

**North Branch Fire District #1  
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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 13, 2019.

This Meeting, having been duly warned, was called to order at 11:59 a.m. by Chairperson, Cyndee Frere.

**Members Present:** Cyndee, Frere, Edward Barber, Thomas Ferrazza, Karl Braunbach and Brendan Ryan arrived at 12:40 p.m.

**Also Present:** Steve Moyer, Rebecca Snow, Bart Howes and Linda Holland.

**Public Comment:** None.

**Minutes:** Ferrazza moved to approve the Minutes of January 10, 2019 as submitted. Seconded by Barber. Passed unanimously.

**Letters:** Moved to Executive Session, legal matters.

**Review Proposed Articles for Annual Report:** Will review with the finalized figures on February 21<sup>st</sup>.

**Steve Moyer/Project Report:** Right now they are working on the piping down in the basement. Yesterday, Steve received a call from Sean that they have run out of things to do. They are waiting on meters and other parts for down there. The next phase they wanted to work on is the 6" waste line which just will not work being Presidents week and Bart will have to press all week. As far as change orders go, we are working on the night work change order. We are looking at the costs that were submitted, the last change order had two additional cost added to it, additional day supervision and a 30% productivity charge that were not included in the original agreed upon prices so we do not think that should be included. The original change order have unit prices for labor and over time included; after careful evaluation we feel the change order, in the amount of approximately \$67,000.00, should be around \$40,000.00. Howes stated that he feels the maximum the Fire District should pay is \$43,874.76. We are being charged for over-time on the clarifier when there is none and also being charged for over-time rates for salaried

personnel. Howes explained that employees are working “other work” in a week but getting overtime on the clarifier when their total hours are over 50. This should only be charges as overtime when the clarifier work exceeds 50 hours. The backup timecard provided shows the supervisor never working more than eight hours. The spreadsheet either accounts for time he did not actually work or they are salaried employees. Either way we should not be paying more for them. Steve and Bart will go over the overtime figures and may be able to reduce the \$40,000.00. Ferrazza stated that the Fire District does not want to pay for something that we should not be paying for.

Howes informed the Committee that the State will be here on February 21, 2019 at noon. Roger Bergeron will meet with the Committee to discuss the project so it is administratively complete. Holland will contact Jon Anderson to see if he can also attend this meeting.

**Betsy Reagan/Steven Garcia/Temporary Hookup for Food Truck:** No one attended the meeting to represent Ms. Reagan.

**Treasurer’s Report:** Ferrazza moved to pay monthly bills totaling \$486,158.40. Seconded by Braunbach. Passed unanimously.

Last Operational check written #28999

Last Capital check written #1276

Last Petty Cash check written #880

The Fire District’s current Prudent Reserve is \$185,624.63.

**Adams Farm Proposal:** The Committee discussed the proposal submitted by William and Sharon Adams, regarding the sale of the Adams Farm one hundred and one acres at an asking price of \$1,495,000.00. The Committee concluded that the property does not meet our criteria for purchase, at this time. Holland will notify Mr. and Mrs. Adams of the decision.

**Meduski Contract:** The Meduski’s hired an attorney requesting an extension on his contract dated July 20, 2017 due to difficulties obtaining his State Permits. The contract dated July 20, 2017 expired on January 20, 2019. The Committee has voted in the past not to grant extensions, in an effort to keep everything uniform. Meduski is requesting to keep the gallonage cost at \$25.00 per gallon instead of the current fee of \$40.00 per gallon. Precedence has been set; every contract has come up to the \$40.00 figure. The Committee also changed the word “present” to “current” in item 12 of the last page. The Committee has signed the contract that will be mailed to Mr. Meduski.

**Chief Operator’s Report:** Phones – The crew has looked into their existing plans. Our current plan cost \$49.00 per month. John will take the \$40.00 per month stipend and keep his current phone. Shane and Josh want a work phone. A new phone for Josh was purchased because his was broken. Howes recommends that we have John sign a waiver stating that he accepts the \$40.00 a month stipend in lieu of a work phone and that the

North Branch Fire District #1 is not liable for any damages to his phone. Ferrazza moved to give John a \$40.00 stipend, per month, for his personal phone. Seconded by Braunbach. Passed unanimously.

We did not meet nutrient limits for January so the subsurface was not utilized during the month. Currently we still are not meeting nutrient limits for February either.

Pond Project – Howes talked with both Bryan Harrington and Robert Pelosi from the State about eliminating the polishing pond work from the contract until a future date. Both agree it can be eliminated as long as this spring's annual inspection shows it is not compromised. Howes requested a motion and vote from the Prudential Committee to remove the Polishing Pond from the contract. Ferrazza moved to eliminate the polishing pond work from the contract, until a future date. Seconded by Braunbach. Passed unanimously.

**Executive Session:** Ferrazza moved to go into Executive Session at 12:30 p.m. to discuss legal and personnel. Seconded by Braunbach. Passed unanimously. Ferrazza moved to come out of Executive Session at 1:45 p.m. **Decision:** The Committee unanimously agreed, effective the next pay period, to give Joshua Reitze \$18.72 per hour, John White \$16.67 per hour, Shane Zimmerman \$16.00 per hour, Rebecca Snow \$20.60 per hour, Linda Holland a salary of \$1,236.00 per week and Bart Howes a salary of \$1,236.00 per week plus a \$3,000.00 bonus.

**Old Business:** None.

**Other Business:** None.

Frere moved to adjourn the meeting at 1:49 p.m.

Special Meeting February 21, 2019 at noon.

Next Regular Meeting is March 14, 2019 at noon.

Annual Meeting is March 26, 2019 at 10:00 a.m. – 7:00 p.m.

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.