned
- Compactor:* rules & regulations, tokens and sticker
- Licenses:* marriage, civil unions, animal, VT Fish & Game
- Auto:* renewals and State forms
- Permits:* driveway access, septic installation & outside burning
- Property:* location, taxes, appraisal, owners name, 911, etc.

Hours: Mon., Tues., Wed., & Fri. 9:00AM to 4:00PM
 1st and 3rd Saturdays 9:00AM to Noon
AND when the Vermont Statutes so direct

LAND TRANSACTIONS recorded as of November 26, 2003

	Total Transfers	Actual Purchases	Declaring as Prim. Residence		Sales Tax paid to State
2003	91	37	19	Vols	\$63,671.25
					79, 80, 81, 82

Welcome to Townshend

(new legal resident property owners, as of November 26, 2003)

Aither	Justin and Cliché, Tawnya	Kozlowski	Mark & Joletta
Angell	Samuel & Amy	Malko	Paul and Martin, Catherine
Bateman	Christopher and Burke, Brette	Paytas	Paul
Classey	Laura	Redin	Stephen
Dunn	Ruth Ann	Royce	Walter & Andrea
		Vachon	Louis

ORDINANCES:

- *Sewer Ordinance revised
- *Human Bit by Animal
- *Solid Waste Disposal
- *NO overnight Parking
- *Wireless Telecommunication Facilities (Cell Towers)
- **Speed Limit Ordinances
 - + Grafton Rd
 - + Unpaved Town Roads
 - + Local Enforcement on State Highway Speed Limit

LIQUOR/TOBACCO LICENSES:

- | | |
|---------------------------|--------------------------|
| Townshend Country Inn | Harmonyville Store |
| Tannery Brook Hosp. Corp. | River Bend Farm Market |
| | Wildflower Café & Bakery |

SEPTIC APPLICATIONS:

- | | |
|---|---------------------|
| Septic applications MUST BE obtained by the property owner when replacing a tank, installing or replacing a system | Tank replacement 2 |
| | Septics installed 8 |
| | State approved 9 |

PERMIT TO KINDLE FIRE: to burn brush only

Must be obtained and signed by an individual, who will notify Fire Mutual Aid - Keene 1-603-352-1291. This Permit does not relieve you of any liability related to the fire or damages it causes.

Available at the Town Clerk's Office or Roger Brown, Fire Warden

REMINDER: *Burning household trash is against the Law as well as treated/painted wood and construction materials*

**OTIS HEALTH CARE CENTER/
GRACE COTTAGE HOSPITAL FY2003**

2003 was an extremely busy and productive year at the Otis Health Care Center. Messenger Valley Pharmacy, Grace Cottage Hospital Rehab, the laboratory, X-ray and Grace Cottage Family Health (the physicians' practice) continued to expand services in response to increased demand. Dr. Timothy Shafer and his staff, including nurse practitioner Louise McDevitt, joined Grace Cottage in July. Dr. Maurice Geurts joined the medical staff in September, following his three-year residency program at the University of Vermont; prior to this he was the chief medical officer at a 200-bed hospital in Malawi, Africa. Dr. Moss Linder and Dr. Kimona Alin bring the total to five family physicians on staff, in addition to a psychiatrist, Dr. Judy Tietz, two podiatrists, Drs. David and Kimberly Liebow, and a pediatrician, Dr. Elizabeth Linder.

The West River Valley Elder Care Task Force and the Otis Health Care Center board's eldercare committee continue to explore options for home and community-based eldercare, in addition to the 14-bed Heins Home and Grace Cottage Adult Day Services. During the year, the task force produced an eldercare needs assessment and the Otis Health Care Elder Care committee commissioned a market feasibility study on special needs housing for elders; copies of both reports are available upon request.

Grace Cottage Hospital has seen an increase in occupancy from an average of 67% to 95% this past fall and early winter. We stand ready to serve Townshend and surrounding communities with personal, professional healthcare.

Townshend taxpayers are always welcome to join me for a cup of coffee and a tour of the entire hospital complex.

