

**North Branch Fire District #1  
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**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, September 8, 2021.

This Meeting, having been duly Warned, was called to order at 10:00 a.m. by Chairman, Steve Montello.

**Members Present:** Steve Montello, Bob Stone, Jon Prial and Peter Edwards. Ken Westby was absent.

**Also Present:** Bart Howes, Rebecca Snow, Helen Krzeminski. Public members: Tom Ferrazza, James Valente.

The Board will allow Ferrazza to speak, outside of public comments, as a member of the Legal/Governance Committee.

**Public Comments:** None

**Minutes:** Prial moved to approve the minutes of August 11, 2021. Seconded by Stone. Passed unanimously.

**Letters:** None

**Treasurer's Report:**

- Prial moved to approve to pay bills in the amount of \$ 43,891.17. Seconded by Edwards. Passed unanimously.
- Nbfd is still waiting for the 2020 audit.
- Any meters not communicating at time of November billing will be hand read. There will be no estimating of usage.

**Chief Operator's Report:**

Operations

- To date no concrete company came to look at the job. Out of the two that had stated they would give a price; both have now stated they are too busy this year to look at the job. Howes stated it may be early next spring.

- The new monitoring wells in the subsurface have been installed. Howes stated he planned to contact some surveying companies to get their elevations surveyed.
- Daniels Construction has completed replacing the pond transfer pump and guide rails project.
- Daniels Construction has begun replacing the guide rails at the MT Snow pumpstation. This is the pumpstation with the insufficient concrete floor that required a steel plate to be fabricated for anchoring. They have suggested that while they are here, we pour a 6” reinforcement for the floor.
- Edwards moved to approve \$ 2,300 for additional work by Daniels Construction. Seconded by Prial. Passed unanimously.

**Finance Committee:**

- Westby is revising the budget for January-June 30, 2022. The Prudential Committee will review it at the October Regular meeting for approval before presenting it at the Special Meeting October 14, 2021. The reserve analysis results will be taken into consideration at that time.

**Legal/Governance:**

- Montello stated that he is working with North Branch’s attorney to simplify our current contract structure and fees. A draft will be presented at the October Regular meeting for review.
- Prial moved to revoke the March 19, 2021, Amendment to the June 11, 2020, Ordinance. Seconded by Edwards. Passed unanimously.

**Technology Update:**

- Prial asked the committee to approve the adoption of Invoice Cloud Interface and Harris Computer Corporation for a fee of \$2,600 and then \$400.00 annual fee. Edwards moved to approve this purchase. Seconded by Stone. Passed unanimously.
- Prial stated that he is working with Arcomm on implementing phases of the contract including backups, emails, and cyber security.
- A contract was signed with Vermont Media to replace the current website, with a target date of October 1, 2021, to go online. Annual costs will be lower than current costs. Vermont Media has been collaborating with North Branch and Harris Computer Corporation to integrate a user-friendly system for customers to pay their bills, online and through the new website.

**Sleeping Spaces:**

- Edwards stated that the subcommittee for sleeping spaces has not had a formal meeting since the initial one, but that they are working and collaborating on the legal and financial ramifications should sleeping space charges be eliminated. It was stated that review and changes of the current Ordinance would not be expected to be done before the end of this year.

**Other Business:**

- Prrial made a motion to remove Linda Holland as MuniciPAY administrator and to have Rebecca Snow and Helen Krzeminski added as administrators. Seconded by Edwards.

**New Business:**

- Montello stated the new front door is being installed to monitor visitors more effectively and safely.

**Executive Session:** Prrial moved to go into executive session at 11:00 a.m. for legal and personnel matters. Seconded by Edwards. Passed unanimously. The Prudential Committee came out of executive session at 11:40 a.m.

**DECISIONS:**

- Inactivate former employee, Andrew Condon-Douglas’s HRA account.
- Krzeminski to gather cost and plan information for Nbfd’s life, accidental death, and dismemberment policies to present it at next Regular meeting
- The Prudential Committee agreed to increase wages for Operations as follows and effective September 13, 2021, pay period:

<p>\$ 18.00/hour base starting pay          \$ 1.50/hour past wastewater experience          \$ 1.00/hour pertinent college degree          \$ 2.50/hour Assistant Chief Operator increase          \$ 1.00/hour per wastewater license grade after 1          \$ 1.50/hour Grade 1</p>
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Montello adjourned the meeting at 11:40 a.m.

The next Regular Prudential Committee meeting will be on October 13, 2021, at 10:00 a. m.

Respectfully Submitted:  
*Helen Krzeminski*  
 Helen Krzeminski  
 Administration

**Posted:** North Branch Fire District #1, Wastewater Treatment Facility & Administrations Building. Dover Town Office. [www.northbranchfiredistrict.com](http://www.northbranchfiredistrict.com)