

Part IV

Norwich Fire District

Norwich Fire District Officers

Elected Officials

Prudential Committee	Term Expires
Jonathan Vincent	2019
B. Vince Watts	2017
Barbara Currier	2018
Cheryl A. Lindberg, <i>Treasurer & Delinq Tax Coll.</i>	2017
Anne French, <i>Clerk.</i>	2017
Priscilla Vincent, <i>Auditor</i>	2017
John C. Candon, <i>Moderator</i>	2017

Administration

- Samuel Eaton, *Certified Water Operations Manager*
- Timothy Cronan, *Certified Water Operator*
- Robert Edmands, *Certified Water Operator*
- Jay Van Arman, *Assistant Operator*
- Susan Sellew, *Office Assistant*
- Cheryl A. Lindberg, *Bookkeeper*

Office Hours

The office is located at 293 Main Street, below the Norwich Post Office. Our office hours are 11:00 am until 4:30 pm on Tuesday, Wednesday and Thursday. If you would like to meet at another time, please call 649-3474 for an appointment. The office is accessible only by stairs; if access is an issue, please call in advance to arrange an appointment.

Norwich Fire District 2016 Annual Meeting Warning

The Annual Meeting of the Norwich Fire District will be held in Tracy Memorial Hall, Multi-Purpose Room on Monday, January 25, 2016 at 7:30 pm to transact the following business:

- Article 1.** *To approve the 2015 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 17th day of December 2015.

*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 649-3474 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

The big news for the Fire District is the long-awaited completion of the extensively renovated pump house that was burned by an arsonist on August 6, 2013. Repairs and needed improvements were finished in June 2015. Completion of the repairs was delayed to allow filing of an application for a FEMA loan that might be available for replacing the diesel oil generator with a new propane fired one placed outside the pump house. However, after delaying the project in 2014 to allow this, we learned in early 2015 that the Town had not filed its Emergency Management Plan, so the Fire District was not eligible for federal funds. The Fire District ultimately received a \$325,395.63 replacement cost insurance settlement from VLCT in payment for the restoration of the pump house. A further \$96,500.00 was spent by the Fire District in making needed improvements that were not considered pure replacement by VLCT, such as the new propane generator and tank outside the building, that replaced the old diesel generator and diesel storage tank that had been inside the building next to well #1 before the fire.

Although there have been a few start up problems, notably with the new check valve on well #2, we now have a much more modern set up. Digital controls are in place, with remote communication now possible through a laptop, saving unnecessary travel and time for the Operators.

The other news is that the Fire District now has an office downtown, below the Post Office. Our new Office Assistant, Susan Sellev, will normally be in the office Tuesday through Thursday from 11:00 a.m. to 4:30 p.m. We are very pleased to have found Susan, who is quickly learning what the Fire District does. The office is accessible only by stairs; if access is an issue, please call in advance to arrange an appointment.

We also are pleased with our new Operator, Tim Cronan. Tim is a Licensed Operator, and has been working with Sam Eaton, our Operations Manager. They plan to test some of the meters now in place for accuracy during 2016. The meters, which are mechanical, were supposed to last twenty years. Ours are now thirty-five years old, so it seems prudent to ensure their accuracy. If they do need replacement, that will represent a major cost to the District, although reading them may become easier and take less time with updated meters.

Another concern for the future is the line breaks experienced during 2015. These appear to have been caused by catalytic erosion, caused by poor soil conditions and stationary water collecting around the pipes. There is no accurate way to predict future breaks, and repairing breaks is costly, so the Committee intends to build up the Water Reserve Fund to better handle these emergencies. Now that the water services are in good shape, it may be time to start planning water line replacements.

As always, the Prudential Committee is very grateful to our Operators and staff for their dedication and hard work. Fire District Water Department customers enjoy fine water and the entire Town enhanced fire protection, thanks to their efforts.

Barbara Currier, Jonathan Vincent, Chair, Vince Watts

Treasurer's Report

The General Fund of the Norwich Fire District ended the fiscal year 12/31/15 with a surplus of \$1,740 against a budgeted surplus of \$2,555, the result is a combination of lower revenues than budgeted and expenditures almost at budget. The proposed Revenue for 2016 does not project an increase in the tax rate, but does consider a Town-wide reappraisal, which anticipates higher values in the Fire District grand list. Proposed total expenditures for 2016 reflect an increase of about \$700. A decrease 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 decrease in 2016. Meanwhile, with the new office in downtown Norwich, there is an increase in Administrative expenditures for rent, phone and personnel for the 2016 proposed budget.