Al LaRochelle, Administrator

Services	FY1993*	FY2002*	FY2003*
Emergency Room Visits	1,216	1,978	1,006
Ambulance Calls	109	303	308
Lab Tests	16,014	39,033	43,391
X-Rays	1,858	2,580	2,695
Physician Visits	0	23,576	24,412
Physical, Occupational & Speech Therapy	4,661	18,916	19,637
Retail Prescriptions Filled	0	39,764	43,576
Dollars of Free Care Provided	\$126,214	\$255,300	\$363,795

*The Otis Health Care Center's fiscal year is Oct. 1- Sept. 30.

Planning Commission Report for 2003

From our first meeting in April until November, update of the Townshend Town Plan has been foremost on the work schedule. At every meeting the words and policies of the expiring plan were read and changes were discussed. On Sept. 10, 2003 a public hearing was held on the Town Plan Hearing Draft. Some changes were made following suggestions at the hearing and a second draft was approved by the Planning Commission and sent to the Townshend Selectboard. On Nov. 10, 2003, the Selectboard held a public hearing and the plan was reviewed in detail. Some non-substantive changes were made based upon recommendations made at that hearing. On November 17, 2003, the Townshend Selectboard adopted the Town Plan for a period of 5 years, until Nov. 17, 2008. Copies of the newly adopted Town Plan are available from our Town Clerk.

The Commission is now working with the Selectboard to secure a Village Center Designation that will enhance the Town's eligibility for State grants, and may provide some tax relief for business owners updating their properties.

Cooperation with other towns on traffic problems on Route 30 is still on our agenda, although progress in this area seems stymied for lack of State funding.

Other projects we are working on: (1) efforts to provide housing options for the elderly (2) assessing the needs and searching for solutions to the facilities at the Town Garage and the need for a new firehouse. For a more detailed list of priorities for action, refer to pages 32-34 in the updated Town Plan.

Our meetings are the second and fourth Wednesdays of every month at 7:15 P.M.; we encourage citizens to come and talk with us about anything on their minds.

In September, we welcomed Michael Charles as a new Commission member.

Art Monette, Chair
Elizabeth Garfield

Mike Bills
Susan LeCours

Michael Charles
Tom Lyman

John Evans



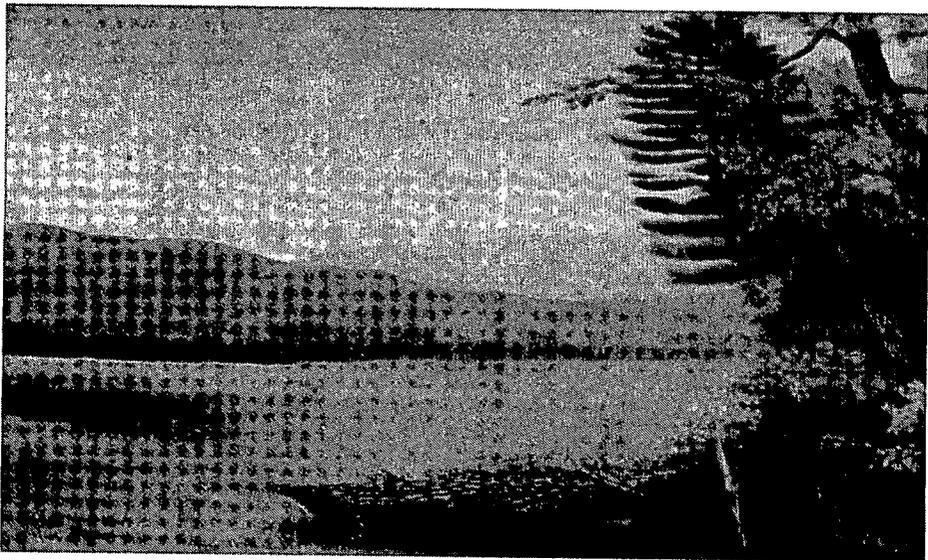
Town Hall Painted Curtains Committee Report 2003

The Town Hall Painted Curtains Committee has found a total of eight stage curtains in the town hall which need various degrees of cleaning and stabilizing. This committee has met with the Vermont Painted Theater Curtains Project (VPTC) director, Chris Hadsel and conservator, Michelle Pagan for a total of 18 hours exploring possibilities for preserving the life of these curtains that were designated as national treasures by the White House Millennium Council in 1999.

