

Town of Fairfield, Vermont



2003

ANNUAL REPORT

OF THE TOWN YEAR ENDING DEC. 31, 2003
SCHOOL YEAR ENDING JUNE 30, 2003

Dennis Kane

1931-2003

Dennis Kane was born in 1931, 6th child of Roscoe and Imelda Kane of North Sheldon. In 1958 he married Joy Casavant, oldest child of Arland and Eleanor Casavant of Fairfield. Both Dennis and Joy grew up on dairy farms, and they felt strongly that a farm was the best place to raise a family. In 1961 they bought the former Homer Wells farm in East Fairfield where they raised their five children: Laurie, Scott, Kevin, Candy and Shana.

In addition to farming and raising their family, both Dennis and Joy were active in the community. Dennis felt that civic activities were both his right and his responsibility as a concerned citizen and to that end he served on the Fairfield School Board, Zoning Board and Select Board. He served on the board of the Franklin County Field Days and Franklin County Home Health Agency. He was a member of the Enosburg Falls Lions Club, the VFW and the American Legion. Along with Joy, he was an active member of St. Anthony-St. George Catholic Church.

Joy Kane

Joy's service to the community is more often behind the scenes. She was a member of the PTA for many years and her children will always remember all the pies she baked for bake sales that were "off limits". She was a founding member of the Fairfield Scholarship Committee, on which she still serves. She remains secretary of the Franklin County Field Days Committee. She even did the school census in Fairfield in the days before parents were required to register their own children. In addition, Joy was employed as assistant to the Fairfield Town Clerk for ten years. In the Kane household, Town Meeting Day was a big event which they never missed until they retired and began spending winters in Florida.

They have been loving parents, grandparents and great-grandparents. Their children fondly remember growing up on the farm and family time always remained important as the family grew. Dennis will be dearly missed by all who knew him. Joy continues to lead a busy life and remains an active member of the community.

Our thanks to both of them for their many years of service.



T C COMMENTS

Hi everyone!

I would like to welcome the new members of our community. For your information we have available in our office: Fish & Game Licenses, Vermont Duck Stamps, Applications for the Checklist, State Income Tax Forms, Bicentennial Books & Maps, and Informational Books and Pamphlets issued by various state departments and agencies.

I am going to depart from my usual informational letter to try and explain the new look of this year's Town Report.

The Report has a handy index for you to refer to. The Town portion is in the first part of the report and the School follows.

The cover is a dedication to people, places or events that have significant impact in our town.

We begin our Report with a Summary of Last Years Town Meeting. The next few pages introduce you to Town Officers. Following are the Financial Pages, which include our local Auditors, a professional Audit by an outside firm, Treasurer's Reports and Notes. We then continue with reports from local Listers, Library Trustees, Zoning & Planning and the Delinquent Tax Collector.

The two PROPOSED BUDGETS are to be found in the Financial Pages of the Report.

Vital Records and reports of various Community Boards and Agencies are to be found in the middle section of the Report.

The second part of the Report, the Fairfield School District, opens with various written reports, followed by the PROPOSED BUDGET, and the Financial Section.

We end our report with the Warning for This Years Town & School District Meeting.

For those of you who have become used to our previous format....DON'T turn the page...

... Okay! ... I just knew you couldn't resist.

All the necessary information is still here on these pages. Although, expenditures are no longer listed by vendor, all of the information is on record at the Town Clerk's Office.

The new format shows more detail for types of expenditures, such as separate listings for supplies in each department. This will help in the budget analysis process in the future.

This Report is still a work in progress. Please bear with us as we strive to make things better and more comprehensible.

A big thank you to Harold & Lynda Westcom for helping to furnish the new building. The desks, chairs and filing cabinets are a welcome addition.

And as an aside, Doris will not be happy if I neglect to mention the wonderful Open House to dedicate the New Municipal Offices and the Chester A. Arthur Building. It was a wonderful day and more on all of this next year. Stay tuned.

Please feel free to contact us with your questions and concerns as we are here to serve.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gerry".

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Summary of Minutes of the 2003 Annual Town Meeting of the Town and Town School District of Fairfield, Vermont

The inhabitants of the Town of Fairfield met at Veteran's Hall, Fairfield Center School, on March 4, 2003. The meeting was called to order at 10:08 a.m. by G. F. Longway, Clerk. Moderator Howrigan opened the meeting, we said the Pledge of Allegiance, and Jill Marshall played the National Anthem.

1. MODERATOR: Harold Howrigan was nominated and seconded. Nomination ceased the clerk was instructed to cast one ballot for Harold Howrigan.
2. TO ACT UPON THE REPORTS OF THE VARIOUS OFFICERS: Motion made to accept the Town Report. Discussion followed concerning the reappraisal, construction of the new Municipal Building, cost of gravel, flooding, Auditors' report, landscaping, overrun costs of the new building, indebtedness, federal funds, and recognition that 2002 was an exceptional year with much going on, suggesting that new accounting software and more help in the office would alleviate some of the extra demands placed on the Town Clerk.
3. INCREASE THE NUMBER OF SELECTPERSONS FROM 3 TO 5 MEMBERS. Motion made and seconded to remain a 3 member board. Motion defeated by voice vote. Moderator declared a 5 member board. Point of order to have an affirmative vote. Motion to elect a 5 member board made and seconded. Passed by voice vote.
4. TO ELECT THE FOLLOWING OFFICERS:
 - a. SELECTPERSON FOR 3 YEARS: Franklin Yates, Leon Graves, Roger Sweet and Brad Mitchell nominated and seconded. 286 votes cast – 144 needed: Graves 140; Yates 87; Sweet 19; Mitchell 37; spoiled 3. Moderator declared Leon Graves elected.
 - b. SELECTPERSON FOR 2 YEARS: Brad Mitchell, Greg Christie, Franklin Yates, James Gregoire, nominated and seconded. 258 votes cast – 130 needed: Yates 97; Christie 92; Mitchell 39; Gregoire 30. Moderator Howrigan called for a new voted as there was no clear majority. Gregoire removed himself. 262 votes cast – 132 needed. Yates 103; Christie 129; Mitchell 30. Moderator Howrigan again called for a new vote as there was no clear majority. Mitchell removed himself. Greg Christie elected by ballot.
 - c. SELECTPERSON FOR 1 YEAR: Lynda Westcom, Franklin Yates, Roger Sweet, Brad Mitchell nominated and seconded. 261 votes cast – 131 needed. Yates 111; Westcom 102; Sweet 8; Farrar 9; Mitchell 28; spoiled 3. Moderator Howrigan called for a new vote as there was no clear majority. Sweet & Farrar removed themselves. 236 votes cast – 119 needed. Franklin Yates elected by ballot.

Moderator called for a lunch break at 2:25 PM, to reconvene at 3:00 PM.

Principal Shanley invited those present to watch a power point presentation by the children.

- d. LISTER FOR 3 YEARS: James Gregoire nominated, elected by voice vote.
 - e. AUDITOR FOR 3 YEARS: Ruth Mangan, Rebecca Moyer, Lynda Westcom nominated and seconded. Ruth Mangan elected by ballot.
 - f. COLLECTOR OF TAXES FOR 1 YEAR: Linda Hodet, Robin Copoulos nominated and seconded. Linda Hodet elected by ballot.
 - g. FIRST CONSTABLE FOR 1 YEAR: Luke Howrigan nominated, seconded, and elected by voice vote.
SECOND CONSTABLE FOR 1 YEAR: Linda Hodet nominated, seconded and elected by voice vote.
 - h. GRAND JUROR FOR 1 YEAR: Lyndon Corey nominated, seconded and elected by voice vote.
 - i. TOWN AGENT FOR 1 YEAR: Todd Merchant nominated, seconded and elected by voice vote.
 - j. LIBRARY TRUSTEE FOR 3 YEARS: Elizabeth Howrigan nominated, seconded and elected by voice vote.
5. ADJOURN TEMPORARILY TO ORGANIZE THE SCHOOL MEETING: Moved to pass over this item. Lynda Westcom asked to go to Article 16 on page 89 before we continue. Moderator stated that it takes a 2/3 present to suspend the rules, and moved that we adjourn temporarily for school business.

6. ORGANIZE THE ANNUAL SCHOOL DISTRICT MEETING:
7. SCHOOL DIRECTOR FOR 2 YEARS: Jeff Bryce thanked Mary Connor and Larry Steeneck for their years on the board. David Howe and Steve Doe nominated and seconded. David Howe elected by ballot.
8. SCHOOL DIRECTOR FOR 3 YEARS: Tim Abbott and Steve Doe nominated and seconded. Tim Abbot elected by ballot.
9. SCHOOL BUDGET OF \$3,602,381: Larry Steeneck moved to accept the budget as written, 2nd. Julie Wolcott explained the budget. Following much discussion on Act 60, student population, programs, etc. Motion made to amend cutting the budget by \$10,000, 2nd, defeated by voice vote. Motion to call the question, main motion. Passed by voice vote.
10. SCHOOL BUS PURCHASE: Motion to purchase a new bus, 2nd. Passed by voice vote.
11. AUTHORIZE SCHOOL DIRECTORS TO BORROW IN ANTICIPATION OF TAXES: Motion made, 2nd, and passed by voice vote.
12. OTHER BUSINESS: Discussion concerning BFA and its handling of the soccer coach, headmaster problems, suggestion to the Board to write a letter to BFA of our concerns, as we pay so much tuition and are not entitled to a vote in decision making. Thanks to the road crew for the great job they were doing.
13. TO VOTE A TOWN BUDGET: Duncan Hastings moved to raise \$918,300 for the budget, 2nd. Following much discussion concerning roads, maintenance, the new building, hiring additional help, and insurance, Moderator Howrigan moved to call the question, declared that there was a division in the house and could not determine the voice vote. Show of hands, article passed 82 to 29.
14. TO FURNISH AND EQUIP THE NEW MUNICIPAL OFFICES: Todd Merchant moved the question, 2nd. Defeated by voice vote.
15. TO BUILD A NEW TOWN GARAGE: Kathleen Paradee moved the question, 2nd. Following much discussion concerning the need for a new garage, state requirements, volunteer help and the need for plans and more information, David Howe moved to amend – To have the Selectboard set up meetings, set up a plan and come before the voters again. Amendment passed by voice vote.
16. TO APPROVE A PROFESSIONAL AUDIT: Jeff Bryce moved to accept the article, 2nd. Bill Roberts moved to amend – To raise \$9,000 for an initial audit and second audit, 2nd. Motion passed as Amended by voice vote.
17. AUTHORIZE THE SELECTMEN TO BORROW IN ANTICIPATION OF TAXES: Moved. Passed by voice vote.
18. SHALL PROPERTY TAXES BE PAYABLE IN INSTALLMENT ETC.: Moderator declared-same as last year.
19. TO SEE IF THE NAMES OF THE DELINQUENT TAXPAYERS WOULD BE INCLUDED IN THE TOWN REPORT OR BE CONTACTED BY LETTER: Motion to include in Town Report, moved, 2nd, passed by voice vote.
20. TO VOTE A SUM OF MONEY TO COVER EXPENSES OF THE LIBRARY: Moved to appropriate \$10,880, 2nd. Passed by voice vote.
21. TO AUTHORIZE THE SELECTMEN TO BORROW MONEY FOR THE LIBRARY: Moved, 2nd, passed by voice vote.

Following discussion for each, Articles 22-47 all passed by voice vote, unless otherwise noted:

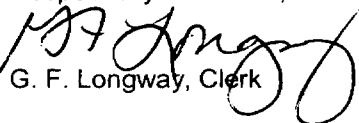
22. VOLUNTEER FIRE DEPARTMENT - \$54,750
23. FAIRFIELD VOLUNTEER FIRE DEPARTMENT TRUCK FUND: \$10,000
24. FAIRFIELD VOLUNTEER FIRE DEPARTMENT-COATS, HELMETS AND GLOVES: \$5,000
25. FAIRFIELD COMMUNITY BAND: \$500
26. FAIRFIELD COMMUNITY CENTER: \$3000
27. FRANKLIN COUNTY HOME HEALTH: \$2940
28. NORTHWESTERN COUNSELING AND SUPPORT SERVICES, INC.: \$2500
29. FRANKLIN COUNTY HUMANE SOCIETY: \$300
30. ASSOCIATION FOR RETARDED CITIZENS OF NORTHWESTERN VERMONT: \$600
31. FRANKLIN COUNTY INDUSTRIAL DEVELOPMENT CORPORATION: \$500
32. CHAMPLAIN VALLEY AREA AGENCY ON AGING: \$1400
33. THE FAMILY CENTER: \$700

34. THE VERMONT CENTER FOR INDEPENDENT LIVING: \$235
35. GREEN UP VERMONT, INC.: \$100
36. TRI-COUNTY FOSTER GRANDPARENT PROGRAM: \$325
37. FRANKLIN COUNTY NATURAL RESOURCES CONSERVATION DISTRICT: \$100
38. FRANKLIN COUNTY COURT DIVERSION PROGRAM: \$350
39. FRANKLIN COUNTY CITIZEN ADVOCACY PROGRAM: \$175
40. VERMONT ADULT LEARNING: \$300
41. FRANKLIN COUNTY SENIORS CENTER: \$1000
42. NORTHERN VERMONT RESOURCE CONSERVATION & DEVELOPMENT AREA: \$50
43. NORTHWEST UNIT FOR SPECIAL INVESTIGATIONS: \$500
44. SAMARITAN HOUSE: \$200
45. VERMONT ASSOCIATION FOR THE BLIND AND VISUALLY IMPAIRED: \$100
46. CLUB RESPITE: \$1000
47. VOICES AGAINST VIOLENCE/LAURIE'S HOUSE: \$600
48. CALL UPON OUR LEGISLATORS AND CONGRESSIONAL REPRESENTATIVE TO SUPPORT THE MANDATORY LABELING OF ALL GENETICALLY ENGINEERED FOODS AND SEEDS: Following motion to approve and 2nd, this article was moved to table, 2nd, passed to table by voice vote.
49. FAVOR LOCAL MUNICIPALITY LAND TRUST: Following motion to approve and 2nd, Bill Roberts explained the purpose of a municipal land trust. Motion to table, passed to table by voice vote.

A short recess was called at 8:25 PM.

50. DISCUSSION WITH TOWN CLERK REGARDING OFFICE HOURS: Motion to keep hours as they are, 2nd. Following much discussion passed by voice vote.
51. DISCUSSION REGARDING TOWN CLERK SALARY: Motion to table, 2nd.
52. DISCUSSION REGARDING TAX APPRAISAL AND TRAINING FOR LISTERS: Following some discussion, listers had gone to some sessions, motion to close, 2nd, and passed by voice vote.
53. LIST IN TOWN REPORT ALL SALARIES, FEES AND OTHER INCOMES EARNED BY TOWN STAFF FROM MUNICIPAL PROPERTIES: Discussion had, explained that it was listed in the report on page 46.
54. DISCUSSION REGARDING BULLETIN BOARD IN FRONT OF TOWN CLERK'S OFFICE: Moved, 2nd. Discussion had, no resolution.
55. DISCUSSION REGARDING NUMBER OF BOARDS HELD BY ONE PERSON, RELATIONSHIP OF PEOPLE ON THE SAME BOARD: Discussion had, no resolution.
56. DISCUSSION REGARDING HEALTH OFFICER: Following some discussion, moved, 2nd to close, passed by voice vote.
57. DISCUSSION ON COST CERTIFICATION – BREAKDOWN FOR TOWN CLERKS OFFICE, LANDSCAPING, BIDS FOR CONTRACTING, CHESTER A. ARTHUR'S ROOM: Moved, 2nd to table, passed by voice vote.
58. DISCUSSION FOR GRANTS FOR RESTORING THE COVERED BRIDGE IN EAST FAIRFIELD: Dick Howrigan will assist the Selectboard in obtaining grants.
59. DISCUSSION TO APPOINT A CHAIR TO REPORT ON THE CONSUELO BAILEY ESTATE: Moved, 2nd to table passed by voice vote.
60. UPDATE AND DISCUSSION ON OTHER LAND BELONGING TO THE TOWN OF FAIRFIELD: Discussion had.
61. DISCUSSION TO APPOINT A COMMITTEE FOR THE ADAPTED REUSE FOR THE OLD TOWN CLERK BUILDING: Discussion had, no resolution.
62. OTHER BUSINESS: Moderator Howrigan thanked everyone for remaining civil through the day long process.
63. ADJOURN: Motion to adjourn at 9:15 PM. Unanimous.

Respectfully submitted,


G. F. Longway, Clerk

Elected Town Officers

Moderator

Harold Howrigan..... 2004

Town Clerk & Treasurer

G. F. Longway..... 2005

Select Board

Franklin (Jerry) Yates (1 year term)..... 2004

Thomas Howrigan (3 year term)..... 2004

Timothy P. Branon (3 year term) 2005

Greg Christie (2 year term)..... 2005

Leon Graves (3 year term) 2006

Auditors

Ruth Bates 2004

Kaylyn Jettie (appointed)..... 2004

Ruth Mangan..... 2006

Listers

Daniel McCoy..... 2004

Richard Giard 2005

James Gregoire..... 2006

School Directors

Daniel Landry (3 year term)..... 2004

Jeffery Bryce (2 year term) 2004

Julie Wolcott (3 year term)..... 2005

Timothy Abbott (2 year term)..... 2005

David Howe (3 year term)..... 2006

Library Trustees

Deb Bushey..... 2004

Daniel Larrow 2005

Elizabeth Howrigan 2006

Constables

Luke Howrigan 2004

Linda Hodet, 2nd 2004

Tax Collector

Linda Hodet..... 2004

Grand Juror

Lyndon Corey..... 2004

Town Agent

Todd Merchant..... 2004

Justices of the Peace

Joan Burnor Greg Christie Mary Connor Lyndon Corey

Harold Howrigan Dana Kittell Mary Schriendorfer

Appointed Town Officers

ZONING BOARD OF ADJUSTMENT

Ray Callan (retired)	William Kittell	Henry Magnan
Albert Tetreault	Franklin Yates	Melissa Manson
Stephen Cushing, Administrator		

PLANNING COMMISSION

Ray Callan (retired)	William Kittell	Henry Magnan
Albert Tetreault	Franklin Yates	Melissa Manson

LIBRARY TRUSTEES

Albert Tetreault	Teresa Hale
Appointed by Selectmen	Appointed by School Board

ENERGY COORDINATOR Franklin Yates

HEALTH OFFICER Franklin Yates

EMERGENCY MANAGEMENT COORDINATOR G.F. Longway

E911 COORDINATOR G.F. Longway

TOWN CLERK'S OFFICE

Phone..... 827-3261
Hours: Monday, Tuesday, Thursday, Friday 9:00 – 3:00 p.m.
Closed – Saturday, Sunday and Holidays

SELECT BOARD MEETINGS: Monday nights at 8:00 p.m., held at the Municipal Building

SCHOOL BOARD MEETINGS: 2nd Monday of the month at 6:00 p.m.
4th Monday at 6:45 a.m. held at the school

LIBRARY BOARD MEETINGS 3rd Thursday of the month at 5:00 p.m. held in the Library

ZONING BOARD MEETINGS 1ST Monday of the month at 8:00 p.m. held at the Municipal Building

BUILDING PERMITS/ZONING ADMINISTRATOR.....	524-2897
FAIRFIELD CENTER SCHOOL	827-6639
FAIRFIELD POST OFFICE	827-3734
EAST FAIRFIELD POST OFFICE.....	827-3918
STATE POLICE.....	524-5993
NORTHWESTERN MEDICAL CENTER.....	524-5911
AMCARE (Non-Emergency).....	524-2131
FAIRFIELD FIRE DEPARTMENT	911
EAST FAIRFIELD FIRE DEPARTMENT	911
EMERGENCY	911

**Report of the Town Auditors
Town of Fairfield Vermont
2003**

2003 was a year of change and transition. The year began with a very time consuming manual accounting system. We participated in discussions regarding the NEMRC financial software system and agreed with the Treasurer, Select Board and external auditors that the Town's financial reporting needs have outgrown a manual system. Although the transition from manual to computerized system has been time consuming in itself, the benefits are already apparent and 2004 should show continued improvement.

We began our duties by reviewing the 2002 Auditors notes and suggestions. The 2002 external audit was completed in May 2003 and the Management Letter from that audit is included in this Town Report. Copies of the full audit are available at the Town Clerk's Office and will be available at Town Meeting. We have not included the entire 2002 audit due to additional printing costs. The 2003 Audit is enclosed in its entirety.

For the 2003 fiscal year, we opened and reconciled all incoming bank statements to the existing check registers. We did a limited testing of the weekly warrants, verifying financial accuracy, existing backup and accurate posting to general ledger accounts. As the process began, there were numerous instances where backup was missing. This problem was corrected as time passed. However, we were unable to verify hourly or salaried wages to external sources (i.e. Minutes or Policy Manuals). We suggest that the Select Board reflect existing rates and wages in the minutes of a future meeting.

We assisted with the information gathering and general typing for the Town Report.

We were represented when the external auditors made their presentation of the Fairfield Center School's financial statements to the School Board.

We assisted the Select Board, Town Treasurer and Kittell, Branagan and Sargent by gathering asset information.

We reviewed the Draft 2003 Audit and responded to Kittell, Branagan and Sargent.

To the best of our knowledge the financial statements show the financial position of the town for the fiscal year ending December 31, 2003.

Because of the late implementation of the new NEMRC financial software system, we suggest an external audit again next year.

We would like to thank Gerry for her patience with two new auditors; Kittell Branagan & Sargent for answering numerous questions and the Select Board for their willingness to hear our input.

Respectfully submitted on February 9, 2004,


Ruth Bates


Ruth Mangan


Kaylyn Jettie

Town of Fairfield, Vermont
FINANCIAL STATEMENTS
December 31, 2003

Town of Fairfield, Vermont
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INDEPENDENT AUDITOR'S REPORT

To the Board of Selectmen
Town of Fairfield, Vermont
Fairfield, Vermont

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Fairfield, Vermont as of and for the year ended December 31, 2003, which collectively comprise the Town of Fairfield, Vermont's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Fairfield, Vermont's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Fairfield, Vermont as of December 31, 2003, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Town has implemented a new financial reporting model as required by the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as of December 31, 2003.

The Management's Discussion and Analysis immediately following and the Required Supplementary Information on page 18 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Town of Fairfield, Vermont
Page 2

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Fairfield, Vermont's basic financial statements. The Other Supplementary Information, as listed in the table of contents, have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Kittell Brannagan & Sargent

St. Albans, Vermont
January 9, 2004

Town of Fairfield
MANAGEMENT DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2003

Our discussion and analysis of the Town of Fairfield's financial performance is intended to provide a narrative introduction and overview of the Town's financial activities for the year ended December 31, 2003. Please use this report in conjunction with the Town's financial statements which begin on page 1.

Highlights

- The Town has put together a Capital Assets schedule. This will allow the Town to keep track of its significant expenditures and a replacement schedule which will create a better flow of cash when buying equipment, furniture, computers, etc.
- The Town has purchased accounting software to facilitate the new requirements of GASB 34 as well as helping to make alleviating the time constraints of the office.
- The Town has very little debt, as it has one year left to pay off the expenses for a new building and two years for a truck. Outstanding, the remainder of the Grader loan.
- The Bent Northrop Memorial Library has received the bulk of the Bailey Estate with the sale of the home on Spear St., in So. Burlington. The Library also received a second grant from the Freeman Foundation, which was used to renovate a room and new entryway.
- This year has shown the conclusion of the Reappraisal begun in 2001. The tax expense line item includes over \$3,000 in State Appeal refunds.
- Changes in the Current Use Program have increased the Town's revenues by over \$25,000, offsetting the need to raise taxes by \$108,000.
- Changes in the State Highway Fund Programs have allowed the Town to resurface the South Road and repair the Jettie Bridge for this year, but we will not see yearly revenues in programs as in the past. The change implemented is on a 3-4 year cycle.
- The Town has also completed all of the work due to flood damage in 2002. The accounts receivable line item includes over \$82,000 for the remainder of federal aid.
- Another significant change in Highway reporting is in equipment use. The Town will no longer report revenue or expense for its equipment used on road improvements in its financials. We will however, keep track in-house for highway expenditures when reporting costs due to floods and for state aid purposes.
- Information concerning Infrastructure (cost of roads, bridges and culverts) has been added to the Net Assets of the Town's Financial Report. The expense for new infrastructure in 2003 was approximately \$300,000, of which the major portion was for the resurfacing of the South Road and the Swamp Road.
- The Town was awarded several grants on behalf of the Recreation Committee, the Pond Association and the Fire Department. These grant monies were used to purchase playground equipment for Success-by-Six, harvest milfoil in the pond and purchase equipment for the Fire Dept. These grants offset all tax dollars that may have been used to achieve these activities.

