

**North Branch Fire District #1
78 Dorr Fitch Road
West Dover, VT. 05356**

Website: <http://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 Meeting of the North Branch Fire District #1, Prudential Committee, February 8, 2018.

This Meeting, having been duly warned, was called to order at 12:03 p.m. by Chairperson, Cyndee Frere.

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

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

Public Comment: None.

Letters: Dated February 6, 2018 a letter from Mercedes Pinon in regards to the status of Payment Request #03. The letter states the invoices submitted cannot be paid in full due to the pending status of the final design.

Dated January 22, 2018 a single copy of over 600 letters that were mailed to owners that still have the old "generation one" water meter. The letter is a friendly reminder that the new cellular meters must be installed by January 1, 2019 to avoid penalties.

Dated February 1, 2018 a copy of a letter from Edward Floyd to Bryan Harrington, Environmental Analyst, State of Vermont, explaining that North Branch has held a pre-bid meeting in preparation for the project which includes the new clarifiers, the centrifuge and replacement of the pond liners. Floyd explains that contractors were concerned about the schedule for the liners. Based on historic levels, the Holding Pond will not be available to the contractor until August 1. The first task will be to dewater the remaining sludge, followed by removal of the existing liner, piping and valves. Floyd is asking Harrington to consider some variances to the existing permit conditions that would allow construction sooner.

Received from Richard Tabors, on February 5, 2018 a letter stating this is a formal complaint to the Committee concerning the arbitrary and capricious decision of the Committee to require the replacement of all water meters with new cellular meters. Mr. Tabors is also demanding a response.

From Holland a letter dated February 5, 2018 to Richard Tabors, thanking him for his letter in regards to the new cellular meters. Holland goes on to explain that the Committee held a public forum so customers could be informed about the new technology. Holland also explained that beyond this phase of customer installed meters, the Fire District will be responsible for the replacement of endpoints every ten (10) years and water meters every twenty (20) years, providing technology hasn't changed. All meters shall be the property of the Fire District. All this is spelled out in the new proposed Sewer Ordinance adopted January 11, 2018 and effective March 12, 2018.

Dated February 1, 2018 a Land Use Permit authorizing changing the use of two 400 sq. ft. structures previously permitted for commercial use, to residential use at Tollgate Village. (RT039)

Dated January 29, 2018 a letter from Holland to Wayne Estey, Dover Zoning and Health Office, stating that if for any reason Holland cannot make the meeting, to please consider this letter a formal request allowing Mr. Edward Floyd authorization to speak on behalf of the North Branch Fire District.

Dated January 25, 2018 letters to abutting property owners informing them that there will be a hearing of the Dover Development Review Board on Thursday, February 8, 2018 at the Dover Town Office at 7:00 p.m. (16 property owners were notified).

Dated January 9, 2018 from the Town of Dover, Zoning, Health & Septic Office, a letter advising the Committee that the application to construct/install a shed over the UV disinfection equipment is approved with an effective date of February 1, 2018 and provided it has not been appealed by that date. This permit is valid for two years from January 9, 2018 and we may request a maximum of two 1-year extension.

Dated January 24, 2018 a memo from Edward Floyd, Technicon P.C. to Landon Wheeler, Asst. State Fire Marshall with an enclosed fee of \$1,411.05, plans and applications for a headworks building and UV building at the North Branch Fire District #1.

Dated January 16, 2018 a completed 2017 census of government's survey of local government finances, this is an annual survey.

Minutes: Ferrazza moved to approve the Minutes of January 11, 2018 as submitted. Seconded by Braunbach. Passed unanimously.

Salary Review: Effective today, Ferrazza moved to approve the following 2018 pay rates, Administrative Manager, Linda Holland a salary of \$62,400.00, Treasurer Rebecca Snow \$20.00 per hour based on 20 hours, Chief Operator, Bartholomew Howes, a salary of \$62,400.00, the Assistant Chief Operator, Dylan Bell \$19.51 per hour, Operator Joshua Reitzer, \$16.42 per hour and Operator John White, \$16.00 per hour. Rates will increase by \$0.50 for passing license exams. Seconded by Barber. Passed unanimously.

