

**Part IV**  
Norwich Fire District

## Norwich Fire District

Prudential Committee	Term Expires
Robert Chamberlin .....	.2009
Melvin Biggs .....	.2010
Jonathan Vincent, Chair .....	.2011

### Administration

Cheryl Lindberg, <i>Treasurer</i> .....	.2009
Anne French, <i>Clerk</i> .....	.2009
Priscilla Vincent, <i>Auditor</i> .....	.2009
John C. Candon, <i>Moderator</i> .....	.2009
Brion McMullan, <i>District Administrator</i>	
Sam Eaton and Bob Edmands, <i>Staff</i>	

### 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 2008 Annual Meeting Warning

The Annual Meeting of the Norwich Fire District will be held in Tracy Memorial Hall, Multi-Purpose Room on Monday, January 21, 2008 at 7:30 p.m. to transact the following business:

**ARTICLE 1.** To approve the 2007 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 14th day of December 2007.

*Prudential Committee of the Norwich Fire District  
Jonathan Vincent, Chairman; 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, 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*

## **Annual Report Of The Norwich Fire District**

For 2007 we are pleased to report that a sanitary survey of the District's water system found no deficiencies. Ongoing repairs and maintenance of the system have resulted in close to zero water leakage, which is highly unusual for a municipal water system.

The proposed Aquifer Overlay District included in the new zoning regulations will help in source protection, since potentially contaminating sites will be identified early and proper precaution can be taken before a problem has developed. The triennial update to the source protection plan was submitted to Water Supply in Montpelier. The District continues to encourage people in the District to install backflow prevention devices. The goal is to eventually have these on every connection, since they stop contaminated water from flowing out of a building and back into the public main.

The Norwich Fire District ended the 2007 fiscal year with a better cash position than budgeted. This was due to some additional revenue sources, and careful control of expenses by the staff. During the year we upgraded our computer system and printer, and now the water bills have a letter size format. This will cost less, and allow the inclusion of updates and notices in the same mailings.

One unexpected expense in 2007 was the need to contest an increase in the Town tax appraisal for the pump house and land outside the District. The Board of Civil Authority agreed with our case that the increased valuation was not justified. However, we still incurred legal costs.

In cooperation with the Town Highway Department, the sidewalk from Tracy Hall to Carpenter Street was skim coated. This section had been replaced in 1991/1992, and was the last area to be repaired. The Prudential Committee continues to put money aside for needed sidewalk repairs each year, but recognizes that major sidewalk extensions will be beyond our financial means.

There were several meetings with members of the Corridor Enhancement Committee about not planting full sized trees over the existing water main on South Main Street. The District is concerned that large trees and their roots will impede emergency repairs or eventual replacement of the primary water main. Revised plans were again promised, showing the correct location of the water line and trees either removed or replaced by smaller ornamental ones. But these drawings have not been forthcoming.

Next year we will begin the process of documenting and recording Fire District lands with a survey of Parcel Six by ABS Surveys. The plan is to survey one parcel of the six every year or two until all the water protection land has been pinned and recorded. This effort was begun many years ago, but never completed, and the Prudential Committee agreed that settling boundaries now would be prudent.

The hard work and dedication of the Norwich Fire District employees has been essential, and kept the system safe and functioning well. We are in their debt for providing round the clock, continuous care for our public water supply. Despite steadily increasing state and federal requirements and associated costs, they have helped to provide Norwich with safe drinkable public water at a reasonable cost.

*Respectfully submitted,*  
*Mel Biggs, Prudential Committee*  
*Robert Chamberlin, Prudential Committee*  
*Jonathan Vincent, Chair, Prudential Committee*

## Treasurer's Report

The General Fund of the Norwich Fire District ended the year 12/31/07 with a surplus of \$5,393 against a budgeted deficit of (\$851). This surplus is the result of lower administrative expenditures for the year and additional revenues. Despite incurring unanticipated legal expense for defending the assessment of the Fire District's parcel on Route 5, we were able to underspend in several other areas to offset it. The PILOT payment from the Norwich Senior Housing, which is consistent with the town of Norwich calculation, produced revenue for the District that was not budgeted. The proposed revenue budget for 2008 reflects a 3% increase in the tax rate and modest growth in the Fire District grand list. Proposed expenditures for 2008 are up because of a change in allocation of the District Administrator's wages between funds and the decision by the Prudential Committee to begin surveying the Fire District land.

The Water Fund of the Norwich Fire District ended 2007 with a deficit of (\$3,409) against a budgeted deficit of (\$7,087). This favorable variance was due mainly to prudent management of the water department in both the areas of expenditures and revenues. Time spent by employees for water services were properly billed out and expenditures were strictly monitored. Thus, revenues were only under budget by about \$2,000. A 3% water rate increase is budgeted for 2008 and a 3% COLA has been budgeted for employees.

