

**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](mailto:nbfd1@myfairpoint.net)**

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

Minutes of the Reorganization/Regular Meeting of the North Branch Fire District #1,  
Prudential Committee, May 13, 2021

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

**Members Present:** Thomas Ferrazza, Daniel Facilla, Steve Montello, Jon Prail, Bob  
Stone.

**Also Present:** Bart Howes, Rebecca Snow, Linda Holland, Helen Krzeminski, Mike  
Eldridge, Rich Werner. Via Teams: Scott Stein.

**Reorganization:** Holland called for a nomination of a Chairman of the Board. Prail  
nominated Steve Montello, seconded by Ferrazza. Passed unanimously.

- Holland turned the meeting over to Montello at 12:01.
- Montello nominated Stone for Vice Chair. Seconded by Ferrazza. Passed  
unanimously.
- Montello asked for introductions of members and staff. Montello wanted to thank  
John Snow and Jodi Keeler for their work on the board this past year.

**Official Publications(s):** Ferrazza made a motion to have the Brattleboro Reformer and  
Deerfield Valley News, as the Official Publications and add emails when system is  
updated. Seconded by Stone. Passed unanimously.

Discussion:

Prail will with meet with Holland to set up mass email for further communication.

**Meeting Times and Dates:** Prail made a motion to set the regular meetings of the  
Prudential Committee on the second Thursdays of the month, at 10:00 a.m. Seconded by  
Stone. Passed unanimously. After Rich Werner's comment (under Public Comments) and  
much discussion on available dates, it was decided to have the Regular Prudential  
Committee meeting on the 3<sup>rd</sup> Wednesday of the month at 6:00 p.m.

**Public Comments:** Holland would like to add to the Agenda, under public comments, a  
request for a hardship consideration.

- Mike Eldridge of the Deerfield Valley News requested information and documents of how board members are appointed, or a written document stating there is no such information.
- Rich Werner said the meeting times do not work for most people. He requested a committee to investigate how North Branch does budget, sets rates, charges for usage. He volunteered to head the committee.
- Holland had a request, from Tammy Snow, to consider a hardship leniency for her hookup fees. There was a discussion on history of granting this type of plan to other users. It was noted, by Prail, that each recommendation should be considered unique. Facilla made a motion to grant her a two-year payment plan, at no interest, for balance owed. Seconded by Prail. Passed unanimously.

**Minutes:** Ferrazza made a motion to approve the minutes of April 8<sup>th</sup>, April 28<sup>th</sup> and May 3<sup>rd</sup>/4<sup>th</sup> as submitted. Seconded by Facilla. Passed unanimously.

**Letters:** Letters were read by the Prudential Committee. No action needed. Montello asked what was customary as far as reading letters, so as not to take time during the meetings. Holland explained that board members usually come in before the meeting to read the letters.

**Treasurer's Report:** Ferrazza made a motion to pay the monthly bill in the amount of \$79,422.64. Seconded by Prail. Passed unanimously.

- Montello requested a Committee review of Profit and Loss.
- Prail asked if insurance is paid annually. R. Snow confirmed it is.
- Stone requested a breakdown of sleeping spaces. How many are from closings and how many are from amnesty program.
- Montello asked about the expense for a four-wheeler. Howes explained we just replaced one and use it to go up to the spray fields.
- Montello wanted to discuss, later, about going to a Fidelity account and consolidating the bank accounts.
- R. Snow reported that municipalities are not eligible for PPP loans.
- Montello asked for a monthly account of total cash from every account.
- R. Snow reported that Nbfd's CD is at a .5% rate.
- Montello wanted a report of net income from tax sales.

**Chief Operator's Report:**

May 2021

Operations

- The Mountaineer wants to build a fence around their pool as required by their insurance company. The way our sewer line runs through their property it would be nearly impossible to construct without being inside our ROW. Their idea was to run the top section of the fence parallel to our sewer line. Howes explained that would require installing all the fence posts and their supports too close to our sewer line. Howes recommended that a compromise would be to extend the fence up so that fence post are not in the ROW and only the fence is perpendicular to

the sewer line and spans it with no excavation within the ROW. The owner was not agreeable, but Howes made sure to reiterate that nothing can be constructed in our sewer ROW without the PC's approval and explained he needed to write a letter requesting what he would like to do.

- The facility well pump broke and needed replacement. The total cost of the repair was \$2,025.01.