Brief Explanation of the Basic Financial Statements

This annual report consists of a series of financial statements on all the various activities of the Town. You will note that these statements are significantly different in format than we have provided in the past. The Government-Wide Financial Statements include presentations on the Statement of Net Assets and a Statement of Activities. These statements provide information about the activities of the town as a whole and present information on a longer term basis. The Government-Wide Financials are followed by Fund Financial Statements for governmental activities; these statements show how services were financed in the short term as well as the balances remaining for future spending. Fund financial statements report the Town's operations in more detail than the government-wide statements by providing information on the Town's most significant funds. The Other Supplementary Information reports, beginning on page 23, provide financial information about activities for which the Town acts as a trustee and for the benefit of other governmental programs which are restricted for a specific purpose.

Reporting the Government-Wide Financials

The Statement of Net Assets and the Statement of Activities (pages 1-2) will provide you with information concerning the financial "health" of the town. Included in these statements for the first time is information regarding Capital Assets. This information is in addition to the cash accounts, payables and receivables that have been provided in the past. These statements include *all* assets and liabilities using the accrual basis of accounting, which means that all current year revenues and expenses are taken into account regardless of when cash is actually received or paid. As this is the first year using this format, we have not provided comparisons from last year. These reports encompass two types of activities: governmental activities – basic services including but not limited to public service, accounting, highway maintenance/repair and general administration; and component units activities – the town includes Library, Recreation, and Pond Funds, as the Town is financially accountable for them.

Reporting the Town's Most Significant Funds

The fund financial statements (pages 3-17) provide detailed information about the most significant funds, not the Town as a whole. Some funds are required to be established by State law and by bond covenants. The Board of Selectpersons/Voters have established other funds to help control and manage money for particular purposes (i.e. the Recreation Fund or the Common School Fund) or to show that it is meeting legal responsibilities for using certain taxes, grants and other money (i.e. Pond Grant).

Governmental Funds – Most of the Town's basic services are reported in the section on Governmental Funds. These funds focus how money flows in and out, and the balances left at year-end and available to spend. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can be readily converted to cash, as opposed to capital assets, which are used in operations rather than converted to cash for use in spending.

The Town as Trustee

The Town serves as trustee, or fiduciary for certain cemetery funds. These activities are reported in separate Statements of Net Assets and Statement of Changes in Net Assets (pages 8-9). These activities are excluded from the Town's other financial statements because the Town cannot use these assets to finance its operations. The Town is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

Condensed Financial Information

Governmental-Wide Financials

The Net Assets reflect approximately \$162,000 in a fund under the control of the Library Trustees. These assets as well as the remainder in the Library are part of bequests left for the benefit of the Bent-Northrop Memorial Library, by Consuelo Bailey, Mary Wallis and Winston & Fredericka Sargent. The Unrestricted Assets are those funds that can be used to fund the daily operations without constraints established by debt covenants, enabling legislation or other legal requirements.

The following is a schedule of our Town Wide Net Assets

	Year 2003
ASSETS	
Current and Other Assets	\$ 1,068,803
Capital Assets	<u>1,726,279</u>
TOTAL ASSETS	<u>\$ 2,795,082</u>
LIABILITIES	
Current Liabilities	\$ 107,997
Long-term Debt Outstanding	<u>103,422</u>
TOTAL LIABILITIES	<u>211,419</u>
NET ASSETS	
Invested in Capital Assets, Net Of Related Debt	1,572,857
Restricted for	
Appropriations	15,572
Other Governmental	11,186
Library	678,739
Unrestricted	<u>305,309</u>
TOTAL NET ASSETS	<u>2,583,663</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,795,082</u>

Governmental-Wide Statement of Activities Resources

The Changes in Net Assets are reflected in the Statement of Activities Report on page 2. These changes are due in part to the bequests made for the Library, and the increase of revenues over expenditures. Net Expense is the cost to the Town after any charges, grants, and contributions have been accounted for.

Functions/Programs

Governmental Activities Expenses	\$ 2,208,454
Charges for Services	(208,057)
Operating Grants and Revenues	(618,157)
Capital Grants and Contributions	<u>(189,751)</u>

Net (Expense) Revenue (1,192,489)

General Revenues	
Property Taxes	2,042,741
Current Use Tax	110,349
Unrealized Gain on Investments	68,341
Interest Income	<u>16,828</u>

Total General Revenues 2,238,259

Change in Net Assets 1,045,770

Net Assets-Beginning of Year 1,537,893

Net Assets-End of Year \$ 2,583,663

Contacting the Town's Financial Officer

This financial report is designed to provide our citizens, taxpayers and customers with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Treasurer's Office, P.O. Box 5, Fairfield, VT. 05455

Town of Fairfield, Vermont
STATEMENT OF NET ASSETS
December 31, 2003

	<u>Governmental Activities</u>
<u>ASSETS</u>	
ASSETS	
Current Assets:	
Cash	\$ 177,045
Accounts receivable	109,332
Delinquent taxes receivable	143,724
Prepaid expenses	112
Investments	<u>638,590</u>
Total Current Assets	<u>1,068,803</u>
Capital assets:	
Land	85,459
Infrastructure	299,397
Buildings	1,202,049
Road equipment and vehicles	496,895
Office equipment, furniture & fixtures	58,734
Accumulated depreciation	<u>(416,255)</u>
Total capital assets	<u>1,726,279</u>
TOTAL ASSETS	<u>\$ 2,795,082</u>
<u>LIABILITIES AND NET ASSETS</u>	
LIABILITIES	
Accounts payable	\$ 55,531
Accrued payroll & payroll liabilities	2,466
Notes payable	50,000
Long-term liabilities:	
Due within one year	34,637
Due beyond one year	<u>68,785</u>
TOTAL LIABILITIES	<u>211,419</u>
NET ASSETS	
Invested in capital assets, net of related debt	1,572,857
Restricted for:	
Appropriations	15,572
Other Governmental	11,186
Library	678,739
Unrestricted	<u>305,309</u>
TOTAL NET ASSETS	<u>2,583,663</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,795,082</u>

See Accompanying Notes to Financial Statements.

Town of Fairfield; Vermont
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2003

Functions	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities:					
Selectboard	\$ 76,677	\$ -	\$ -	\$ -	\$ (76,677)
Town Clerk & Treasurer	77,982	14,241	-	6,270	(57,471)
Town Auditors	2,965	-	-	-	(2,965)
Listers	6,234	-	6,279	-	45
Delinquent Tax Collector	9,400	8,525	-	-	(875)
Town Properties	48,959	-	-	14,430	(34,529)
Cemeteries	1,803	-	-	-	(1,803)
Parks and Recreation	16,632	-	16,498	-	(134)
Street Lights	5,215	-	-	-	(5,215)
Appropriations	1,536,190	-	-	-	(1,536,190)
Road Maintenance	227,158	185,291	-	126,217	84,350
Equipment	114,172	-	-	-	(114,172)
Town Garage	7,864	-	-	-	(7,864)
Zoning	2,542	-	-	-	(2,542)
ACT 200	77	-	-	-	(77)
Library	27,634	-	595,380	-	567,746
Homeland Security	42,834	-	-	42,834	-
Interest on long-term debt	4,116	-	-	-	(4,116)
Total Governmental Activities	\$ 2,208,454	\$ 208,057	\$ 618,157	\$ 189,751	(1,192,489)
General Revenues:					
Property Taxes					2,042,741
Current Use Tax					110,349
Unrealized Gain on Investments					68,341
Interest Income					16,828
Total General Revenues					2,238,259
Change in Net Assets					1,045,770
Net Assets-Beginning of Year					1,537,893
Net Assets - End of Year					\$ 2,583,663

See Accompanying Notes to Financial Statements.

Town of Fairfield, Vermont
BALANCE SHEET - GOVERNMENTAL FUNDS
December 31, 2003

	Governmental Fund Types					Total Governmental Funds
	General Funds	Library Fund	Capital Projects Fund	Other Governmental Funds		
ASSETS						
Cash	\$ 100,318	\$ 65,541	\$ -	\$ 11,186	\$	177,045
Accounts receivable	95,724	13,608	-	-		109,332
Delinquent taxes receivable (net of reserves of \$116,645)	27,079	-	-	-		27,079
Prepaid expenses	112	-	-	-		112
Investments	-	638,590	-	-		638,590
TOTAL ASSETS	\$ 223,233	\$ 717,739	\$ -	\$ 11,186	\$	952,158

LIABILITIES AND FUND BALANCE

LIABILITIES						
Accounts payable	\$ 16,531	\$ 39,000	\$ -	\$ -	\$	55,531
Accrued payroll & payroll liabilities	2,466	-	-	-		2,466
Notes payable	50,000	-	-	-		50,000
TOTAL LIABILITIES	68,997	39,000	-	-		107,997
FUND BALANCE						
Fund balance	138,664	-	-	-		138,664
Fund balance - Appropriated	15,572	-	-	-		15,572
Fund balances - Restricted	-	678,739	-	11,186		689,925
TOTAL FUND BALANCE	154,236	678,739	-	11,186		844,161
TOTAL LIABILITIES AND FUND BALANCE	\$ 223,233	\$ 717,739	\$ -	\$ 11,186	\$	952,158

See Accompanying Notes to Financial Statements.

Town of Fairfield, Vermont
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET ASSETS
December 31, 2003

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET ASSETS

Total fund balances - governmental funds	\$ 844,161
Amounts reported for governmental activities in the statement of net assets are different because:	
Delinquent taxes are recognized as revenue when levied in the government-wide financial statements, but are not reported as income in governmental funds.	116,645
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of these assets is \$2,142,534 and the accumulated depreciation is \$416,255.	1,726,279
Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-term liabilities at year-end consist two notes payable.	<u>(103,422)</u>
Total net assets - governmental activities	<u>\$ 2,583,663</u>

Town of Fairfield, Vermont
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - GOVERNMENTAL FUNDS
For the Year Ended December 31, 2003

	General Fund	Library Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
REVENUES					
Real & personal taxes	\$ 1,912,061	\$ -	\$ -	\$ -	\$ 1,912,061
Delinquent taxes	93,338	-	-	-	93,338
State Aid:					
Special Bridge/Highway	126,217	-	-	-	126,217
Highway	185,291	-	-	-	185,291
Current use	110,349	-	-	-	110,349
Listers	6,279	-	-	-	6,279
Interest & Dividends	8,692	7,855	147	134	16,828
Unrealized Gain on Investemnts	-	68,341	-	-	68,341
Licenses & fees	5,908	-	-	-	5,908
Grants	-	19,902	42,834	14,618	14,618
Delinquent tax penalty	8,525	-	-	-	8,525
Donation	-	575,478	14,430	1,880	1,880
Miscellaneous	8,333	-	-	-	8,333
TOTAL REVENUES	<u>2,464,993</u>	<u>671,576</u>	<u>57,411</u>	<u>16,632</u>	<u>2,557,968</u>
EXPENDITURES					
Selectboard	76,677	-	-	-	76,677
Town Clerk & Treasurer	79,237	-	-	-	79,237
Town Auditors	2,965	-	-	-	2,965
Listers	7,743	-	-	-	7,743
Delinquent Tax Collector	9,400	-	-	-	9,400
Town Properties	31,392	-	-	-	31,392
Cemeteries	1,803	-	-	-	1,803
Parks and Recreation	1,300	-	-	15,332	16,632
Street Lights	5,215	-	-	-	5,215
Appropriations	1,536,190	-	-	-	1,536,190
Road Maintenance	522,835	-	-	-	522,835
Equipment	66,856	-	-	-	66,856
Town Garage	12,296	-	-	-	12,296
Zoning	3,892	-	-	-	3,892
ACT 200	77	-	-	-	77
Library	-	27,634	-	-	27,634
Capital Outlay	-	-	42,834	-	42,834
Debt Service					
Principal Retirement	33,906	-	-	-	33,906
Interest Charges	4,116	-	-	-	4,116
TOTAL EXPENDITURES	<u>2,395,900</u>	<u>27,634</u>	<u>42,834</u>	<u>15,332</u>	<u>2,481,700</u>

See Accompanying Notes to Financial Statements.

Town of Fairfield, Vermont
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - GOVERNMENTAL FUNDS
For the Year Ended December 31, 2003

	General Fund	Library Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
EXCESS OF REVENUE OVER EXPENDITURES	<u>69,093</u>	<u>643,942</u>	<u>14,577</u>	<u>1,300</u>	<u>76,268</u>
OTHER FINANCING SOURCES (USES)					
Operating transfers in	-	-	127,289	-	127,289
Operating transfers out	<u>(127,289)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(127,289)</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>(127,289)</u>	<u>-</u>	<u>127,289</u>	<u>-</u>	<u>-</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(58,196)	643,942	141,866	1,300	728,912
FUND BALANCE AT BEGINNING OF YEAR	<u>212,432</u>	<u>34,797</u>	<u>(141,866)</u>	<u>9,886</u>	<u>115,249</u>
FUND BALANCE AT END OF YEAR	<u>\$ 154,236</u>	<u>\$ 678,739</u>	<u>\$ -</u>	<u>\$ 11,186</u>	<u>\$ 844,161</u>

See Accompanying Notes to Financial Statements.

Town of Fairfield, Vermont
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT
OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
TO THE STATEMENT OF ACTIVITIES
December 31, 2003

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT
OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
TO THE STATEMENT OF ACTIVITIES

Total net change in fund balances - governmental funds	\$ 728,912
Amounts reported for governmental activities in the statement of activities are different because:	
Delinquent taxes are recognized as revenue when levied in the government-wide financial statements, but are not reported as income in governmental funds.	37,342
Donated capital assets are not recorded in governmental funds.	6,270
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays (\$325,538) exceeds depreciation expense (\$86,198) in the period.	239,340
Repayment of loan principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.	<u>33,906</u>
Change in net assets of governmental activities	<u>\$ 1,045,770</u>

Town of Fairfield, Vermont
STATEMENT OF NET ASSETS - FIDUCIARY FUNDS
December 31, 2003

	<u>Total Fiduciary Funds</u>
<u>ASSETS</u>	
Cash	<u>\$ 18,112</u>
 <u>LIABILITIES AND NET ASSETS</u>	
 NET ASSETS	 <u>\$ 18,112</u>

Town of Fairfield, Vermont
STATEMENT OF CHANGES IN
NET ASSETS - FIDUCIARY FUND TYPES
For the Year Ended December 31, 2003

	<u>Total Fiduciary Funds</u>
REVENUES	
Interest	\$ <u>176</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	 176
NET ASSETS AT BEGINNING OF YEAR	 <u>17,936</u>
NET ASSETS AT END OF YEAR	 <u>\$ 18,112</u>

Town of Fairfield, Vermont
NOTES TO FINANCIAL STATEMENTS
December 31, 2003

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town of Fairfield, Vermont have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies of the District are described below.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments. Certain of the significant changes in the Statement include the following:

- * For the first time the financial statements include:

A Management’s Discussion and Analysis (MD&A) providing an analysis of the Town’s overall financial position and results of operations.

Financial statements prepared using full-accrual accounting for all of the Town’s activities.

- * A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements) as of December 31, 2003.

Reporting Entity

The Board of Selectmen, comprised of five elected individuals, is the primary governing authority for the Town. As required by GAAP, these financial statements present the Town. The Town is not a component unit of any other primary government.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the Town. For the most part, the effect of inter-fund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expense of a given program is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges to individuals who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function.

Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

Town of Fairfield, Vermont
NOTES TO FINANCIAL STATEMENTS
December 31, 2003

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement focus, basis of accounting, and financial statement presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences are recorded only when payment is due.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when the Town receives cash.

The Town reports the following major governmental funds:

- * The library fund accounts for the revenues and expenditures associated with the library.
- * The general fund is the Town's primary operating fund. It accounts for all financial resources of the Town, except those required to be accounted for in another fund.
- * The capital projects fund accounts for resources accumulated and payments made for the acquisition and improvement of sites, construction and remodel of facilities, and procurement of equipment necessary for providing services to Town residents.

Private-sector standards of accounting, and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

Amounts reported as program revenues include 1) charges to individuals for licenses, fees and other provided, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all property taxes.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

Town of Fairfield, Vermont
NOTES TO FINANCIAL STATEMENTS
December 31, 2003

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Budgetary Data

Budgets are presented on the modified accrual basis of accounting for all governmental funds. Budgets are not adopted on a Town level for the financial funds or the student activities agency fund. All annual appropriations lapse at fiscal year end with the exception of those indicated as a fund balance reserve. The following procedures are used in establishing the budgetary data reflected in the financial statements.

- The Board of Selectmen prepare and legally enact a budget for the year beginning January 1. The operating budget includes proposed expenditures and means of financing them.
- Any revisions to the budget must be approved by the Board of Selectmen.
- The legal voters of the Town of Fairfield, Vermont meet on the first Tuesday in March to review, discuss and vote on the budget.
- Formal budgetary integration is employed as a management control device during the year for the General Fund.
- The General Fund statement of revenues, expenditures, and changes in fund balances – budget and actual for the present comparisons of the legally adopted budget with actual data on a budgetary basis which conforms with the cash basis of accounting. For the Town, the accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles. The Special Revenue funds do not have legally adopted budgets and as such none are presented.

Negative variances in total revenues and the positive variances in total expenditures are largely a result of federal and state program revenues and related expenditures that do not have a direct impact on the undesignated fund balance. Budgets generally assume the expenditure of all available resources. Therefore, when the budget is prepared, it is assumed these funds will not have a carryover of revenue to a subsequent year. Program revenue received but not spent is restricted and deferred to the subsequent fiscal year. As a result, overall fund revenues variances will be negative, and overall fund expenditures variances will be positive.

Deposits and Investments

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Investments are reported at fair value. Changes in the fair value of investments are recorded as investment income. The reported value is basically the same as the fair value of the Fund's shares.

Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., current portion of Interfund loans) or "advances from/to other funds" (i.e., the non-current portion of inter-fund loans).

Town of Fairfield, Vermont
NOTES TO FINANCIAL STATEMENTS
December 31, 2003

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

Inventories

Inventories are valued at cost, using the first-in, first-out method.

Capital assets are property owned by the Town and include computers, computer equipment, software, and peripherals: equipment such as vehicles, machinery, copiers, and office equipment; buildings and land: and infrastructure such as roads, bridges, tunnels, rights of way, and culverts.

General capital assets should be capitalized and recorded when all of the following criteria are met:

- (1) The asset is tangible and complete.
- (2) The asset is used in the operation of the Town's activities.
- (3) The asset has a value and useful life at the date of acquisition that meets or exceeds the following:
 - \$100 value and two years of life for software, office equipment, maintenance equipment, and other equipment.
 - \$100 value and two years of life for all capital improvements.
 - All buildings and land as well as computer equipment must be reported regardless of value and useful life at date of acquisition
 - \$100 and three years of life for infrastructure and infrastructure improvements

All general capital assets must be recorded at either historical cost or estimated historical cost. Assets acquired through donation will be recorded at their estimated fair market value on the date of donation. In addition to purchase price or construction cost, costs of capitalization may include incidental costs, such as bond interest and issuance cost, insurance during transit, freight, duties, title search, title registration, installation, and breaking-in costs.

The straight-line depreciation method will be used over estimated useful lives.

Long-term Obligations

In the district-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the applicable statement of net assets.

Property Taxes

Property taxes are due and payable on or before November 25th and become delinquent on November 26th. The Town prepares the bills and collects all taxes.

Town of Fairfield, Vermont
NOTES TO FINANCIAL STATEMENTS
December 31, 2003

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a restricted purpose. Designations of fund balance represent tentative plans for future use of financial resources that are subject to change.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Total Columns (Memorandum Only)

Total columns on the combined statements are captioned "memorandum only" to indicate that they are presented only to aid in financial analysis. Interfund eliminations have not been made in the aggregation of this data; and it is, therefore, not comparable to a consolidation.

NOTE 2 CASH

The cash deposits in the Town accounts as of December 31, 2003 consisted of the following:

	<u>Book Balance</u>	<u>Bank Balance</u>
Insured (FDIC)	\$ 125,247	\$ 133,442
Uninsured	<u>69,911</u>	<u>112,967</u>
TOTAL	\$ <u>195,158</u>	\$ <u>246,409</u>

The difference between the book balance and the bank balance is due to reconciling items such as deposits in transit and outstanding checks.

NOTE 3 INVESTMENTS

Investments at December, 2003 consisted of the following:

	<u>Cost</u>	<u>Market Value</u>
<u>Library Fund</u>		
Mutual Fund Equities	\$ <u>563,666</u>	\$ <u>638,950</u>

The investments are reported at fair market value.

Town of Fairfield, Vermont
NOTES TO FINANCIAL STATEMENTS
December 31, 2003

NOTE 4 ACCRUED PAYROLL AND PAYROLL LIABILITIES

Accrued payroll represents salaries due at December 31, 2003, but not paid until January 31, 2004.

NOTE 5 GENERAL LONG-TERM DEBT

	<u>Balance</u> <u>12/31/02</u>	<u>Additions</u>	<u>Principal</u> <u>Payments</u>	<u>Balance</u> <u>12/31/03</u>	<u>Current</u>
State of Vermont, 2.0% promissory note due December, 2005, with annual payments of \$20,000 plus interest, secured by a vehicle.	\$ 60,000	\$ -	\$ 20,000	\$ 40,000	\$ 20,000
Diversified Financial Services, 5.32% capital lease due October 2, 2007, with annual Payments of \$18,022, including interest, secured by a vehicle.	<u>77,328</u>	<u>-</u>	<u>13,906</u>	<u>63,422</u>	<u>14,637</u>
	<u>\$ 137,328</u>	<u>\$ -</u>	<u>\$ 33,906</u>	<u>\$ 103,422</u>	<u>\$ 34,637</u>

Following are maturities of long-term debt for each of the next five years including interest of \$9,866:

2004	\$ 38,822
2005	38,422
2006	18,022
2007	<u>18,022</u>
	\$ <u>113,288</u>

NOTE 6 SHORT-TERM DEBT

Short-term debt consists of the following:

	<u>Principal</u> <u>Balance</u> <u>12/31/02</u>		<u>Fiscal Year Activity</u>		<u>Principal</u> <u>Balance</u> <u>12/31/03</u>
			<u>Borrowings</u>	<u>Repayments</u>	
Peoples Trust Company, payable in full May 25, 2003, plus 2.75% interest to cover costs of capital project	\$ 350,000	\$ -	\$ 350,000		\$ -
Peoples Trust Company, payable in full December 30, 2004, plus 2.2% interest to cover costs of capital project	<u>-</u>	<u>50,000</u>	<u>-</u>		<u>50,000</u>
	<u>\$ 350,000</u>	<u>\$ 50,000</u>	<u>\$ 350,000</u>		<u>\$ 50,000</u>

Town of Fairfield, Vermont
NOTES TO FINANCIAL STATEMENTS
December 31, 2003

NOTE 7 CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2003 is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<u>Governmental activities:</u>				
Capital assets, not being depreciated				
Land	\$ <u>85,459</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>85,459</u>
Capital assets, being depreciated				
Infrastructure	-	299,397	-	299,397
Buildings	1,197,617	4,432	-	1,202,049
Road equipment and vehicles	496,895	-	-	496,895
Office equipment, furniture and fixtures	<u>30,755</u>	<u>27,979</u>	<u>-</u>	<u>58,734</u>
Total capital assets, being depreciated	<u>1,725,267</u>	<u>331,808</u>	<u>-</u>	<u>2,057,075</u>
Accumulated depreciation for				
Infrastructure	-	(3,720)	-	(3,720)
Buildings	(158,423)	(31,058)	-	(189,481)
Road equipment and vehicles	(1,588,501)	(47,316)	-	(206,166)
Office equipment, furniture and fixtures	<u>(12,783)</u>	<u>(4,105)</u>	<u>-</u>	<u>(16,888)</u>
Total accumulated depreciation	<u>(330,056)</u>	<u>(86,199)</u>	<u>-</u>	<u>(416,255)</u>
Total capital assets, being depreciated, net	<u>1,395,211</u>	<u>(242,609)</u>	<u>-</u>	<u>1,640,820</u>
Governmental activities capital assets, net	\$ <u>1,480,670</u>	\$ <u>(242,609)</u>	\$ <u>-</u>	\$ <u>1,726,279</u>

NOTE 8 DESIGNATED FUND BALANCE

General Fund:

E911	\$ 3,000
Listers	<u>12,572</u>
Total	<u>\$ 15,572</u>

NOTE 9 RESTRICTED NET ASSETS

At December 31, 2003, the Town of Fairfield, Vermont had the following appropriated net assets:

Fiduciary Fund

The entire net assets of \$18,112 have been appropriated for use in accordance with the various trust agreements.

Town of Fairfield, Vermont
NOTES TO FINANCIAL STATEMENTS
December 31, 2003

NOTE 10 GRANTS

The Town receives significant financial assistance from federal and state governmental agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the Town's independent auditors and other governmental auditors. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable fund. Based on prior experience, the Town administration believes such disallowance, if any, would be immaterial.

NOTE 11 OPERATING TRANSFER

The Town completed its capital project during the year ended December 31, 2003. An operating transfer in the amount of \$127,289 was made from the general fund to the capital projects fund to close the capital projects fund.