Sidewalk maintenance totaling \$6,664 was financed from the Sidewalk Reserve Fund and was done in cooperation with the Town. The Water Reserve Fund grew by \$20,548 and did not expend any funds in 2007.

*Cheryl A. Lindberg, Treasure*

## Delinquent Tax Report – December 31, 2007

Name	Delinquent Tax	Penalty/Interest	Total
Ruth/Ransom J Ackerman Jr	\$ 132.80	\$ 14.61	\$147.41
Alberta E Barrett Trustee	27.02	2.43	29.45 Pd Jan '08
Susan L Flanders 1987 Trust	3.27	.32	3.59 Pd Jan '08
James H/Dion Forcier	46.66	5.14	51.80 Pd Jan '08
Andrew/Deborah Williams	153.54	16.90	170.44 Pd Jan '08
Jason Yehle/Crystal Piffath	113.80	12.52	126.30

## Fire District Auditor's Report

January 14, 2008

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, 2007.

*Priscilla Vincent, Auditor*

**NORWICH FIRE DISTRICT**  
**REVENUE, EXPENDITURE AND BUDGET REPORTS – ALL FUNDS**  
**DECEMBER 31, 2007**

	GENERAL FUND			WATER FUND		
	2007	2007	2008	2007	2007	2008
	BUDGET	ACTUAL	PROPOSED	BUDGET	ACTUAL	PROPOSED
<b>REVENUES</b>						
Taxes	\$ 77,800	\$ 77,893	\$ 81,000	\$ -	\$ -	\$ -
Payment in Lieu of Taxes	-	1,935	1,950	-	-	-
Water Fees	-	-	-	136,200	128,731	131,200
Fire Protection Assessment	-	-	-	47,598	47,598	46,775
Interest/Penalty	1,000	2,325	1,575	400	933	1,000
Other Water Services	-	-	-	500	5,636	4,500
<b>OTHER FINANCING</b>						
Interfund Transfer	-	-	-	-	-	-
<b>Total Revenues &amp; Financing</b>	<b>\$ 78,800</b>	<b>\$ 82,153</b>	<b>\$ 84,525</b>	<b>\$ 184,698</b>	<b>\$ 182,898</b>	<b>\$ 183,475</b>
<b>EXPENDITURES</b>						
Administrative	33,768	31,377	37,656	63,508	60,849	57,750
Operations	38,350	38,350	45,088	76,726	76,222	78,676
Maintenance	500	-	500	12,600	10,121	9,900
Debt Principal/Interest	4,033	4,033	4,033	26,951	27,115	27,115
Reserve Fund Transfer	3,000	3,000	3,000	12,000	12,000	12,000
<b>Total Expenditures</b>	<b>\$ 79,651</b>	<b>\$ 76,760</b>	<b>\$ 90,277</b>	<b>\$ 191,785</b>	<b>\$ 186,307</b>	<b>\$ 185,441</b>
Surplus/( Deficit )	(851)	5,393	(5,752)	(7,087)	(3,409)	(1,966)
Revolving Loan	-	-	-	-	-	-
Beginning Cash	41,055	41,055	46,448	49,857	49,857	46,448
<b>Ending Cash</b>	<b>\$ 40,204</b>	<b>\$ 46,448</b>	<b>\$ 40,696</b>	<b>\$ 42,770</b>	<b>\$ 46,448</b>	<b>\$ 44,482</b>

**NORWICH FIRE DISTRICT**  
**REVENUE, EXPENDITURE AND BUDGET REPORTS – ALL FUNDS**  
**DECEMBER 31, 2007**

	WATER RESERVE FUND		SIDEWALK RESERVE FUND	
	2007 BUDGET	2007 ACTUAL	2007 BUDGET	2007 ACTUAL
		2008 PROPOSED		2008 PROPOSED
<b>REVENUES</b>				
New Water Connection(s)	\$ -	\$ 3,000	\$ -	\$ -
Interest	4,500	5,548	600	539
<b>OTHER FINANCING</b>				
Interfund Transfer	12,000	12,000	-	-
<b>Total Revenues &amp; Financing</b>	<b>\$ 16,500</b>	<b>\$ 20,548</b>	<b>\$ 3,000</b>	<b>\$ 3,539</b>
<b>EXPENDITURES</b>				
Sidewalk Repair & Mainten	-	-	-	6,664
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,664</b>
Surplus/( Deficit)	16,500	20,548	3,600	(3,125)
Beginning Cash	131,979	131,979	21,780	21,780
<b>Ending Cash</b>	<b>\$ 148,479</b>	<b>\$ 152,527</b>	<b>\$ 25,380</b>	<b>\$ 18,655</b>
		<b>\$ 169,527</b>		<b>\$ 22,155</b>