

Annual Reports

of the
Town of Norwich, Vermont

January 1 - December 31, 2005

Part IV: Norwich Fire District

NORWICH FIRE DISTRICT

Prudential Committee	Term Expires
Melvin Biggs.....	2007
Jonathan Vincent, Chair.....	2008
Robert Chamberlin.....	2009

Administration

Cheryl A. Lindberg, Treasurer.....	2007
Anne French, Clerk.....	2007
Tammy Kitzmiller, Auditor	2007
John C. Candon, Moderator	2007
Brion McMullan.....	District Administrator
Sam Eaton, Bob Edmands.....	Staff

Office Hours

The office is located at 316 Main Street and is open 8 a.m. to 4:30 p.m. Monday through Friday. To ensure that someone is in the office, please call 649-3474 in advance for an appointment. The office is not handicapped accessible; if you have any special needs please call and we will make suitable arrangements.

**NORWICH FIRE DISTRICT
2006 ANNUAL MEETING WARNING**

The Annual Meeting of the Norwich Fire District will be held in Tracy Memorial Hall Multi-purpose Room on Monday, January 23, 2006, at 7:30 p.m. to transact the following business:

- Article 1.** To approve the 2005 Annual Meeting minutes and the 2005 Special 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 late payment fees 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.

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, §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

**ANNUAL REPORT OF THE PRUDENTIAL COMMITTEE
OF THE NORWICH FIRE DISTRICT**

During 2005 the Fire District completed two major projects. The 1,248 lineal feet of 1922 cast iron pipe on Elm Street was replaced with modern lined pipe, and an additional junction box was installed at the intersection of Elm and Main Streets. As part of this work, two new hydrants were installed, and the residents of Jones Circle now enjoy an adequate supply of water. We hoped to replace approximately 50 percent of the remaining 1922 pipe, but costs were higher than expected, so the scope of the project was cut back to about 35 percent. Fortunately, the district was able to complete the engineering required for the entire replacement, so when funds permit we plan to replace the remaining sections of the older, deteriorated pipe.

The other major project was an addition, insulation and painting of the operations building at 417 Beaver Meadow Road. The building now has a toilet, heat and improved parking. We will also be able to store replacement pipe, valves, meters and other materials under cover. Most of the work was done by Brion McMullan and Sam Eaton of the Fire District. We also benefited from the generosity of several subcontractors, especially J&B Plumbing and Heating Inc. and Langlois Electric. For the present we plan to keep the office at 316 Main Street for administrative purposes and public access, but the old chlorination building can now be used effectively as the center for maintenance, operations and future office space.

The Fire District has for many years run as lean an operation as possible while still maintaining the quality of our water. At this point we need two and one-half people on staff to ensure that we have 24-hour emergency coverage 365 days of the year. We have been fortunate to have the services of Bob Edmands, a certified water operator, on a part-time basis, but need to look to training new operators in the future. Staffing and insurance expenses, plus the continuing needed capital improvements, have brought us to the point where the Prudential Committee feels it necessary to slightly increase our tax rate and also to raise the cost of water from .451 cents to .5 cents per gallon. We regret having to take this step, but feel it is prudent to ensure that Norwich continues to have some of the best municipal water in the Upper Valley.

We also want to encourage residents of the Fire District to install back-flow preventers in their homes. About 200 of our 320 connections still lack this device, which prevents house water from reentering and possibly contaminating the public supply. Brion and Sam are prepared to install this device at a reasonable cost, or the work can be done by any qualified plumber.

Finally, with regret, Mel and I note that Cleta Wheeler has decided not to run for re-election to the Prudential Committee. Cleta has served the Fire District for nine years, and we will miss her contributions and historical perspective at our monthly meetings.

Jonathan Vincent, Prudential Committee Chair

TREASURER'S REPORT

The General Fund of the Norwich Fire District ended the year with a small surplus of \$1,730 against a budgeted deficit of \$1,998. This surplus is a result of actual revenues exceeding budget by \$1,315. While the tax rate remained constant, there were new parcels taxed during 2005, as well as the collection of \$833.54 of delinquent taxes and fees from the sale of the Kavasch property. In 2005 the Fire District received the first PILOT payment of \$384.50 from the Norwich Senior Housing, which mirrors the arrangement with the Town of Norwich. Expenses were under budget by \$1,813, accounting for the remainder of the surplus.

The Water Fund of the Norwich Fire District ended 2005 with a deficit of \$2,855 compared to a budgeted deficit of \$8,884. Water revenues were about \$5,000 lower than budget, while the three expenditure categories combined for about a \$14,000 savings against budget. Knowing that revenues were not meeting budget, expenditures were carefully monitored throughout the year. The 2006 proposed budget shows a \$1,325 surplus, with water revenues increasing by \$20,000 over 2005 revenues. A water rate increase will add about \$9,800 of new revenues, while a base rate adjustment adds an additional \$6,640. In order to provide for the rising costs of running a water system, these rate increases are necessary. With the addition of health insurance coverage for full-time employees, no COLA is budgeted for 2006.