Town of Fairfield, Vermont
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
For the Year Ended December 31, 2003

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES			
Real & personal taxes, net of discounts	\$ 2,003,542	\$ 1,912,061	\$ (91,481)
Delinquent taxes	-	93,338	93,338
State Aid:			
Special Bridge/Highway	80,000	126,217	46,217
Highway	175,000	185,291	10,291
Current use	75,000	110,349	35,349
Listers	6,000	6,279	279
Interest	6,000	8,692	2,692
Licenses & fees	1,250	5,908	4,658
Delinquent tax penalties	8,000	8,525	525
Miscellaneous	2,600	8,333	5,733
TOTAL REVENUES	<u>2,357,392</u>	<u>2,464,993</u>	<u>107,601</u>
EXPENDITURES			
Selectboard			
Selectmen salary	2,500	3,000	(500)
Secretary salary	500	513	(13)
Payroll taxes	40	1,763	(1,723)
Dues and subscriptions	-	1,681	(1,681)
Advertising and publishing	500	1,206	(706)
BCA and legal	1,500	1,384	116
Interest expense	2,500	5,121	(2,621)
Insurance	33,000	24,668	8,332
Unemployment	300	438	(138)
Supplies	-	33	(33)
Dogs	600	236	364
Audit fees	-	6,405	(6,405)
Ambulance service	14,000	13,602	398
Professional services	-	497	(497)
Landfill fee	1,800	1,800	-
County tax	15,000	12,571	2,429
Debt retirement	50,000	-	50,000
Miscellaneous	10,000	1,759	8,241
Total Selectboard	<u>132,240</u>	<u>76,677</u>	<u>55,563</u>

See Accompanying Notes to Financial Statements.

Town of Fairfield, Vermont
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
For the Year Ended December 31, 2003

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Town Clerk & Treasurer			
Clerk and treasurer salary	6,000	6,000	-
1% of tax salary	17,500	18,500	(1,000)
Dog fee salary	-	254	(254)
Clerk fee salary	-	9,418	(9,418)
Assistant clerk salary	8,000	6,454	1,546
Payroll taxes	2,400	(776)	3,176
Health insurance	8,200	8,781	(581)
Dental insurance	360	710	(350)
Disability insurance	620	624	(4)
Supplies	600	1,535	(935)
Restoration	2,000	1,925	75
Vital and land records	1,000	1,735	(735)
Telephone	2,400	2,601	(201)
Banking fees	500	484	16
Postage and shipping	1,500	677	823
Computer expense	2,000	7,371	(5,371)
Election expense	1,000	-	1,000
Education and training	-	140	(140)
Equipment	5,000	5,184	(184)
Tax bill expense	500	7,591	(7,091)
Miscellaneous	300	29	271
Total Town Clerk & Treasurer	<u>59,880</u>	<u>79,237</u>	<u>(19,357)</u>
Town Auditors			
Salary or Stipend	300	509	(209)
Publications	4,000	2,070	1,930
Postage and shpping	-	386	(386)
Total Town Auditors	<u>4,300</u>	<u>2,965</u>	<u>1,335</u>
Listers			
Salary or Stipend	6,000	4,764	1,236
Payroll taxes	460	354	106
Supplies	300	423	(123)
Postage and shipping	450	622	(172)
Computer expense	-	1,327	(1,327)
Mileage	100	93	7
Education and training	150	160	(10)
Total Listers	<u>7,460</u>	<u>7,743</u>	<u>(283)</u>

See Accompanying Notes to Financial Statements.

Town of Fairfield, Vermont
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
For the Year Ended December 31, 2003

	Budget	Actual	Variance Favorable (Unfavorable)
Delinquent Tax Collector			
Salary or Stipend	8,000	8,539	(539)
Payroll taxes	600	653	(53)
Postage and shipping	-	208	(208)
Total Delinquent Tax Collector	8,600	9,400	(800)
Town Properties			
Salary	5,200	2,750	2,450
Payroll taxes	400	210	190
Interest expense	-	2,452	(2,452)
Supplies	2,000	562	1,438
Electricity	2,100	1,685	415
Heat	3,800	2,909	891
Repairs and maintenance	8,800	1,347	7,453
Water	400	821	(421)
Professional services	-	1,875	(1,875)
Equipment	2,000	12,711	(10,711)
Miscellaneous	-	4,070	(4,070)
Total Town Properties	24,700	31,392	(6,692)
Cemeteries			
Contracted services	2,000	1,803	197
Parks and Recreation			
Contracted services	1,500	1,300	200
Street Lights			
Electricity	5,500	5,215	285
Appropriations			
School	1,436,487	1,436,487	-
Library	10,880	10,880	-
Warning	17,475	19,073	(1,598)
Fire department	69,750	69,750	-
Total Appropriations	1,534,592	1,536,190	(1,598)

See Accompanying Notes to Financial Statements.

Town of Fairfield, Vermont
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
For the Year Ended December 31, 2003

	Budget	Actual	Variance Favorable (Unfavorable)
Road Maintenance			
Salaries	-	60,671	(60,671)
Payroll taxes	6,100	7,487	(1,387)
Health insurance	15,300	16,252	(952)
Disability insurance	520	1,040	(520)
Uniforms	-	699	(699)
Contracted services	195,000	10,788	184,212
Materials	-	126,371	(126,371)
Infrastructure - Labor	25,000	24,938	62
Infrastructure - Contract Service	20,000	19,784	216
Infrastructure - Materials	255,000	254,675	325
Miscellaneous	-	130	(130)
Total Road Maintenance	<u>516,920</u>	<u>522,835</u>	<u>(5,915)</u>
Equipment			
Supplies	15,000	11,509	3,491
Repairs and maintenance	-	867	(867)
Repairs 2002 International	2,500	2,885	(385)
Repairs 2000 International	3,000	4,606	(1,606)
Repairs 1999 International	3,000	4,338	(1,338)
Repairs 1992 International	3,000	6,405	(3,405)
Repairs 1989 International	1,000	-	1,000
Repairs grader	2,500	11,060	(8,560)
Repairs loader	2,500	1,856	644
Equipment	20,000	-	20,000
Materials	-	170	(170)
Fuel and oil	30,000	23,160	6,840
Debt retirement	20,000	38,022	(18,022)
Total Equipment	<u>102,500</u>	<u>104,878</u>	<u>(2,378)</u>
Town Garage			
Salaries	-	3,207	(3,207)
Supplies	1,000	256	744
Electricity	1,500	1,029	471
Repairs and maintenance	5,000	6,380	(1,380)
Water	200	200	-
Contracted services	-	1,224	(1,224)
Total Town Garage	<u>7,700</u>	<u>12,296</u>	<u>(4,596)</u>

See Accompanying Notes to Financial Statements.

Town of Fairfield, Vermont
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
For the Year Ended December 31, 2003

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Zoning			
Salaries	-	2,285	(2,285)
Payroll taxes	-	102	(102)
Supplies	-	155	(155)
Equipment	-	1,350	(1,350)
Total Zoning	-	3,892	(3,892)
ACT 200			
Advertising	-	77	(77)
Sheldon Home	-	-	-
 TOTAL EXPENDITURES	 <u>2,407,892</u>	 <u>2,395,900</u>	 <u>11,992</u>
 EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	 <u>(50,500)</u>	 <u>69,093</u>	 <u>119,593</u>
 OTHER FINANCING SOURCES (USES)			
Proceeds from long-term debt	-	-	-
Operating transfers out	-	(127,289)	127,289
 TOTAL OTHER FINANCING SOURCES (USES)	 <u>-</u>	 <u>(127,289)</u>	 <u>127,289</u>
 EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	 <u>(50,500)</u>	 <u>(58,196)</u>	 <u>246,882</u>
 FUND BALANCE AT BEGINNING OF YEAR	 <u>212,432</u>	 <u>212,432</u>	 <u>-</u>
 FUND BALANCE AT END OF YEAR	 <u>\$ 161,932</u>	 <u>\$ 154,236</u>	 <u>\$ 246,882</u>

See Accompanying Notes to Financial Statements.

Town of Fairfield, Vermont
 COMBINING BALANCE SHEET - OTHER GOVERNMENTAL FUNDS
 December 31, 2003

	<u>Recreation</u>	<u>Common School Fund</u>	<u>Pond Grant</u>	<u>Total Other Governmental Funds</u>
<u>ASSETS</u>				
Cash	\$ 2,061	\$ 8,807	\$ 318	\$ 11,186
 TOTAL ASSETS	 <u>\$ 2,061</u>	 <u>\$ 8,807</u>	 <u>\$ 318</u>	 <u>\$ 11,186</u>
 <u>LIABILITIES AND FUND BALANCE</u>				
 LIABILITIES	 \$ -	 \$ -	 \$ -	 \$ -
 FUND BALANCE	 <u>2,061</u>	 <u>8,807</u>	 <u>318</u>	 <u>11,186</u>
 TOTAL LIABILITIES AND FUND BALANCE	 <u>\$ 2,061</u>	 <u>\$ 8,807</u>	 <u>\$ 318</u>	 <u>\$ 11,186</u>

Town of Fairfield, Vermont
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
 IN FUND BALANCE - OTHER GOVERNMENTAL FUNDS
 For the Year Ended December 31, 2003

	<u>Recreation</u>	<u>Common School Fund</u>	<u>Pond Grant</u>	<u>Total Special Revenue Funds</u>
REVENUES				
Grants	\$ 5,000	\$ -	\$ 9,618	\$ 14,618
Interest	25	109	-	134
Activities & donations	-	1,880	-	1,880
	<u>5,025</u>	<u>1,989</u>	<u>9,618</u>	<u>16,632</u>
TOTAL REVENUES				
EXPENDITURES				
Supplies	<u>5,495</u>	<u>-</u>	<u>9,837</u>	<u>15,332</u>
	<u>5,495</u>	<u>-</u>	<u>9,837</u>	<u>15,332</u>
TOTAL EXPENDITURES				
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(470)	1,989	(219)	1,300
FUND BALANCE AT BEGINNING OF YEAR	<u>2,531</u>	<u>6,818</u>	<u>537</u>	<u>9,886</u>
FUND BALANCE AT END OF YEAR	<u>\$ 2,061</u>	<u>\$ 8,807</u>	<u>\$ 318</u>	<u>\$ 11,186</u>

Town of Fairfield, Vermont
 COMBINING STATEMENT OF NET ASSETS - FIDUCIARY FUNDS
 December 31, 2003

	<u>Cemetery</u>	<u>Bradley</u>	<u>Morey</u>	<u>Total Trust Funds</u>
<u>ASSETS</u>				
Cash	\$ <u>528</u>	\$ <u>15,018</u>	\$ <u>2,566</u>	\$ <u>18,112</u>
 <u>LIABILITIES AND NET ASSETS</u>				
NET ASSETS	\$ <u>529</u>	\$ <u>15,017</u>	\$ <u>2,566</u>	\$ <u>18,112</u>

Town of Fairfield, Vermont
 COMBINING STATEMENT OF CHANGES IN
 NET ASSETS - FIDUCIARY FUNDS
 For the Year Ended December 31, 2003

	<u>Cemetery</u>	<u>Bradley</u>	<u>Morey</u>	<u>Total Trust Funds</u>
REVENUES				
Interest	\$ 3	\$ 155	\$ 18	\$ 176
EXCESS OF REVENUES OVER EXPENDITURES	3	155	18	176
NET ASSETS AT BEGINNING OF YEAR	<u>526</u>	<u>14,862</u>	<u>2,548</u>	<u>17,936</u>
NET ASSETS AT END OF YEAR	<u>\$ 529</u>	<u>\$ 15,017</u>	<u>\$ 2,566</u>	<u>\$ 18,112</u>

The Town of Fairfield
MANAGEMENT LETTER
December 31, 2003

January 9, 2004

To the Select Board of
The Town of Fairfield

In planning and performing our audit of the financial statements of the Town of Fairfield for the year ended December 31, 2003, we considered the organization's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of a few issues that are opportunities for strengthening internal controls and operating efficiencies. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. This letter does not affect our report dated January 9, 2004, on the financial statements of the Town of Fairfield.

We will review the status of these comments during our next audit engagement. We have already discussed the comments and suggestions with various organization personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely,

Kittell Branagan & Sargent

MEMORANDUM

POLICIES AND PROCEDURES

Finding:

In discussing policies and procedures with the Town Clerk/Treasurer, it was noted that the Town does not have any written policies and procedures in place to address payroll issues such as comp time or vacation. There is also nothing in place that discusses conflicts of interest, fraud issues, or internal control policies.

Recommendation:

We recommend that the Town adopt a policies and procedures manual to address items such as payroll issues and internal controls. This is a good idea not only for documenting what is expected of employees but can also help ease transitions between employees.

PAYROLL

Finding:

In testing labor that was charged to infrastructure, it was noted that it was very difficult to support expenditures on the general ledger with employee timesheets.

Recommendation:

Employees are already filling out timesheets that indicate where they spend their time. We recommend that when timesheets are entered, they are coded to accounts that reflect where the employee spends their time. This will allow for a more accurate reflection of how much time is spent on major projects that would be capitalized versus minor projects that would be expensed.

CASH

Finding:

In testing cash, it was noted that not all accounts were reconciled to the general ledger in a timely manner.

Recommendation:

We recommend that all cash accounts be reconciled to the general ledger on a monthly basis.

GENERAL LEDGER

Finding:

While the Town has begun using a computerized double-entry accounting system to track income and expenses, it was noted that not all activity was posted to the general ledger. Several funds had no activity recorded for the entire year. This required numerous bookkeeping entries and additional time for audit services.

Recommendation:

We recommend that all activity be posted on a monthly basis and be reconciled with documentation to determine that account balances shown on the general ledger are an accurate reflection of the Town's financial position.

The Town of Fairfield
MANAGEMENT LETTER
December 31, 2002

May 2, 2003

To the Select Board of
The Town of Fairfield

In planning and performing our audit of the financial statements of the Town of Fairfield for the year ended December 31, 2002, we considered the organization's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of a few issues that are opportunities for strengthening internal controls and operating efficiencies. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. This letter does not affect our report dated May 2, 2003, on the financial statements of the Town of Fairfield.

We will review the status of these comments during our next audit engagement. We have already discussed the comments and suggestions with various organization personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely,

Kittell Branagan & Sargent

MEMORANDUM

MINUTES

Finding:

Prior to 3/10/03, the Town of Fairfield did not keep minutes of the Select Board meetings. By law, a copy of each meeting should be available for review. Without minutes, it is difficult to determine that long-term projects and other items are appropriately voted on by the board and approved.

Recommendation:

The Town is aware of this and is now maintaining minutes for all meetings.

CASH

Finding:

Deposits of cash and checks are not made on a timely basis. At December 31 there was \$125,000 in cash and checks on hand that were not deposited until February and March of the next year. At the time of the audit the Town Clerk was holding a large amount of checks that should have been deposited. Not making timely deposits resulted in unnecessary overdraft fees to the Town throughout the year.

Recommendation:

The Town must develop controls over cash to insure the Town's monies are safeguarded, deposited timely and properly accounted for on a daily basis.

PROCUREMENT

Finding:

OMB Circular A-110, set forth standards for use by recipients in establishing procedures for the procurement of supplies and other property and services with Federal funds. All entities receiving federal funds are required to follow these standards. Under the standards, No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. During the course of the audit, it was noted that one portion of the building project had been awarded to a member of the select-board.

Recommendation:

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements.

CASH MANAGEMENT

Finding:

According to the EDI Grant Agreement, the Town was eligible to be paid on an advance basis provided that the Town minimize the time elapsing between transfer of the grant funds and disbursement for project purposes. As of the date of fieldwork, the funds had been disbursed and nothing had been received. The Town did receive \$244,500 on May 27, 2003.

Recommendation:

We recommend that the Town request reimbursement on all grants as soon as possible, to decrease the need for borrowing and interest costs.

GENERAL LEDGER

Finding:

Currently, the Town is using a manual ledger to track income and expenses. It was very difficult to determine what some balance sheet items were made up of.

Recommendation:

We recommend that the town consider employing some sort of computerized double entry accounting system to more closely monitor the financial position of the Town.

INDIRECT COSTS

Finding:

Indirect costs are those costs that benefit common activities and therefore, cannot be readily assigned to a specific direct cost objective or project. Generally, these costs include payroll and other general administrative expenses. In testing the costs of the building project, it was noted that some materials were both for the building project and for use in the highway department as well. An attempt was made to estimate how much was used for the project and how much was used for the highway. Under OMB Circular A-133, costs shall be allocated based on their actual usage or by an approved cost allocation plan.

Recommendation:

We recommend that the Town directly charge for materials whenever possible.

PROPERTY TAXES

Finding:

At December 31, 2002, the Town owed the School \$250,000 for the collection of taxes. As of the date of fieldwork, the Town had paid only \$150,000. Under the state statutes, the Town is required to pay all school tax payments received within 20 days of the due date of the taxes, into the school district bank.

They must pay the entire amount remaining to the School, no later than 120 days after taxes become delinquent, regardless of when they are paid by the residents. There is nothing in writing that states that the School has agreed to loan the money to the Town.

Recommendation:

If the Town cannot pay the School the entire amount of taxes, as required by state statute, the Town should draft an agreement with the School, to document the School's agreement to loan the money to the Town.

DAVIS-BACON ACT

Finding:

There was nothing noted in the construction contracts that stated that the contractor comply with the requirements of the Davis-Bacon Act and DOL regulations. OMB Circular A-133 requires that construction contracts state the requirement they were subject to Davis-Bacon Act. It also includes that contractors or subcontractors submit for each week in which any contract work is performed, a copy of the payroll and a statement of compliance. This was not done at any point during the building contract.

Recommendation:

We recommend that the Town review policies and procedures regarding construction contracts to insure that projects involving federal funds comply with grant requirements.

BUDGET

Finding:

The Town Treasurer's Report reflects more detail of the Town's operations than the budget.

Recommendation:

The Town should draft the budget by line item to more closely reflect the Town Treasurer's report, so that it can be used as a tool in analyzing budget variances through the year.

RECORDING FEES

Finding:

Recording fees collected go directly to the Town Clerk. The amounts are not recorded anywhere in the Town's financial statements. This money does not get deposited into the Town's checking account. There is no audit trail to determine the amounts paid. Although the delinquent tax collections are deposited correctly, the delinquent tax collector wages and delinquent tax penalty revenues are not reflected in the financial statements at gross amounts. Generally accepted accounting principals require that revenue and expenses be reported at gross. Netting the revenue with the expenses, as the Town is now reporting them, results in an incomplete presentation.

Recommendation:

We recommend that all fees and penalties get deposited and recorded as revenue. Separate checks should be issued to the Town Clerk and recorded as wages to provide an audit trail. The Town also needs to report the revenues and expenses at gross in accordance with generally accepted accounting principles.

TOWN TREASURER'S REPORT
For the Year Ended December 31, 2003
All Accounts Accrued
GENERAL & HIGHWAY FUND

Checking Account Balance 1-1-03	\$	(5,071.79)	
Equipment Checking Account	\$	34,964.97	
Building Account	\$	540.77	
Accounts Receivable	\$	475,288.16	
Cash on Hand	\$	125,021.23	
Prepaid Expenses	\$	112.49	
Accounts Payable	\$	(609,849.12)	
Reserved Building Fund	\$	(14,429.57)	
Listers Fund	\$	(6,293.00)	
E911 Fund	\$	(3,000.00)	
Audit Fund	\$	(3,000.00)	
	Total	\$	(5,715.86)

Revenues			
Taxes	\$	1,895,208.94	
Delinquent Taxes	\$	111,895.45	
State Pilot Taxes	\$	263.00	
State Aid to Highways	\$	185,291.34	
State Bridge/Highway Grants	\$	126,216.87	
Interest-Checkbook	\$	1,991.26	
Equipment Fund	\$	211.04	
Delinquent Taxes	\$	5,674.95	
Building	\$	146.95	
Dogs	\$	774.00	
Current Use	\$	108,906.00	
Copier	\$	589.25	
Second Class Licenses	\$	100.00	
Bicentennial Books/Maps	\$	71.00	
DOT Vehicle Permits	\$	225.00	
Rent	\$	110.00	
VT. St. Treas. Listers	\$	6,279.00	
Current Use Tax	\$	1,443.20	
Civil Fines	\$	137.50	
Truck Sale	\$	3,869.00	
Gift	\$	200.00	
Miscellaneous	\$	56.62	
Delinquent Tax Fees	\$	8,525.06	
Fees	\$	9,418.00	
	Total	\$	2,467,603.43

\$ 2,461,887.57

Expenditures		
General Fund	\$	1,780,688.00
Highway Fund	\$	<u>640,009.00</u>
	\$	2,420,697.00
Assets & Liabilities		
Checking Account Balance 12-31-03	\$	12,498.18
Equipment Checking Account	\$	7,153.75
Building Account	\$	2,213.41
Accounts Receivable	\$	95,724.39
Cash on Hand	\$	8,057.35
Prepaid Expenses	\$	112.49
Accounts Payable	\$	(66,531.00)
Payroll Payable	\$	(2,466.00)
Listers Fund	\$	(12,572.00)
E911 Fund	\$	<u>(3,000.00)</u>
	\$	<u>41,190.57</u>
	\$	2,461,887.57

TOWN INDEBTEDNESS

	Balance 1-1-03	Paid on Principal	Balance 12-1-03
1. Vermont State Treasurer	\$ 60,000.00	\$ 20,000.00	\$ 40,000.00
2. Diversified Financial Service, Inc.	\$ 77,327.74	\$ 18,022.26	\$ 59,305.48
3. Peoples Trust Co.	\$ <u>100,000.00</u>	\$ <u>50,000.00</u>	\$ <u>50,000.00</u>
	\$ 237,327.74	\$ 88,022.26	\$ 149,305.48

1. 2% Equipment Loan - Maturity Date: Dec. 2005.

