

**Part IV**  
Norwich Fire District

# Norwich Fire District

## Elected Officials

Prudential Committee	Term Expires
Melvin Biggs . . . . .	2010
Jonathan Vincent, <i>Chair</i> . . . . .	2011
Robert Chamberlin . . . . .	2012
Cheryl Lindberg, <i>Treasurer</i> . . . . .	2010
Anne French, <i>Clerk</i> . . . . .	2010
Priscilla Vincent, <i>Auditor</i> . . . . .	2010
John C. Candon, <i>Moderator</i> . . . . .	2010

### Administration

Brion McMullan, *District Administrator*  
Sam Eaton and Bob Edwards, *Staff*

### Office Hours

The office is located at 316 Main Street and is open limited hours 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 special needs, please call and we will make suitable arrangements.

## Norwich Fire District 2009 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, 2009 at 7:30pm to transact the following business:

- Article 1.** To approve the 2008 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 19th day of December 2008.

*Prudential Committee of the Norwich Fire District  
Jonathan Vincent, Chairman (649-1807), Melvin Biggs, Robert Chamberlin*

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 649-3474 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**

In 2008 the Norwich Fire District Water Department continued to make improvements to the water system. A full spectrum of sampling tests was successfully completed. These included tests for volatile organic compounds (VOCs), pesticides, heavy metals, and chlorine by-products. We are pleased to report that there were no problems, and the Vermont Department of Health presented us an award for maintaining optimum fluoride levels to prevent tooth decay throughout the year 2007.

The Source Protection Plan was updated and approved by the state, and a new Aquifer Protection Zone was established as part the new Town Zoning Ordinance. This zoning requires that the Water Department to be notified if anyone is planning to use potential contaminants that could enter the aquifer, so that monitoring can be done to ensure the safety of our water supply.

We replaced the 1987 Water Department truck with a used 2003 model, which should last for many years. About one-third of the roof of the reservoir building was coated with epoxy paint to protect the concrete; the job will be finished during 2009. New water billing forms were created, since our former printer went out of business. The new forms permit timely notices to be included with regular mailings, saving postage.

As part of an on-going effort to document the boundaries of the Fire District land, Parcel #6 was surveyed, staked and recorded. This is being done to prevent potential disputes in the future. One parcel will be done each year until all the land has been properly documented. Once again the Fire District cooperated with the Town Public Works Department to install road drains and new curbing at the intersection of Main Street and Beaver Meadow Road. This will significantly improve drainage and safety in the area, and prolong the life of the sidewalks.

In 2008 the Prudential Committee worked with the District Administrator, Brion McMullan, to develop a Capital Program. This is a necessary step toward prioritizing capital replacement costs. Like most municipalities that have engaged in capital planning, such as the Town of Norwich, our ability to fund projected capital needs falls way short of those needs. We have diligently contributed \$10,000 to \$20,000 each year to the capital reserve fund of the Water Department, which currently contains \$152,000. Our projected capital needs, and the ongoing financial contribution necessary to sustainably support those needs, are substantially greater than these amounts. We have sent a letter to the Vermont Congressional delegation to make them aware of this critical shortfall in light of a potential federal infrastructure stimulus package.

Sections of 1922 cast iron pipe still need to be replaced on Main Street, Hopson Road, Cliff Street, Hazen Street and Elm Street. Engineering and permitting have been done, so these are possible “shovel ready projects” that will maintain and improve infrastructure. New water meters and improvements to the pump house equipment also need to be installed. The equipment at the pump house is now 25 years old. Although well maintained and functional, it is becoming harder to source parts and some will need to be replaced. The total for immediate improvements is \$1,284,000; because federal funding is unknown at this point, we are continuing to build up the capital fund, but it is a very slow process.

Future work includes painting the rest of the reservoir building’s roof, inspecting the reservoir tanks, and replacing the roof shingles on the pump house. Once again, everyone in the Fire District owes a debt of thanks to our loyal and talented crew. Sam Eaton, Bob Edmands and Brion McMullan have continued to give great service, and to look after the best interests of all our members. Their diligence has allowed us to enjoy some of the best municipal water in the region.

*Robert Chamberlin, Prudential Committee  
Mel Biggs, Prudential Committee*

*Jonathan Vincent, Chair, Prudential Committee (649-1807)*

## Treasurer's Report

The General Fund of the Norwich Fire District ended the year 12/31/08 with a small surplus of \$1,564 against a budgeted deficit of (\$5,752) as a result of lower administrative expenditures for the year and additional revenues. The proposed revenue budget for 2009 reflects a zero increase in the tax rate and modest growth in the Fire District Grand List. Proposed expenditures for 2009 are down about 1% from the 2008 budget, despite increased health insurance costs, and reflect a restraint on the part of the Prudential Committee and the District Administrator due to the current economy. Health insurance increased about 36%, so a decision was made to cut back in other areas to help offset this increase.

The Water Fund of the Norwich Fire District ended 2008 with a surplus of \$5,812 against a budgeted deficit of (\$1,966). This favorable variance was due mainly to prudent management of the water department in the area of expenditures. Once again, in 2008 all expenditures were strictly monitored to stay in line with the demands of the water system. Revenues were under budget because other services were not required, while water usage and services were billed out at the budgeted level. No water rate increase is proposed for 2009. A 3% COLA has been budgeted for employees in 2009, without any performance increase. The health insurance increase of 36% has been budgeted for each full-time employee, with a switch to a High Deductible Health Plan for 2009. Both eligible employees will contribute \$700 to their deductible of \$1,500, with an \$800 contribution by the Fire District and Water Department. The cost to the District is the same as if the employees had stayed in the current program. This new plan will be reviewed during 2009 with the District employees.