The 2005 water project on Elm Street and Jones Circle will result in the borrowing of about \$183,000 at 3 percent, which begins repayment in 2007. The completed improvements to the building at 417 Beaver Meadow Road are to be split with the district general fund. Five thousand five hundred dollars was contributed by the general fund during 2005 and an additional \$15,000 will be contributed in 2006. The Sidewalk Reserve Fund did not expend any funds during 2005.

Cheryl A. Lindberg, Treasurer

Delinquent Taxes as of December 31, 2005

Robin L. Taylor	2005	\$	177.61
	Penalty & Interest		19.55
			<u>\$197.16</u>

NORWICH FIRE DISTRICT AUDITOR'S REPORT

I find that the Norwich Fire District financial accounts appear to be a fair representation of Fire District funds for the year ending December 31, 2005.

January 23, 2006
Tamar Kitzmiller, Auditor

NORWICH FIRE DISTRICT
Revenue, Expenditures and Budget Receipts - All Funds
December 31, 2005

	GENERAL FUND			WATER FUND		
	2005 BUDGET	2005 ACTUAL	2006 PROPOSED	2005 BUDGET	2005 ACTUAL	2006 PROPOSED
REVENUES						
Taxes	\$ 67,250	\$ 71,594	\$ 74,500	\$ -	\$ -	\$ -
Waterbed Land	3,000	-	-	-	-	-
Water Fees	-	-	-	116,700	111,963	131,640
Fire Protection Assessment	-	-	-	36,475	36,452	43,955
Interest/Penalty	950	1,331	1,000	200	200	275
Miscellaneous	-	-	-	3,000	72	500
Other Financing						
Interfund Transfer	-	-	-	-	-	-
Total Revenue & Financing	\$ 74,200	\$ 73,115	\$ 75,500	\$ 156,375	\$ 149,679	\$ 176,370
EXPENDITURES						
Administrative	30,600	26,810	33,433	53,699	50,671	61,299
Operations	28,975	28,975	35,000	71,944	68,477	75,030
Maintenance	3,500	67	500	8,100	2,870	8,000
Debt Principal/Interest	4,033	4,033	4,033	14,516	14,516	14,516
Reserve Fund Transfer	6,000	11,500	21,000	15,000	15,000	15,000
Total Expenditures	\$ 73,108	\$ 73,885	\$ 94,966	\$ 163,269	\$ 151,534	\$ 178,845
Surplus(Deficit)	(1,908)	1,730	(18,466)	(8,894)	(2,855)	1,325
Plus From Rereaching Loan	-	(989)	989	-	(7,800)	7,800
Deposit in Transit at 12/31/05	-	(4,114)	1,114	-	-	-
Proposed Fund at 12/31/05	-	(225)	-	-	-	-
Beginning Cash	\$ 54,009	\$ 54,009	\$ 53,411	\$ 38,671	\$ 38,671	\$ 28,016
Ending Cash	\$ 52,011	\$ 53,411	\$ 37,946	\$ 29,777	\$ 28,014	\$ 37,143

NORWICH FIRE DISTRICT
Revenue, Expenditures and Budget Highlights - All Funds
December 31, 2005

	WATER RESERVE FUND			SIDEWALK RESERVE FUND		
	BUDGET	2005 ACTUAL	2005 PROPOSED	BUDGET	2005 ACTUAL	2005 PROPOSED
REVENUES						
New Water Connections(s)	-	-	-	\$	\$	\$
Interest	1,400	1,497	1,400	79	167	-
OTHER FINANCING						
Revolving Loan Funds		152,199	30,851	-	-	-
Interfund Transfer	15,000	20,500	30,000	6,000	6,000	6,000
Total Revenue & Financing	\$ 16,400	\$ 174,196	\$ 62,251	\$ 6,079	\$ 6,167	\$ 6,000
EXPENDITURES						
Due to General Fund	-	-	990	-	-	-
Due to Water Fund	-	-	7,802	-	-	-
Capital Project-Priv. Advy Bldg	10,000	5,500	-	-	-	-
Edm 50/Annex Circle Project	-	173,986	8,473	-	-	-
Total Expenditures	\$ 10,000	\$ 179,486	\$ 17,263	\$ -	\$ -	\$ -
Surplus/(Deficit)	6,400	(\$ 290)	45,088	6,073	6,167	6,000
Beginning Cash	97,276	97,276	91,986	9,292	9,292	15,459
Ending Cash	\$ 103,676	\$ 97,086	\$ 137,074	\$ 15,365	\$ 15,459	\$ 21,459

NORWICH FIRE DISTRICT
Revenues, Expenditures and Budget Reports - All Funds
December 31, 2005

	WATERSHED LAND FUND		
	2005	2005	2006
	BUDGET	ACTUAL	PROPOSED
REVENUES			
Sale of Wood-District Land	\$ -	\$ 17,001	\$ -
Interest	-	24	35
Total Revenues	\$ -	\$ 17,025	\$ 35
EXPENDITURES			
Trail Administration	-	-	-
Trail Operations	-	15,270	-
Trail Maintenance	-	-	-
Total Expenditures	\$ -	\$ 15,270	\$ -
Surplus(Deficit)	-	1,755	35
Beginning Cash	-	-	1,755
Ending Cash	\$ -	\$ 1,755	\$ 1,790