2. Grader Purchase - Maturity Date: April, 2006

3. Building - Maturity Date: Dec. 2004.

GENERAL & HIGHWAY FUND COMPARATIVE BALANCE SHEET

December 31, 2003 and 2002

	12/31/2003	12/31/2002
Assets		
Checking	\$ 12,498.18	\$ (5,071.79)
Equipment Checking	\$ 7,153.75	\$ 34,964.97
Building Checking	\$ 2,213.41	\$ 540.77
Cash on Hand	\$ 8,057.35	\$ 125,021.23
Prepaid Expense	\$ 112.49	\$ 112.49
Accounts Receivable	\$ 95,724.39	\$ 475,288.16
Total Assets	\$ 125,759.57	\$ 630,855.83
Liabilities		
Accounts Payable	\$ 66,531.00	\$ 609,849.12
Payroll Payable	\$ 2,466.00	\$ -
Reserved Listers Fund	\$ 12,572.00	\$ 6,293.00
Reserved E911 Fund	\$ 3,000.00	\$ 3,000.00
Reserved Building Fund	\$ -	\$ 14,429.57
Reserved Audit Fund	\$ -	\$ 3,000.00
Fund Balance-Unappropriated	\$ 41,190.57	\$ (5,715.86)
	\$ 125,759.57	\$ 630,855.83

ANALYSIS OF CHANGE IN GENERAL AND HIGHWAY FUND BALANCE

For the Year Ended Dec. 31, 2003

	Estimated	Actual	Over/(Under)
Fund Balance 1-1-03	\$ (57,000.00)	\$ (5,715.86)	\$ (51,284.14)
Revenues	\$ 2,111,642.00	\$ 2,467,603.43	\$ (355,961.43)
	\$ 2,054,642.00	\$ 2,461,887.57	\$ (407,245.57)
Expenditures	\$ 2,054,642.00	\$ 2,420,697.00	\$ (366,055.00)
	\$ -	\$ 41,190.57	\$ (41,190.57)

Respectfully submitted,


G. F. Longway, Treasurer

TOWN TREASURER'S REPORT
For the Year Ended December 31, 2003

All Accounts Accrued

LIBRARY FUND

Library Checking 1/1/03	\$	22,487.05	
Ethel Wanzer Account	\$	2,137.40	
Mary Wallis CD	\$	30,000.00	
Howard Bank Account	\$	1,474.60	
Banknorth Trust Account	\$	49.00	
Accounts Receivable	\$	12,850.00	
Accounts Payable	\$	(34,151.89)	
			\$ 34,846.16

Revenues

Bailey Estate	\$	463,166.96	
Freeman Grant	\$	19,902.00	
Taxes	\$	10,880.00	
Interest	\$	1,191.71	
Fundraiser	\$	715.10	
Donation	\$	50.00	
			\$ 495,905.77
			\$ 530,751.93

Expenditures

Library Checking 12/21/03	\$	31,902.08	\$ 28,265.23
Ethel Wanzer Account	\$	2,149.12	
Mary Wallis CD	\$	30,000.00	
Howard Bank Account	\$	1,477.96	
Banknorth Trust Account	\$	476,065.96	
Accounts Payable	\$	(39,108.42)	

Assets and Liabilities

\$ 502,486.70	\$ 530,751.93
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LIBRARY FUND COMPARATIVE BALANCE SHEET

December 31, 2003 and 2002

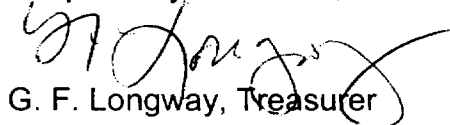
	12/31/2003	12/31/2002
Assets		
Library Checking	\$ 31,902.08	\$ 22,487.05
Ethel Wanzer Account	\$ 2,149.12	\$ 2,137.40
Mary Wallis CD	\$ 30,000.00	\$ 30,000.00
Howard Bank Account	\$ 1,477.96	\$ 1,474.60
Banknorth Trust Account	\$ 476,065.96	\$ 49.00
Accounts Receivable	\$ -	\$ 12,850.00
Total Assets	\$ 541,595.12	\$ 68,998.05
Liabilities		
Accounts Payable	\$ 39,108.42	\$ 34,151.89
Wallis Estate	\$ 30,000.00	\$ 30,000.00
VPLF/Freeman Fund	\$ 13,985.10	\$ 5,105.57
Phil Branon	\$ 5,000.00	\$ 5,000.00
Ethel Wanzer	\$ 3,100.00	\$ 3,100.00
Fund Balance	\$ 502,486.70	\$ (8,359.41)
	\$ 541,595.12	\$ 68,998.05

ANALYSIS OF CHANGE IN LIBRARY FUND BALANCE

For the Year Ended Dec. 31, 2003

	Estimated	Actual	Over/(Under)
Fund Balance 1-1-03	\$ 34,846.16	\$ 34,846.16	\$ -
Revenues	\$ 18,130.00	\$ 32,738.81	\$ (14,608.81)
	\$ 52,976.16	\$ 67,584.97	\$ (14,608.81)
Expenditures	\$ 18,130.00	\$ 28,265.23	\$ (10,135.23)
	\$ 34,846.16	\$ 39,319.74	\$ (4,473.58)

Respectfully submitted,


G. F. Longway, Treasurer

TOWN TREASURER'S REPORT
For the Year Ended December 31, 2003
All Accounts Accrued
ZONING FUND

Zoning Checking Balance 1/1/03	\$	13,768.55		
Act 200 Checking	\$	942.87		
Accounts Payable	\$	(538.25)		
			\$	14,173.17
Revenues				
Permits/Subdivision	\$	4,395.00		
Ads	\$	175.00		
Interest	\$	5.23		
			\$	4,575.23
			\$	18,748.40
Expenditures			\$	3,203.92
Assets & Liabilities				
Zoning Checking Balance 12/21/03	\$	16,599.40		
Act 200 Checking	\$	871.60		
Accounts Receivable	\$	118.21		
Accounts Payable	\$	(2,044.73)		
			\$	15,544.48
			\$	18,748.40

ZONING FUND COMPARATIVE BALANCE SHEET

December 31, 2003 and 2002

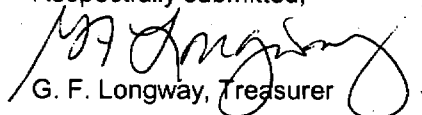
	12/31/2003	12/31/2002
Assets		
Zoning Checking	\$ 16,599.40	\$ 13,768.55
Act 200 Checking	\$ 871.60	\$ 942.87
Accounts Receivable	\$ 118.21	\$ -
Total Assets	\$ 17,589.21	\$ 14,711.42
Liabilities		
Accounts Payable	\$ 2,044.73	\$ 538.25
Fund Balance	\$ 15,544.48	\$ 14,173.17
	\$ 17,589.21	\$ 14,711.42

ANALYSIS OF CHANGE IN ZONING FUND BALANCE

For the Year Ended Dec. 31, 2003

	Estimated	Actual	Over/(Under)
Fund Balance 1-1-03	\$ 14,173.17	\$ 14,173.17	\$ -
Revenues	\$ -	\$ 4,575.23	\$ 4,575.23
	\$ 14,173.17	\$ 18,748.40	\$ 4,575.23
Expenditures	\$ -	\$ 3,203.92	\$ 3,203.92
	\$ 14,173.17	\$ 15,544.48	\$ 1,371.31

Respectfully submitted,


G. F. Longway, Treasurer

TOWN TREASURER'S REPORT
For the Year Ended December 31, 2003
All Accounts Accrued
RECREATION FUND

Recreation Checking 1-1-03	\$ 2,531.34		\$ 2,531.34
Revenues			
Grant	\$ 5,000.00		
Interest	\$ 24.86		
		\$ 5,024.86	
			\$ 7,556.20
Expenditures			
Assets & Liabilities		\$ 5,495.00	
Recreation Checking 12-31-03	\$ 2,061.20		
		\$ 2,061.20	
			\$ 7,556.20

2003 FAIRFIELD RECREATION COMMITTEE REPORT

The Fairfield Recreation Committee worked with Success-by-Six to obtain a grant from the Franklin County Early Childhood Advisory Council. We were awarded a \$5000 grant to buy equipment for pre-schoolers. The play truck is located on the Common at Fairfield Center. Natalie Branon and Candy Branon were the driving forces on this project.

The Recreation Committee is continuing to sponsor the K-4 soccer clinic and is always ready to support healthy activities for all members of our community.

If you, or your group, has an idea, or interest in helping serve our recreational needs, please feel free to call us.

Respectfully submitted,


G. F. Longway, Treasurer

TREASURER'S REPORT
For the Year Ended Dec. 31, 2003
OTHER FUNDS

POND ACCOUNT

Beginning Balance 1-1-03		\$ 536.65
Revenues - Grant	\$ 9,618.00	
Expenditures	\$ (9,836.42)	
Ending Balance 12-31-03		\$ 318.23

The Fairfield Pond Association has been awarded several grants in the last few years from the Agency of Natural Resources.

The funds have been used for Aquatic Plant Control in Fairfield Pond. Tom Benoure and Bruce & Sally Collopy have been instrumental in helping to eradicate milfoil in Fairfield Pond.

We would like to thank them and the many volunteers who have worked so hard on this project. If you or anyone you know would like to help, please give the Fairfield Pond Association a call.

SHELDON HOME FUND

Beginning Balance 1-1-03		\$ 52,044.51
Interest Income	\$ 832.45	
Ending Balance 12-31-03		\$ 52,876.96

CEMETERY FUND

Beginning Balance 1-1-03		\$ 525.53
Interest Income	\$ 2.94	
Ending Balance 12-31-03		\$ 528.47

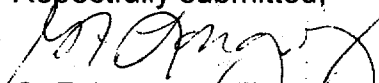
BRADLEY CEMETERY FUND

Beginning Balance 1-1-03		\$ 14,861.76
Interest Income	\$ 157.09	
Ending Balance 12-31-03		\$ 15,018.85

MOREY CEMETERY FUND

Beginning Balance 1-1-03		\$ 2,548.47
Interest Income	\$ 17.56	
Ending Balance 12-31-03		\$ 2,566.03

Respectfully submitted,


G. F. Longway, Treasurer

DOG LICENSES

On or before April 1, 2003 & New Dogs

91	Spayed or Neutered @ \$4.00	\$ 364.00
32	Males/Females @ 8.00	256.00
	Special/Kennel	<u>.00</u>
Total		\$ 620.00
State Rabies Fee		\$ <u>123.00</u>
		\$ 743.00

NOTE

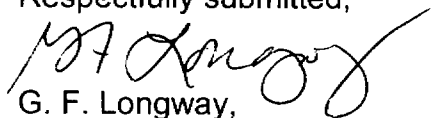
The Town of Fairfield hosts a clinic for vaccinations of both cats and dogs. THIS YEAR THE CLINIC WILL BE HELD ON SATURDAY, MARCH 20, 2004, FROM 10:00 am – 12:00 pm, AT THE FAIRFIELD FIRE STATION. A licensed veterinarian will be on hand to provide the shots as well as volunteers from the town and the Fire Department. The cost of the shot will be \$5.00 per animal.

Please make every effort to ensure the safety of your pets and the people that come into contact with them. Join us on that day if your pet has not been vaccinated recently.

Vermont State Statutes requires that a person who is the owner of a dog or wolf-hybrid more than six months old shall annually on or before April 1 cause it to be registered, numbered, described and licensed in the office of the clerk of the municipality wherein the dog or wolf-hybrid is kept.

The cost of each neutered or spayed animal shall be \$4.00, unneutered or unsplayed shall be \$8.00. In addition, the clerk shall assess a \$1.00 fee for each license sold, for state purposes.

Respectfully submitted,


G. F. Longway,
Clerk & Treasurer

GRAND LIST AND TAX ANALYSIS

GRAND LIST	2003	2002
Real Estate/Lease Land	\$1,085,329.00	\$1,085,935.10
Personal Property	<u>.00</u>	<u>1,186.00</u>
Subtotal	\$1,085,329.00	1,087,121.10
Less Exemptions	<u>2,504.00</u>	<u>2,504.00</u>
Total Grand List	\$1,087,833.00	\$1,084,617.10
TAXES		
Taxes to be Raised	\$2,054,642.00	\$1,973,413.00
Less State Taxes	<u>2,000.00</u>	<u>2,000.00</u>
Total to be Raised	\$2,052,642.00	\$1,971,413.00
Taxes to be Raised	\$2,052,642.00	\$1,971,413.00
Grand List	<u>1,087,833.00</u>	<u>1,084,617.10</u>
TAX RATE	\$ 1.89	\$ 1.82
Tax Rate Divided as Follows:		
Town Highways	\$.35	\$.33
General Fund	<u>.22</u>	<u>.20</u>
Total Town Tax	\$.57	\$.53
School Tax -State	.91	
Town	<u>.41</u>	<u>1.29</u>
	\$ 1.89	\$ 1.82
Gross Property Taxes		\$2,060,754.71
Taxes Collected 11-25-03	\$1,895,208.94	
Discount Allowed	57,941.20	
Delinquent 11-26-03	<u>107,604.57</u>	
Total		\$2,060,754.71

Collected: \$263.00 for State Taxes

Respectfully Submitted,


G. F. Longway,
Clerk & Treasurer

TOWN OF FAIRFIELD
Grand List of April 1, 2003
(Prior to Appeals)

Real Estate	No. of Parcels	All Corporations	Town Residents	State Residents	Non-State	Totals
Residential I	226	0	26,388,500	494,600	182,200	27,065,300
Residential II	220	0	37,223,740	703,600	383,700	38,311,040
Mobile Homes-U	7	0	261,800	0	0	261,800
Mobile Homes-L	40	127,900	3,500,100	0	54,500	3,682,500
Vacation I	24	0	492,900	4,540,600	857,000	5,890,500
Vacation II	28	0	535,900	1,225,900	846,990	2,608,790
Commercial	15	150,000	804,200	417,600	28,800	1,400,600
Commercial Apts	2	0	323,100	218,100	0	541,200
Industrial	0	0	0	0	0	0
Utilities-E	3	897,700	0	1,479,900	0	2,377,600
Utilities-O	1	0	0	58,000	0	58,000
Farm	96	413,900	18,741,450	778,500	0	19,933,850
Woodland	40	33,400	743,800	558,800	94,800	1,630,800
Other	1	0	0	39,700	0	39,700
Miscellaneous	114	1,000	2,270,000	2,548,800	411,500	5,231,300
TOTALS	917	1,623,900	91,285,490	13,064,100	3,059,490	

TOTAL LISTED VALUE OF REAL ESTATE FOR TAXATION 109,032,980

Listers Report 2003

2003 was a busy year with over 120 properties visited. With a lot of leg work and a lot of elbow grease, we faced 29 grievances and only one appeal to the BCA. While there was still a considerable amount of frustration over the 2002 reappraisal, 2003 proved to be a good year. We'll continue to work toward making the Listers office more responsive (difficult as it is not a full time position) and work with property owners to ensure equity and fairness.

Starting in early February we will begin reviewing properties. We have a running list of properties needing review so please call if you wish for us to inspect yours. While we cannot give you an exact date for grievances, remember that they are typically in the spring. As required by statute, notices will be posted locally and property owners will receive a change of appraisal notice if their values have changed.

Dan McCoy will not be seeking reelection at town meeting. If you have the time and desire to join the team we'd be glad to have you.

REMEMBER TO FILE YOUR VT HOMESTEAD FORM HS-131 BY APRIL 1ST

Respectfully Submitted,
Daniel McCoy
Richard Giard
James Gregoire

Dear Townspeople,

Thank you for giving us the opportunity to serve as your Select Board in 2003, a year of transformation.

We welcomed two new members to the Select Board, Leon Graves and Greg Christie, and we added a secretary to our Select Board to ensure the timely completion of minutes and posting of meeting agendas. Our thanks go to Gini Young, Gerry Longway and Melissa Manson for performing this job.

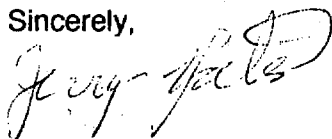
In October, we celebrated the grand opening of our new municipal office building and the dedication of the Chester A. Arthur Meeting Room. Our thanks go to the Fairfield Historical Society for securing a \$45,000.00 grant that allowed us to finish and furnish this meeting room in such grand style. We can all be very proud of this facility.

In addition, two road projects were accomplished with grant funding — the paving of the Swamp and South Roads, thanks to grants received from the State of Vermont. Better Back Roads furnished a grant that saw the stone-lining of the ditches on the Church Road.

We were very excited with the installation of a computerized accounting system to the Town Offices. The NEMRC system is used by most of the small towns in the State to get up-to-date financial information at a moment's notice. Accounting that used to take hours, now takes minutes, and we have access to a wide range of timely data and reports. This new system will continue to dramatically improve the efficiency of our overall operation.

For us, it was a year of learning how to better listen, communicate and work together toward a common goal of increased efficiency. The Select Board wishes you and yours a healthy and productive 2004.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jerry Yates", written in dark ink.

Jerry Yates
Chairman

Town of Fairfield

REVENUES	2003 Budget	2003 Actual	2004 Proposed
Fund Balance	(\$60,100.00)	(\$5,071.00)	\$14,000.00
State Aid to Highways	\$175,000.00	\$185,291.00	\$175,000.00
Special Highway/Bridge Grants	\$80,000.00	\$126,217.00	\$80,000.00
Current Use	\$75,000.00	\$110,349.00	\$110,000.00
Listers	\$6,000.00	\$6,279.00	\$6,000.00
Equipment	\$102,500.00	\$0.00	\$0.00
Interest	\$6,000.00	\$8,029.00	\$6,500.00
Licenses & Fees	\$1,250.00	\$9,418.00	\$1,700.00
Delinquent Tax Penalties	\$0.00	\$8,525.00	\$8,000.00
Rent	\$0.00	\$110.00	\$1,200.00
Miscellaneous	<u>\$2,600.00</u>	<u>\$5,248.00</u>	<u>\$500.00</u>
TOTAL REVENUES	\$388,250.00	\$449,324.00	\$402,900.00

EXPENDITURES	2003 Budget	2003 Actual	2004 Proposed
Selectboard			
Selectmen Salary	\$2,500.00	\$3,000.00	\$3,000.00
Secretary Salary	\$500.00	\$513.00	\$2,300.00
Payroll Taxes	\$40.00	\$1,763.00	\$150.00
Equipment	\$0.00	\$0.00	\$2,500.00
Dues and Subscriptions	\$0.00	\$1,681.00	\$2,000.00
Advertising and Publishing	\$500.00	\$1,206.00	\$700.00
Interest Expense	\$2,500.00	\$5,121.00	\$2,500.00
Supplies	\$0.00	\$33.00	\$500.00
Professional Services	\$0.00	\$497.00	\$100.00
Grants	\$0.00	\$0.00	\$2,600.00
Miscellaneous	\$10,000.00	\$1,759.00	\$2,500.00
 Insurance	 \$33,000.00	 \$24,668.00	 \$25,000.00
Unemployment	\$300.00	\$438.00	\$0.00
Dogs	\$600.00	\$236.00	\$1,000.00
Audit Fees	\$0.00	\$6,405.00	\$5,000.00
Ambulance Service	\$14,000.00	\$13,602.00	\$19,600.00
Landfill Fee	\$1,800.00	\$1,800.00	\$1,800.00
County Tax	\$15,000.00	\$12,571.00	\$12,700.00
Legal	\$1,500.00	\$1,384.00	\$1,500.00
BCA	\$0.00	\$0.00	\$0.00
Discount Allowance	\$50,000.00	\$57,941.00	\$60,000.00
 Town Clerk & Treasurer			
Clerk and Treasurer Salary	\$6,000.00	\$6,000.00	\$6,000.00
1% of tax salary	\$17,500.00	\$18,500.00	\$19,000.00
Dog Fee Salary	\$0.00	\$254.00	\$250.00
Clerk Fee Salary	\$0.00	\$9,418.00	\$0.00
Assistant Clerk Salary	\$8,000.00	\$6,454.00	\$6,500.00
Payroll Taxes	\$2,400.00	\$3,205.00	\$3,400.00

Health Insurance	\$8,200.00	\$8,781.00	\$11,600.00
Dental Insurance	\$360.00	\$710.00	\$960.00
Disability Insurance	\$620.00	\$624.00	\$650.00
Supplies	\$600.00	\$1,535.00	\$1,000.00
Restoration	\$2,000.00	\$1,925.00	\$2,000.00
Vital and land records	\$1,000.00	\$1,735.00	\$1,500.00
Telephone	\$2,400.00	\$2,601.00	\$3,000.00
Banking Fees	\$500.00	\$484.00	\$500.00
Postage	\$1,500.00	\$677.00	\$500.00
Computer Expense	\$2,000.00	\$7,371.00	\$4,000.00
Town Meeting & Elections	\$1,000.00	\$0.00	\$1,500.00
Education and Training	\$0.00	\$140.00	\$1,000.00
Equipment	\$5,000.00	\$5,184.00	\$500.00
Tax Bill Expense	\$500.00	\$7,591.00	\$500.00
Miscellaneous	\$300.00	\$29.00	\$300.00

Auditors

Salary	\$300.00	\$509.00	\$1,000.00
Payroll Taxes	\$0.00	\$24.00	\$80.00
Publications	\$4,000.00	\$2,070.00	\$2,000.00
Postage/Supplies	\$0.00	\$386.00	\$500.00

Listers

Salary	\$6,000.00	\$4,764.00	\$6,000.00
Payroll Taxes	\$460.00	\$354.00	\$460.00
Supplies	\$300.00	\$423.00	\$500.00
Postage	\$450.00	\$622.00	\$500.00
Computer Expense	\$0.00	\$1,327.00	\$1,500.00
Mileage	\$100.00	\$93.00	\$100.00
Education and Training	\$150.00	\$160.00	\$300.00

Delinquent Tax Collector

Salary	\$8,000.00	\$8,539.00	\$8,000.00
Payroll Taxes	\$600.00	\$653.00	\$600.00
Postage/Supplies	\$0.00	\$208.00	\$500.00

Town Properties

Salary	\$5,200.00	\$2,750.00	\$5,000.00
Payroll Taxes	\$400.00	\$210.00	\$650.00
Debt Retirement	\$50,000.00	\$50,000.00	\$50,000.00
Interest Expense	\$0.00	\$2,452.00	\$1,100.00
Supplies	\$2,000.00	\$562.00	\$1,000.00
Electricity	\$2,100.00	\$1,685.00	\$2,000.00
Heat	\$3,800.00	\$2,909.00	\$3,000.00
Repairs and Maintenance	\$8,800.00	\$3,147.00	\$6,500.00
Water	\$400.00	\$821.00	\$600.00
Professional Services	\$0.00	\$1,875.00	\$100.00
Equipment	\$2,000.00	\$12,711.00	\$500.00
Miscellaneous	\$0.00	\$2,270.00	\$100.00

Cemeteries

Contracted Services	\$2,000.00	\$1,803.00	\$2,000.00
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Parks and Recreation			
Contracted Services	\$1,500.00	\$1,300.00	\$1,500.00
Street Lights			
Electricity	\$5,500.00	\$5,215.00	\$5,500.00
Road Maintenance			
Salaries	\$0.00	\$60,671.00	\$100,000.00
Payroll Taxes	\$6,100.00	\$7,487.00	\$10,900.00
Health Insurance	\$15,300.00	\$16,252.00	\$23,000.00
Retirement	\$520.00	\$520.00	\$500.00
Uniforms	\$0.00	\$1,219.00	\$1,200.00
General Winter/Summer Maint.	\$300,000.00	\$121,994.00	\$50,000.00
Resurfacing	\$42,500.00	\$187,682.00	\$60,000.00
Materials	\$0.00	\$0.00	\$230,000.00
Infrastructure - Labor	\$25,000.00	\$21,744.00	
Infrastructure - Contract Service	\$20,000.00	\$13,353.00	
Infrastructure - Materials	\$107,500.00	\$91,783.00	
Miscellaneous	\$0.00	\$130.00	\$500.00
Equipment			
Supplies	\$15,000.00	\$11,509.00	\$5,000.00
Repairs and Maintenance	\$17,500.00	\$32,017.00	\$30,000.00
Equipment Fund	\$20,000.00	\$0.00	\$30,000.00
Materials	\$0.00	\$170.00	\$100.00
Fuel and Oil	\$30,000.00	\$23,160.00	\$30,000.00
Debt Retirement	\$20,000.00	\$38,022.00	\$38,000.00
Town Garage			
Salaries	\$0.00	\$3,207.00	\$0.00
Supplies	\$1,000.00	\$256.00	\$1,000.00
Electricity	\$1,500.00	\$1,029.00	\$1,500.00
Repairs and Maintenance	\$5,000.00	\$6,380.00	\$5,000.00
Water	\$200.00	\$200.00	\$200.00
Contracted Services	\$0.00	\$1,224.00	\$1,000.00
Zoning/Act 200			
Salaries/Stipends	\$0.00	\$2,285.00	\$2,400.00
Payroll Taxes	\$0.00	\$18.00	\$150.00
Supplies	\$0.00	\$208.00	\$500.00
Equipment	\$0.00	\$1,350.00	\$500.00
Ads/Publications	\$0.00	\$382.98	\$500.00
Regional Planning	\$0.00	\$0.00	\$1,500.00
TOTAL EXPENDITURES	\$923,300.00	\$971,930.98	\$935,150.00
Estimated Expense			\$935,150.00
Estimated Revenue			<u>\$402,900.00</u>
Taxes to be Raised			\$532,250.00

Delinquent Property Taxes

NAMES	2003	2002	2001...
Bacheldar, Thomas	\$ 12.74	\$ -	\$ 12.74
Bindert, Robert	\$ 1,041.65	\$ -	\$ 1,041.65
Boomhower, Sheila	\$ 3,609.90	\$ -	\$ 3,609.90
Branon, John & Sally	\$ 113.40	\$ -	\$ 113.40
Brown, Hector	\$ 5,123.79	\$ -	\$ 5,123.79
Charbonneau, Cindy	\$ 2,169.72	\$ -	\$ 2,169.72
Dawson, Pricilla	\$ 1,992.06	\$ 1,918.28	\$ 1,055.67
Derry, Sidney	\$ 446.04	\$ 429.52	\$ -
Draper, Roger	\$ 115.29	\$ 111.02	\$ 287.50
Emrich, Juna	\$ 253.26	\$ 243.88	\$ -
Esguerra, Deogracias & Evelyn	\$ 5,283.23	\$ -	\$ 5,283.23
Fletcher, Ronald & Mary	\$ 1,774.71	\$ 1,708.98	\$ 143.70
Friz, Michael	\$ 847.96	\$ -	\$ 847.96
Garrow, Marion	\$ 1,846.53	\$ 1,778.14	\$ 2,326.98
Gillin, John P Estate	\$ -	\$ -	\$ 2,910.00
Gorton, John & Kathleen	\$ 750.42	\$ 5,055.96	\$ -
Hann, Cynthia	\$ 3,447.36	\$ -	\$ 3,447.36
Houle, Mark & Heidi	\$ 1,299.23	\$ -	\$ 1,299.23
Jacobs, Dan	\$ 1,555.47	\$ -	\$ 1,555.47
Kittell, Stanley & Monica	\$ -	\$ 41.99	\$ -
Labelle, Mark & Rebecca	\$ 2,526.93	\$ -	\$ 2,526.93
Lampman, Brian	\$ 1,625.40	\$ -	\$ 1,625.40
Langreich, Charlotte	\$ 1,430.73	\$ 1,377.74	\$ -
Law, Christopher	\$ 2,704.59	\$ 112.27	\$ -
LeGrand Raymond & Laurie	\$ 1,375.92	\$ 1,324.96	\$ 935.00
Lovett, John	\$ 255.15	\$ -	\$ 255.15
McMahon, William	\$ 302.40	\$ -	\$ 302.40
Menard, Kevin & Linda	\$ 2,239.65	\$ -	\$ 2,239.65
Messier, Ethel	\$ 1,595.16	\$ 1,536.08	\$ 755.70
Morrill-Copoulos, Robin	\$ 977.86	\$ -	\$ 977.86
Napoli, John	\$ 642.60	\$ -	\$ 642.60
Niles, Patricia	\$ 704.97	\$ -	\$ 1,845.00
O'Laughlin, Maureen	\$ 1,219.90	\$ 1,656.20	\$ -
Palmer, Rita	\$ 605.49	\$ -	\$ 605.49
Paradee, Dusty & Veronica	\$ 2,553.39	\$ 2,386.02	\$ -
Patsouris, Arthur	\$ 1,517.67	\$ -	\$ 1,517.67
Raymond, Bethel	\$ 261.65	\$ -	\$ 261.65
Rooney, Robert	\$ 2,116.80	\$ -	\$ 2,116.80
Rundstrom, Alfred & Linda	\$ 2,239.65	\$ -	\$ 2,239.65
Ryea, Shirley	\$ 757.58	\$ -	\$ 757.58
Shannon, Sandra	\$ 1,453.41	\$ -	\$ 1,453.41
St Pierre, Kevin	\$ 2,245.32	\$ 2,162.16	\$ -
Stine, Bruce & Shirley	\$ 189.00	\$ 455.00	\$ 3,031.04
Stone, Mark & Kathy	\$ 5,902.47	\$ 4,642.19	\$ -
Sweet, Raymond	\$ -	\$ -	\$ 350.00
Sylvester, James	\$ 858.44	\$ -	\$ 858.44
Totsch, John & Shari	\$ 2,642.22	\$ -	\$ 2,642.22
Ulrich, Kenneth	\$ 642.60	\$ 618.80	\$ -
West, Nancy	\$ 389.34	\$ -	\$ 389.34
Yandow, Virginia	\$ 704.97	\$ -	\$ 704.97

Delinquent Property Taxes

Zurit, Jonathan	\$	2,797.20	\$	-	\$	-	\$	2,797.20
Misc	\$	24,045.35	\$	1,206.52	\$	110.79	\$	25,362.66
TOTALS	\$	101,206.57	\$	28,765.71	\$	13,751.38	\$	143,723.66
2003 Collected before 12/31/03	\$	6,393.65						
Abated			\$	9,253.19	\$	540.00	\$	9,793.19
Totals Collected 2003			Taxes	Postage	Interest		Fees	
		<u>\$111,895.45</u>		\$61.20	\$5,674.95		\$8,525.06	

Library Trustees' Report

The Library trustees meet in the Conference Room once a month on the 3rd Thursday at 5pm or on other days if there is a need or a problem. We have met State Standards again this year. This enables us to receive free catalog cards from the State Department of Libraries and be eligible for grants from them. The Librarian delivers books to two Day Cares. A toddler Reading Program was held again this year. This program is for babies and children up to K age. We have a story, a craft and light refreshments. It is a great get-together and play time for these children.

