

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

**Website:**<https://www.northbranchfiredistrict.com>

**Phone: 802-464-7560 x 110**

**Fax: 802-464-3040**

**E-mail: [nbfd1@myfairpoint.net](mailto: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, August 23, 2018.

This Meeting, having been duly warned, was called to order at 12:01 p.m. by Chairperson, Cyndee Frere.

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

**Also Present:** Philip Waller, Edward Floyd, Rebecca Snow, Bart Howes and Linda Holland.

**Public Comment:** None.

**Minutes:** Ferrazza moved to approve the Minutes of July 12, 2018 as submitted. Seconded by Barber. Passed unanimously.

**Letters:** Dated July 31, 2018 a reimbursement check was issued from People's United Bank in the amount of \$467,701.39. This is for work on the plant upgrade from June 1, 2018 through July 1, 2018.

Holland has placed ads for a wastewater facility operator with the Vermont League of Cities and Towns, Brattleboro Reformer, Deerfield Valley News, Town of Dover website and the North Branch Fire District #1 website.

Dated August 9, 2018 a letter to Samantha Decker stating the meters have been checked and it was determined that the Fire District had labeled Apartment #1 and Apartment #2 backwards. She is being billed correctly.

Dated August 1, 2018 from Bart Howes to Matias Miguez stating the total amount of holding pond sludge dewatered in the month of July totaled 25.078 wet tons at 18% solids. The cost to dewater is \$360.00 per wet ton with a total invoiced amount for the month of July equaling \$9,028.08.

Dated July 25, 2018 from People’s United Bank an offer of interim financing for the District’s bond anticipation issue for wastewater system improvements. A line of credit in the amount of \$1,500,000.00 for one year at an interest rate of 3.00%.

Dated July 26, 2018 from Community Bank N.A. a bid for a Bond Anticipation Note relating to the cost of upgrading the wastewater treatment facility. The bank offers the rate of interest on the Note on an “as needed (non-revolving line of credit” basis for 3.24% based on an actual 365 day year.

Dated August 1, 2018 a letter from J. Paul Giuliani to People’s United Bank, N.A. verifying that the District is a lawfully constituted corporate instrumentality of the State of Vermont and the officers signing the Note are the duly elected, qualified and acting officers of the District as indicated. The Note is in all respects in conformity with the laws and constitution of the State of Vermont, and is not in excess of any debt limit.

On July 16, 2018 Holland sent out letters to pool owners asking if their pool drained back to the treatment plant. Seven letters were returned stating that they do not drain the pool water back to the treatment facility. Others have called and stated they have filled-in their pools.

On July 13, 2018 Holland signed a Propane Supply Agreement at the fixed price of \$1.990 per gallon.

**Project Update/Ed Floyd:** Floyd informed the Committee that things are going well. The big pieces this year are the Clarifiers and the Centrifuge. With the clarifiers we have been struggling with the contractor over how we particularly want things done and how they are supposed to be done, and we received a little push back. The structural engineer is requiring what the ACI code mandates in regards to tying rebar, how clean the bottom joint is prior to pouring concrete etc. Some things were changed just in time; piping changes were made prior to the concrete pouring because they were in reverse order. The shop drawing came through, for the Centrifuge, we specified 18” and they sent 14”. The Centrifuge may not be in place this year; we have been working on it since May. There has been an ongoing problem in the Holding pond with ledge. It might be as much as a \$10,000.00 change. The next potential for a change order is piping in the control building. The Holding dam pond is nearly finished, another two weeks and it should be completed. The pond liner will be installed in October.

**Mount Snow/Carinthia Base Lodge/Contract Extension II:** Ferrazza moved to sign the Mount Snow Carinthia Base Lodge contract for 9,886 gallons per day and accept the check in the amount of \$5,408.00, the remaining balance due. Seconded by Barber. In favor, Frere, Ferrazza, Barber and Braunbach. Abstained: Ryan.

The Wastewater Supply Permit is number WW-2-0177-3.

Funding breakdown is as follows:

Gallonage fee for Bedrooms/Sleeping Spaces @ \$30.00....	\$294,450.00
Plus 71 gallons of inflow/infiltration @ \$30.00.....	2,130.00
Inspection fee.....	.25.00

Contract fee.....	300.00
Less: Check dated 4/7/2017.....	24,575.00
Less: Check dated 7/25/2017.....	266,922.00
Total due with this contract.....	5,408.00
Less: Check dated 8/22/2018...with the contract.....	5,408.00
Current Balance due on this contract.....	\$ 0.00

**Toll Gate Village/Contract Cancellation:** Mr. Meade E-mailed Holland on August 1, 2018 after reviewing his proposed contract extension. Meade explains that because he fell ill part way through the change of use process he can no longer make Toll Gate Village a residential community so the uses will stay as they are. The Committee agrees that Toll Gate Village will remain a commercial entity and no funds are due. The contract is void. The Committee wants to convey “Best Wishes” to Mr. Meade.

