

**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, August 10, 2017.

This Meeting, having been duly warned, was called to order at 12:00 p.m. by Chairperson, Cyndee Frere.

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

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

Public Comment: None.

Letters: Dated July 27, 2017 a Request for Proposals to create a website from Linda Holland to six vendors. Submission deadline is August 10:00 by 11:00 a.m.

Dated July 25, 2017 a Vermont Quitclaim Deed from the North Branch Fire District #1 to Nationstar Mortgage, Inc. This is the property conveyed to North Branch Fire District by virtue of a Tax Collector's Deed, dated and recorded May 9, 2017 in Book 342, Page 409 of the Dover, Vermont Land Records.

Dated August 10, 2017 an Email from Holland to James Gooch reminding him that his home at 348 Dover Hill Road (DM004) must have an Act 250 Permit. The Fire District also needs a copy of his wastewater permit from the State and the engineers design/plan for the sewer connection.

An Email from Kim Lutchko, Natural Resources Board Act 250 Specialist, stating a hookup to the North Branch Fire District line for a property at 298 Dover Hill Road, in West Dover in fact needs an Act 250 Permit..

Dated August 8, 2017 a letter from Laurie Newton sincerely apologizing for the overdue payment for the hookup fees for the new Carinthia Ski Lodge.

An Email notice from Danielle Alfano to let us know that she is no longer able to handle any more cleanings. She is in the process of closing down her business and is expecting a baby in November.

Minutes: Ferrazza moved to approve the Minutes of July 20, 2017 as submitted. Seconded by Barber. Passed unanimously. (Howes suggested adding more contract information to the minutes, the Committee agreed).

Chief Operator's Report: Howes submitted the daily status report of the plant for the month of July 2017.

Howes has received a quote totaling \$8,229.00 from Bear Creek Environmental, LLC to conduct a study of the Ellis Brook to identify possible sources of the SAAB. The plan would be to do this study this September depending on the weather. I may have to be held off until next year.

Floyd and Howes have talked about doing a cost to benefit ratio for making our clarifiers even larger now rather than constructing a third in the future to handle the higher peak flows. Comparing the manufacturers original 42' design estimate and the current 52" design estimate, shows an increase of approximately \$115,000.00 in material. The difference in labor and excavation should be minimal. So a good estimate is around \$150,000.00 more. Taking 50% of the figures in the PER and subtracting out the contingency, shows it will cost approximately \$500,000.00 in the future and that is without mobilization/demobilization costs. Howes and Floyd both recommend we go larger now. Floyd feels there is sufficient money still remaining in his original estimates for the project to accommodate this. Ferrazza moved to expand the clarifiers. Seconded by Barber. Passed unanimously.

While working on the commitments list Howes found accounts that have buildings that do not have either an active contract or a water meter. Three are Trailsedge units TEF03B, TEF05B and TEF05C. Holland stated Lane Plumbing has these meters requested and the paperwork is on the door. The Committee asked Holland to write a letter giving them no more than 30 days to have the meters installed.

Holland contacted the bank for XS012 and they stated they had no intentions of installing a meter. The house is empty. Holland will send the bank a letter giving the bank 30 days to install a meter or if the meter is not installed within the thirty days to issue a fine.

Michael Burke (CC002A) was contacted by Holland yesterday. This house was thought to be on a septic system, but when Holland knocked on the door yesterday, the contractor opened the door and informed Holland the house was connected to the municipal sewer system. The contractor stated he would get a plumber to pick up a meter immediately. Holland will contact the owner in writing regarding the meter and back charge him.

Holland has also billed Marc Bradley (HI007) for the estimated usage of three other full time residents. Mr. Bradley has a West Dover address but resides in New York. Holland will recalculate the bill based on three residents with one occupant.

Howes stated, “ based on a speculated flow the Fire District has approximately 20,000 gallons left to sell.”

Holland has “drafted” nine letters to send to Paul Giuliani, advising that effective June 15, 2017, allocated sewage disposal capacity to the following properties has reverted to the Fire District due to non-use, as provided in 24 VSA 3625(b)(2).

