

**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/Reorganizational Meeting of the North Branch Fire District #1,
Prudential Committee, April 4, 2019.

This Meeting, having been duly warned, was called to order at 12:00 noon by
Administrative Manager, Linda Holland.

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

Also Present: Roger Bergeron, Edward Floyd, Steve Moyer, Rebecca Snow, Bart
Howes and Linda Holland.

Reorganization of the Prudential Committee: Holland opened the floor to
nominations for Chairperson. Ferrazza moved to appoint Cynthia Frere as Chairperson.
Seconded by Barber. No other nominations were made. Motion carries in the
affirmative. Holland closed nominations and turned the meeting over to Frere at
12:04 p.m.

Frere requested nominations for Vice-Chairman. Facilla moved to appoint Thomas
Ferrazza as Vice Chairman. Seconded by Ryan. Passed unanimously.

Select Official Publications: Ferrazza moved to use the Deerfield Valley News and
Brattleboro Reformer as our official publications. Seconded by Ryan. Passed
unanimously.

Set Official Meeting Dates and Time: Ferrazza moved to keep the meetings on the
second Thursday of each month, at noon. Seconded by Ryan. Passed unanimously.

Public Comment: None.

Minutes: Ferrazza moved to approve the Minutes of March 14, 2019 as submitted.
Seconded by Barber. Passed. Facilla abstained.

Ferrazza moved to approve the March 26, 2019 Minutes of the Annual Meeting as written. Seconded by Ryan. Passed. Facilla abstained.

Edward Floyd/Technicon P.C./Construction Update: Floyd explained to the Committee that we are currently under winter shut down. The Frac Tanks were not used at all during the winter periods and will be returned. Howes will check to see if we can get a discount for returning clean tanks. Howes stated that he thought cleaning the tanks was an extra cost, but will check into this matter. May 6th. construction will start up. The centrifuge will go in this summer as well as the liner for the Holding Pond. So far, what we can see, the pond base looks pretty good. Pavement costs may overrun. (Tape for this portion of the meeting malfunctioned).

Executive Session: Ferrazza moved to go into Executive Session at 12:12 p.m. to discuss legal/personnel. Seconded by Facilla. Passed unanimously. At 1:38 p.m. Ferrazza moved to come out of Executive Session. Seconded by Facilla. Passed unanimously. **DECISION:** Allow Attorney Jon Anderson to sign off on the issue with the State and to dismiss our appeal. Awaiting our lawyer's response to other matters.

Treasurer's Report: Ferrazza moved to approve the monthly bills in the amount of \$248,785.51. Seconded by Ryan. Passed unanimously.

Prudent Reserve: Our current Prudent Reserve is (\$379,883.51). Ferrazza moved to accept the Treasurer's Report. Seconded by Ryan. Passed unanimously.

Last Operational check written #29095
Last Capital check written #1280
Last Petty Cash check written #880

The Committee unanimously agreed to move \$24,413.56 from Key Bank "A" Priority List Account to pay upcoming bills. Howes informed the Committee the next bill is \$81,570.96. However, of the \$81,570.96 the amount of \$57,157.40 has been paid leaving a balance of \$24,413.56.

Chief Operator's Report: Howes reported that meter replacements seem to have stalled out in the past two months. There are approximately 300 meters left. While there are many slips hanging on the administrations door, it seems that the local plumbers have interpreted that installation of these meters no longer has to be on a continued and steady pace. I believe a new deadline should be set as to when people will get fined for not installing them. Once this date is set, we should do another mailing to our customers who this affects and kindly explain to them the new deadline and to have them contact a plumber to ensure the work is done prior to the deadline. Ferrazza wants to give the customers an extension until June 1, 2019. Ryan stated that we should let the consumer know what will happen if it is not installed by June 1. Perhaps a fine on the next bill was a suggestion, also suggested was a lien against the property recorded in the Town Office and mailed "Certified". Can we file a lien and if not paid, put the property up for tax

sale. Facilla is not sure we could take the property to tax sale. Holland will contact Attorney Gary Franklin to discuss various options and draft a letter.

FED Project: To date, the FED has found four change orders totaling \$85,496.40 ineligible for FED funding. The majority of this being the clarifier night work totaling \$57,157.40. All of these were denied because the work had commenced prior to a change order being signed. Any work found ineligible for FED funding must come out of our capital reserves.

To date, the FED found twenty-seven (27) calendar project days in two change orders ineligible for FED funding. Twenty-three (23) of these days were on a single change order for a winter shutdown. This was denied due to Kingsbury providing an inaccurate work schedule that showed work is performed during the shutdown. Once a new schedule is provided to us, Ed Floyd will resubmit the change order for reassessment and potential approval. This means that currently there are two project deadlines. Kingsbury has a project completion deadline and also another deadline twenty-seven (27) days prior to the completion date that is for FED funding. What this all means is that any RPR and engineering work that occurs in the twenty-seven (27) days cannot be funded by the FED and must come out of our capital reserves.

Old Business: The Committee wanted verification that in the Annual Report Funds were raised by the Voter's for Capital expenses. Under item #6030 Capital Funding the proposed amount to raise for 2019 is \$459,000.00. Also verified are the proposed Capital Expenditures in the amount of \$441,000.00.

Other Business: None.

Frere moved to adjourn the meeting at 2:15 p.m.

Next Regular Meeting is May 9, 2019 at 12:00 noon.

Respectfully Submitted:

Linda L. Holland,
Administrative Manager

cc: C. Frere, K. Braunbach, T. Ferrazza, E. Barber, B. Ryan, E. Floyd, B. Howes, H. Terhune, D. Facilla, J. Mahon, A. Pritcher, A. Palmiter, M. Himelson, L. Anelli, A. Levine, J. Flanagan, C. Helmstetter, Gray Ghost Inn, J. Desrochers, J. Gooch, Town of Dover, J. Densmore,, J. Redd, M. Garber, P. Fisher, R. Reed, S. Dupries, S. Meade, V. Czechorowski, Y. Strus, L. Fraser, A. Perkins, L. Newton, R. Rubin, C. Turpin, R. Parker-Houghton, G. Golet, S. MacDougall, L Harkawik, R. William, P. Fitzpatrick S. Joyce-Albano, R. Caplan, G. Henry, Deerfield Valley News and the Brattleboro Reformer.

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