**Treasurer’s Report:** Barber moved to approve the expenditure of \$1,058,720.32 to pay the monthly bills. Seconded by Ferrazza. Passed unanimously.

Last Operational check written #28730  
 Last Capital check written #1237  
 Last Petty Cash check written #875

The Fire District’s current Prudent Reserve is \$(675,272.02). This does not include checks that may have already cleared the banks.

Braunbach moved to accept the Treasurer’s report as submitted. Seconded by Ferrazza. Passed unanimously.

Ryan moved to have Snow and Holland open a separate Money Market account with People’s United Bank, for the upgrade of the treatment facility. Seconded by Ferrazza. Passed unanimously.

Holland and Snow will withdraw \$296,580.00 from the Key Bank Money Market (liabilities account/Carinthia Base Lodge project) and place it in the Community Bank Money Market Savings Account.

**Chief Operator’s Report:**

- Both the holding pond and polishing pond level transducers needed to be replaced at a total cost of \$1,234.70.
- One of the conveyor belts broke for the sludge press.
- Josh Reitze has passed his grade 2 exam.
- Dylan Bell handed in his notice of resignation on July 30, 2018.
- On August 22, Karl Braunbach and Howes met with John Brunen to look at Bear’s Crossing and Snowtree with regards to water filters.
  - Howes feels that an economical compromise to this is to mandate that every building should have a filter installed on the incoming water line

rather than water filters being mandated before every meter. The Committee agreed.

**Construction:**

- We have been approved by two banks for a line of credit to finance our construction project while we wait for the State to reimburse the payments.
  - I recommend we open a separate account at the chosen bank to make accounting of these funds easier.
- The total amount of holding pond sludge dewatered in the month of July totaled 25.078 wet tons at 18% solids. A total invoice amount sent to Kingsbury for the month of July equaled \$9,028.08.
- More ledge was hit in the holding pond. The final cost has yet to be determined as there is still more pipe to be installed. To date it is 29CY @ \$150.00 = \$4,350.00.
- Approximately 170' of our 12" spray suction needed to be purchased for installation. Approximate cost of purchase and installation is \$10,000.00

Howes also made the Committee aware that Kingsbury moved the gates to allow the large trucks to enter and exit more easily. The Committee did not have a problem with the gate being widened.

**Line of Credit with People's United Bank:** The Prudential Committee, Treasurer and Administrative Manager all signed the note documents for People's United Bank. The Line of Credit is for \$1,500,000.00 at an interest rate of 3.00% per annum.

**Review Draft Letter to Plumbers/Permission to Publish Names:** The Committee decided to leave the "draft" letter as it is and mail it out.

**Executive Session:** Ferrazza moved to go into Executive Session at 12:32 p.m. to discuss legal/personnel matters. Seconded by Ryan. Passed unanimously. Ryan moved to come out of Executive Session at 12:50 p.m. Seconded by Braunback. Passed unanimously. No decisions at this time.

**Philip Waller/TR002 Contract:** Mr. Waller came before the Committee representing Christopher Croft, the new owner of the property at 5 Tannery Road. Eleanor Sweeney went to contract to have the house connect on January 31, 2011. The line was brought up to the house, but the house was not connected. Mrs. Sweeney's "Residential Application for Gallonage" has the date of hook-up "to be determined", not knowing in January when it might be connected. Ferrazza moved to keep the gallonage of 480 gpd at the same rate and any new bedrooms added will be at the then current rate. Seconded by Ryan. Passed unanimously.

**Executive Session:** At 1:00 p.m., Ferrazza moved to back into Executive Session to discuss legal/personnel matters. Seconded by Barber. Passed unanimously. Ferrazza moved to come out of Executive Session at 1:41 p.m. Seconded by Barber. Decision: Holland will contact J. Paul Giuliani and with the corrected date and fees, ask Attorney

Giuliani tot send out the letters he has drafted. Also have Attorney Giuliani review the second letter to every homeowner.

**Old Business:** Attorney Robert Fisher has already mailed letters to owners on the Delinquent Tax Sale list giving them until August 24, 2018 to pay without the additional fees, such as publishing and title searches.

The web site has been updated with construction photos.

**Other Business:** None.

Next Regular Meeting is September 27, 2018 at noon.

Octobers Regular Meeting is scheduled for October 11, 2018 at noon.

Frere moved to adjourn the meeting at 1:45 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.