A total of \$1,711 was spent from the Sidewalk Reserve Fund for sidewalk maintenance. The work was done in cooperation with the Town. The Water Reserve Fund grew by only \$3,222 due to the need to purchase a replacement truck in 2008.

*Cheryl A. Lindberg, Treasurer (649-1678)*

## Delinquent Tax Report - December 31, 2008

Name	Delinquent Tax	Penalty/Interest	Total
Ruth/Ransom J. Ackerman, Jr	\$132.80	\$40.48	\$173.28 for 2007
Ruth/Ransom J. Ackerman, Jr	<u>136.95</u>	<u>17.12</u>	<u>154.07</u> for 2008
	Total \$269.75	\$57.60	\$327.35
Joan M. Harris	\$165.42	\$20.66	\$186.08
Jason Yehle/Crystal Piffath	\$166.71	\$20.85	\$187.56

## Fire District Auditor's Report

January 12, 2009

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, 2008.

*Priscilla Vincent, Auditor (649-1807)*

NORWICH FIRE DISTRICT  
REVENUE, EXPENDITURE AND BUDGET REPORTS - ALL FUNDS  
DECEMBER 31, 2008

	GENERAL FUND			WATER FUND		
	2008		2009	2008		2009
	BUDGET	ACTUAL	PROPOSED	BUDGET	ACTUAL	PROPOSED
<b>REVENUES</b>						
Taxes	\$ 81,000	\$ 82,207	\$ 83,000	\$ -	\$ -	\$ -
Payment in Lieu of Taxes	1,950	2,043	2,050	-	-	-
Water Fees	-	-	-	131,200	131,600	131,000
Fire Protection Assessment	-	-	-	46,775	46,775	48,793
Interest/Penalty	1,575	1,758	750	1,000	186	300
Other Water Services	-	-	-	4,500	-	-
<b>OTHER FINANCING</b>						
Interfund Transfer	-	-	-	-	-	-
<b>Total Revenues &amp; Financing</b>	<b>\$ 84,525</b>	<b>\$ 86,008</b>	<b>\$ 85,800</b>	<b>\$ 183,475</b>	<b>\$ 178,561</b>	<b>\$ 180,093</b>
<b>EXPENDITURES</b>						
Administrative	37,656	32,323	38,739	57,750	50,042	60,604
Operations	45,088	45,088	46,722	78,676	75,226	81,739
Maintenance	500	-	500	9,900	8,366	12,150
Debt Principal/Interest	4,033	4,033	4,033	27,115	27,115	27,115
Reserve Fund Transfer	3,000	3,000	-	12,000	12,000	8,000
<b>Total Expenditures</b>	<b>\$ 90,277</b>	<b>\$ 84,444</b>	<b>\$ 89,994</b>	<b>\$ 185,441</b>	<b>\$ 172,749</b>	<b>\$ 189,608</b>
Surplus/( Deficit )	(5,752)	1,564	(4,194)	(1,966)	5,812	(9,515)
Revolving Loan	-	-	-	-	-	-
Beginning Cash	45,306	45,306	46,870	43,890	43,890	49,702
<b>Ending Cash</b>	<b>\$ 39,554</b>	<b>\$ 46,870</b>	<b>\$ 42,676</b>	<b>\$ 41,924</b>	<b>\$ 49,702</b>	<b>\$ 40,187</b>

**NORWICH FIRE DISTRICT  
REVENUE, EXPENDITURE AND BUDGET REPORTS - ALL FUNDS  
DECEMBER 31, 2008**

	WATER RESERVE FUND			SIDEWALK RESERVE FUND		
	2008	2008	2009	2008	2008	2009
	BUDGET	ACTUAL	PROPOSED	BUDGET	ACTUAL	PROPOSED
<b>REVENUES</b>						
New Water Connection(s)	\$ 1,000	\$ 750	\$ 1,000	\$ -	\$ -	\$ -
Interest	4,000	4,252	3,500	500	71	100
<b>OTHER FINANCING</b>						
Interfund Transfer	12,000	12,000	8,000	3,000	3,000	-
<b>Total Revenues &amp; Financing</b>	<b>\$ 17,000</b>	<b>\$ 17,002</b>	<b>\$ 12,500</b>	<b>\$ 3,500</b>	<b>\$ 3,071</b>	<b>\$ 100</b>
<b>EXPENDITURES</b>						
Sidewalk Repair & Mainten	-	-	-	-	1,711	5,000
Purchase of used truck	-	13,780	-	-	-	-
Pumphouse roof/reservoir	-	-	3,500	-	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 13,780</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ 1,711</b>	<b>\$ 5,000</b>
Surplus/( Deficit )	17,000	3,222	9,000	3,500	1,360	(4,900)
Beginning Cash	152,527	152,527	155,749	18,655	18,655	20,015
<b>Ending Cash</b>	<b>\$ 169,527</b>	<b>\$ 155,749</b>	<b>\$ 164,749</b>	<b>\$ 22,155</b>	<b>\$ 20,015</b>	<b>\$ 15,115</b>