Local programs were directed by Natalie Branon and Judy Messier. This year two Holiday Read In programs were held and were well attended. In late winter Dr. Tom Howrigan entertained us with a wonderful slide show of War Memorials and other countries he has visited. In the spring we worked in conjunction with the Historical Society to host Scott Wheeler. Mr. Wheeler spoke about his book, Rum Runners and Revenuers.

We have completed the first year of the Freeman Grant. Automation is now in place and has been very effective. We are now working on the Year 2 Grant which involves reorganizing the Adult Reading Room (former AV Room) This room now houses all the books. There will eventually be two computers there for adults to use. These will have access to the internet. We will be able to sign out books here as well as in the school Library. There will be comfortable chairs, better lighting and a table to work on. We are installing an outside book drop.

Sadly, last May 26th our benefactress Mrs Fredericka Sargent passed away. The Library committee is very grateful for her and her family's generosity to the town for the purpose of supporting a Public Library. Due to her passing, we received from the estate of Consuelo Northrop Bailey (her sister) \$476,000 and \$148,000 from Fredericka Sargent's estate. It is the intention of the Board to make long term investments and use the income for maintaining the Library in the future. In order to meet State Standards again this year (which we have done every year since opening) we are obligated to ask the town for \$1.00 per capita (which is a total of 1800.00.) This money could be used to help maintain an up-to-date responsive collection for the general public. Meeting standards offers a "stamp of approval" from the Vermont library committee. Interest from the estate monies would be available for other projects, such as expanded hours, more programs and other services. We are asking for your financial assistance in this matter. Thank you for your past support.

Bent-Northrop Memorial Library
Proposed Budget for 2004

Bond Payment	\$ 6,500.00
Books/Associated Cost	\$ 3,500.00
Salaries	\$ 10,000.00
General Operating/Supplies	\$ 1,000.00
Mileage	\$ 200.00
Programs	\$ 800.00
Repairs	\$ 1,000.00
Postage	\$ 150.00
Registration for Conferences	\$ 100.00
Subscription for Follett Database	\$ 400.00
Internet Expense (Annual)	\$ 3,690.00
Conversion Cost	<u>\$ 800.00</u>
	<u><u>\$ 28,140.00</u></u>

Planning & Zoning

Raymond Callan left the Board this year because of health problems. He is missed. The Select Board took applications for the position and Melissa Manson was appointed to the position.

The Board presented the Select Board updated Subdivision and Zoning Regulations. During the course of the year there were six public meetings to discuss the suggested changes. Some of these hearings were quite well attended and items were discussed in detail.

On December 10, 2003 a public meeting was held at the school. The Select Board was concerned about public input on the subject of growth. Every tax payer was notified of this hearing by letter. Notice of the meeting was also given in the Messenger and Courier. The Select Board and Planning Board met with over 60 people. Questions were answered and a straw vote was taken on the subject of permit allocation. 42 people voted to keep permits at the present level (9 soon to be 10), 16 people voted to allow 15 permits per year and one person voted for no limit.

On town meeting day we will have a day long chance to vote for or against the changes in the rules. I urge people to attend the annual meeting and vote in favor of these changes.

Our monthly meetings (first Monday of the month) are held in the Chester Arthur Room. There is more interest in Town Planning than we have seen in years. This Town has had some form of Planning and Zoning since 1968. Every meeting has some form of excitement so if you can't make it to the theater in St. Albans stop by the Clerk's office and watch what goes on.

My personal observation on the expanded Select Board is positive. There are never ending problems which call for more time and attention. The Town is well served.

I would like to thank Ray (Curly) Callan for his many years of service to the town. I understand that he put in about 23 years in various positions.

William C. Kittell, Chair

2003 ZONING ADMINISTRATOR'S REPORT

Permits Issued	2003	2002	2001
Houses	9	9	9
Mobile Homes	0	0	0
Replacement Homes	0	3	9
Replacement Mobile Homes	1	0	0
Conditional Use	1	0	2
Barns	3	4	4
Permit Amendments	2	0	0
House Additions	8	5	2
Mobile Home Additions	0	0	0
Camp Additions	0	0	0
Garages	7	6	5
Decks/Porches	11	5	7
Swimming Pools	1	1	1
Barn Additions	0	0	3
Milk Houses	0	0	0
Sugar Houses	3	3	2
Businesses	0	1	1
Signs	0	0	0
Storage Bldgs/Sheds	5	8	7
Sub-divisions	2	6	4
Permit Extensions	2	2	2
Changes of Use	0	0	0
Greenhouse	0	0	1
Apartments	0	0	0
Seasonal Homes	0	0	0
Wood Boilers	0	0	0
Agricultural Housing	1	2	2

To the best of my knowledge the above represents an accurate accounting of permits issued for 2003. I am pleased to serve you as zoning administrator. I would also like to express my gratitude to the Planning Commission and Zoning Board of Adjustment and to Melissa Manson. Their time, energy and commitment have created a professional and responsible Planning and Zoning Office. I would also like to thank the citizens who have shown an interest in the REVISING of the Town Zoning regulations.

Very Truly Yours,
Stephen Cushing

Marriages 2003

Names	Date	Town	Residence
Thomas Rod Cramer	05/17/03	Highgate, VT	Fairfield, VT
Michelle Denise Brault			Fairfield, VT
Norman Dean Dudley	06/14/03	East Fairfield, VT	East Fairfield, VT
Lourdes Payabyab Fajardo			Philippines
Glen W. Packard	06/14/03	Fairfax, VT	Fairfield, VT
Corrie Lynne Forgues			Fairfield, VT
Brendan John Schreindorfer	06/14/03	Fairfield, VT	Fairfield, VT
Marcy Lee McAllister			St. Albans, VT
Frank Charles Marshall	06/20/03	Fairfield, VT	Fairfield, VT
Meg Ann Archambault			Fairfield, VT
Gary David Read	06/28/03	Franklin, VT	East Fairfield, VT
Kathleen Elizabeth Sorrell			East Fairfield, VT
Jared Harold Bessette	08/09/03	St. Albans, VT	Fairfield, VT
Belinda Lee Ovitt			Fairfield, VT
Paul Bryan Kane	08/10/03	North Sheldon, VT	Fairfield, VT
Kari Ann Minor			Fairfield, VT
Mark William Magnan	08/23/03	St. Albans, VT	Fairfield, VT
Judy Anne Wright			Enosburg Falls, VT
Eugene Francis Branon	08/30/03	St. Albans, VT	Fairfield, VT
Desiree' Michelle Montagne			St. Albans VT
Damon James Petrie	09/13/03	Essex Junction, VT	Fairfield, VT
Angela Michelle Blake			Fairfield, VT
Thomas Garriepy	09/27/03	Isle LaMotte, VT	Beverly, MA
Bethany Branon			Beverly, MA
Darrel James Bessey	10/02/03	Bakersfield, VT	Malone, NY
Betty Jo Lorriane Elwood			Fairfield, VT
Stephen Robert Howard	10/04/03	East Fairfield, VT	Fairfield, VT
Pamella Jeanne Cameron			Fairfield, VT
Gary Lee Barratt	10/11/03	Fairfield, VT	Fairfield, VT
Lynn Marie Parrotte			Fairfield, VT
Nicholas Charles Olmstead	10/12/03	St. Albans Town, VT	St. Albans City, VT
Nicole Marie Tracy			Fairfield, VT
Danny Lee Jacobs	10/18/03	Sheldon, VT	Fairfield, VT
Tarnya Jean Beaulieu			Enosburg, VT
Kenneth James Miller	10/24/03	Franklin, VT	Fairfield, VT
Diana Jean DeNys			Fairfield, VT
Leon C. Graves	12/20/03	Richmond, VT	Fairfield, VT
Amy J. Jestes			Fairfield, VT
Timothy M. Marshall	12/21/03	Fairfield, VT	Fairfield, VT
Angi M. Longe			Fairfield, VT

Births 2003

<u>Name of Child</u>	<u>Date</u>	<u>Town/City</u>	<u>Parents</u>
Natashya Jasmine Peckham	02/22/03	St. Albans, VT	Michael Andrew Peckham Melissa Ann Wool
Devyn Michael Draleaus	03/07/03	Burlington, VT	Robert Dennis Draleaus Angela Marie Tarrier
Dylan Duane Keelty	03/27/03	St. Albans, VT	Forrest Thomas Keelty Melissa Messier
Amber Rayne Lucille Babcock	04/11/03	St. Albans, VT	Douglas Stuart Babcock Sherri Anne Friend
James Michael Veino	04/16/03	St. Albans, VT	Ronald Earl Veino, Jr. Colleen Elizabeth Combs
Quincy Jolie Fournier	04/19/03	St. Albans, VT	Ty Nathaniel Fournier Jennifer Shannon Burnor
Jacob Emmanuel Malone	05/05/03	St. Albans, VT	Michael Donald Malone Melinda Sue Desorcie
Maya Paulie Jerosé	06/05/03	Morristown, VT	Brian James Jerosé Joanna Helene Witte
Caitlyn Bell Dasaro	06/11/03	Burlington, VT	John Thomas Dasaro Candace Lynn Mitchell
Steven McAllister-Garcia	06/24/03	St. Albans, VT	Leovigilda Garcia
William Michael Decker	07/05/03	Burlington, VT	Wade Ronald Decker Denise Hope Sanchez
Isaih Thomas Gibbons-Hoague	08/02/03	St. Albans, VT	Wendy Michelle Gibbons
Katie Lillian Cushing	08/15/03	St. Albans, VT	James Warren Cushing Tina Louise Kingsbury
Dominick Cole Brock	09/10/03	St. Albans, VT	Troy Allen Brock Penny Lee Hunt
Sean Patrick Beauregard	10/08/03	Burlington, VT	Steven John Beauregard Catherine Anne Howrigan
Avery Hubert Smith	11/13/03	St. Albans, VT	Eric Randall Smith Lisa Lynn Callan
Kristen Faith Matthews	12/06/03	Burlington, VT	Brian Keith Matthews Jodi Lyn Quesnel
Luca Vito Spano	12/30/03	St. Albans, VT	Domenico Spano Kathleen Marie Lieske

Deaths 2003

<u>Name</u>	<u>Age</u>	<u>Date</u>	<u>Place of Death</u>	<u>Residence</u>
John Charry	93	02/08/03	St. Albans City, VT	Fairfield, VT
Patricia Katherine Rounds	45	04/10/03	Fairfield, VT	Fairfield, VT
Margaret Anne Bernet	85	08/05/03	St. Albans Town, VT	East Fairfield, VT
Lewis G. Parrotte, Sr.	73	08/18/03	St. Albans City, VT	Fairfield, VT
Roswell N. Chaplin	88	09/03/03	St. Albans City, VT	Fairfield, VT
Dennis N. Kane	72	09/11/03	St. Albans City, VT	Fairfield, VT
Ernest Covi	82	10/16/03	St. Albans City, VT	Fairfield, VT
Henrietta M. Sweet	94	10/23/03	Fairfield, VT	Fairfield, VT
Luanne E. Page	54	12/18/03	St. Albans City, VT	Fairfield, VT

2003 Town of Fairfield Salaries

Road Maintenance

Clarence Bocash, Jr.	\$ 22,497.50	
Ronald Bocash	\$ 18,367.50	
Stephen Farrar	\$ 26,974.00	
Rodney Judd	\$ 27,720.00	
James Smith	<u>\$ 3,395.00</u>	
		\$ 98,954.00

Town Clerk & Treasurer

G.F. Longway	\$ 35,372.00	
Doris St. Pierre	<u>\$ 6,454.19</u>	
		\$ 41,826.19

Delinquent Tax Collector

Linda Hodet	<u>\$ 8,538.57</u>	\$ 8,538.57
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Buildings & Properties

Donald Connor	<u>\$ 2,750.00</u>	\$ 2,750.00
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Selectboard

Melissa Manson	<u>\$ 513.00</u>	\$ 513.00
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Zoning Administrator

Stephen Cushing	<u>\$ 1,060.00</u>	\$ 1,060.00
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Listers

James Gregoire	\$ 2,145.50	
Daniel McCoy	<u>\$ 1,592.50</u>	
		\$ 3,738.00

Auditors

Kaylyn Jettie	<u>\$ 313.25</u>	\$ 313.25
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Library

Pamela Bard	\$ 88.79	
Barbara Branon	\$ 4,500.00	
Tracey Gerrow	\$ 228.81	
Judy Messier	\$ 3,448.00	
Margaret Ryan	\$ 1,025.50	
Rachel Tanner	\$ 20.49	
Virginia Young	<u>\$ 88.79</u>	
		\$ 9,400.38

\$ 167,093.39

East Fairfield Volunteer Fire Department

Income Statement Ending December 31, 2003

Beginning Balance January 1, 2003

CHECKING ACCOUNT	\$1696.44	
SAVINGS ACCOUNT	\$3492.60	
INCOME:		
TOWN OF FAIRFIELD	17000.00	
LOAN FOR 1995 PUMPER	18500.00	
INTEREST FROM SAVINGS	105.39	
 TOTAL FUNDS AVAILABLE	 40794.43	
 LESS EXPENSES:		
HEAT (HEATING OIL)	680.21	
(PROPANE)	1351.65	
ELECTRICITY	419.69	
INSURANCE	3778.00	
STONES'S TEXACO	309.01	
RADIO REPAIR/REPLACE	676.00	
FIRE EQUIP. REPAIR	125.10	
PERSONNEL PROTECTION	164.95	
TRUCK EQUIP. & REPAIRS	3136.80	
MEMBERSHIPS	110.00	
DONATION	150.00	
VT STATE FIRE DUES	130.00	
P.O.BOX & STAMPS	51.40	
ROOF REPAIR	250.00	
DECALS	282.00	
TRUCK REGISTRATION	32.00	
LOANS		
PEOPLES TRUST	2220.98	
PEOPLES TRUST	5110.65	
 TOTAL EXPENSES	 35778.44	
 ENDING BALANCE DECEMBER 31,2001	 219.94	
 SAVINGS BALANCE	 4796.05	
 SUBMITTED BY:		

EDWIN S. DARLING, TREASURER

East Fairfield Volunteer Fire Department

EAST FAIRFIELD BUDGET FOR 2004

HEAT (FUEL OIL)	750.00
HEAT (PROPANE)	700.00
ELECTRICITY	500.00
INSURANCE	3800.00
GAS AND DIESEL FUEL	500.00
TRUCK REPAIRS	1500.00
RADIO REPAIR/REPLACE	1000.00
PERSONNEL PROTECTION	1000.00
FIRE EQUIPMENT REPAIRS	1500.00
DRY HYDRANT INSTALL	1000.00
VT STATE FIRE DUES	250.00
P.O.BOX & STAMPS	50.00
MEMORIAL DONATIONS	250.00
MISC	280.00
LOAN PEOPLES TRUST	2220.00
LOAN FOR 1995 TANKER	4200.00

PROPOSED BUDGET	\$ 19500.00
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SUBMITTED BY: EDWIN S. DARLING, TREASURER

FAIRFIELD CENTER VOLUNTEER FIRE DEPARTMENT

January 1, 2003 - January 18, 2004

Money Market Balance 1/01/03	\$	36,977.40
N.O.W. Account Balance 1/01/03	\$	3,186.93
CD-Truck Fund	\$	20,300.41

INCOME

Budget	\$	69,750.00
Interest	\$	820.32
Miscellaneous	\$	772.80
Insurance	\$	1,334.00
Grants	\$	42,834.00
Pay Phone	\$	<u>9.57</u>
TOTAL INCOME	\$	<u>115,520.69</u>
	\$	175,985.43

EXPENDITURES

98 Tanker	\$	5,100.00
Dues & Subs	\$	216.00
Fire Ext. & Oxygen	\$	726.54
Gas-Oil-Grease	\$	2,552.50
Insurance	\$	9,274.00
Miscellaneous	\$	50.00
Office Expense	\$	173.48
Radios - Pagers	\$	11,046.55
Repairs		
84 Pumper	\$	144.44
Building Repairs	\$	<u>253.05</u>
Total Repairs	\$	397.49
Station #2 Budget	\$	19,500.00
Supplies	\$	43,895.10
Utilities	\$	<u>556.11</u>
	\$	93,487.77
 Money Market Balance 12/31/03	 \$	 44,253.06
N.O.W. Account Balance 12/31/03	\$	7,538.27
CD-Truck Fund 12/31/03	\$	<u>30,706.33</u>
	\$	82,497.66

Submitted by
/s/ Jeffrey Corey, Treasurer

FAIRFIELD FIRE DEPARTMENT
PROPOSED BUDGET FOR 2004 OPERATIONS

EXPENSE	BUDGETED	ACTUAL	PROPOSED
Dues & Subscriptions	\$ 350.00	\$ 216.00	\$ 350.00
Fire Ext. & Oxygen	\$ 500.00	\$ 727.00	\$ 600.00
Gas-Oil-Grease	\$ 2,800.00	\$ 2,552.50	\$ 2,800.00
Hydrants	\$ 750.00	\$ -	\$ -
Insurance	\$ 9,300.00	\$ 9,274.00	\$ 10,000.00
Office Expense	\$ 100.00	\$ 173.00	\$ 200.00
Radios - Pagers	\$ 4,500.00	\$ 11,046.00	\$ 4,500.00
98 Tanker	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00
Repairs	\$ 5,000.00	\$ 397.00	\$ 5,000.00
Supplies	\$ 6,000.00	\$ 43,895.00	\$ 6,000.00
Utilities	\$ 750.00	\$ 556.00	\$ 750.00
Miscellaneous	\$ 100.00	\$ 50.00	\$ 100.00
	\$ 35,250.00	\$ 73,986.50	\$ 35,400.00

A \$38,000 Homeland Security Grant was used to purchase five SCBA's (air packs) eleven spare bottles, four cases and one heat sensor camera. \$4,834 was used to install a dual band radio in pumper #1 and two portable radios.

/s/ Jeffrey Corey, Treasurer

The Fairfield Fire Department would like to thank the Town for providing up front funding for the \$38,000 grant. These monies were lent to the Fire Department interest free and repaid 12/14/03 with the grant monies. This enabled the Fire Department to qualify for the grant without having to borrow from a banking institution and repay interest charges.

Fairfield Historical Society

2003 was a busy year for the Fairfield Historical Society (FHS). We shared in the excitement of the grand opening and dedication of the Town Offices and the Chester A. Arthur Conference Room. It is certainly a space we can all be proud of.

We had our plant swap at the Chester Arthur Historic Site. Many plants changed hands and lots got planted. We are looking forward to having it again in the spring of 2004.

Several speakers programs took place in the Chester Arthur Conference Room, among them a talk about Chester Arthur and one about Prohibition. The speakers programs were well attended and received enthusiastically. We look forward to more programs like this in the coming year.

The Vermont History Expo took place in Tunbridge in June. In creating our booth on "Fun and Games in Fairfield" we discovered that fun was mostly in the woods playing hide-and-seek and cowboys and Indians, fishing or as Robert Howrigan told us, racing his old mare alongside the milk wagon. Fairfield won renown in many Tug-of-war contests. We have the trophy to prove it.

The Community History Project saw the FHS together with the Fairfield School in an effort to catalog a trailer load of artifacts that has been stored for many years. It's great to see Fairfield's children involved in preserving its history.

We are grateful for the support of the community for our programs. We encourage anyone who has hidden treasures or talents to share to get involved in the Fairfield Historical Society.

When an old man or old woman dies, a library burns to the ground.

— Anonymous Proverb

Fairfield Scholarship Fund

This past year the Fairfield Scholarship Committee awarded four \$1,000 scholarships to deserving high school seniors planning to attend college.

The students receiving the scholarships are:

Shane Branon, son of Thomas and Cecile Branon of Fairfield. Shane is attending Drew University in Madison, New Jersey. He is majoring in Political Science.

Erica Collins, daughter of Steven and Bonnie Collins of East Fairfield, is majoring in Accounting at Champlain College in Burlington, Vermont.

Justin Hanson, the son of Ronald and Kathy Hanson of Fairfield. He is attending Castleton State College in Castleton, Vermont, majoring in Criminal Justice.

Matthew Hill, is the son of Michael and Carolyn Hill of Fairfield. He is attending the University of Vermont majoring in Radiation Therapy.

We wish to thank all those who contributed to the Scholarship Fund which makes it possible for us to continue helping Fairfield Students further their education. If you wish to make a donation, you may send your contribution to any member of the committee listed below.

Applications are available at the Town Clerk's Office, the Bent-Northrop Memorial Library, and your high school guidance office.

/s/ Barbara Branon
/s/ Joy Kane
/s/ Barbara Riley
/s/ Doris St. Pierre

/s/ Jackie Tetreault
/s/ Gail Williams
/s/ Cecile Callan

The Scholarship Committee

Fairfield Community Center

2003 in Review

Dear Fairfield Community,

2003 was another very successful year of service to Fairfield by the Fairfield Community Center. Our director, Kathy Kontos, was very busy writing grants, developing and staffing programs, maintaining the property and managing the day-to-day activities. In 2003 we have succeeded in obtaining a \$40,000.00 increase in our external grant funding over last year. The grants go directly to programs for Fairfield. The playground has been updated and new equipment added through a Ronald McDonald grant. This playground gets a tremendous amount of use especially during baseball season. We like to keep it safe and up to code.

We are very excited to launch a summer pre-school program this year. This program will be a half-day morning program and will run for eight weeks. It is geared for 3 to 5 year olds and will focus on literacy. This could be funded for a total of three years and will help our children prepare for kindergarten. We are very excited about this award.

The "Jig of the Valley" was successful in 2003 along with our "Sweet Heart Dinner" which was held here at the Center School. The "Jig of the Valley" is held on the last Sunday in July and the "Sweet Heart Dinner" mid February. We look forward to doing them again this year. Hope to see you there.

We are preparing for some major upgrades to the building and will be planning some additional fund raising events. We always appreciate charitable donations. Grants for building needs are very hard to find other than HUD grants, which is how the community center rehabbed the building to begin its operation. These upgrades will only be achieved with the support and collaboration between the Center and the Town.

Our biggest cause for celebration for 2003 was the addition of Dr. Laura Belstrom at the Center. Her pediatric practice is busy and we are very happy to have a full time physician here. It is a great asset to our community to have Dr. Bellstrom's practice in our Town.

Our Board of Directors Bill Roberts, Steve Doe, Joanna Jerosse, Michelle Messier, Terry Ayers, Terry L'esperance, and myself, Jeanne Hopkins wish to thank all of our supporters in the community and invite you all to take part in the many opportunities at the Center. To inquire about programs, services and community center activities please feel free to call Kathy Kontos at 827-3130 or e-mail us at fcca@together.net.

