

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

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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 14, 2016.

This Meeting, having been duly warned, was called to order at 1:00 p.m. by Chairman, Hobart Terhune.

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

Also Present: David Webber, John Densmore, Mazhar Raslan, Raymond Reed, Scott Dupuis, Bart Howes, Rebecca Snow and Linda Holland.

Public Comment: None.

Letters: E-mail dated September 6, 2016 from Denis Glennon stating he has no plans to build the fourteen units in the Kingswood Development and request a refund of \$52,920.00 on deposit with the Fire District.

E-mail from Steven Montello dated September 6, 2016 stating Kingwood's Attorney, Robin Stern, wanted him to let the Fire District know that the Kingswood Homeowners has served Denis Glennon and Robert Rubin with a complaint.

E-mail dated September 12, 2016 from Robin Stern regarding the Kingswood developer's request to release the remaining Kingswood deposit the North Branch Fire District currently holds for gallonage. The Homeowners Association is asking that North Branch Fire District old off on returning the deposit for two months. The Homeowner's intend to ask the court to review their request through a formal trustee process or similar interim request if a resolution cannot be reached with the developer.

E-mail dated September 14, 2016 from Robert Rubin asking to please remove the request for the refund of \$52,920.00 until further notice.

E-mail dated September 8, 2016 from Stephen C. Love, CPA stating Love, Cody & Company, CPAs would be happy to audit the 2016 financial statements for a fee of

\$8,000.00. Facilla moved to hire Love, Cody & Company, CPAs for the audit price of \$8,000.00. Seconded by Terhune. Passed unanimously.

E-mail dated September 14, 2016 from Edward Floyd, Technicon PC, stating last week it was stated that there may be a possibility of obtaining a water pollution control grant for a portion of the centrifuge acquisition. That information is incorrect. One of the requirements of that grant is that the facility accepts septage. The Indirect Discharge Rules and the Operating Permit prohibit the facility from accepting septage. This leaves the one grant currently known to be applicable which is the 50% Step II Grant the Fire District is currently in line for.

Dated August 25, 2016 a copy of the Fire District's Annual Inspection Report regarding our Stormwater Permits.

Dated September 6, 2016 a Certificate of Contract for Linda Neilsen, Trustee of the Charles Reuther Estate, located at 35 Country Club Road (SH003). During the routine inspection three additional bedrooms were found in the lower level of the house. Attached is a check in the amount of \$10,825.00 for the bedrooms. Calculated as follows: 3 bedrooms x 120 gallons each x rate of \$30.00 = \$10,800.00 plus the \$25.00 inspection fee.

Dated September 6, 2016 a Certificate of Contract for Paul Fox and Kathleen Bertola, located at 9 Shady Lane (SV020) to connect an existing four bedroom house. Attached is a check in the amount of \$14,425.00 for the bedrooms. The check was calculated as follows: 4 bedrooms x 120 gallons each x rate of \$30.00 = \$14,425.00 plus the \$25.00 inspection fee. Date of completion is October 31, 2016. The house is already connected.

Dated August 18, 2016 from the State of Vermont Department of Environmental Conservation, Drinking Water and Groundwater Protection Division, WW-2-5197, approval for the connection of a new four bedroom single family home to the North Branch Fire District #1 municipal treatment system. The home is located at 268 Route 100. (RT098)

Dated August 17, 2016 a Land Use Permit (Amendment) for #2W0945-4, Someday, LLC. The permit authorizes the subdivision of lots 1, 2, 7 and 8 for the existing houses on the east side of Someday Road at the Someday Subdivision located off Blue Brook Road. The subdivision of the remaining five lots and construction on any lot is not authorized until a permit amendment is issued for this purpose.

Minutes: Ferrazza moved to approve the Minutes of August 10th. and August 31st. as submitted. Seconded by Frere. Passed unanimously.

