

**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, June 14, 2018.

This Meeting, having been duly warned, was called to order at 12:00 p.m. by Chairperson, Cyndee Frere.

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

Absent: Karl Braunbach.

Also Present: Steven Montello, Steven Moyer, Rebecca Snow, Bart Howes and Linda Holland.

Public Comment: Mr. Montello stated that he currently manages Seasons, Kingswood and as of today, Greensprings. Mr. Montello wanted to address the Committee regarding the policy change regarding pools that was made a couple years ago. In regards to Seasons, Mr. Montello explained that the indoor pool holds 47,000 gallons and the outside pool holds 37,400 gallons. Years ago there was a By-pass meter that monitored the water that went into those pools. Currently, all the water for the pools goes through the master meter and is charged to the Associations. Mr. Montello did some investigating and found out that through evaporation you can lose up to $\frac{3}{4}$ inch of water per day. That equates to 160,000 gallons of water over a 365 day period, for the indoor pool and 15,000 gallons of evaporation for the outside pool. Mr. Montello goes on to state that in addition to draining the pools once a year, and refilling them, a lot of water that is going down the river, not into the treatment facility. In addition, each of the above properties does a lot of power washing. The power washer uses approximately $2\frac{1}{2}$ gallons of water per minute. Flushing hydrants at Seasons also goes through the main meter. Mr. Montello stated the inside pool at Seasons is dumped to a storm drain located at Seasons. Two hot tubs, also at Seasons, are cleaned every day. The hot tubs are drained to the outside. Mr. Montello also stated that the “splash” from the indoor pool goes to a sump pump. Committee asked “where does the sump pump drain to?” “Outside” stated Montello. Howes suggested connecting the pressure washer to an outside faucet that has a By-pass meter. Ryan suggested a letter proving the water does not come to the treatment facility. Make an owner validate that all water for the pool will not come to the sewer plant.

Holland will draft a letter, for the July meeting, to send to all pool owners, asking the owner to certifying that no pool water will come to the treatment facility. Once the letter certifying that the pool water does not come to the treatment facility, the B-pass meter will be read for a starting reading. Mr. Montello asked about abatement for last year. Ryan stated that this must be a policy moving forward. Place the letter, once approved on the website and in the newspaper.

Minutes: Ferrazza moved to approve the Minutes of May 17, 2018 and May 22, 2018 as submitted. Seconded by Barber. Passed unanimously.

Project Update/Steve Moyer: Ledge was hit beneath the Western clarifier. One thought was to move the clarifier closer to the main building. However, there was also a chance of hitting ledge in that location. The decision was made between Kingsbury and Floyd to raise the clarifier two feet and keep them in place. The cost of ledge removal is going to be roughly \$40,000.00, however, there is going to be some costs coming back to the Fire District from change orders. Kingsbury proposed to Howes to pump sludge from the Holding Pond into the sludge holding tank. That avoids Kingsbury from renting dumpsters and digging a pond to dry the sludge out. Howes is going to try and run the sludge through the belt press, if it works North Branch will dewater that and that bid item on the pond project will come back as a credit. While speaking with Bill and Matias, representing Kingsbury, we found that they were planning on replacing the riprap at the dam; our plans were a little unclear there and grading actually starts at the top of the riprap, so their bid for that will also come back as a credit. The process water line will be left where it is avoiding the removal of an old fuel tank. These items will also be a credit. Hopefully within the next three weeks they will start pouring concrete. Barber asked “who did the blasting” and Howes responded “Maine Drilling and Blasting.” The cost for blasting was approximately \$120.00 per cubic yard.

Letters: Dated June 6, 2018 a letter from Holland to James Murphy, regarding construction taking place on 30 Burchard Road. (Acct #CO017). The letter states that no connection to the sewer can be made at this time. Mr. Murphy has no contract with the North Branch Fire District and according to Wayne Estey, Dover Zoning Administrator he does not have any building permits. The Committee wants to know who gave Mr. Sweeney permission to dig and who informed him that the owner had the proper permits. Holland will try to determine when the construction started and send another letter to Mr. Murphey fining him up to \$800.00 per day. A copy of the letter will go to James Sweeney and Wayne Estey. Mr. Sweeney will also be invited to the July 12th. meeting to clarify some of the Committee’s questions.

From Synergy Gas a prebuy contract for 5,717 gallons of propane at a cost of \$15,514.45. Holland has called other propane suppliers and they have not setup their prebuy plans as of this date. The contract does not have to be returned until 8/1/2018 so Holland suggests the Committee wait until other pricing can be obtained.

The Committee reviewed the first partial payment to Kingsbury Companies, LLC in the amount of \$142,443.00.