The VPTC Project is offering the Town of Townshend approximately \$22,795 if the town can contribute \$7,540 to clean and stabilize their town hall curtains. Total cost for the project is \$30,335. While project director Chris Hadsel has raised \$235,000 in grant monies, she is also looking for volunteers, and a monetary contribution from each town to help with the project. "If we clean them up, they could last for several more generations to enjoy. If we neglect them, they will soon be gone forever," says Hadsel.

Given the present condition of the curtains, especially the fragility of the locomotive scene, the committee recommends that the town should begin the process right away while grant funds are still available.

Town Hall Curtains Committee Members,
Virginia Chamberlin, Heidi Clawson, Marjorie Holt, Janet Stowell



Town Hall Painted Curtain

It was another successful year for the Townshend junior, pee-wee and softball teams. As usual, lots of terrific people pitched in to do everything it takes to put well-coached kids on a decent field, and, this year, many folks in town also helped by dipping into their wallets to buy raffle tickets to support the entire program.

Thanks to Dan and Karen Reilly, Glen and Deidre Beattie, Dave Barnum, Scott Brooks, Paul Jerz and all the other parents who helped out with the pee-wees. The kids had a great time, improved quite a bit (there are some nice players coming up into juniors) and, again this year, nobody got conked with a bat.

Jennifer Joyce, assisted ably by husband Bill, had the softball girls again this past year, and no team ever had more fun practicing and playing. Six girls from last year's team have moved on to junior high: Claire Zukas, Hillary Walton, Lela Fitzpatrick, Molley Tarbell, Samantha Brooks and Katie Barnum. They will be missed, and we wish them all the best as they continue in athletics.

Jim Crozier, Buddy Bruder, Quinton Carr and Mike Attley all helped out with the juniors, who had a nice year as well, including a run to the finals in the end-of-season tournament. We lose Alyssa Dolan and Thane Beattie to the next level – two extremely game players who developed nicely through the year – and we wish them continued success in junior high as well.

Thanks to Mark Morse and the town crew for keeping after the field, and to Mitch Putnam, Alex Jimenez, Howard Lott, John (Tommy) Thomas and Caleb Record for umping. Finally, special thanks to Pat and Butch Defelice for donating the two plane tickets that were raffled – that was incredibly generous, and much appreciated by everyone involved with Townshend baseball/softball.

**Vermont Department of Health
Annual Report – Town of Townshend 2003**

The Vermont Department of Health works to protect and improve the health of all citizens. The following are some of the essential services available to residents of Townshend.

Reportable Disease Case Investigations: Infectious diseases continue to be a major source of illness, disability and death in the U.S. and Vermont, accounting for 25% of all doctor visits each year. The Health Department investigates all cases of disease such as meningitis, hepatitis, pertussis (whooping cough), and infectious diarrhea to determine their source, to recommend control measures (including current treatment standards) and to prevent further spread of the disease. In 2002, the department investigated 183 cases of disease in Windham County. Each summer specific activities occur to track West Nile virus. In Windham County, there were 132 dead bird reports, 52 were tested and 23 were found to be infected with WNV. Three humans were positive (two from Addison County and one from Windham County). Four horses have tested positive (three from Addison and one from Windham.)

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, 39 women, infants and children living in Townshend 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.

Food & Lodging Inspections: National surveys show that more people are eating out more often. Public health sanitarians inspect eating establishments (restaurants, schools, fairs, camps) 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 checklist 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. Of the 11 establishments in Townshend, 13 inspections were completed by a sanitarian during 2002.

New public health issues emerge every year. Some challenges being addressed by the Health Department include emergency preparedness and response to disease threats like SARS or potential acts of bioterrorism; expansion of substance abuse prevention and treatment; and improving health care for people with chronic conditions like diabetes, asthma and cardiovascular disease.