Executive Session Personnel: Ferrazza moved to go into executive session at 1:20 p.m. to discuss personnel, perform an exit interview and contractual. Seconded by Barber. Passed unanimously. Ferrazza moved to come out of executive session at 2:30 p.m. Passed unanimously. Holland will verify that Ed Floyd can attend a meeting on

October 5, 2016 at 11:00 a.m. and the next regular meeting will be October 19, 2016 at 1:00 p.m.

Review Draft Letter for Mandated Cellular Meters: After a short review the Committee requested that the third paragraph become the second paragraph. Also change the wording in the now third paragraph to “This change is governed by the Sewer Ordinance, Section 8.11 which states the District reserves the right at any time to substitute the metering service and install a new meter at the property owner’s expense.” Change the cost of the ¾ inch meters to a price range from \$750.00 to \$1,000.00 as stated in the “escrow” papers.

Add:

1. New meters will reduce any overbilling due to leakage because water issues will be addressed daily.
2. More efficient use of personnel for operational needs. When fully implemented the cellular meters will eliminate 2 ½ people for one month, per year, for meter reading.

Holland will make the above changes to the letter and e-mail a “draft” for the Committee to review.

Review Draft Letter for Priority List & Contracts: Tabled.

Final Review of the Current Priority List Funds: Tabled.

Treasurer’s Report: Ferrazza moved to approve an expenditure of \$147,475.90 to pay the monthly bills. Seconded by Barber. Passed unanimously.

The last Operational check written is check #27555

The last Capital check written is check #1103

The last Petty Cash check written is check #858

The Committee briefly reviewed the Profit and Loss and Budget to Actual figures.

Snow reported that the current prudent reserve is \$397,389.98.

Priority List Funds: Densmore asked the Committee where they currently stand at The Peaks in regards to contracts, allocations or reimbursement. The Committee explained that they were not ready to present their findings at this time. The whole Committee has not had the opportunity to review all the paperwork. Perhaps they will have a decision by the November meeting.

Frere left the meeting at 3:15 p.m.

Chief Operator’s Report: Howes submitted the monthly plant status report for the Committee to review.

Howes informed the Prudential Committee that David Webber gave notice on September 6th. that he is leaving to take a job in New Hampshire. Howes has again petitioned the State in regards to our permit stating that the Assistant Chief Operator must be a grade 2. After legal review they agreed that our permit violates the State Certified Operator Rule and our Assistant Chief may be a grade 1 operator. Carl Bartlett will now be our Assistant Chief Operator.

Howes suggested sending out reminders for people that have not had their plumber install the meters. The meters for the commercial properties arrived at the end of July. Holland notified everyone they were in. However, many have yet to be installed.

Howes informed the Committee that he had to replace a motor starter on one of the spray pumps and hired an electrician to install it.

Howes prepared two RFP's for rebuilding the Ellis Brook pump station and for replacing the roofs at the Mount Snow pump station and the roof of the Route 100 pump station. These projects are scheduled for 2017. The Committee approved sending out the Request for Proposals for the roofs.

Old Business: Holland will e-mail the draft letter regarding the installation of cellular heads to the Committee for review.

Other Business: Next sub-committee meeting is Thursday – September 29, 2016 at 1:00 p.m. To discuss “small gallonage” contract, Boulder Ridge and the Priority List.

Terhune moved to adjourn at 3:48 p.m.

Respectfully Submitted:

Linda L. Holland,
Administrative Manager

cc: H. Terhune, D. Facilla, E. Barber, E. Floyd, T. Ferrazza, Cyndee Frere, Bart Howes, Ed Floyd, Joe Mahon, Amiee Pritcher, Arlene Palmiter, Donald Albano, Linda Anelli, Adam Levine, Jeannie Flanagan, Leslie Fraser, Ashleigh Perkins, Laurie Newton, Robert Rubin, Ray Reed, John Densmore, Cliff Turpin, Rolf Parker-Houghton, G. Golet, Deerfield Valley News and the Brattleboro Reformer.

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

