

# Part IV

Norwich Fire District

**Norwich Fire District**

**Elected Officials**

<b>Prudential Committee</b>	<b>Term Expires</b>
Barbara Currier . . . . .	.2015
Jonathan Vincent . . . . .	.2016
Vince Watts . . . . .	.2014
Cheryl Lindberg, Treasurer . . . . .	.2014
Anne French, Clerk . . . . .	.2014
Priscilla Vincent, Auditor . . . . .	.2014
John C. Candon, Moderator . . . . .	.2014

**Administration**

- Brion McMullan, District Administrator
- Sam Eaton, Operations Manager
- Bob Edmands, Operator
- Jay Van Arman, Assistant Operator

**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 2013 Annual Meeting Warning**

The Annual Meeting of the Norwich Fire District will be held in Tracy Memorial Hall, Multi-Purpose Room on Monday, January 28th, 2013 at 7:30 p.m. to transact the following business:

- Article 1.** *To approve the 2012 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 20th day of December 2012.

*Prudential Committee of the Norwich Fire District  
Jonathan Vincent, Chairman (649-1807), 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 649-3474 at least 24 hours before the meeting.

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

*Anne French, Clerk*

## **Prudential Committee Annual Report**

For the fiscal year 2012 the Norwich Fire District projects a slight surplus in the General and Water Funds, thanks largely to the careful stewardship of our employees. We are happy to report that the unlined 1922 cast iron service line from 371 to 431 Main Street was successfully replaced, using L&M Construction Services, and the copper water services verified. We are very pleased with the work performed by L&M, and hope to continue using them in the future. The timing of this replacement was based on the Town's stated plan to repave that portion of Main Street; by replacing the water lines first we avoided the extra costs of tearing out and repaving twice.

However, there are several areas of concern for the future, notably two breaks in the main transmission line on Loveland Road. These were due to galvanic reaction between the local soils and our ductile iron lines, installed in 1980. This condition will have to be addressed as soon as possible to maintain proper service to the District. We are now soliciting bids for doing this work, and may need to warn a Special Meeting for the District to authorize borrowing the funds required.

Other upgrades during 2012 include a new chlorine logic programmable controller and the installation of a continuous chlorine analyzer at the pump house. Both of these items had been identified in an earlier study as needing upgrading, so we are gradually improving the system as planned.

To relieve the administrative burden on the District Coordinator, the District has hired a part-time administrative assistant, Kimberly Edgar. We are pleased to have her help in bringing records up to date and freeing our operating personnel to attend to the most critical tasks of maintaining Norwich Fire District's water supply.

In response to taxpayer feedback, the District will remind members of the Fire District of the 2013 tax due date via the Valley News and in the second quarter water bills sent out at the end of July. It is possible, due to the new Town Grand List scheduled for the end of June, 2013, that the bills may have to be delayed, since Fire District taxes are based on the Town's Grand List.

The Prudential Committee reviewed a request to eliminate fluoride from the system but, based on scientific evidence and the best recommendations of the ADA, determined that continuing to use fluoride was in the best interests of the District's residents. A member survey also indicated that most people supported having fluoridation. Anyone concerned about fluoride, which is a natural element and not a medication, can use bottled water or employ a reverse osmosis machine.

Finally, as a small system, but one that strives to provide the highest possible quality of water, the Norwich Fire District is constrained by a fixed base, declining water usage, and ever-rising operating costs. The fixed costs to provide safe potable water for domestic and fire saving use are considerable. The 2013 budget projects break-even for the Fire District Water Fund; any surplus remaining at the end of 2013 will be added to the Water Fund Capital Reserve for future improvements. We are fortunate to have such superior staff and such fine municipal water, and will do everything we can to keep the costs as low as possible.

*Barbara Currier, Jonathan Vincent, Chair (649-1807), Vince Watts*

## **Treasurer's Report**

The General Fund of the Norwich Fire District ended the fiscal year 12/31/12 with a surplus of \$11,390 against a budgeted deficit of (\$1,552). This is mainly the result of reduced Administrative and Operating expense. The proposed revenue budget for 2013 does not project an increase in the tax rate. With the Town-wide Reappraisal in process, the Prudential Committee has projected level taxes for 2013. Proposed total expenditures for 2013 reflect an increase of about \$8,500. This is due to an increase in the percentage in the Fire Protection Assessment, the amount the General Fund pays to the Water Fund for larger water main size in order to provide hydrant protection.