If you would like more information about these efforts, or if you have a public health concern, please call the Brattleboro District Office at (802) 257-2880. Please visit our web site at www.HealthyVermonters.info for information on health topics, public health emergency preparedness and response, news releases, publications, reports and general public health information.

VERMONT LEAGUE OF CITIES AND TOWNS

The Vermont League of Cities and Towns' mission is to serve and strengthen Vermont local government. Most government services used by Vermonters on a daily basis are those provided by its cities and towns. These include highways, police, fire, recreation, sewer and water. Vermont municipal officials are responsible for raising and expending nearly one-half of the non-federal taxes raised in the state. In large part, volunteer elected and appointed municipal officials lead these governments. VLCT provides the following services to its member cities and towns, to strengthen the ability of these officials to provide quality services at affordable levels of taxation:

- Advocacy representation before the State Legislature, administration and judiciary, ensuring that municipalities have the resources and authority to serve their citizens. VLCT is a leader in the education finance debate and in securing revenues for town highway and bridge maintenance programs.

- Training, technical assistance and publications to strengthen the ability of municipal officials to serve their communities. In the past year, we have responded to almost 50,000 telephone calls, 21,200 of them from local officials on the toll-free telephone line available to them. Our Municipal Assistance Center and Group Services staffs provided over 750 workshops and small group training sessions attended by over 4,000 municipal officials and answered over 2,300 legal questions posed by municipal officials. VLCT distributed over 575 copies of local government publications and distributed over 3,200 hard copies or electronic mail versions of VLCT's Weekly Legislative Report to municipal officials each week during the legislative session.

- Purchasing opportunities to provide needed services at the lowest cost. These include an array of municipal insurance programs, among many others. Examples of how this saves local taxpayers dollars are the securing of municipal employee health insurance and liability coverage for town operations. The VLCT Health Trust represents the most affordable option available to provide health insurance to municipal employees. The value of VLCT PACIF to all our members was made painfully clear last year when the major re-insurer for the largest private sector option available for municipal property and casualty insurance was declared insolvent by the State of Pennsylvania, threatening the payment of claims made under those policies.

All 246 Vermont cities and towns are members of VLCT, along with 140 other municipal entities including villages and fire districts. Membership dues are \$.72 per capita plus a \$250 service fee per year. VLCT maintains its offices in Montpelier and employs 42 staff members. It has an annual operating budget of approximately \$3.0 million.

Individuals interested in finding out more about Vermont League of Cities and Towns, including reviewing its audited financial statements can visit its Web site at www.vlct.org.

Townshend Volunteer Fire Department Annual Report 2003

This past year has been a good one for the Fire Department in terms of calls and loss. There were no significant losses in Townshend in the past year. In terms of calls we were right at our average for the last 10 years.

One type of call category that continues to increase is false alarms, as a result of internal fire alarm systems that are wired to some security type agency. Some of these alarms come in while occupants are away. No matter what is called in after the alarm sounds, we must respond. Many departments have policies concerning charging for such calls. This is a difficult question for volunteer departments to deal with. We are looking into some type of charge policy at this time.

Despite the volunteer aspect of the department there are costs involved. One real amount is in the cost of a truck especially on a cold winter night. The other is in cost of morale to the firefighters for wasted time.

By far the largest number of calls we had in 2003 was due to auto accidents and wires down. This was mainly due to bad weather and, in a couple of cases, negligence by tree cutters not paying attention.

Once again we would like to thank Dave and Janice Onyon for the use of their field for DHART landings. These are mutual aid events between us and NewBrook, and this space use is much appreciated.

We would also like to thank Mary Moberly for her help with thank you notes this past year.

Townshend Volunteer Fire Department

Mark Morse, Chief

WINDHAM REGIONAL COMMISSION (WRC) 2003 REPORT

The Windham Regional Commission works with 27 towns in southeastern Vermont to address regional issues and help towns to provide effective local government. Each town annually appoints two representatives to the WRC. Townshend is currently represented by Tiz Garfield, with one vacancy. Commissioners serve on a number of committees that mirror the concerns of the region and of the towns.

