

**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, January 11, 2018.

This Meeting, having been duly warned, was called to order at 12:02 p.m. by Chairperson, Cyndee Frere.

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

**Also Present:** Edward Floyd, Dylan Bell, Rebecca Snow, Bart Howes and Linda Holland.

**Edward Floyd/Technicon PC:** Floyd had paperwork from the State Clean Water Revolving Fund (CWSRF) and the State Drinking Water Revolving Fund (DWSRF) requesting the appointment of an alternative authorized representative. The Prudential Committee appointed Chairperson, Cynthia C. Frere to act as an alternative authorized representative of the applicant for the purpose of furnishing to the State of Vermont documents pertaining to the project.

Floyd brought a sample of the liner, recommended for the use of lining the holding and polishing ponds. Floyd stated the liner and pad underneath the liner is approximately one dollar per square foot, including installation. The liner is tough and less susceptible to tearing and punctures. The only damage Floyd has seen is damaged "up top" from lawnmowers and plows.

Floyd informed the Committee that by January 12, 2018 we will have all the permits applied for. We have sent the 100% set of plans to the State to approve for us going to bid. We did the business enterprise notification in the middle of December. Floyd is planning on having the advertising go out just after January 19<sup>th</sup>. and then start mailing out drawings and contract documents, probably on the January 22 or 23<sup>rd</sup>. The job will be advertised in the Dodge Report, Work in Progress and at least half a dozen newspapers in the Northeast.

We are in line for the \$300,000.00 loan forgiveness on top of the 50% loan forgiveness for this phase of the design. That is approximately \$440,000.00 that the Fire District will not have to repay of the 4.7 million dollar bond.

Floyd also reported that the contingency is down next to nothing due to changes in design. Ferrazza asked “How much is left”. Floyd responded approximately \$90,000.00.

Floyd wondered if the Committee could build based on the 4.7 million and would only have to pay back 4.26 million and have that as contingency, but that is something to consider after the bid prices come in. We will have a better idea of the contingency once bid prices are reviewed. Bids will be opened on February 28, 2018.

Ryan asked “where will all the records be held at the end of the project. Floyd stated that he keeps digital records of everything and he shares with both Holland and Howes.

Ryan asked “if there is an overage, how will we fund that”. Floyd responded that we could consider eliminating the polishing pond. Ferrazza asked Floyd to estimate the life of the current liner in the polishing pond. Floyd responded guardedly, “maybe ten”.

**Public Comment:** None.

**Letters:** Received from Brant Behr two Voluntary Request for Permit Revocation. One for lot TV024 and one for lot TV034. Mr. Behr is requesting the withdrawal of six bedrooms for each lot, a total of 12 bedrooms, totaling \$17,330.00. Ferrazza moved to reimburse Mr. Behr a total of \$17,330.00 for lot TV024 and TV034. Seconded by Braunbach. Passed unanimously.

Dated January 4, 2018 a letter from the State of Vermont, Agency of Administration, Department of Finance & Management requesting the submission of the subrecipient annual report for the grants received during the past fiscal year.

Dated January 9, 2018 an engagement letter from Love, Cody & Company, CPA’s for the 2017 audit. Estimated audit amount is \$9,000.00.

Copy of a letter from Attorney Paul Giuliani, dated December 7, 2017 to Gary J. Henry, President of Tamarack Development Corporation stating that effective August 10, 2017, allocated sewage disposal capacity to his project has reverted to the Fire District due to non-use, as provided in 24 V.S.A. §3625(b)(2).

The Committee was also given several letters to review from Ed Floyd regarding the proposed project.

**Minutes:** Ferrazza moved to approve the Minutes of December 11, 2017 as submitted. Seconded by Barber. Passed unanimously.

**Ratify Certification of Authorized Representative from Step II is the same for Step III, as stated in the October 19, 2016 paperwork:** Ferrazza moved the Prudential

Committee of the North Branch Fire District #1, reaffirms the actions taken on October 19, 2016 in regards to filing a Step III application for funding, formally stating agreement with the listed conditions of the funding on the application and designating Linda L. Holland, Administrative Manager, as the Authorized Representative in connection with the project for the purpose of furnishing information, data and documents to the State of Vermont. Seconded by Braunbach. Passed unanimously.

