

# Part IV

Norwich Fire District

## Norwich Fire District Officers

### Elected Officials

Prudential Committee	Term Expires
Jonathan Vincent .....	2016
B. Vince Watts .....	2017
Barbara Currier .....	2018
Cheryl A. Lindberg, Treasurer & Delinq Tax Coll .....	2016
Anne French, Clerk .....	2016
Priscilla Vincent, Auditor .....	2016
John C. Candon, Moderator .....	2016

### Administration

Samuel Eaton, *Certified Water Operations Manager*

Timothy Cronan, *Certified Water Operator*

Robert Edmands, *Certified Water Operator*

Jay Van Arman, *Assistant Operator*

Cheryl A. Lindberg, *Bookkeeper*

### Office Hours

The office is located at 417 Beaver Meadow Road and is open a limited number of hours Monday through Friday. To ensure that someone is in the office, please call 649-5424 for an appointment. The office has limited parking, so we are willing to meet at an alternative location for your convenience.

### Norwich Fire District 2015 Annual Meeting Warning

The Annual Meeting of the Norwich Fire District will be held in Tracy Memorial Hall, Multi-Purpose Room on Monday, January 26, 2015 at 7:30 p.m. to transact the following business:

**Article 1.** To approve the 2014 Annual Meeting Minutes.

**Article 2.** To hear and act upon the reports of the Officers of the District.

**Article 3.** To see if the Fire District will raise and appropriate the amount set forth in the budget proposed by the Prudential Committee for necessary expenses.

**Article 4.** To authorize the Treasurer to collect District taxes and assess statutory penalties and interest for delinquent taxes.

**Article 5.** To elect all Fire District officers as may be required by law.

**Article 6.** To transact any other business that may legally come before this meeting.

Dated at Norwich, Vermont this 24th day of November 2014.

*Prudential Committee of the Norwich Fire District*

*Jonathan Vincent, Chairperson (649-2807), Barbara Currier, Bradley Vincent Watts*

Persons residing within the limits of the Fire District who are voters in Town Meeting shall be voters in the Fire District Meeting. Title 20 VSA, Pt 7, Ch. 171, ss 2484.

It is the policy of the Norwich Fire District to make public meetings accessible to all. If you have any special needs, please make them known to the Norwich Fire District at 649-5424 at least 24 hours before the meeting.

If the number of voters attending the Annual Meeting exceeds the capacity of the Tracy Hall Multi-Purpose Room, the meeting will be moved to the Multi-Purpose Room at Marion Cross School.

*Anne French, Clerk*

### **Prudential Committee Annual Report**

2014 has been another eventful year for the Norwich Fire District. Operations have been consolidated at the office and shop on Beaver Meadow Road. There is a parking place next to the building and a ramped entrance, but we recommend that those who wish to pay bills in person leave them with Bonnie Munday to be placed in the Fire District box at Tracy Hall. Of course, Sam and Tim, our two full-time employees, will be willing to meet with you at your home, should you feel that is necessary.

Our long-time District Coordinator, Brion McMullan, retired after 24 years of faithful service. Sam Eaton now is in charge of Operations, ably assisted by Tim Cronan. Tim has received his certification as a System Operator, so we continue to have two skilled and qualified operators on staff full-time.

There was one major water line break, at the corner of Beaver Meadow Road and Brigham Hill Road. Two service line leaks, at the Norwich Fire Station and at Fairview Cemetery, were identified and repaired. One of the ironic aspects of the Fire District's diligent maintenance and repairs is that we now are pumping less water than ever, only 60,000 gallons per day on average, down from 80,000 gallons a day a few years ago, and 100,000 or more in the 1990's. Due to increasingly efficient water fixtures and an aging population within the District, water usage, and hence revenues, have been shrinking steadily.

The Norwich Fire District provides excellent water. However, its infrastructure is sized and based on what is needed for fire protection. Running and maintaining the fire protection infrastructure results in ever increasing costs from daily operations and overhead.

To cover the costs of the repairs to the pump house after last year's fire, and to offset decreasing water revenues, the Board is proposing a property tax increase, and an increased fee structure for water services. VLCT to date has not agreed how much of the cost of the pump house will be covered by insurance, so the 2015 budget includes the cost of the entire \$550,000 borrowing approved by the voters in May 2014. The new propane generator and its outside pad will be installed, and the project finally finished, in April or early May 2015. There is no prepayment penalty, so once final costs are determined, the loan amount can be reduced and the annual payments of principal and interest will decrease.

The District updated its office computer this year. The red truck's work body was replaced. The District also purchased a smaller, orange truck for daily use so that employees do not have to drive their own vehicles while working for the District. We continue to lower costs when possible: Sam was able to locate a tailgate (used) for the "new" truck (which was also bought used) for only \$85.00. The Board continues to commend our employees for their frugality, and good work. We could not operate such an efficient system, with such high quality water, if not for their dedication and hard work.