Respectfully,
Jeanne M. Hopkins

FAIRFIELD OLD CEMETARY ASSOCIATION
ANNUAL TREASURER'S REPORT
OCTOBER 20, 2003

Commercial Regular Savings Account Balance As of September 30, 2003	\$650.88
6-Month CD Balance (maturity date 10/26/03)	<u>\$600.00</u>
Total Account Balances	\$1250.88
Expenditures	0.00
Total Funds Available	\$1250.88
Interest Earned for Year Ending 2002	
Savings	\$ 6.03
CD	<u>\$ 10.33</u>
Total Interest Earned for 2002	\$ 16.36

Fairfield Olde Cemetery Association

Minutes of the Fairfield Olde Cemetery Association (FOCA) held on October 20, 2003 at the East Fairfield Fire Station. The meeting began at 7:08pm. The attendees were Dick Howrigan, Margaret Ryan, Bert Pion, Donald & Reda Connor, Kim Stone, Joann Long-Ignaszewski. Drinks and Goodies were available.

OLD BUSINESS

*The Secretary's report of October 21, 2002 was read by Joann.

MOTION - to accept the Secretary report as read.
1st by Don
2nd by Bert

*The Treasurer's report of October 20, 2003 was read by Kim.

MOTION - to accept the Treasurer's report as read.
1st by Don
2nd by Dick

NEW BUSINESS

* Dick spoke about going with Ray Howrigan on the Johnny Bull Road just above Ray's sugar house on the right hand side near two stone walls which were very small in height that is where Dick put up a flag for the fallen war soldiers. Dick's question was should we ask UVM which has an Archeological Dept where they use a machine to detect graves for use at the Fox Hill cemetery? Ray thinks that there are 15 graves there. Dick will check into that for us.

MOTION - to accept Dick's proposal
1st by Joann
2nd by Margaret

* Dick was checking into that the VT Old Cemetery Assoc owes FOCA \$179.

* A discussion item only as to whether it was \$2000. or \$1750. that was appropriated for the Fairfield & East Fairfield cemeteries by the citizens of the Town at Town meeting was ever forwarded to the FOCA. Per Joann she assumed a check was going to be written to the Fairfield Old Cemetery Association, and Kim, the Treasurer was going

Fairfield Olde Cemetery Association minutes continued...

to be making the payments for the labor and materials on these cemeteries thru her checkbook. Just as the Town does for other non-profit groups that request funding from them. Kim never received any funds from the Town of Fairfield in 2003.

* An update about Dick's application to the VT Old Cemetery Assoc (VOCA) grant of \$2000. which was paid directly by VOCA for the labor and materials at getting the Episcopal Cemetery back in shape. Martha Clifford donated \$1000. to the cause. Dick brush hogged it. Ron Kilburn, Charles Nye, Howard Mitchel and his son-in-law Jeff worked on wood, and much more. Tim Corey leveled the dirt. The Fire Dept burned the brush. Wm McMahon used his backhoe. There were 61 graves in all that were identified at the Episcopal Cemetery. Tammy Johnson now stores the sign in the winter for this cemetery. Dick had a meeting with Kathy Contois - Director for the Fairfield Community Ctr to have the school kids write a bio on the revolutionary war soldiers which are buried in the Episcopal Cemetery. Dick mentioned it as a school project.

* A mention for the minutes that per Mgt Ryan there is a large stone next to Talcott's barn.

* Update - St Rocks Cemetery - We owe Bert for posts and barbwire. He couldn't use the new posts as the original posts were too hard to remove. He did however run 4 strands of barb wire on the old posts.

* Update - Leach/Fairview Cemetery - the Culvert washed out needs to be done again. Joann will ask Charles or Toni Haveluk if they will repair at no cost to us. The graves are still in need of dirt that are sunken in from age. Some trees still need trimming as they are endangering some stones. There was noted that some holes were dug in the ground in the cemetery unsure what animal is causing this problem but that needs to be checked out.

* Update - Swamp/Soule Cemetery - 3 yards of dirt for \$60 was expended.

* Update - Egypt Cemetery - Dick is asking VOCA for a \$500. grant to repair stones there.

MOTION - to adjourn the meeting at 8:05pm

1st Don

2nd Bert

Meeting was adjourned at 8:05pm.

Northwest Solid Waste District - Fairfield Supervisor Report

In 2003, the Northwest Vermont Solid Waste District (NWSWD) continued to increase its direct services to the residents, organizations and businesses within member communities, which includes the Town of Fairfield. NWSWD provides collections for hazardous waste, tires, bulky items and other special wastes. In 2002, the events were expanded to include extra days for special collection events and hazardous waste events, and in 2003, this event list was again expanded. New in 2003 was a one-day spring and a two-day fall collection for used and obsolete computers, an additional hazardous waste collection event, and a special two-day hazardous waste collection event for small businesses and organizations. NWSWD also continues to offer ongoing collections of fluorescent light tubes and rechargeable batteries in the District office.

Activities most relevant to the Town of Fairfield include the first ever NWSWD hazardous waste collection day in Fairfield, held last April at the Elementary School. Participation was limited as cold wet weather was on that Saturday and advertising was minimal. We hope future events in Fairfield and nearby towns are utilized to remove unused and unsafe compounds from town residences. **A calendar listing 2004 NWSWD events will be available at the Town Hall Offices.**

The enforcement of the Illegal Dumping and Burning Ordinance is also relevant to Fairfield. While both illegal activities are still observed in Fairfield, the NWSWD has an enforcement officer to educate residents and stop these activities. **Backyard burning releases dioxins and other dangerous chemicals**, particularly harmful to children, due to the lower temperatures while combusting plastics, treated lumber, glossy paper and other wastes. Many of these materials can be recycled or should otherwise be properly disposed, not burned. **Those with questions about illegal burning, dumping and proper disposal options can contact the NWSWD at 524-5986.**

Summary of NWSWD services provided to residents of district towns:

Household Hazardous Waste Collections:

Amount of Waste Collected:

• Waste Oil:	1,485 gallons*
• Drums of Waste (oil paint, flammables, etc...)	39 (55 gallon drums)*
• Hazardous Wastes (acids, corrosives, mercury, etc...)	1149 lbs.*
• Pesticides	352 lbs.*
• Fluorescent light tubes	8,456 feet*
• Propane Tanks	161 tanks*
• Lead Acid Batteries (car batteries)	231 batteries*

- **Special Collections or Bulky Item Days:** held six times during 2003.
- **School Recycling:** NWSWD continues to provide recycling services to eight (8) schools. During 2003 NWSWD collected over 300,000 pounds of material from schools in Enosburg, Berkshire, Bakersfield, Richford and Montgomery.
- **Computer Collections:** During 2003 NWSWD conducted two large computer collection events. 7,475 pounds of computers and electronics were collected.
- **Educational Outreach:** NWSWD contracts with the Association of Vermont Recyclers to provide in-class programs to interested member schools.

(submitted by B.Jerosc- Jan.04)

ANNUAL REPORT
of the
TOWN SCHOOL DISTRICT
of
FAIRFIELD, VT
for
FISCAL YEAR 2003

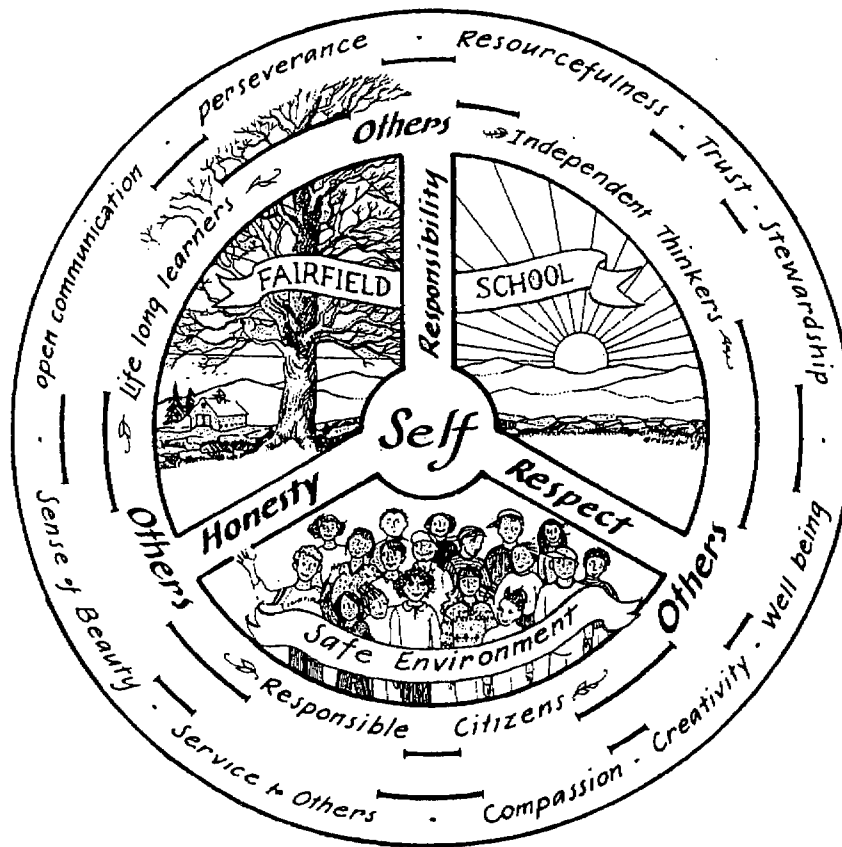
July 1, 2002
to
June 30, 2003

FINANCIAL STATEMENT NOTICE

A copy of the complete Fiscal Year 2003 Auditor's Report and FY05 Budget is on file at the Town Clerk's Office and the Franklin Central Supervisory Union Office in St. Albans.

Available upon request are detailed budget expenditure sheets.

Fairfield Center School



Our Mission: To all individuals, the Fairfield School Community will provide a safe environment and the opportunities to develop the skills necessary to become independent thinkers, lifelong learners, and responsible citizens.

Our Values: **RESPONSIBILITY:** Being accountable for one's conduct and obligations.

RESPECT: The recognition and appreciation of the diversity in ourselves, others and the world around us.

HONESTY: The ability to be truthful, open and sincere with one's self and with others.

Our Belief: The Fairfield School Community believes that if we, individually and collectively, behave responsibly, respect ourselves and others, act honestly and maintain a safe environment we will promote compassion, creativity, open communication, perseverance, resourcefulness, service to others, stewardship, trust, well-being and a sense of beauty.

Explanation: The Fairfield School Mission, Values and Belief Document is comprised of a brief statement and a diagram. It was drawn in a circle to illustrate that all of the core values lead from, and lead to, each other. The list of ten phrases or words, that surround the basic core values, are the goals that stem from those fundamental values. Those ten concepts are essential for all of our community members to strive to obtain. All three parts - the mission, the values and the belief are always to be presented together.

Annual Review: This Statement is a living document and will be revisited yearly at a May K - 8 staff meeting.

FAIRFIELD SCHOOL: REPORT OF SCHOOL DIRECTORS 2003

Fairfield School will be experiencing a change in principalship in 2004. The school board would like to thank Dick Shanley for ten years of commitment and dedication. Fairfield School, and therefore our community, has earned a reputation of stability, educational excellence and innovation during his tenure. Please take the time to express your appreciation of his work.

During 2003 the Fairfield School Board initiated a building study to assess the school's facility needs. After developing educational specifications, we hired Black River Design. They assisted us in synthesizing the needs of the school's physical plant and educational space needs with the community's needs at large. As a result of meetings with the staff, representatives of the select board, the Fairfield Community Center, the Fairfield Fire Department, the Bent-Northrop Memorial Library, we will be presenting a conceptual plan and tentative timeline at a community meeting in mid- February. We are working closely with the select board in prioritizing the capital improvement projects in the town.

The school board also initiated a study of the middle school. The committee is looking at data from a survey of Fairfield high school and middle school students, 10 years of drop out rates, test scores, middle school staff audit, and the State of Vermont's Youth Risk Behavior Survey. The middle school committee, in coordination with the staff scheduling committee, expects to make recommendations for adjusting middle school programs and schedules for the 2004-2005 school year. We want to ensure that the Fairfield School is meeting the needs of all students.

Highlights of the calendar year 2003:

- Through direct communication, we have strengthened our relationship with B.F.A. In the spring members of Fairfield staff, administration and board met with the B.F.A. board and administration. We have an on going sugar house/outdoor classroom project collaboration between Fairfield School and Building Trades at the Northwest Technical Center. B.F.A. teacher advisories will be administering the middle school survey for high school students.
- We established a **Capital Reserve Fund** to accumulate funds to pay for major renovations, expansion or creation of facilities for the Fairfield School District. The fund is able to accept tax- free donations for these purposes. One family is donating the value of the development rights on a parcel of their land to go towards the construction of a new gym as part of our facilities improvement project.
- Andrea Racek was hired as the teacher for the pre-k programs at the Fairfield Community Center.

- The Northwest Consortium hired Michele Spence as the coordinator of the Franklin County Early Childhood Program collaborative.
- Fairfield School is benefiting from the 21st Century grant funded **Open Doors Program**. We can now offer a variety of after school and summer programs for student in grades 5-8. Cathy Ainsworth through the Franklin Central Supervisory Union coordinates the program.
- Shannon Kane is now our school secretary. We welcome her and thank Kim Northam for serving in that position for the last two years.

Budget highlights:

- The curriculum initiative (1071) line item covers the cost of purchasing Math textbooks for grades 3-5. The staff has done comprehensive research into the most appropriate series to purchase. The textbooks are aligned to the Vt. Standards and to the math curriculum. The science (1113) line item includes funds to replace 11-year-old textbooks for middle school science.
- Community School Partnership (1800) line item is both the salary for our School to Work coordinator and the coordinator of the partnership.
- Action Planning (2210) includes funds for a stipend for the coordinator of the action plan process. Denise Bedard-Comstock has been our coordinator for 6 years. The line item also has funds for supporting our middle school study committee work.
- The expenditure side of the budget is up \$376,024. Of that total \$199,206 is due to costs at the high school level (secondary education 1061), and \$131,437 is due to a rise in special education costs. Subtracting those costs from the total increase (\$376,024 - \$199,206 - \$131,437) leaves \$45,381 to cover the budget increases (which include contracted salaries and benefits...) for the elementary level.
- The \$199,206 increase in high school cost reflects the cost of increased enrollment and budgeting adjustments due to Act 68. About \$90,000 of that increase appears as revenues from the state so there is no increase in the school tax for that portion of the \$199,206 increase for secondary education.
- Even though a portion of special education costs are paid by the state and federal governments, Fairfield School's expenditures over revenue for special education is \$347,024.

- With town approval of the proposed 2005 school budget, the anticipated 2005 homestead tax rate will actually go down from it's current level of \$1.30 to \$1.266, pending the passage of the correction to Act 68 now before the legislature.

Warning items:

- School Treasurer- We are asking the voters if they desire to elect a School Treasurer separate from the Town Treasurer. If the voters approve the separation of the positions, then they will elect a person to fill the School Treasurer slot for a term of one year. The same person can fill both positions as they have been filled in the past.

The board developed a job description that takes into account state statutes and the board's needs. We estimate the position will require 120 hours per year. The salary is \$2,000.

- Capital Improvement Fund- By law the board needs to receive voter approval to spend these funds. At the end of every fiscal year the unspent funds of that budget year roll into the capital improvement fund. We are asking the voters to approve spending up to \$10,000 of these funds to improve the communication system in the school. We are looking at all options from voice mail to broadband service

Staff Recognition:

- Elizabeth Howrigan- Superintendent's Award for Excellence
- All Bus Drivers- For Exceptional Performance (They each received a vest.)

Contracts:

- Abbey Food Service- yearly renewal
- Support Staff Contract- 2002-2005
- Teacher Contract- 2001-2003
- Fairfield Water District- 2003-2013

After ten years on the board Jeff Bryce is stepping down. He served as chairman for the last two years. We wish him many stress free years!

The Fairfield Board of School Directors would like to thank the Fairfield taxpayers for their support of the Fairfield School and for their support of our work as school directors. It is often said that it is a thankless job. We are in this position for the children of this town and there lies our rewards. We will do our best to promote an educational system that is fiscally responsible and that meets the needs of all students. Please do not hesitate to call us if you have questions. We welcome your participation.

Sincerely,

Fairfield School Board

Jeff Bryce

Dan Landry

Julie Wolcott

Tim Abbott

David Howe

Superintendent's Report

As Superintendent of Schools in the Franklin Central Supervisory Union (FCSU), I am pleased to report to you about our work and accomplishments over the last year. I will summarize those matters that are of interest to all three districts.

The Supervisory Union coordinates special education and curriculum development, monitors tuition payments to high schools, assists the boards in determining residency, prepares and monitors budgets and meeting agendas, supports you with truancy and legal issues, arranges for insurance coverage, prepares and oversees a multitude of contracts and provides assistance to our boards, principals, teachers, parents and community members in general. Our office support staff includes Martha Gagner, Payroll, Germaine Paradee, Benefit Administrator and Nancy Pigeon, Accounts Payable. Mary Bevins and Debra Fraser serve as Administrative Assistants to the Superintendent, Director of Special Education and Curriculum Coordinator. All of these support people are to be commended for their work and support they give all of us. They are truly the backbone of our Supervisory Union.

Sara Denny coordinates curriculum development and assessment, supervises the Remedial Programs funded through local dollars and Title I, and facilitates professional development. Terence Keating, Assistant Superintendent/Director of Special Education, oversees the delivery of special education, coordinates the District's Drug Free Schools Program, and Early Childhood Education in our Supervisory Union with Michelle Spence, who directs all early childhood programs in Franklin Central, Franklin Northeast and Franklin Northwest Supervisory Unions. Tom Petit is the Supervisory Union Business Manager. Louise Ferland and Joyce Ploof work out of our office in Migrant Education for Franklin County. Cathy Ainsworth directs the 21st Century Learning Center Grant for After School and Summer Programs.

The Franklin Central Supervisory School Districts join schools across the country with the challenges of implementing the **No Child Left Behind Act**. No one can contest the intent of the law to have children reach high standards. It places greater demands and challenges on states and school districts than ever before. School districts must raise test scores in reading, math, and science; close achievement gaps; design improvement strategies; hire or develop better-qualified teachers and paraprofessionals; and create or expand public school choice programs, among other duties.

In Vermont, educational standards have been set higher than most states. Since states are measured against their own state standards, there is concern that many Vermont schools may be identified as needing technical assistance. Vermont schools average 20 to 30 percentile points above the nation on our state tests. The by-product is that 80% of Vermont's schools **may be** labeled as failing within three years unless the system is changed. In the Franklin Central Supervisory Union, it is our intent to continue to work hard to increase the learning opportunities for our students with the goal of increasing achievement for all students.

Highlights of the Year

- 1. Supporting new teachers through the Pathwise Teacher Mentor program and a Peer Support Program;**
- 2. Forming a Supervisory Union Supervision/Evaluation Committee to examine current practices and develop a new system to evaluate teachers;**
- 3. Keeping on the forefront the integration of technology into the curriculum by developing and implementing standards for teachers and students and joining the Vermont Data Consortium;**
- 4. Examining Middle School practices in grades 6-8 (Fairfield);**
- 5. Supporting the work of the BFA Study Committee;**
- 6. Working with Bellows Free Academy on common issues such as curriculum, truancy, and data collection;**
- 7. Implementing the \$247,000 21st Century Community Learning Center for summer, after school, and evening programs;**
- 8. Working with local School Boards as they engage in long-range planning with the goal of developing strategic targets that will direct their work; and**
- 9. Focusing on improving literacy and mathematics in our schools.**

The 13-member committee that studied whether BFA should be a Union District Public High School submitted their report to the Vermont State Board of Education. It was approved and now it is up to the voters to make a decision. It has been placed on the March ballot in the City and the Town. If the voters decide that it will become a public high school the BFA Board of Trustees will turn the governance of the school over to an elected Board in July 2005.

The Principals, Superintendent, the Directors of Curriculum and Special Education have worked with the Supervisory Union Board to develop a Supervisory Strategic Plan that aligns with each school's local action plan. The strategic plan and local action plans are used to build local budget goals. Our two biggest cost-drivers in our budgets have been special education and health insurance costs.

Act 68, formerly Act 60, had an impact on the budget building process in all three towns. There currently is a correction to Act 68 before the legislature that would reduce the Homestead Tax Rate from \$1.10 to \$1.05 and the Non-Homestead Tax Rate from \$1.59 to \$1.54 for 2005. In addition, this correction would establish the CLA (Common Level of Appraisal) at whatever is provided to each Town in December of each year, unless the Town appeals the CLA or a reappraisal is pending. (The CLA is the value each Town has appraised property for divided by the value of the Vermont Property Valuation Division feels is the fully appraised value). Passage of the correction would lower the Homestead and Non-Homestead Tax Rates and allow these tax rates to be projected before the school budget is voted on. The tax rates will go down in St. Albans City, St. Albans Town and Fairfield. We will keep you posted as new information becomes available.

Act 68 changes school district accounting for technical education spending. The 2005 budgets will show the full cost of technical education versus the net costs after state funds are provided to the technical centers. This accounting change will increase the 2005 budgets, but will have no effect upon property taxes because increased expenditures will be offset by increased revenues.

There are several people leaving the Boards in the Franklin Central Supervisory Union: Jeff Bryce from Fairfield, Jim Mercier and Brad Ferland from St. Albans Town, and Claude Bouchard from the City. Jim is running for the BFA Board. On behalf of their communities, I want to thank them for their hard work and dedication to their schools and their students.

Also, after ten years of successful leadership Richard Shanley will be leaving his position as Principal at the Fairfield Center School.

It is my intent to continue to provide the leadership for the board and communities to ensure equitable learning opportunities for our children in a fiscally responsible way. I will accomplish this through long-range and strategic planning, and by developing with the boards clear policies that will inform and direct curriculum initiatives and budget and fiscal management. If you have any questions, please do not hesitate to call our office at 524-2600.

I want to thank everyone who has supported the work the Supervisory Union Office is doing to help your communities and schools and ultimately your children.

With the support of the Fairfield, St. Albans City, and St. Albans Town communities and through the cooperative efforts of their respective school boards, we will continue to search for cooperative ways in which to use our physical and financial resources to ensure educational excellence and equity for all students served by Franklin Central Supervisory Union.

Respectfully submitted,



Marilyn Grunewald
Superintendent of Schools

**FAIRFIELD CENTER SCHOOL
PRINCIPAL'S REPORT
HIGHLIGHTS OF THE 2003-2004 SCHOOL YEAR**

We continue to improve the academic and social opportunities for all of our K-8 students through our valued partnerships with students, parents, teachers and the very supportive community-at-large. This year we continue to address the No Child Left Behind (NCLB) standards through our action plan by implementing new strategies for improvement in literacy, math and personal development at all grade levels. Our new standards based report cards link units in the classroom with consistent assessment practices. All K-8 classrooms continue to plan and develop new improvements and activities at the Chester Arthur Site Walking Trails as part of our school-wide Community School Partnership. Several other service-learning projects have been implemented or will be soon: including food drives and a community blood drives sponsored through the student council. Our teachers also continue to be very active in implementing new curriculums with an emphasis on a new supervisory union math program this year. Our teacher membership on supervisory union committees again this year include the areas of technology, assessment and reporting, science, curriculum implementation and the Pathwise Mentoring Program as well as the Franklin Central Supervisory Union (hereinafter "FCSU") Strategic Planning Process.

Professional development activities for our staff again support our school action plan and help our staff remain current on new supervisory union, state and national educational initiatives. Our teachers have participated in math assessment and training, the Strategic Reading Initiative, Frameworks of Observation Training, and have attended many portfolio workshops, conferences on classroom management, technology trainings as well as working many hours analyzing test scores and other data leading to school improvements. Paraeducator training has again been an important part of professional development with periodic training, goal setting and evaluation meetings for each para twice a year. Many of our paraeducators have also attended several workshops and conferences on portfolios and strategies for effectively managing students on the playground, lunchroom and in the classrooms.

Technology improvements continue to be an on going emphasis at our school. Filters and safeguards for our computers are in place, and our local technology committee has oversight of policies, procedures, staff training and five-year purchase and improvement plans. Revisions are now in place for grade level outcomes for all students to improve their computer skills. With hours of work by our librarian, her assistant and community volunteers, our school/community library has completed the full automation process. Our students and staff continue to use our new donated computers, palm pilots, the laser disc library, digital cameras, power point presentations, the Flex-Cam and the Fax machine.

Curriculum improvements continue each year through audits, revisions and updates. K-8 audits by state and regional specialists have been completed in both math and literacy

with good results and positive changes. Many staff members also completed courses and workshops last summer offered through the FCSU and area colleges. Of particular notice was the completion of a week long class in Responsive Classroom Strategies completed by all of our primary unit teachers and demonstrated at our fall School Report Night.

New and continued programs and activities include the 3-5 "Student Voices" Leadership Program, Peer Mediation, the 6-8 student run "Town Meetings"; a Success-by-Six Kindergarten Orientation Program, our middle level Teacher Advisory Program (TA), the Foundation of Excellent Schools school exchange and student leadership programs including a six week visit by two middle level students from Thailand and visits through FES by our 6-8 graders to the Landmark College, UVM, St. Michaels College, Johnson State College and Middlebury College. Other continuing programs include our exemplary School-to-Work Job Shadowing and Career Exploration Program for all 7th and 8th graders, morning meetings K-5 aligned with "Responsive Classroom" strategies, a Vermont Rural Partnership Grant for student leadership development, community service learning projects, documentation techniques and networking with other schools, rubric development, student self-assessment and goal setting, the Pathwise Mentoring Program and evaluation system for teachers and a grant-funded interdisciplinary sixth grade "Waterways" Project to be implemented this spring.

