

**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, February 11, 2021.

This Meeting, having been duly Warned, was called to order at 11:13 a.m. by Chairman, Thomas Ferrazza.

Members Present: Thomas Ferrazza, Daniel Facilla, Jodi Keeler and John Snow.

Also Present: Bart Howes and Linda Holland.

Public Comments: None.

Minutes: J. Snow moved to approve the Minutes of January 14, 2021 as submitted. Seconded by Facilla. Passed unanimously. Facilla moved to approve the Minutes of January 29, 2021 as written. Seconded by J. Snow. Passed unanimously.

Letters: An email from Jordan Kristan from the PA Group USA. Stating that the consulting time to assist with training and set-up for the TEAMS meetings would be \$150.00 per hour.

The Committee reviewed copies of letters dated January 20, 2021 that went to Louis Spalla, DBCLLC, LLC, Gary Henry and Michael Garber giving them the opportunity to purchase the gallonage needed to complete their projects at a cost of \$12.00 per gallon. This offer is only good until May 20, 2021. This offer is for buildings that were razed.

Dated February 11, 2021 a draft copy of a letter regarding rental properties. The Committee will “hold off” on this letter, until the next regular meeting. Keeler would like Holland to total the number of sleeping spaces found throughout the Fire District.

Dated February 10, 2021 an engagement letter from Love, Cody & Company, CPAs estimating the cost of the 2020 annual audit to be approximately \$9,800.00.

Dated January 19, 2021 an email from Daniel Hecht regarding the Vermont Covid-19 Arrearage Assistance Program (VCAPP) solicitations. VCAPP provides financial

assistance to households and businesses that have suffered economic hardship due to COVID-19 and have past due balances on their utility bills. The Senate Committee is requesting a list of all accounts past due by at least sixty (60) days. Holland has sent a list of the owner's that qualify for the VCAPP assistance program.

Set the Annual Meeting Date: The Committee will hold the "open" portion of the Annual Meeting on May 3, 2021 at the Dover Town Hall from 10:00 a.m. to the end of the meeting. This would be to vote on the Articles as written in the warning. The polls, voting for officers, will take place on May 4, 2021 from 10:00 a.m. to 7:00 p.m. at the Administrations Office at 78 Dorr Fitch Road.

Holland was authorized by the Committee to obtain shields for the ballot clerks.

Chief Operator's Report: Howes has spoken with the local dealer regarding a new ATV that will be \$11,100.00 before our trade in. The lead time is six to eight weeks so I cannot get an accurate quote on trade in value at this time. Howes would like to purchase the ATV through Ronnie's Cycle & Sales of Adams, MA as they are half the distance away of the next closest dealer. Facilla moved to purchase the ATV for \$11,100.00, the quote before trade-in. Seconded by J. Snow. Passed unanimously.

Howes has purchased the new tracks for the ATV at a cost of \$3,995.00 to convert the vehicle to snow use. They have a four week lead time.

Weir one actuator has faulted. Our spare has been installed and the old one sent out for repair.

Contracts: The Seasons on Mount Snow, LLC contract, is a commercial contract, under the ordinance it was originally developed. Because the collection system is already in place there is no inflow/infiltration cost factor.

The Murphy contract will also be developed under the original contract. Holland will send "draft" contracts to the Committee prior to the March 11, 2021 meeting.

Treasurer's Report: Facilla moved to pay bills totaling \$140,592.95 with the following caveat, checking to see whether check 30103 for \$13,249.00, which is part of that \$140,592.95 figure is not indeed a second payment. If it is a second payment we will need to reduce this warrant and void one of the checks. Seconded by Keeler. Passed unanimously.

Current Prudent Reserve is \$683,778.68

Budgets: Ferrazza and Facilla will develop a paragraph, to be published in the Annual Report, explaining exactly what the funds collected for hookups and extra sleeping spaces are used for and how they the affect user's fees.

The Committee diligently reviewed the Proposed Income, Operational Expense and the Capital Budget. Holland will double check the insurance figures to verify the figure has not been posted twice.

Put Discharge Permit under Plant Expenses and label it Discharge Fees to distinguish between the Discharge Permit and the yearly Discharge Fees.

The Committee, at length, discussed inspecting the collection system. Hire a company to come in a camera all the sewer lines. Howes suggest starting at Handle Road and come right down Route 100.

Holland will try to contact someone willing to be Moderator at the May 3, 2021 Annual Meeting. Suggestions were Sarah Shippee and Joseph Mahon.

Executive Session: At 1:35 p.m. Keeler moved to go into executive session to discuss personnel. Seconded by Facilla. Passed unanimously. J. Snow moved to come out of executive session at 2:59 p.m. Seconded by Facilla. Passed unanimously. **DECISION:** To meet with the interviewees, at a Special Meeting, after they interview with Holland.

Other Business: The Prudential Committee will consider developing a policy for leaks. If you have a bypass meter, use it, if not, then no rebate will be offered. J. Snow suggested that all new construction or any remodel needs to install a by-pass meter.

Ferrazza adjourned the meeting at 3:00 p.m.

Respectfully Submitted:

Linda L. Holland,
Administrative Manager

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.