

**North Branch Fire District #1
78 Dorr Fitch Road
West Dover, VT 05356**

Website:<https://www.northbranchfiredistrict.com>

Phone: 802-464-7560 x 110

Fax: 802-464-3040

E-mail: nbfd1@myfairpoint.net

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE
PRUDENTIAL COMMITTEE**

Minutes of the Regular Meeting of the North Branch Fire District #1, Prudential Committee, March 12, 2020.

This Meeting, having been duly Warned, was called to order at 12:02 by Chairperson Cyndee Frere.

Members Present: Cyndee Frere, Thomas Ferrazza, Daniel Facilla and Edward Barber.

Absent: Brendan Ryan.

Also Present: Rebecca Snow, Mark Formel, Bart Howes and Linda Holland.

Public Comment: None.

Minutes: Ferrazza moved to approve the Minutes of February 13, 2020 as submitted. Seconded by Facilla. Passed unanimously.

Letters: Dated February 27, 2020 a letter from Fisher and Fisher Law Offices to twenty-eight (28) property owners notifying them that unless the amount on the statement enclosed is paid by March 30, 2020. Letters were mailed “certified” as well as “first class.”

A quote from W.B. Mason, to lease a new Sharp MX-3051 copier. It has a 48 month full service contract to cover all parts, labor, travel and all supplies excluding paper. The lease amount is \$107.41 per month.

The Committee reviewed the State of Vermont Grant Agreement, award of an additional \$130,842.00.

The Committee reviewed a “Request for Reimbursement” for the CWSRF and DWSRF. The reimbursement request was for \$393,343.70 but the invoice cannot be fully reimbursed at this time, due to a DEC Water Investment Division and Federal Environmental Protection Agency’ disbursement hold. This will be resubmitted once the

disbursement hold is lifted. The Fire District did receive a check in the amount of \$95,292.41.

Treasurer's Report: Facilla moved to approve the bills totaling \$233,740.55 Seconded by Ferrazza. Passed unanimously.

Prudent Reserve: The current Prudent Reserve is (\$437,312.46)

Last Operational check written #29628
Last Capital check written #1332
Last Petty Cash check written #885

Chief Operator's Report: Howes submitted a written report stating Keven Joyce has obtained his Grade 1 Provisional License.

WID PROJECT:

Kingsbury is nearing the completion with the AIS & DBA restitution. The State WID program (formerly FED) sent North Branch Fire District paperwork to submit to increase the grant that funds these bills. To date, they have covered all of this at no cost to North Branch Fire District, as they said they would.

PROJECT FUNDS:

This month the Fire District received a reimbursement check for \$95,292.41. The WID has withheld an additional \$95,292.14 in retainage. Utilizing the entire \$4.7 million dollar bond we have \$256,898.59 for project funds that can be reimbursed. Utilizing today's PCR (prudent capital reserve) and adding the additional reimbursements of \$352,190.73 will give us our expected capital reserves for our capital plan. The capital plan shows we start 2020 with \$280,000. In order to get this reserve we will need to utilize the line of credit that we have that expires July 1, 2020. Here are the figures using the prudent capital reserves from the February meeting.

\$ (277,060.07) Prudent Capital Reserve at the February Meeting

95,292.41 Amount reimbursed on 3/2/2020

\$ (181,767.66)

\$ (181,767.66) PCR March Committee Meeting

352,191.00 Expected reimbursements

\$ 170,423.34 PCR after project completion

\$ 280,000.00 Target PCR

170,423.34 PCR without the Line of Credit

\$ 109,576.66 Amount of Line of Credit to use.

Long Term Capital Plan: Facilla asked Howes "what has changed, we have used the subsurface field in the past." Howes stated that a third ditch would create a longer detention time and keep the "bugs" warmer. Facilla suggested covering the tanks.

Howes state the problem at North Branch is the unpredictable flows. However, covers maybe a viable option.

Howes will investigate/locate Mark Formel's meter and make sure everything is operating correctly.

Old Contracts/North Branch Estates, LLC/James Sweeney: Mr. Sweeney had four contracts totaling 13 bedrooms, paid for originally at the rate of \$12.00 per gallon. Mr. Sweeney wishes to return the 1,560 gallons per day, to the treatment plant and has signed the Revocation of Gallonage. Ferrazza moved to reimburse James Sweeney \$18,820.00 for the 13 bedrooms plus the inspection fees. Seconded by Facilla. Passed unanimously.

Discuss 4.7 Million Dollar Loan Extension: Holland stated that the Fire District may replace the bond by action of the Prudential Committee, assuming that Agency of Natural Resources is amenable to the District altering the bond payment schedule. The Prudential Committee adopts a refunding resolution which identifies the bond. The resolution will state the terms of the new obligation. The new bond is signed by a majority of the Prudential Committee and a new Tax Certificate, Loan Agreement and other bond issue paperwork will have to be redone. Ferrazza moved to authorize Holland to write the ANR to see if they are amenable to changing our bond to a 25 or 30 year bond. Holland will ask the State Revolving Fund as well as the Bond Bank. Seconded by Barber. Passed unanimously. Facilla asked Holland to find out about the Administration Fee of approximately 2%.

Executive Session: Legal/Personnel: At 12:18 a.m. Ferrazza moved to go into Executive Session to update legal and discuss personnel. Seconded by Barber. Passed unanimously. Ferrazza moved to come out of Executive Session at 12:50 p.m. Seconded by Facilla. Passed unanimously. **DECISION:** To increase Kevin Joyce's wages by fifty cents per hour.

Old Business: None.

Other Business: The Committee agreed to hold a Candidates Night on March 24, at 7:00 p.m. at the Dover Town Hall on Dover Common.

Chairperson, Cyndee Frere adjourned the meeting at 1:52 p.m.

Respectfully Submitted:

Linda L. Holland,
Administrative Manager

Next Regular Prudential Committee Meeting – April 9, 2020 at noon.
Annual Meeting – March 31, 2020 - Polls Open from 10:00 a.m. until 7:00 p.m.

cc: C. Frere, K. Braunbach, T. Ferrazza, E. Barber, B. Ryan, E. Floyd, B. Howes, H. Terhune, D. Facilla, A. Pritcher, A. Palmiter, A. Perkins, A. Havreluk, C. Helmstetter, C. Turpin, G. Henry, G. Golet, Grayghostinn, J. Gooch, J. Eckert, J. Flanagan-Marchese, J. Mahon, J. Densmore, J. Brunen, J. Redd, L. Harkawik, L. Newton, L. Fraser, M. Hamilton, M. Formel, M. Hathaway, M. Garber, P. Fisher, P. Fitzpatrick, R. Reed, R. Caplan, R. Rubin, W. Ruane, S. MacDougall, S. Dupuis, S. Joyce-Albano, T. House, Weathervanelodge, Y. Strus, Deerfield Valley News and Brattleboro Reformer.

Posted: North Branch Fire District #1, Wastewater Treatment Facility & Administrations Building. Dover Town Office.