Interdisciplinary projects continue for our students, and they include the following: 1) the eight grade biking trip to the islands, the Ropes Course at UVM and the downhill ski trip to Jay Peak; 2) the seventh grade skiing and snowshoeing trip to the Trapp Family Ski Touring Center and the Orientation Course at the Catamount Center; 3) the 6th grade biking trip in the fall to the Burlington Bike Path and the spring biking trip to the Stowe Bike Path as well as a day of canoeing with the "Waterways" Project; 4) the fourth and fifth grade skiing and snow shoeing trip to Hazen's Notch as well as a special hiking day in Stowe; and 5) the several grade level trips to the Flynn Theater Educational and Performance Programs. In addition, the ever-expanding Sunday downhill ski program at Smuggler's Notch adds enrichment for both parents and children in our school. These activities listed above along with many others help integrate aspects of art, writing, science, social studies, math and geography into the physical education curriculum and other classroom curricula that give our children experiential (hands-on) learning that they will remember in future years.

Through the continued support of many staff and community members, student activities continue to flourish including the 5/6 and 7/8 Spelling Bee Teams, the K-8 service learning projects, the leadership development programs through networking with other schools and colleges, the ELF Program sponsored through the Vermont Institute of Natural Science, the DCF Library Club, Tae Kwon Do, the Middle Level Student Council and our Band Program. We also continue to offer many extracurricular sports programs including soccer, basketball, track and field, softball and the Sunday Downhill Ski Program. Other after school activities include AKA Science, a Homework Club and various groups of scouting opportunities as well as varied offerings through our "Open Doors" 21st Century Grant.

Many students are involved in leadership activities and service to the school. Many of our students serve as kitchen helpers, recyclers, library helpers, office assistants (attendance and daily announcements), safety patrol members, student council members, signboard coordinators, speaker's program committee members and hot lunch advisory committee members. Again this year, our Middle Level Speakers Program has offered the 5-8 students varied educational opportunities every Friday afternoon by offering presenters and programs related to services for children, career explorations as well as music/art and geography.

The extra efforts of our staff and community members have resulted in several grant awards over the past few years totaling more than \$100,000. These grants have included: Goals 2000 Grants, Vermont Rural Partnership Grants, Action Planning Grants, Foundation of Excellent Schools Grants, Summer Humanities Camp Grants, Summer Literacy Camp Grants, Staff VSBIT Wellness Grants, a Division of Historical Preservation Grant, a Vermont Historical Society Grant, an Ag in the Classroom Grant and other grants including the FCSU 21st Century Grant for after school and summer activities for children in St. Albans City, St. Albans Town and Fairfield.

The middle school continues to offer weekly double blocks of instructional time in science, math, social studies, language arts and physical education giving teachers more time for hands-on and integrated activities. All mini courses this year have a two-day per week literacy strand and have been improved to offer high quality academically related activities. New Standards Reference Exam and SAT-9 results generally reflect good scores for our school. BFA Honor Roll Reports, lists of extracurricular participants from Fairfield and reports from our local high schools often indicate that Fairfield students perform above the norm both socially and academically during their high school careers. In the spirit of constantly striving for improvements, a middle level advisory committee is currently disaggregating data, developing a survey for high school feeder school students, looking a dropout data and gathering concrete information about the strengths and weaknesses of our middle level program in order to strengthen existing practices.

The K-5 Program continues to be exemplary with continued emphasis on reading, writing, math problem solving, science and personal development standards. Literacy training and an emphasis on math have resulted in tremendous growth in test scores over the past five years. A K-8 Math Audit examined our math program carefully to enable us to raise the bar for all children. Our dedicated K-5 staff members continue, again, to acquire new knowledge for improved instruction by attending various workshops, portfolio meetings and conferences in Vermont, New England and other areas in the country. Their many exemplary activities include the following: Image Making, "Student Voices", thematic units, service learning projects, peer mediation, classroom speakers, field trips, the Developmental Reading Assessment (DRA), the Primary Observation Assessment (POA, Reading Recovery, portfolio problem units student goal setting, peer conferencing, student self-assessment, team teaching, literacy breakfasts and special curriculum nights for parents. In addition, K-5 staff members have also raised money to defray costs of some of our educational field trips and special assemblies.

In November 2003, the school organized and presented a highly successful K-8 School Report Night that was well attended by parents and community members. We continue to have exemplary public engagement by high attendance at Parent/Teacher Conferences, the First Day of School Celebration, special holiday meals sponsored by The Abbey, our Memorial Day Program and several outstanding musical concerts during the year.

I wish to again thank the dedicated community members and parents for all of their hard work and endless hours spent supporting the Fairfield Center School. These groups include the Parent/Teacher Organization, the eighth grade parent fundraisers, the ELF Volunteers, the field trip and dance chaperones, room parents, classroom volunteers and presenters and our many supporters in all areas of the school. With your ongoing support, we will continue to provide the best possible education for the children of Fairfield. Let us all continue to be proud of our education programs thanks to your outstanding support of our school.

Respectfully submitted,

Richard A. Shanley, Principal
Fairfield Center School

2003-2004 FAIRFIELD CENTER SCHOOL
SCHOOL COUNSELOR'S REPORT

The Fairfield Center School developmental counseling program continues to address social skills and conflict resolution skills in the classroom for all students in grades K through 8. Small groups are structured around such issues as friendship, divorce, anger management, stress management and self-esteem. The school counselor offers short term counseling with individual students as needed and coordinates referrals to other support services within the school and community.

The school counselor consults with teachers and other staff in meeting individual student needs. Support is provided to parents, while respecting the confidentiality of students and their families.

In addition to the guidance program, Fairfield Center School offers support to students from the in-school therapist from Northwest Counseling and Support Services.

An essential part of keeping Fairfield Center School a safe place is the Peer Mediation Program. The Mediator's job is to help other students who are experiencing conflict think of ways to solve problems for themselves. Peer Mediators are trained to become active listeners and problem solvers.

Maggie Evans, school counselor, and Janet Wild, school nurse, have been trained in the research based proven effectiveness program, Life Skills Training. This curriculum is being taught at the 6th grade level this year. The school counselors from Fairfield Center School, St. Albans City School and St. Albans Town Educational Center have been meeting throughout the years to develop a supervisory union wide common guidance curriculum. This is a proactive measure to insure that the majority of students who attend BFA St. Albans have been building upon the same skills to address the challenges that kids face in today's world.

In the middle school, the guidance program focuses on the acquisition of leadership skills and developmental asset building. The Student Council has networked with student leaders from Bakersfield, St. Albans City School and BFA, St. Albans. Middle School students have attended leadership workshops sponsored by the Green Mountain Prevention Project, Franklin Caring Communities Project, Vermont Rural Partnership, Federation of Excellent Schools, Vermont Kids Against Tobacco and several others. Through their participation in these leadership activities, our students are able to meet with students from other schools and exchange ideas. They determine the needs of youth in our community and examine what they need to feel safe and supported. The ultimate goal is to prevent substance abuse among our youth. Fairfield School takes asset

building in youth very seriously and addresses the acquisition of these assets in our Action Plan. Our middle school students participate in the Youth Risk Behavior Survey and the Search Institute Survey as a means to collect data.

I believe that it is important for children to learn the importance of helping others when possible. We sponsor an annual Thanksgiving Food Drive and participate in Operation Happiness. We conduct some sort of fundraiser to target a specific agency or foundation each year.

This year the Student Council is involving the entire school in a Service Learning Project. The members are researching information about Leukemia, Lymphoma, and other blood disorders. They are sharing what they learn with the rest of the school and community through posters, announcements, class visits, newsletter articles, and letters to the newspaper editors. Every class is collecting coins for the Leukemia and Lymphoma Society. This topic is being integrated into science, art, literature and math classes. Our project comes to an end on February 6th. On that Friday we will sponsor a Blood Drive through the American Red Cross here at Fairfield School.

We also foster leadership skills in our younger students. Student Voices is a forum for students in grades 3 through 5 to come together to discuss issues and make decisions pertinent to the group. Fifth grade students serve as Playground Helpers on a rotating basis. Each day, two students assist the younger children in activities during recess. This is mutually beneficial to both age groups.

The school counselors in the sending elementary schools work with administration at area high schools to plan for smooth transition from Eighth Grade to High School.

Please know that I am always available to discuss any concerns that you feel may be affecting your child's school performance or well being.

Respectfully submitted,

Maggie Evans
School Counselor

Early Childhood Programs

The Franklin County Early Childhood Programs is a collaborative of the Franklin Central, Franklin Northeast and Franklin Northwest Supervisory Unions. The program administers early education programming for children ages birth through school age. Early learning opportunities provided through this collaborative include:

Program/Service/Activity	Target Population
Preschools – includes the provision of preschool programming as well as home visits, on-site consultation and support at community based child care sites and family support activities.	Children age 3-5 (targeting those who are developmentally at risk or delayed and their families.)
Success by Six – playgroups, welcome infant visits, waterbabies, story hours, outreach to child care providers.	Children – prenatal to age 6
Case Management / Service Coordination	Children 3-5 who are developmentally delayed
Developmental Screenings	Children ages 2 ½ to age 5
Franklin County Early Childhood Advisory Council	Community Members, parents, service providers and administrators serving children prenatal to age 8 and their families
Franklin County Bookmobile	Children birth to age 8, their families and care providers
Early Learning Opportunities Grant – Activities include literacy activities, professional development activities, mini-grants to communities for parent and provider resources and playground equipment	Children birth to age 8, their families and care providers

All of this programming is provided through state, federal and private grants, with the exception of the public school preschool component, which is funded through a blend of these resources as well as the local assessment for public school funding.

The program takes referrals from families with young children, relatives, neighbors, community members and other service providers. Many referrals result in the scheduling of a developmental screening which is done in homes, doctor's offices, early education centers or classrooms, elementary school or the local health office. Screenings may result in a recommendation for a comprehensive evaluation, which is used to determine eligibility for on or more of the early childhood programs that serve child at risk or delayed. Once a child and family are determined eligible for services an educational plan is developed with the child's family. Services may include placement in a playgroup, early education center or classroom, or on site visits and consultation to a child care center that is currently serving the child. An important element of services by the Franklin County Early Childhood Programs is consultation services to families, community members and other service providers.

The Coordinator of the program is Michelle Spence and she can be reached at 524-3613 or mmspence@yahoo.com.

Open Doors After School Programs

21st Century Grant

The Franklin Central Schools embarked, this fall, on exciting after school endeavors with the Open Doors Project. In January 2003, the Franklin Central Supervisory Union received the 21st Century Grant to establish the Open Doors Project's out-of-school time programs for 5th-8th graders. The goals of this project encompass those found in federal government's No Child Left Behind Act. Both intend to improve academic achievement, parental involvement, self-esteem, and creativity and leadership skills. As after school programs began with a six-week session of classes at all three schools, students, parents and community members jumped on board to experience *After School*.

A variety of programs were offered in the district. Open Doors Project Director Cathy Ainsworth says, "Students want to try new things. By collaborating with school staff and community organizations we are really reaching them." Students went horseback riding, took tae kwon do, solved mysteries, learned about migration, went cross-country running, took aerobics and enjoyed various other experiences. Ainsworth hopes that students will "find things to do that will spark their interests and support them as they live through the turbulent 'tween years."

Students seem excited about the Open Doors Project as well. Although the project's programs are new to the district, 1,373 student hours were spent in programs during its first session. St. Albans Town Educational Center site leader Karen Garrett explains, "students are lining up to get involved." Students also have a lot to say about the Open Doors After School Program. A district 7th grade student said, "It relieved a lot of stress and I had a good time." From a 5th grader we heard, "I made new friends and I can't wait to do knitting again!" A 6th grade student said that her favorite part of the program was that "there were nice people there."

The Open Doors Project seems to be settling right into this community. Administrators, school staff and community members are very supportive of the program. The site leader of St. Albans City School, Alisha Sawyer, believes, "a measure of our success is how we are viewed by the schools and everybody in this school sees it as viable program." Advisory board member and program instructor Rene DeLaricheliere, owner of Dukes Fitness, says that there are 3 things that make a program successful, "word of mouth, strong program leadership, and enthusiasm with the kids." He believes that the Open Doors Project has all three. Franklin County is ready for this program and its future is looking bright.

Fairfield Center School Summary of Revenues

Function	Revenues	FY03 Actual	FY04 Adopted	FY05 Proposed
772	Bus Article Vote	0	15,000	0
1120	Local Share Property Taxes	391,962	484,902	0
1220	EPSDT-Health Reimbursement	3,150	6,650	7,775
1311	Tuition from Individuals	6,759	0	0
1421	High School Bus Fees	3,892	4,500	4,000
1500	Trust Fund - Library	6,500	6,500	6,500
1510	Earned Interest	1,304	1,500	1,000
1512	Earned Interest MM	4,461	7,500	3,000
1910	Building Rentals	0	100	100
2261	Title VI -CSR	23,617	23,617	23,617
2481	IEP Medicaid, Fed. Flow thru	28,963	0	0
3109	GSSG -Local	979,000	1,008,007	0
3110	CSSG - (State Revenues)	1,154,448	1,078,625	3,223,770
3115	Local Share Support	273,506	349,871	0
3150	Transportation Aid	44,005	45,000	45,000
3160	Capital Debt - Hold Harmless	4,439	2,533	0
5001	Miscellaneous Revenue	5,339	4,000	4,000
5400	Transportation Adj. For Prior Yr	912	0	0
5902	Misc Revenue-E-Rate	3,969	0	4,000
	General Operating	2,936,226	3,038,305	3,322,762
1220	EPSDT Reimbursement	3,276	0	0
2225	IDEAB-B Reimbursement	44,673	45,000	40,000
2226	IDEAB-B Assessment	15,222	15,333	18,066
3201	Mainstream Block Grant	104,545	108,589	106,416
3202	Intensive Reimbursement	223,388	254,863	326,475
3203	Extraordinary Reimbursement	64,222	55,019	79,414
3204	EEE Revenues	11,081	0	0
5400	Prior Year Adjustment	2,296	0	0
	Special Education	468,703	478,804	570,371
4250	Title 1	100,272	100,272	100,272
	REVENUES TO BE VOTED:	3,505,201	3,617,381	3,993,405
	Food Service	95,350	95,000	90,000

Food Service expenses and revenues offset each other and are not part of the voted budget.

Complete copies of the FY03 Audit and FY05 Budgets for the School and Supervisory Union are on file and may be obtained by calling the Supervisory Union at 524-2600 or the Town Clerk at 827-3261.

Fairfield Center School

Summary of Expenditures

21-Jan-04 Function	Department	FY03 Actual	FY04 Adopted	FY05 Proposed
1051	General Instruction	106,204	115,926	104,602
1053	K-5 Instruction	458,058	496,023	503,464
1058	Assessment & Testing	2,007	3,700	4,450
1059	Class Size Reduction	42,497	45,354	45,266
1071	Curriculum Initiative	6,268	2,000	9,150
1104	Computers	13,319	15,474	17,937
1105	Language Arts	109,069	121,746	122,423
1111	Math	59,913	66,622	69,321
1112	Music	35,148	38,622	43,003
1113	Science	61,905	65,424	71,937
1115	Social Studies	35,081	39,410	40,718
1118	Physical Education	39,723	43,249	43,421
1119	Art	18,357	18,615	20,485
1400	Co-Curricular	15,774	19,161	16,304
1800	Community School Partnership	5,279	0	3,465
2120	Guidance	48,664	44,381	51,406
2130	Health	36,686	37,563	41,985
2210	Action Planning	0	0	3,184
2222	Media (Library)	63,990	65,416	44,205
1551	Compensatory Education	153,337	114,278	153,514
	Instruction-Elementary	1,311,280	1,352,964	1,410,240
1215	EEE Local Assmt	16,061	25,046	27,220
1240	Special Education	349,480	356,362	420,905
1245	Spec. Ed. High School	253,923	263,305	321,406
2139, 2140	Spec. Ed. OT/PT, Psych.	21,034	23,000	19,200
2150	Special Education SLP	54,312	61,126	63,762
2151	Special Education SLP-EEE	18,252	41,534	42,584
2420	Special Ed. Management	15,614	15,333	18,066
2710	Spec. Ed. Transportation	3,132	1,000	5,000
	Special Education	731,807	786,706	918,143
1061	Instruction Secondary	828,093	923,076	1,122,282
2311	Board of Education	26,125	24,774	28,148
2313	School Treasurer	7,200	5,544	3,865
2321, 2521, 2810	Franklin Central Supervisory Union	62,486	59,918	61,359
2600	Center School Oper & Maint	163,389	157,435	154,675
2601	Common School Oper & Maint	13,442	15,623	14,675
2630	Care & Upkeep of Grounds	4,534	7,100	5,900
2710, 2720	Transportation	80,661	100,855	96,025
2410	Principals Office	125,386	127,882	127,590
5161	Long Term Debt	56,459	53,504	50,503
2523	Short Term Debt	0	2,000	0
	Other Expenses	1,367,775	1,477,711	1,665,022
	Expenses to be Voted	3,410,862	3,617,381	3,993,405
3100	Food Service	99,280	95,000	90,000

Food Service expenses and revenues offset each other and are not part of the voted budget.

PRELIMINARY

THREE PRIOR YEAR COMPARISONS

ESTIMATES ONLY

District: **Fairfield**
County: **Franklin**

LEA: **072**
S.U.: **Franklin Central**

Expenditures

	FY2002	FY2003	FY2004	FY2005	
Budget (local budget approved in prior years)	3,113,848	3,396,615	3,572,988	3,993,405	1.
82% of base payment per FTE paid to tech centers by the State on behalf of the district in FY2005	not applicable	not applicable	not applicable	92,115	2.
S.U. assessment (included in local budget)	71,831	76,817	75,250	79,425	3.
Deficit (if included in local budget)	-	-	-	-	4.
+ Block grant paid by State to tech center in prior years	62,598	69,297	85,233	not applicable	5.
+ 1. Separately warned article passed at town meeting	54,000	-	29,393	-	6.
+ 2. Separately warned article passed at town meeting	20,000	-	15,000	-	7.
+ 3. Separately warned article passed at town meeting	-	-	-	-	8.
- Act 144 Expenditures, (excluded from "Education Spending")	-	-	-	-	9.
Act 68 local adopted budget	3,250,446	3,465,912	3,702,614	3,993,405	10.
+ Union school or joint school district assessment	-	-	-	-	11.
+ Deficit if not included in budget or revenues	-	-	-	-	12.
+ Special programs expenditures (if not included in local budget)	123,515	138,730	144,027	129,571	13.
Gross Act 68 Budget	3,373,961	3,604,642	3,846,641	4,122,976	14.
Act 144 expenditures (if any - excluded from "Education Spending")	-	-	-	-	15.
Revenues					
+ Local revenues (categorical grants, donations, tuitions, surplus, etc., including Act 144 revenues)	552,786	593,261	678,443	769,635	16.
+ Capital debt aid	7,464	4,438	2,533	-	17.
+ Special program revenues (if not included in local budget)	123,515	138,730	144,027	129,571	18.
- Deficit if not included in budget or expenditures	-	-	-	-	19.
- Act 144 revenues	-	-	-	-	20.
Total revenues	683,765	736,429	825,003	899,206	21.
- Fund raising (if any)	-	-	-	-	22.
Adjusted local revenues	683,765	736,429	825,003	899,206	23.
Education Spending (Act 68 definition)	2,690,196	2,868,213	3,021,638	3,223,770	24.
Equalized Pupils	388.41	395.75	383.92	374.50	25.
Education Spending per Equalized Pupil	6,926	7,248	7,870	8,608	26.
Excess Spending per Equalized Pupil (if any)	not applicable	not applicable	not applicable	-	27.
Per pupil figure used for calculating District Adjustment	not applicable	not applicable	not applicable	8,608	28.
District spending adjustment (minimum of 100%) ($\$8,608 / \$6,800$)	not applicable	not applicable	not applicable	126.588%	29.
Anticipated homestead tax rate, equalized ($126.588\% \times \$1.10$)	not applicable	not applicable	not applicable	\$1.392	30.
Household Income Percentage for income sensitivity ($126.588\% \times 2.0\%$)	not applicable	not applicable	not applicable	2.53%	31.

Comments:

The School District is required by Act 68 to provide the Three Prior Years Comparisons from above. This sheet is useful to compare the Education Spending per Equalized Student (line 26) and the Anticipated Homestead Tax Rate (line 30) from one school district to another.

There currently is a correction to Act 68 before the legislature that would reduce the Homestead Tax Rate from \$1.10 to \$1.05 and the Non-Homestead Tax Rate from \$1.59 to \$1.54 for 2005. Passage of the correction would lower the Anticipated Homestead Tax stated above to \$1.329. In addition, this correction would establish the CLA (Common Level of Appraisal) at whatever is provided to the Town in December each year, unless the Town appeals the CLA or a reappraisal is pending. (The CLA is the value the Town has appraised property for divided by the value the Vermont Property Valuation Division feels is the fully appraised value).

Using the provisions of the correction and the current Fairfield CLA of 104.93%, the projected 2005 Homestead Tax Rate becomes \$1.266. This compares favorably to the 2004 Actual Homestead Tax Rate of \$1.33.

FAIRFIELD SCHOOL DISTRICT WAGES**Salaried Personnel**

Based on current contracts or agreements

<u>Name</u>	<u>Assignment</u>	<u>FTE</u>	<u>Amount</u>
<u>Administration:</u>			
Richard Shanley	Principal	100%	\$73,255
<u>Teachers:</u>			
Teresa Hale	Kindergarten	100%	\$48,298
Amy Day	Grade 1	100%	\$29,370
Mary Beth Larose	Grade 1	100%	\$42,831
Jean Fairchild	Grade 2	100%	\$44,055
Sherry Peyrat	Grade 2	100%	\$25,699
Loretta Pigeon	Grade 3	100%	\$47,775
Stacey Tully	Grades 3/4	100%	\$35,489
D. Bedard-Comstock	Grade 4	100%	\$48,298
Elizabeth Howrigan	Grade 5	100%	\$29,370
Maureen Thompson	Grade 5	100%	\$41,608
Mike Alger	Physical Education	80%	\$36,223
Nancy Chaput	Language Arts	100%	\$46,503
Andrew Evans	Language Arts	100%	\$39,160
Beth Curtis	Librarian	100%	\$45,279
Nancy Daniels	Math	100%	\$39,160
Katerina Mernicky	Art	60%	\$14,685
Joanne Scott	Music	100%	\$30,594
Bryan Deslauriers	Social Studies	100%	\$25,699
Richard Pigeon	Science	100%	\$48,298
Janet Wild	Nurse	90%	\$28,636
Margaret Evans	Guidance	90%	\$38,548
Jenny Cichocki-Perry	Title 1	100%	\$24,475
Linda Smith	Title 1	100%	\$53,845
Rita Kalsmith	Special Education	100%	\$31,818
Susan Lemieux	Special Education	100%	\$24,475
Mike Singer	Special Education	100%	\$29,370
Heather Pilkington	Special Education SLP	20%	\$6,119
Todd Norman	Special Education SLP	100%	\$26,923
Andrea Racek *	Early Childhood Programs	100%	\$41,608
<u>Building and Grounds Coordinator:</u>			
Baxter, J.	Building & Grounds Coord.	100%	\$32,500

* Not funded from operational budget

FAIRFIELD SCHOOL DISTRICT WAGES

Hourly Personnel

Based on Payroll reports from Jan. 1, 2003 to Dec. 31, 2003

<u>Name</u>	<u>Assignment</u>	<u>FTE</u>	<u>Amount</u>
<u>Para-Educators:</u>			
Beth Branon	Special Education	100%	\$15,141
Barbara Convard	Special Education	100%	\$11,256
Amanda Carr	Special Education	100% since 8/03	\$5,116
Stephanie Decarreau	Special Education	100% since 10/03	\$2,785
Laurie Legrand	Special Education	100%	\$11,753
Michelle Jettie	Special Education	100%	\$12,111
Michelle Lombard	Special Education	100%	\$13,769
Marrissa Morrow	Special Education	100% since 8/03	\$4,493
Corrie Packard	Special Education	100% since 8/03	\$5,422
Donna Gaffney	Special Education	100%	\$11,120
Ann Hornick	Special Education	100% since 9/03	\$4,111
Judy Messier	Spec. Ed. / Computer	100%	\$15,894
Cindy Charbonneau	Title 1	100%	\$10,803
Lynne Heinlein*	Early Essential Education	100%	\$13,996
Mark Gebo	Special Ed. / Title 1	100% since 11/03	\$1,761
Betty Trivento	Special Ed. / Title 1	100%	\$10,964
Shane Garceau	Special Ed. / Title 1	100%	\$10,948
<u>Clerical:</u>			
Kim Northam	Secretary	100%	\$24,085
Shannon Kane	Secretary	100%	\$5,487
	Shannon's salary is from her para-educator role, she is Kim's replacement effective January 1		
<u>Custodian:</u>			
Gerrow, E.	Custodian	100%	\$22,720
<u>Transliterators:</u>			
Karen Kruger	Speech	100%	\$15,642

* Not funded from operational budget

INDEPENDENT AUDITOR'S REPORT

Board of School Commissioners
Town of Fairfield
Department of Public Schools
Fairfield, Vermont

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

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

The general-purpose financial statements referred to above do not include the general fixed asset account group, which should be included in order to conform with accounting principles generally accepted in the United States of America.