In the year 2003, in addition to assisting towns with town plans, bylaws, and GIS mapping, the WRC focused on several new and important issues:

- Wind energy proposals in Londonderry and Searsburg.
- Entergy Nuclear Vermont Yankee's application for increase in power output.
- Public transportation – Severe financial difficulties curtailed operation of inter-town bus service provided by Town & Village Transportation Services. WRC, VTrans, and the Windsor Regional Commission have worked to save public transit in the region.
- Route 30 corridor (Brattleboro to Winhall) – continued efforts to alleviate traffic and speeding concerns.
- Work with the West River Watershed Alliance and other “basin planning” groups to improve water quality, and review state policies on stormwater management and wastewater disposal rules.
- Increased efforts to provide information to local officials, including 4 workshops for zoning administrators; input to the Vermont Environmental Board on considered changes to its rules and procedures; produced “Cross Town Talks” to promote local discussion on diverse subjects, including “Effective Participation in Act 250 Hearings and Proceedings”, among others. Programs scheduled for 2004 include “Approaches to Community Septic Systems”, “Successful Strategies for Redevelopment”, and “Road Laws – Class 4 Roads, Rights of Way, Legal Trails, etc.”
- Work with towns on Local Emergency Planning, and assist towns to continually improve homeland security and pre-disaster mitigation planning for events such as floods and severe storms.

The WRC's core budget is partially funded by member town assessments, which are essential to receiving other state and federal support. The \$1.39 per resident rate for 2004, based on 2000 population estimates, results in a total assessment of \$1,597.00 from Townshend for the new fiscal year. For more information on the WRC and its programs, speak with your Town Representative, or visit our website at www.rpc.windham.vt.us. Our offices are at 139 Main Street, Suite 505, Brattleboro, phone (802)-257-4547.

Windham Solid Waste Management District FY03 Annual Report

The Windham Solid Waste Management District Staff are pleased to report another successful year of operating the only large municipally owned and operated Material Recycling Facility in Vermont. The Staff also thanks the District residents and businesses for your continued support over the past year.

The rural drop-off recycling program continues to experience increased quantities over the previous year due to the conscientious recycling habits of the residents and area businesses. The District received approximately 7,000 tons of recyclables for the year. The actual expenditure for the Fiscal Year was \$276,885 without the surplus fund subsidy. The District provided the recycling drop-off and processing program, household hazardous waste collection, convenience center, universal waste and computer disposal for a net cost of \$39.55 per ton. This represents a \$367,115 savings if all the recyclables were disposed of as refuse at the local commercial transfer station.

The District did experience problems due to recycling contamination from people putting garbage and other non-recyclable items in the recycling drop-off containers. This resulted in having to close yet another drop-off site this past year along Route 30 in West Dummerston. Everyone's cooperation is needed to help keep these sites clean and used properly for recyclable materials.

The District once again obtained a federal grant to provide educational assistance to residents, businesses and institutions within the District. We provided book and textile recycling throughout the District and continue to accept textiles full time at the District Facility in Brattleboro. The thermometer exchange and hypodermic needle disposal from home use projects have also been highly successful and will continue to be available for District residents. Please call if there are questions about these programs.

The permanent paint drop-off program at the District facility in Brattleboro is also assisting residents by providing the resources to recycle paints year round rather than waiting for the Household Hazardous Waste Collection (HHW) day each year. We have eliminated one of the HHW days due to the new paint program but have added a "rover" site that will be located in different towns during the HHW event each year.

As always, the District Convenience Center in Brattleboro is available for use by residents and accepts used crankcase oil, fluorescent tubes, batteries, ballasts and other materials on a daily basis. Call ahead for questions related to costs and a list of items that can be disposed of, or recycled through this program.

Please call the District at 257-0272 with any questions or to arrange a tour of the facility. Everyone is always welcome to view what happens to the recyclables once they arrive at the Materials Recycling Facility for processing.

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Return Address:

TOWN HALL

P.O. BOX 223

TOWNSHEND VT 05353

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PERMIT NO. 1

Dept. of Libraries
109 State Street
Montpelier, VT 05609-0601