The Water Fund of the Norwich Fire District ended 2015 with a surplus of \$3,434 against a budgeted surplus of \$514. Metered usage and water service revenue were over budget for the first time in several years. With water conservation a goal of many household users, the actual revenues for metered water usage typically falls short of the budget. Though there is ample water available, system users remain conservative. Lower Administrative expenditures in 2015 were the result of the pump house loan expenditure being lower than anticipated. Operational expenditures were slightly over budget and Repairs and Maintenance expenditures were on budget. The proposed revenue budget for 2016 reflects no change in base water rates or the per gallon water rate for water used. Three new connections will bring additional water usage during 2016. Administrative expenses are lower due to health and dental insurance coverage being provided to District employees only. Operational and Repair & Maintenance expenditures are higher to allow for new tires for both trucks and culvert work at the pump house driveway.

The Water Capital Reserve Fund had no reductions during 2015. Anticipated use of funds for a snow-plow and roof renovations at 417 Beaver Meadow Road were not needed. A contribution of \$25,000 was possible as the Pump House renovation project came to closure during 2015. An additional \$6,000 is projected during 2016. Additional contributions will be made whenever funds allow.

Delinquent Tax Report - December 31, 2015

Gursharan Kaur \$180.63 tax. . . . \$14.45 penalty. . . . \$8.14 interest - Paid Jan 2016
Cheryl A. Lindberg, Treasurer, Collector of Delinquent Taxes

Fire District Auditor's Report

The auditor's report will be presented at the annual meeting.

Priscilla Vincent, Auditor

**Norwich Fire District
Revenue, Expenditure and Budget Reports
All Funds – December 31, 2015**

	GENERAL FUND			WATER FUND		
	2015 BUDGET	2015 ACTUAL	2016 PROPOSED	2015 BUDGET	2015 ACTUAL	2016 PROPOSED
REVENUES						
Taxes	\$ 116,000	\$ 114,173	\$ 116,000	\$ -	\$ -	\$ -
Payment in Lieu of Taxes	2,600	3,036	3,000	-	-	-
Water Fees	-	-	-	158,340	162,575	161,300
Fire Protection Assessment	-	-	-	77,000	77,000	74,290
Interest/Penalty	1,000	902	850	-	-	-
Other Revenue	110	-	100	26,510	26,615	21,510
OTHER FINANCING						
Interfund Transfer	-	-	-	-	-	-
Total Revenues & Financing	\$ 119,710	\$ 118,111	\$ 119,950	\$ 261,850	\$ 266,190	\$ 257,100
EXPENDITURES						
Administrative	21,012	20,653	29,445	44,332	48,053	51,620
Operations	92,110	91,610	84,400	133,558	135,789	139,980
Maintenance	-	75	-	14,550	14,111	15,900
Debt Principal/Interest	4,033	4,033	4,033	68,896	39,803	42,867
Reserve Fund Transfer	-	-	-	-	25,000	6,000
Total Expenditures	\$ 117,155	\$ 116,371	\$ 117,878	\$ 261,336	\$ 262,756	\$ 256,367
Surplus / (Deficit)	\$ 2,555	\$ 1,740	\$ 2,072	\$ 514	\$ 3,434	\$ 733

Norwich Fire District
Revenue, Expenditure and Budget Reports
All Funds – December 31, 2015

	WATER RESERVE FUND			SIDEWALK RESERVE FUND		
	2015 BUDGET	2015 ACTUAL	2016 PROPOSED	2015 BUDGET	2015 ACTUAL	2016 PROPOSED
REVENUES						
New Water Connection(s)	\$ 2,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Interest	110	103	160			
OTHER FINANCING						
Interfund Transfer	-	25,000	6,000			
Pump House proceeds	40,000	-	-			
Total Revenues & Financing	\$ 42,110	\$ 28,103	\$ 6,160	\$ -	\$ -	\$ -
EXPENDITURES						
Sidewalk Repair & Mainten	-	-	-			
Water Main Breaks	-	-	-			
Water Line Replacements	-	-	-			
Capital Expenditures	5,000	-	-			
Total Expenditures	\$ 5,000		\$ -	\$ -	\$ -	\$ -
Surplus/(Deficit)	-	-	-			
Due To / From	37,110	28,103	6,160			
Beginning Cash	51,141	51,141	79,244			
Ending Cash	\$ 88,251	\$ 79,244	\$ 85,404	\$ -	\$ -	\$ -