The Water Fund of the Norwich Fire District ended 2012 with a surplus of \$5,309 against a budgeted deficit of (\$2,404). The Water Department expenditures were challenged in 2012 by several water main breaks, some of which resulted in replacements that were capitalized. However, some of the costs of the 2012 breaks were borne by the Water Fund. This was possible by constantly monitoring the remainder of the budget to allow for only required expenditures. Revenues were slightly under budget both for Metered Water usage and Water Services. 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. A transfer to the Water Fund from the General Fund for payment of the loan for Main Street was the other revenue item. Employee health insurance for eligible employees has increased by 9% for 2013 and additional funds for debt service and Repairs and Maintenance have been proposed.

The Water Reserve Fund was reduced in 2012 by the water main breaks that resulted in replacing a water main and by a portion of the water main breaks that were strictly repairs. Additional capital equipment is planned to be funded out of the Reserve Fund in 2013.

*Cheryl A. Lindberg, Treasurer*

### **Delinquent Tax Report – December 31, 2012**

Estate of Michelle Couture .....	\$ 110.27
Jane B. Ackerman .....	\$ 311.65
Jason Yehle & Crystal Piffath .....	\$ 251.17

*Cheryl A. Lindberg, Treasurer*

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

January 11, 2013

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, 2012.

*Priscilla Vincent, Auditor (649-1807)*

**NORWICH FIRE DISTRICT  
REVENUE, EXPENDITURE AND BUDGET REPORTS  
ALL FUNDS – DECEMBER 31, 2012**

	GENERAL FUND			WATER FUND		
	2012	2012	2013	2012	2012	2013
	BUDGET	ACTUAL	PROPOSED	BUDGET	ACTUAL	PROPOSED
<b>REVENUES</b>						
Taxes	\$ 95,000	\$ 95,265	\$ 95,000	\$ -	\$ -	\$ -
Payment in Lieu of Taxes	2,375	2,643	2,700	-	-	-
Water Fees	-	-	-	143,079	142,661	142,525
Fire Protection Assessment	-	-	-	50,838	50,838	59,064
Interest/Penalty	820	1,537	1,010	10		
Other Revenue	-	472	100	100	11,503	11,510
<b>OTHER FINANCING</b>						
Interfund Transfer	-	-	-	-	-	-
<b>Total Revenues &amp; Financing</b>	<b>\$ 98,195</b>	<b>\$ 99,917</b>	<b>\$ 98,810</b>	<b>\$ 194,027</b>	<b>\$ 205,002</b>	<b>\$ 213,099</b>
<b>EXPENDITURES</b>						
Administrative	36,576	33,041	36,775	66,135	66,170	70,792
Operations	59,138	51,448	60,174	88,681	83,866	89,381
Maintenance	-	5	-	9,500	17,106	11,300
Debt Principal/Interest	4,033	4,033	4,033	27,115	27,551	34,886
Reserve Fund Transfer	-	-	-	5,000	5,000	6,000
<b>Total Expenditures</b>	<b>\$ 99,747</b>	<b>\$ 88,527</b>	<b>\$ 100,982</b>	<b>\$ 196,431</b>	<b>\$ 199,693</b>	<b>\$ 212,359</b>
<b>Surplus / (Deficit)</b>	<b>\$ (1,552)</b>	<b>\$ 11,390</b>	<b>\$ (2,172)</b>	<b>\$ (2,404)</b>	<b>\$ 5,309</b>	<b>\$ 740</b>

**NORWICH FIRE DISTRICT  
REVENUE, EXPENDITURE AND BUDGET REPORTS  
ALL FUNDS – DECEMBER 31, 2012**

	WATER RESERVE FUND		SIDEWALK RESERVE FUND	
	2012 BUDGET	2012 ACTUAL	2012 BUDGET	2013 PROPOSED
<b>REVENUES</b>				
New Water Connection(s)	\$ 500	\$ -	\$ -	\$ -
Interest	200	151	-	-
<b>OTHER FINANCING</b>				
Interfund Transfer	5,000	5,000	-	-
PACIF Grant	-	-	-	-
<b>Total Revenues &amp; Financing</b>	<b>\$ 5,700</b>	<b>\$ 5,151</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>				
Sidewalk Repair & Mainten	-	-	-	-
Water Main Breaks	-	-	-	-
Water Line Replacements	-	-	-	-
Capital Equipment	-	-	-	5,600
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Surplus/( Deficit )	5,700	5,151	-	1,025
Due To / From	(25,000)	(25,000)	-	-
Beginning Cash	99,771	99,771	-	79,922
<b>Ending Cash</b>	<b>\$ 80,471</b>	<b>\$ 79,922</b>	<b>\$ -</b>	<b>\$ 80,947</b>