Victor Ganzi	Peaks 11 Lodge, LLC	Michael Reilly
Jeffrey Alter	Nasser Ani	IT Properties
DBCLLC, LLC	Ned Ski Associates, LLC	Boulder Ridge REO, LLC

Ferrazza moved to have Attorney Giuliani send out the above letters. Seconded by Barber. Passed unanimously.

Bond/Adopt the Resolution/Adopt the Warning/Adopt the Ballot: Ferrazza moved to adopt the Resolution Certificate, in regards to the Bond. Seconded by Braunbach. Passed unanimously.

Ferrazza moved to adopt the Warning for the Bond vote. Seconded by Ryan. Passed unanimously.

Ferrazza moved to adopt the Ballot for the Bond vote. Seconded by Barber. Passed unanimously.

Review the Proposals for the Web Site: The Committee reviewed a proposal from Vermont Media Publishing Co. LTD. This was the only proposal submitted. Capitani said the website should be up and running by late September. Ryan moved to create a website, e-commerce component, email collection, training and domain registration for approximately \$7,000.00. Seconded by Ferrazza. Passed unanimously. Braunbach, “for clarification, the proposal minus the printed newsletter, design and bulk mailing.”

Discuss House/Design Plans: The Committee agrees that all applicants will submit house design/plans with their contracts.

Discuss the Current Hookup Fee Rates: Ferrazza asked Howes what it would cost in today’s dollar to replace the treatment facility. Howes responded 30.5 million dollars. Ryan handed out a proposed hookup fee payment schedule based on the Williston model. Under the Williston model, 10% of the fees are paid to reserve gallonage for one (1) year. This fee is refundable for one (1) year. The applicant can extend the contract by putting down another 10% each year. This money is 100% non-refundable and is no longer held as a liability. The balance of the funds is due upon commencement of construction. The

applicant can additionally extend into year three (3), placing 30% at risk. At the end of year three (3), the applicant has two options:

1. Execute the balance (70%) of the contract.
2. Forfeit the gallonage and 30% deposit.

Braunbach points out that this eliminates gallonage in limbo, numerous letters going out in an effort to regain gallonage and keeps developers/people from speculating for 15 – 20 years. Ryan stated “the Williston model has been successful for them”. After careful consideration Ferrazza moved to charge \$35.00 per gallon for “A” Priority List and small gallonage projects. Seconded by Ryan. Passed unanimously.

Ferrazza moved to place a moratorium on any contracts that can be renewed or any extension that can be obtained between now and January 1, 2018. Seconded by Ryan. Passed unanimously.

The Committee will review the Ordinance in the very near future to make changes in regards to meters, sleeping spaces and the “B” Priority List.

Treasurer’s Report: Ferrazza moved to expend \$181,754.34 to pay the monthly bills. Seconded by Braunbach. Passed unanimously.

The last Operational check written is check #28099

The last Capital check written is check #1166

The last Petty Cash check written is check #868

Snow reported that the current prudent reserve is \$433,271.32.

Snow and Holland set up two new accounts in Peoples United to keep the Fire District’s funds insured. Snow also contacted Paul Mendelsohn of Windham Financial Services to see what he could offer for interest at this time. Mr. Mendelsohn suggested we keep everything status quo for now.

Executive Session: None.

Old Business: None

Other Business: None.

FYI

August 24, 2017 at 12:00 Noon Employee Reviews. Executive Session.

September 14, 2017 at 12:00 Noon. Regular Meeting of the Prudential Committee.

September 26, 2017 at 12:00 Noon. Special Meeting of the Prudential Committee.

October 12, 2017 at 12:00 Noon. Regular Meeting of the Prudential Committee.

November 2, 2017 at 7:00 p.m. Hearing Regarding the Proposed Bond/Dover Town Hall.

November 9, 2017 Bond Vote from 10:00 a.m. – 7:00 p.m. North Branch Fire District.

Frere adjourned the meeting at 2:23 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, Donald Albano, 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, S. Mac Dougall, L. Harkawik, R. William, Deerfield Valley News and the Brattleboro Reformer.

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