**Treasurer's Report:** Ferrazza moved to approve the December 31, 2017 bills totaling \$120,181.46 and the January 11, 2018 bills totaling \$65,574.38 for a grand total of \$185,755.84. Seconded by Braunbach. Passed unanimously.

The last Operational check written is check #28341  
The last Capital check written is check #1195  
The last Petty Cash check written is check #870

Snow reported that the current prudent reserve is \$323,232.44.

**Chief Operator's Report:** Howes reported that due to the cold weather we have been unable to spray for six whole days while many other days have been reduced spray. When temperatures allow us to, I plan on having the crew stay up to an hour late to spray this winter, as we need the ponds empty for the construction project.

Also due to cold weather, the headworks has been problematic and froze on us. We had turned the timer on the raptor to run every two minutes and it still froze. The crew has thawed it and it appears there is no permanent damage.

The effluent currently is not meeting the nutrient levels required to utilize the subsurface due to the cold weather and abrupt change in flows from the Holidays. We have retested with considerable better results, more treatment time is still needed to meet nutrient levels. We will continue to retest every week to monitor.

Capital Budget: Howes handed out a Capital Plan indicating proposed projections into year 2040. Ryan suggested using eight to ten years history and come up with a conservative figure for Hookups. Braunbach stated that recessionary figures would be a good place to start and they would be conservative figures. Ryan asked when the original bond would be paid off. Holland replied 2037. Capital Budget was tabled until the February 8, 2018 meeting.

**Employee Salary Review:** Ferrazza moved to go into Executive Session at 12:48 p.m. to discuss employee salaries, Personnel and Ordinance Changes. Seconded by Ryan. Passed unanimously. Ferrazza moved to come out of Executive Session at 3:09 p.m. Seconded by Barber. Passed unanimously. Decisions: Salary Reviews were tabled until February 8, 2018. Ferrazza moved to adopt the new Sewer Ordinance, as of today's date, and publish for 60 days and go into effect by March 12, 2018. Seconded by Braunbach. Passed unanimously.

A voter had questioned why the Minutes did not reflect the changes in the Ordinance as they were being developed. Ferrazza stated the Committee did not release the information on the Ordinance as we were moving along because we were dealing with a lawyer on this and up until two days ago we did not have the lawyer's approval to release the information. At this time all the information will be released. Copies are available at the office, on Dorr Fitch Road as well as on our web site <https://www.northbranchfiredistrict.com> posted in the regular areas as well as advertised in the local papers.

**Preliminary Budget Review:** The Committee will take them home to review. Please call Holland with any questions. Will finalize on February 8, 2018.

The Committee signed the contracts for Boulder Ridge and Victor Ganzi.

**Boulder Ridge :** Units 10, 11, 12, 19, 20, 21, and 22 will each contain five bedrooms, no lofts and no dens. Unit 49 and unit 50 will each have four bedrooms, no lofts or dens. This totals 5,160 gpd plus inflow and infiltration of 175 gpd.

43 bedrooms x 120 gpd x \$30.00	=	\$154,800.00
Inflow/Infiltration of 175 gpd x		5,250.00
<u>Contract Fee</u>		<u>300.00</u>
		\$160,350.00
<u>Less Credit held by Fire District</u>		<u>\$ -58,224.00</u>
Amount Due with Contract		\$102,126.00

(check #1139 attached for \$102,126.00)

**Victor F. Ganzi:** Three houses on lots PK005, PK007 and PK012. Each of the three houses will contain six bedrooms. A total of 2,160 gpd.

18 bedrooms x 120 gpd x \$30.00	=	\$ 64,800.00
Inflow/Infiltration charged when determined		
<u>Contract fee</u>		<u>300.00</u>
<u>Less Credit held by Fire District</u>		<u>\$-15,120.00</u>
Amount Due with Contract		\$ 49,980.00

(check #1942 attached for \$49,980.00)

**Old Business:** None

**Other Business:** None.

**FYI**

**Next Regular Meeting of the Prudential Committee is February 8, 2018 at Noon.**

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

Frere adjourned the meeting at 3:16 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.