From Bear Creek Environmental, LLC the 2017 special Biomonitoring Study of the Ellis Brook. A stream reconnaissance of Ellis Brook from upstream of the wastewater facility to downstream of the subsurface disposal system was conducted by Bear Creek Environmental, LLC during September 2017. The special biomonitoring study was requested by North Branch Fire District #1 to investigate possible sources of nutrients from the WWTF and to determine if station siting would resolve the significant alteration of aquatic biota outcome that has occurred as part of the macroinvertebrate artificial substrate monitoring for the indirect discharge permit.

Dated June 12, 2018 the North Branch Fire District #1 received word that the Vermont Municipal Bond Bank has reviewed and approved the loan Agreement for RF1-197-3.0 in the amount of \$4,700,000.00. Ferrazza moved to have the Committee sign the loan agreement. Seconded by Ryan. Passed unanimously.

Sutter, James/HI072/Contract: Ferrazza moved to accept the contract dated June 14, 2018 between Mr. James Sutter and the North Branch Fire District #1. Seconded by Barber. Passed unanimously. Mr. Sutter is constructing a single family home at 18 Catamount Lane, with four bedroom, not to exceed eight sleeping space. Infiltration is not included due to the sewer pipe being less than 500 feet in length. Attached is a check in the amount of \$19,525.00 for 480 gallons at \$40.00 per gallon, the inspection fee and the contract fee. This contract expires on June 14, 2019.

Plumbers that are not installing water filters: Ferrazza stated that any plumber that does not install a water filter, prior to the meter, should be responsible for the meter. Howes explained to the Committee that the policy at one time was, if the water system had a filter, the individual meters did not need to have the filter, which has since changed. Ferrazza stated that from this point forward, every meter must have a water filter in front of it and if the plumber does not place a filter before the meter, he/she will be removed from our list. Ferrazza stated that it is the plumber's responsibility to notify the owner that a water filter is mandatory and must be installed prior to the meter. Ryan moved to send out a letter, to the plumbers, stating a filter must be installed prior to the meter and any damage to the meter is the responsibility of the plumber. Seconded by Ferrazza. Passed unanimously. Ryan moved to amend the motion to add failure to do so will result in removal of name as being an approved plumber for the Fire District. Seconded by Ferrazza. Passed unanimously. Ryan suggested placing a list of approved plumbers on the website. Any plumbers wishing to be added to the list will contact Linda Holland at 464-7560 x 110.

Executive Session: At 12:45 p.m. Ferrazza moved to go into executive session to discuss legal and personnel matters. Seconded by Ryan. Passed unanimously. Ferrazza moved to come out of executive session at 1:40 p.m. Seconded by Barber. Passed unanimously. Decisions: Ferrazza moved to increase Joshua Reitze \$.75 per hour as Assistant Chief Operator in training effective June 11, 2018. Seconded by Barber. Passed unanimously.

Committee would also like to review Holland's job description. Holland will e-mail the job description to the Committee. Frere, Holland and Snow will go over the description to see what Snow needs to familiarize herself with.

Ryan left the meeting at 1:30 p.m.

Treasurer's Report: Ferrazza moved to approve the monthly bills in the amount of \$244,267.18 pending a final review by Frere and Snow. Seconded by Barber. Passed unanimously.

Last Operational check written #28625

Last Capital check written #1226

Last Petty Cash check written #875

The Fire District's corrected current Prudent Reserve is \$338,872.50.

Chief Operator's Report: Howes reported that John White has passed his grade 1 wastewater exam. Howes also would like to ratify the decision to make Joshua Reitze Assistant Chief in training with a \$0.75 hourly rate increase. This was done during executive session.

Bear Creek has finalized the special water quality study performed last year on the Ellis Brook. In the report Bear Creek recommended moving one of our sampling locations to a more representative site. Floyd is adding this to the Indirect Discharge permit amendment we were already sending in to eliminate our condition prohibiting spraying at night in the winter. The report also speculates that the increase in water temperature from upstream to downstream sampling locations may be a contributing factor in the SAAB. Howes is working with the State on possible grant funding to plant trees along the brook.

Kingsbury has encountered more ledge than what was expected. To cut costs the clarifiers will be 2' higher in elevation than originally designed. Kingsbury has asked if North Branch can dewater the holding pond sludge through our press. Howes recommends that we allow them to move the sludge from the pond to the aerated sludge holding tank. Once there we can perform a test run of the sludge to see if we can dewater it. If positive, we will just pass along the actual costs of disposal to the contractor which should reduce the costs from their bid. If the test is negative, having the sludge in the holding tank gives Kingsbury the option to dewater it as they bid.

FS000X/Deliberative Session/Seasons/Steven Montello: Ferrazza moved to table this discussion until July 12, 2018 when it is likely that the whole Committee will be present. Seconded by Barber. Passed unanimously.

Old Business: None.

Other Business: None.

Frere moved to adjourn the meeting at 1:57 p.m.

Regular Meeting July 12, 2018 at 12:00 a.m. (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.