In our opinion, except for the effects on the financial statements of the omission described in the preceding paragraph, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of Fairfield Town School District as of June 30, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying information, detail of expenditures - budget and actual - general fund are presented for purposes of additional analysis and are not a required part of the general-purpose financial statements of Fairfield Town School District. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general-purpose financial statements taken as a whole.

Kittell Branagan & Sargent

St. Albans, Vermont
August 22, 2003

certified public accountants

Fairfield Town School District
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
June 30, 2003

ASSETS

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Account Group</u>
	<u>General</u>	<u>Trust Fund</u>	<u>Long-Term Debt</u>
ASSETS			
Cash	\$ 171,812	\$ 101	\$ -
Accounts receivable	191,809	-	-
Computer Advances	2,025	-	-
Amount Available in General Fund	-	-	40,000
Amount to be provided for retirement of Long-Term Debt	<u>-</u>	<u>-</u>	<u>160,000</u>
 TOTAL ASSETS	 <u>\$ 365,646</u>	 <u>\$ 101</u>	 <u>\$ 200,000</u>

LIABILITIES AND FUND BALANCE

LIABILITIES			
Accounts payable	\$ 35,705	\$ -	\$ -
Accrued Salaries and Taxes	191,656	-	-
Unearned Income	1,351	-	-
Long-term Debt	<u>-</u>	<u>-</u>	<u>200,000</u>
 TOTAL LIABILITIES	 <u>228,712</u>	 <u>-</u>	 <u>200,000</u>
 FUND BALANCES			
Designated	704	-	-
Reserved	136,230		
Undesignated	<u>-</u>	<u>101</u>	<u>-</u>
 TOTAL FUND BALANCE	 <u>136,934</u>	 <u>101</u>	 <u>-</u>
 TOTAL LIABILITIES AND FUND BALANCE	 <u>\$ 365,646</u>	 <u>\$ 101</u>	 <u>\$ 200,000</u>

See Notes to Financial Statements.

Fairfield Town School District
COMBINED STATEMENT OF REVENUES AND EXPENDITURES
- ALL FUND TYPES

For the Year Ended June 30, 2003

	<u>Governmental Fund Types</u> General Fund	<u>Fiduciary Fund Type</u> Trust Fund
REVENUES		
Local Share Property Taxes	\$ 391,962	\$ -
State Share Property Taxes	979,000	-
General State Support	1,154,448	-
Local Share Support	273,506	-
Transportation Aide	44,005	-
Capital Debt Aide	4,439	-
Interest	5,766	-
Bus Fees	3,892	-
Special Education	468,703	-
Food Service	95,350	-
Miscellaneous	72,713	-
Library Trust	6,500	-
Reading Recovery & Title I	100,272	-
TOTAL REVENUES BEFORE NON-BUDGET AND GRANT REVENUES	3,600,556	-
Grant Income	5,716	-
TOTAL REVENUES	3,606,272	-
EXPENDITURES		
Instruction	2,264,060	-
Board of Education	26,125	-
School Treasurer	7,200	-
Supervisory Union	23,989	-
Fiscal Services	30,166	-
Curriculum Coordinator	8,331	-
Operation and Maintenance	163,389	-
Common School Operation and Maintenance	13,441	-
Care/Upkeep Grounds	4,534	-
Transportation	80,661	-
Long-term Debt	56,459	-
Food Service	99,280	-
Special Education	731,811	-
TOTAL EXPENDITURES BEFORE NON-BUDGET AND GRANT EXPENSES	3,509,446	-
Non-Budget Expenses	15,496	76
Grant Expenses	6,402	-
TOTAL EXPENDITURES	3,531,344	76
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 74,928	\$ (76)

See Notes to Financial Statements.

Fairfield Town School District
 COMBINED STATEMENT OF CHANGES IN FUND BALANCE
 For the Year Ended June 30, 2003

	<u>Government Fund Types</u>	<u>Fiduciary Fund Types</u>
	<u>General</u>	<u>Trust Fund</u>
FUND BALANCE, BEGINNING OF YEAR	\$ 62,006	\$ 177
Deficiency of Revenue and other Sources Over Expenditures and Other Uses	<u>74,928</u>	<u>(76)</u>
FUND BALANCE, END OF YEAR	<u>\$ 136,934</u>	<u>\$ 101</u>

See Notes to Financial Statements.

Fairfield Town School District
STATEMENTS OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL - GENERAL FUND
For the Year Ended June 30, 2003

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Local Share Property Taxes	\$ 391,513	\$ 391,962	\$ 449
State Share Property Taxes	979,000	979,000	-
General State Support	1,154,448	1,154,448	-
Local Share Support	273,200	273,506	306
Transportation Aide	44,006	44,005	(1)
Capital Debt Aide	5,193	4,439	(754)
Interest	10,000	5,766	(4,234)
Rental - Building & Land	750	-	(750)
Bus Fees	7,000	3,892	(3,108)
Special Education	385,242	468,703	83,461
Food Service	93,257	95,350	2,093
Miscellaneous	39,491	72,713	33,222
Library Trust	6,500	6,500	-
Reading Recovery & Title I	100,272	100,272	-
TOTAL REVENUES BEFORE NON-BUDGET AND GRANT REVENUES	3,489,872	3,600,556	110,684
Grant Income	-	5,716	5,716
TOTAL REVENUES	3,489,872	3,606,272	116,400
EXPENDITURES			
Instruction	2,394,715	2,264,060	130,655
Board of Education	16,395	26,125	(9,730)
School Treasurer	7,144	7,200	(56)
Supervisory Union	23,989	23,989	-
Fiscal Services	30,166	30,166	-
Curriculum Coordinator	8,331	8,331	-
Operation and Maintenance	139,829	163,389	(23,560)
Common School Operation and Maintenance	13,974	13,441	533
Care/Upkeep Grounds	6,500	4,534	1,966
Transportation	78,988	80,661	(1,673)
Long-term Debt	56,460	56,459	1
Food Service	93,257	99,280	(6,023)
Special Education	620,124	731,811	(111,687)
TOTAL EXPENDITURES BEFORE NON-BUDGET AND GRANT EXPENSES	3,489,872	3,509,446	(19,574)
Non-Budget Expenses	-	15,496	(15,496)
Grant Expenses	-	6,402	(6,402)
TOTAL EXPENDITURES	3,489,872	3,531,344	(41,472)
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ -	\$ 74,928	\$ 74,928

See Notes to Financial Statements.

Kittell Branagan & Sargent

154 North Main Street
St. Albans, Vermont 05478
802.524.9531
802.524.9533 FAX
Burlington 802.893-4741
www.kbscpa.com

Fairfield Town School District

MANAGEMENT LETTER

June 30, 2003

August 29, 2003

To the School Board
Fairfield Town School District
Fairfield, Vermont

In planning and performing our audit of the financial statements of Fairfield Town School District for the year ended June 30, 2003, we considered the School's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with the School's personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely,

KITTELL, BRANAGAN & SARGENT

Kittell Branagan & Sargent

MEMORANDUM

Finding: There were several times during the year when the checking account was overdrawn resulting in overdraft fees and service charges. There was money available in the money market account to cover all overdrafts.

Recommendation: The treasurer should make transfers from the money market account to the checking account when required.

Finding: The treasurer did not remit school tax payments to the School in a timely manner. State statute section T16.426 requires that taxes collected be remitted to the School within 20 days after the date the school taxes become due and payable, or within such other period of time as may be agree upon in writing by both the board of selectmen and the board of school directors. The statute also requires that within 120 days after which the taxes become delinquent, the treasurer shall deposit the balance of the sum of the gross school tax levy into the School account. We found that \$150,000 was deposited in May and another \$100,000 on June 30, 2003 and that there was no documentation of an agreement between the board of selectmen and the board of school directors.

Recommendation: If the treasurer is unable to remit the school property tax to the school account when due under state statute, both boards should come to a written agreement detailing when the taxes are to be paid and how much interest, if any, will be charged to the Town.

TOWN TREASURER'S REPORT
For the Fiscal Year Ended June 30, 2003
All Accounts Accrued
FAIRFIELD SCHOOL DISTRICT

Checking 7/1/03	\$13,692.31		
Money Market Account	\$107,893.54		
Chittenden Account	\$7,949.24		
Dental Account	\$177.47		
Petty Cash	\$500.00		
Accounts Receivable	\$138,029.00		
Accounts Payable	(\$40,669.00)		
Payroll Payable	<u>(\$169,584.00)</u>		
		\$57,988.56	
Revenues			
Property Taxes	\$1,370,962.00		
State/Federal Gov't.	\$2,055,241.18		
Interest	\$5,768.53		
Miscellaneous/Grants	\$71,574.81		
High School Bus	\$4,181.20		
Bond Payment	<u>\$6,500.00</u>		
		<u>\$3,514,227.72</u>	
			\$3,572,216.28
Expenditures		\$3,435,984.83	
Checking 12-31-03	\$119,938.75		
Money Market Account	\$43,283.12		
Chittenden Account	\$7,960.51		
Dental Account	\$100.57		
Petty Cash	\$500.00		
Accounts Receivable	\$191,809.00		
Accounts Payable	(\$35,704.50)		
Payroll Payable	<u>(\$191,656.00)</u>		
Assets and Liabilities		<u>\$136,231.45</u>	
			\$3,572,216.28

SCHOOL FUND COMPARATIVE BALANCE SHEET

December 31, 2003 and 2002

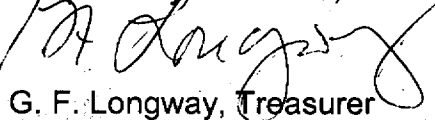
	12/31/2003	12/31/2002
Assets		
Checking	\$119,938.75	\$13,692.31
Money Market Account	\$43,283.12	\$107,893.54
Chittenden Account	\$7,960.51	\$7,949.24
Dental Account	\$100.57	\$177.47
Petty Cash	\$500.00	\$500.00
Accounts Receivable	\$ 191,809.00	\$138,029.00
	<u>\$363,591.95</u>	<u>\$268,241.56</u>
Liabilities		
Accounts Payable	\$35,704.50	\$40,669.00
Payroll Payable	\$191,656.00	\$169,584.00
Fund Balance	<u>\$136,231.45</u>	<u>\$57,988.56</u>
	<u>\$363,591.95</u>	<u>\$268,241.56</u>

ANALYSIS OF CHANGE IN SCHOOL FUND BALANCE

For the Fiscal Year Ended June 30, 2003

	Estimated	Actual	Over/(Under)
Fund Balance 7-1-03	\$57,988.56	\$57,988.56	\$0.00
Revenues	<u>\$3,396,615.00</u>	<u>\$3,514,227.72</u>	<u>(\$117,612.72)</u>
	(\$3,338,626.44)	(\$3,456,239.16)	\$117,612.72
Expenditures	<u>(\$3,396,615.00)</u>	<u>(\$3,435,984.83)</u>	<u>\$39,369.83</u>
	\$57,988.56	(\$20,254.33)	\$78,242.89

Respectfully submitted,

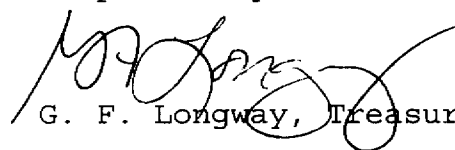

G. F. Longway, Treasurer

REVISED 1992 SCHEDULE OF INDEBTEDNESS VERMONT BOND BANK
1987 SERIES A

Issuing Municipality: Fairfield Town School District
Bond Debt Service Schedule Dated 6/29/87 Delivered 6/29/87

No.	Due Date	Int. Rate	Principle	Interest	Debt Service	Paid
1	12/1/87			25,452.61	25,452.61	12/1/87
2	12/1/88	5.125	45,000.00	60,282.50	105,282.50	12/1/88
3	12/1/89	5.375	45,000.00	57,976.25	102,976.25	12/1/89
4	12/1/90	5.625	45,000.00	55,557.50	100,557.50	12/1/90
5	12/1/91	5.875	45,000.00	53,026.25	98,026.25	12/1/91
6	12/1/92	6.125	45,000.00	47,010.78	92,010.78	12/1/92
7	12/1/93	6.375	45,000.00	45,632.65	90,632.65	12/1/93
8	12/1/94	6.600	45,000.00	42,763.90	87,763.90	12/1/94
9	12/1/95	6.800	45,000.00	39,793.90	84,793.90	12/1/95
10	12/1/96	7.000	45,000.00	36,733.90	81,733.90	12/1/96
11	12/1/97	7.200	45,000.00	33,583.90	78,583.90	12/1/97
12	12/1/98	7.400	45,000.00	30,343.90	75,343.90	12/1/98
13	12/1/99	7.550	45,000.00	27,013.90	72,013.90	12/1/99
14	12/1/00	7.700	40,000.00	23,616.40	63,616.40	12/1/00
15	12/1/01	7.800	40,000.00	20,785.60	60,785.60	12/1/01
16	12/1/02	7.900	40,000.00	17,914.80	57,914.80	12/1/02
17	12/1/03	8.125	40,000.00	15,004.00	55,004.00	12/1/03
18	12/1/04	8.125	40,000.00	12,003.20	52,003.20	
19	12/1/05	8.125	40,000.00	9,002.40	49,002.40	
20	12/1/06	8.125	40,000.00	6,001.60	46,001.60	
21	12/1/07	8.125	40,000.00	3,000.80	43,000.80	
Total			\$860,000.00	\$664,875.66	\$1,524,875.66	
Par amount			\$860,000.00		
Net Interest (\$ and %)	..			\$688,798.86	7.525298	
T.I.C. (Target and %)	...			\$860,000.00	7.410363	
Average Life equals 10 years, 7 months, 21 days.						

Respectfully submitted,


G. F. Longway, Treasurer

WARNING
ANNUAL TOWN MEETING OF THE TOWN OF FAIRFIELD

The inhabitants of the Town of Fairfield, Vermont who are legally qualified voters in the Town of Fairfield are hereby warned and notified to meet at Veterans' Hall in the Village of Fairfield Center, on Tuesday, the 2nd of March 2004 at ten o'clock in the forenoon to transact the following business of the Town:

1. To elect a Moderator for the ensuing year.
2. To act upon the various reports of the officers of the Town and Town School District as contained in the current Town Financial Report.
3. To elect from the legal Voters of said Town the following Officers:
 - a. One Selectperson for a term of three years by ballot.
 - b. One Selectperson for a term of two years by ballot.
 - c. One Lister for a term of three years by ballot.
 - d. One Auditor for a term of three years by ballot.
 - e. A Collector of Taxes for a term of one year.
 - f. A First Constable, and if necessary, a Second Constable.
 - g. One or more Grand Jurors for a term of one year.
 - h. A Town Agent for a term of one year.
 - i. One Library Trustee for a term of three years.
 - j. One Library Trustee for a term of two years.
 - k. One Library Trustee for a term on one year.
4. Shall the Town of Fairfield vote to elect the members of the Planning Commission rather than having said members appointed by the Selectboard.
5. If the vote in Article 4 is in the affirmative, to elect
 - a. One Planning Member for a term of three years.
 - b. One Planning Member for a term of two years.
 - c. One Planning Member for a term of one year.
 - d. One Planning Member for a term of one year.
 - e. One Planning Member for a term of one year.
6. Shall the legal voters of the Town of Fairfield vote to authorize that the School Budget be voted on by Australian Ballot.
7. To adjourn temporarily the business of the Town Meeting until after completion of the business of the Town School District Meeting.

8. To organize the Annual Town School Meeting.
9. To elect one School Director by ballot for a two year term.
10. To elect one School Director by ballot for a three year term.
11. To see if the legal voters of the Town of Fairfield School District will elect a School Treasurer, seperate from the Town Treasurer?
12. If ARTICLE 11 is approved: to elect a School Treasurer by ballot for a one year term.
13. Shall the legal voters of the Town of Fairfield School District appropriate \$3,993,405 necessary for the support of its schools for the year beginning July 1, 2004?
14. Shall the legal voters of the Town of Fairfield School District approve the use of \$10,000 of the current Fund Balance reserved for Capital Improvements for purchasing a new communications system? [The approval of this article will have no effect upon the tax rate as the funds are presently set aside for this type of use.]
15. Shall the legal voters of the Town of Fairfield School District vote to authorize the School Directors to borrow money in anticipation of taxes, as necessary?
16. To transact any other business that may properly come before this meeting.
17. To vote a sum of money to meet the expenses and liabilities of the Town and authorize the Selectmen to set a tax rate sufficient to provide the same.
18. Shall the Town Clerk and Treasurer be paid a salary, set by the Selectboard, in lieu of fees, beginning in 2005.
19. To see if the voters will approve \$10,000 to do a feasibility study for a new municipal garage/fire station.
20. To see if the voters of the Town will authorize the Selectmen to borrow money in anticipation of taxes.

21. Shall Property Taxes be payable and due on November 25. Shall a 4% discount be allowed 30 days following the issuance of the tax bill.
22. To see if the Town will vote to include the names of delinquent taxpayers in the Town Report or contact them by letter.
23. To vote a sum of money to meet the expenses and liabilities of the Bent Northrop Memorial Library.
24. To see if the voters of the Town will authorize the Selectmen to borrow money to cover expenses and liabilities of the Bent Northrop Library.
25. To see if the voters will approve a sum not to exceed \$54,900 to help support the Volunteer Fire Dept.
26. To see if the voters will approve a sum of \$10,000 for the Fairfield Volunteer Fire Department truck fund.
27. To see if the voters will approve a sum of \$82,572.93 less any grant monies for the construction of an addition to the East Fairfield Fire Station.
28. To see if the voters will approve a donation of \$500 to the Fairfield Community Band so that they may continue to represent the town in local parades and festivals. (2003-\$500)
29. To see if the voters will approve a sum of money not to exceed \$5,000 to help support the work of the Fairfield Community Center. (2003-\$3,000)
30. To see if the voters will approve a sum of money not to exceed \$2,940 for the Franklin County Home Health Agency, Inc. (2003-\$2,940)
31. To see if the voters will approve a sum of money not to exceed \$480 Franklin County Humane Society. (2003-\$300)
32. To see if the voters will approve a sum of money not to exceed \$600 for continued funding for the Association for Retarded Citizens of Northwestern Vermont. (2003-\$600)
33. To see if the voters will approve a sum of money not to exceed \$500 for the Franklin County Industrial Development Corporation. (2003-\$500)

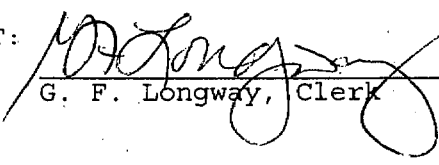
34. To see if the voters will approve a sum of money not to exceed \$1,500 for the Champlain Valley Area Agency on Aging. (2003-\$1,400)
35. To see if the voters will approve a sum of money not to exceed \$500 to help support The Family Center. (2003-\$700)
36. To see if the voters will approve a sum of money not to exceed \$235 to help support the work of The Vermont Center for Independent Living. (2003-\$235)
37. To see if the voters will approve a sum of money not to exceed \$100 to support Green Up Vermont, Inc. (2003-\$100)
38. To see if the voters will approve a sum of money not to exceed \$325 for the Tri-County Foster Grandparent Program. (2003-\$325)
39. To see if the voters will approve a sum of money not to exceed \$100 for the Franklin County Natural Resources Conservation District. (2003-\$100)
40. To see if the voters will approve a sum of money not to exceed \$250 for the Franklin County Court Diversion Program. (2003-\$350)
41. To see if the voters will approve a sum of money not to exceed \$175 for the Franklin County Citizen Advocacy Program. (2003-\$175)
42. To see if the voters will approve a sum of money not to exceed \$1000 for the Franklin County Seniors Center. (2003-\$1000)
43. To see if the voters will approve a sum of money not to exceed \$50 for Northern Vermont Resource Conservation & Development Area. (2003-\$50)
44. To see if the voters will approve a sum of money not to exceed \$1000 for the Northwest Unit for Special Investigations. (2003-\$500)
45. To see if the voters will approve a sum of money not to exceed \$100 for the Vermont Association for the Blind and Visually Impaired. (2003-\$100)
46. To see if the voters will approve a sum of money not to exceed \$1000 for Club Respite. (2003-\$1000)

47. To see if the voters will approve a sum of money not to exceed \$600 for Voices Against Violence/Laurie's House. (2003-\$600)
48. To transact any other business that may properly come before this meeting.
49. To adjourn.

Dated at Fairfield, this
1st day of February, 2004.

/s/ Franklin G. Yates, Chair	/s/ Jeffrey M. Bryce, Chair
/s/ Timothy Branon	/s/ Daniel G. Landry
/s/ Greg Christie	/s/ Julie Wolcott
/s/ Leon Graves	/s/ Timothy Abbott
/s/ Thomas Howrigan	/s/ David Howe
Selectpersons	School Directors

ATTEST:


G. F. Longway, Clerk

WARNING

The inhabitants of the Town of Fairfield, Vermont who are legally qualified voters in the Town of Fairfield are hereby warned and notified to meet at Veterans' Hall in the Village of Fairfield Center, on Tuesday, the 2nd of March 2004, between the hours of 7:00 o'clock in the forenoon (a.m.), at which time the polls will open and 7:00 o'clock in the afternoon (p.m.), at which time the polls will close, to vote by printed ballot upon the following Article of business:

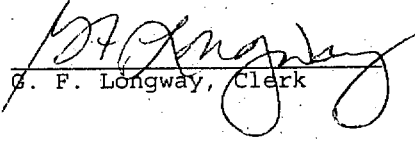
ARTICLE 1

Shall the Town of Fairfield adopt the Zoning Ordinances, Subdivision Regulations and By-Laws, as amended and adopted by the Selectboard of the Town of Fairfield, dated December 15, 2003.

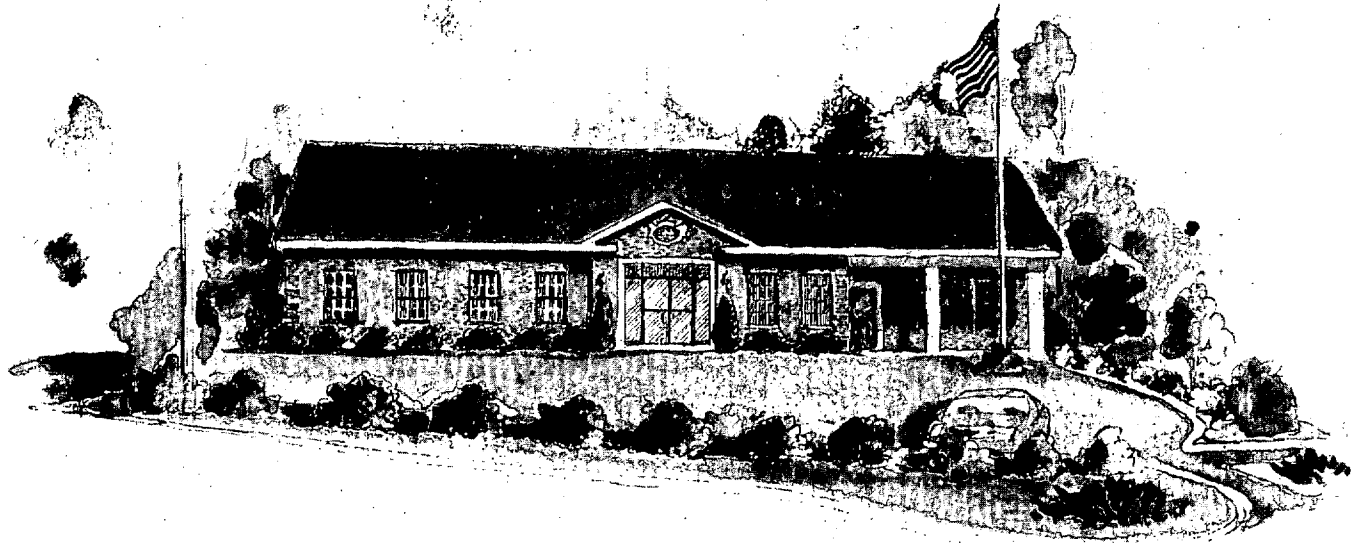
Dated at Fairfield, this 1st day of February, 2004.

/s/ Franklin G. Yates, Chair
/s/ Timothy Branon
/s/ Greg Christie
/s/ Leon Graves
/s/ Thomas Howrigan
Selectpersons

Attest:


G. F. Longway, Clerk

Notes



*Fairfield Municipal Offices
and
President Chester A. Arthur Room*

**TOWN OF FAIRFIELD
P.O. BOX 5
FAIRFIELD, VT 05455**

Vt. State Library
109 State St.
Montpelier, VT 05602

STD MAIL
U.S. POSTAGE
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Fairfield
Vermont 05455
PERMIT No. 6