#### RFP's Capital work

- RFPs were sent out to 5 bidders in Jan for work this year at the MT Snow PS, RT 100 PS, and Pond Transfer PS. Montello asked how many were received back, Howes replied 2 for each RFP.
- Howes met with Barry Sleath from Daniels Construction regarding our MT Snow pumpstation RFP. We had scheduled the pump base mounts and guide rails to be replaced. He informed Howes that back in 1998 they had to fabricate a  $\frac{3}{4}$ " steel plate on the bottom to attach the pump bases to as the concrete bottom was not solid concrete. Our drawings did not show that, but Howes did find the work orders to support it afterwards. The RFP did not include this as Howes was unaware of it so no one included it into their bids except Daniels. Howes would like to approve Daniels to do the work for \$45,000 as they did the work in 1998 and own their own fabrication company incase anything goes awry. This is \$25,000 over the budgeted expense so Howes will offset this increase by pushing other items off until next year. Prail made a motion to award the job at MT Snow pump station to Daniels Construction Company for \$45,000 Seconded by Stone. Passed unanimously.
- RT 100 pumpstation had two people submit bids. Champlin Associates for \$19,262.06 and Daniels Construction for \$29,000. Howes would like to award the bid to Chaplin. Ferrazza made a motion to award Champlin Associates to do the work at the RT 100 pumpstation for \$19,262.06. Seconded by Facilla. Passed unanimously.
- Pond Transfer pumpstation had two people submit bids. Champlin Associates for \$23,184.79 and Daniels Construction for \$22,000. Howes would like to award the bid to Daniels. Prail made a motion to award the Pond Transfer pumpstation job to Daniels Constructions Company, for \$22,0000. Seconded by Ferrazza. Passed unanimously.
- RT 100 pump station grinder is scheduled to be replaced this year. Total cost installed is \$23,799.07. Ferrazza made the motion to award the replacement of the RT 100 pump station grinder to JWC for \$23,799.07. Seconded by Stone. Passed unanimously.

**New Business:** Holland states a Board of abatement meeting needs to be set for June. Date set for the Board Abatement meeting is June 7, 2021 at 7:00 p.m.

- Montello asked to have a list of meters that need to be changed, contact information and progress on those accounts.
- Prail will work with Administrative Manager on e-vites.

- Montello asked for a copy of the employer handbook.
- Montello asked for a copy of the bond's amortization schedule.
- Ferrazza noted that The Brewery has added outdoor seating. Howes suggested we get a certificate of occupancy to make sure they are being charged properly.
- Prail made a motion to extend the Amnesty Program until August 1, 2021. Seconded by Ferrazza. Passed unanimously. The Board would like to notify local realtors, property managers, the Deerfield Valley News, and the Brattleboro Reformer and possible the website. Seconded by Ferrazza. Approved unanimously.
- Montello states that he has been in contact with the Select Board, and they feel that two seats that are currently being held on the board, need to come up for a special election. He asked Holland what the publication was for doing that. She stated it would be considered the same as an Annual meeting and needs to be warned no more than 40 days prior but no less than 30 days prior. He stated that anyone interested in running for the positions would need to have their ballots in by June 1<sup>st</sup>. He made this as a suggestion and asked for discussion. Stone moved to have a special election of a 1- and 2-year term seats on the board, for June 28, 2021. Seconded by Prail. Motion passed three to one. Discussion: Ferrazza states that if the board were only replacing 2 vacant seats, it could be done by special meeting. Ferrazza also states that special elections need to be done by Australian ballot and must have petitions pulled. Montello reports he was not aware of that. It is noted by Holland that under Covid restrictions this past year, petitions did not need to be filled, requiring only to fill out a consent form. Ferrazza reminded Montello that he cannot vote due to the current lawsuit against North Branch Fire District, by Montello. Ferrazza wanted to state that the Select Board (Dover) has nothing to do with North Branch Fire District's board. Montello states he is pulling the lawsuit that day or the next day.

Stone made a motion to go into executive session to discuss personnel at 1:12 p.m. Seconded by Prail. All in favor.

Prail made a motion to come out of executive session at 1:33 p.m. Seconded by Ferrazza. All in favor.

Montello adjourned the meeting at 1:32 p.m.

Respectfully Submitted:

Helen Krzeminski,  
Administrative Assistant

**cc:** T. Ferrazza, D. Facilla, J. Keeler, J. Snow, K. Braunbach, E. Floyd, B. Howes, H. Terhune, R. Stone, 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. 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, Weathervane Lodge, Y. Strus, Deerfield Valley News and Brattleboro Reformer.

**Posted:** North Branch Fire District #1, Wastewater Treatment Facility & Administrations Building, Dover Town Office and at <https://www.northbranchfiredistrict.com>