*Barbara Currier, Jonathan Vincent, Chair, Vince Watts*

### **Treasurer's Report**

The General Fund of the Norwich Fire District ended the fiscal year 12/31/14 with a deficit of (\$5,067) against a budgeted deficit of (\$8,547). The smaller deficit is a result of lower expenditures in the Administrative category. The proposed Revenue for 2015 projects an increase in the tax rate, which will be more accurately determined once the Pump House project is completed later in the year. Proposed total expenditures for 2015 reflect a net increase of about \$7,000. An increase in the amount of the Fire Protection Assessment, the amount the General Fund pays to the Water Fund for a larger water main size in order to provide fire hydrant protection and the transfer for the Pump House project are the two expenses contributing to the expenditures increase in 2015. Meanwhile, wages for the 2015 General Fund are lower due to a change in District personnel expenditures.

The Water Fund of the Norwich Fire District ended 2014 with a surplus of \$4,246 against a budgeted deficit of (\$852). The Water Department revenues were slightly under budget. With water conservation a goal of many household users, the actual revenues for metered water usage falls short of the budget. Though there is ample water available, system users remain conservative. Lower expenditures in 2014 were the result of the retirement of the District Administrator and lower Repairs and Maintenance expenditures. The proposed budget for 2015 reflects increased base water rates. These are the rates that are charged to bring the water service to your home versus the per gallon water rate for water used, which will not change. Additional revenue will come from the increase in the Fire Protection Assessment and a transfer for the Pump House loan expected to begin in later 2015, from the General Fund.

The Water Capital Reserve Fund had no reductions during 2014. Anticipated use of funds for a snow-plow and building renovations at 417 Beaver Meadow Road are reflected. Some contribution is anticipated as the Pump House renovation project comes to closure during 2015.

### **Delinquent Tax Report - December 31, 2014**

There were no delinquent taxes at 12/31/2014

*Cheryl A. Lindberg, Treasurer*

### **Fire District Auditor's Report**

I find that the Norwich Fire District financial accounts appear to be a fair representation of the Fire District Funds for the year ended December 31, 2014. There was proper documentation backing up the figures that I examined.

*Priscilla Vincent, Auditor*

**NORWICH FIRE DISTRICT  
REVENUE, EXPENDITURE AND BUDGET REPORTS  
ALL FUNDS – DECEMBER 31, 2014**

	GENERAL FUND			WATER FUND		
	2014 BUDGET	2014 ACTUAL	2015 PROPOSED	2014 BUDGET	2014 ACTUAL	2015 PROPOSED
<b>REVENUES</b>						
Taxes	\$ 96,000	\$ 96,594	\$ 116,000	\$ -	\$ -	\$ -
Payment in Lieu of Taxes	2,700	2,513	2,600	-	-	-
Water Fees	-	-	-	140,200	139,141	158,340
Fire Protection Assessment	-	-	-	66,428	66,428	77,000
Interest/Penalty	1,000	1,095	1,100	-	-	-
Other Revenue	110	-	10	11,510	11,654	26,510
<b>OTHER FINANCING</b>						
Interfund Transfer	-	-	-	-	-	-
<b>Total Revenues &amp; Financing</b>	<b>\$ 99,810</b>	<b>\$ 100,202</b>	<b>\$ 119,710</b>	<b>\$ 218,138</b>	<b>\$ 217,223</b>	<b>\$ 261,850</b>
<b>EXPENDITURES</b>						
Administrative	37,794	35,206	21,012	79,429	63,276	44,332
Operations	66,530	66,030	92,110	86,965	103,501	133,558
Maintenance	-	-	-	15,300	12,904	14,550
Debt Principal/Interest	4,033	4,033	4,033	33,296	33,296	68,896
Reserve Fund Transfer	-	-	-	4,000	-	-
<b>Total Expenditures</b>	<b>\$ 108,357</b>	<b>\$ 105,269</b>	<b>\$ 117,155</b>	<b>\$ 218,990</b>	<b>\$ 212,977</b>	<b>\$ 261,336</b>
<b>Surplus / (Deficit)</b>	<b>\$ (8,547)</b>	<b>\$ (5,067)</b>	<b>\$ 2,555</b>	<b>\$ (852)</b>	<b>\$ 4,246</b>	<b>\$ 514</b>

**NORWICH FIRE DISTRICT  
REVENUE, EXPENDITURE AND BUDGET REPORTS  
ALL FUNDS – DECEMBER 31, 2014**

	WATER RESERVE FUND			SIDEWALK RESERVE FUND		
	2014 BUDGET	2014 ACTUAL	2015 PROPOSED	2014 BUDGET	2014 ACTUAL	2015 PROPOSED
<b>REVENUES</b>						
New Water Connection(s)	\$ 500	\$ 1,000	\$ 2,000	\$ -	\$ -	\$ -
Interest	110	103	110	-	-	-
<b>OTHER FINANCING</b>						
Interfund Transfer	4,000	-	-	-	-	-
Pump House proceeds	-	-	40,000	-	-	-
<b>Total Revenues &amp; Financing</b>	<b>\$ 4,610</b>	<b>\$ 1,103</b>	<b>\$ 42,110</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
Sidewalk Repair & Maintten	-	-	-	-	-	-
Water Main Breaks	-	-	-	-	-	-
Water Line Replacements	-	-	-	-	-	-
Capital Expenditures	3,600	-	5,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 3,600</b>		<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Surplus/( Deficit )	-	-	-	-	-	-
Due To / From	1,010	1,103	37,110	-	-	-
Beginning Cash	50,037	50,038	51,141	-	-	-
<b>Ending Cash</b>	<b>\$ 51,047</b>	<b>\$ 51,141</b>	<b>\$ 88,251</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>