Chief Operator's Report: Howes informed the Committee that the sprayfield has been plagued with habitual freeze ups. The crew has been working diligently to rectify the problems.

The effluent did not meet the limitations to use the subsurface in January, but has passed for February.

Howes and Floyd have proposed to Bryan Harrington at the State some temporary changes to our discharge permit in regards to our spray and subsurface disposal. These temporary changes, if approved, will help us in lowering the pond levels for the construction project.

On January 31, 2018 Howes and representatives from Technicon, Heritage Engineering, the States Facilities Engineering Division, held a bid conference meeting to explain the project and some of its key details to some of the potential bidders.

The bid opening date is February 28, 2018 at which point the three lowest bidders will be identified. This is open to the public, and it is at the North Branch Fire District #1, 78 Dorr Fitch Road at 11:00 a.m.

After this there is a bid evaluation phase involving the State and bidders. This takes quite a bit of time to verify an adequate job was done soliciting DBE involvement, all quotas for subcontractors are met and any other funding requirements are met.

After the State approves this, a recommendation is made to the Prudential Committee of the lowest responsible bidder. The Prudential Committee, if it agrees, will sign a Notice of Award which is sent to the low bidder. That bidder then returns the signed Agreement forms and Performance and Payment Bonds. If acceptable the Prudential Committee signs the Agreement and returns the Bid Bond or certified check and the 550 day clock starts.

Ryan asked Howes to add the pond levels and the total discharges to his monthly reports, and to look into purchasing a used truck from Up State Auto. Also look into a "tracked" vehicle to replace the snowmobile and 4 x 4.

Treasurer's Report: Ferrazza moved to pay the monthly bills totaling \$126,239.77. Seconded by Ryan. Passed unanimously.

The last Operational check written is check #28385

The last Capital check written is check #1198

The last Petty Cash check written is check #871

Snow reported that the current prudent reserve is \$479,871.69.

Snow was authorized by the Committee to purchase a scanning machine to scan the checks to the bank, saving multiple trips per week.

Approve Reimbursement of \$52,920.00 to Kingswood HOA: After reviewing the signed “Voluntary Request for Permit Revocation” signed by Marc Fuhrman, President of the Homeowners Association, Ferrazza moved to reimburse Kingswood Homeowner’s Association \$52,920.00. Seconded by Barber. Passed unanimously.

Preliminary Warning for the Annual Meeting: Ferrazza moved to add an Article asking the voters to approve expending \$100,000.00 from the Capital Reserve Fund. Seconded by Barber. Passed unanimously. The rest of the Warning looks fine.

Executive Session/Board Protocol: Ferrazza moved to go into Executive Session at 12:55 p.m. Seconded by Braunbach. Passed unanimously. Ferrazza moved to come out of Executive Session at 12:59 p.m. Seconded by Ryan. Passed unanimously. NO DECISIONS.

Old Business: None

Other Business: None.

FYI

Next Regular Meeting of the Prudential Committee is March 8, 2018 at Noon. Budgets and Ed Floyd.

ANNUAL MEETING March 27, 2018 10:00 a.m.

April 12, Regular Meeting of the Prudential Committee. Re-organization of Committee, Wayne Estey & Andy McLean

Frere adjourned the meeting at 1:04 p.m.

Respectfully Submitted:

Linda L. Holland,
Administrative Manager

cc: C. Frere, E. Barber, K. Braunbach, T. Ferrazza, B. Ryan, Bart Howes, Ed Floyd, H. Terhune, Joe Mahon, Amiee Pritcher, Arlene Palmiter, M. Himelson, Linda Anelli, Adam Levine, Jeannie Flanagan, Leslie Fraser, Ashleigh Perkins, Laurie Newton, Robert Rubin, Ray Reed, John Densmore, Cliff Turpin, Rolf Parker-Houghton, G. Golet, V. Czechorowski, S. Mac Dougall, L. Harkawik, R. William, P. Fitzpatrick, Deerfield Valley News and the Brattleboro Reformer.

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

