

**North Branch Fire District #1  
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Minutes of the Regular Meeting of the North Branch Fire District #1, Prudential Committee, February 10, 2016.

This Meeting, having been duly warned, was called to order at 1:00 p.m. by Chairman, Hobart Terhune.

**Members Present:** Thomas Ferrazza, Hobie Terhune, Cyndee Frere, Edward Barber and Daniel Facilla.

**Also Present:** Ed Floyd, Vicki Dejnozka, Bart Howes, Rebecca Snow and Linda Holland.

**Public Comment:** None.

**Executive Session:** Ferrazza moved to go into executive session at 1:02 p.m. Seconded by Terhune. Passed unanimously. Ferrazza moved to come out of executive session at 1:30 p.m. Seconded by Terhune. Passed unanimously. NO DECISIONS.

**Edward Floyd/Technicon P.C.:** Floyd has filed an application, cost estimate and letter of support for proposed Capital improvements at the Fire District. The application is in the amount of \$4,347,468.00. The next step is the preliminary engineering document which is a large involved document, according to Floyd. A cost for the preliminary engineering study is between \$15,000.00 and \$20,000.00. Floyd said some towns go to bid then ask the voter's for a Bond vote. Other towns wait until they have a better idea of the "ins and outs" of the entire project before going for a Bond vote. Facilla said he would rather be proactive and present the plan in its entirety before going for the Bond vote. Facilla moved to have Ed Floyd prepare the preliminary engineering report for a figure not to exceed \$20,000.00. Seconded by Ferrazza. Passed unanimously.

**Letters:** Dated January 13, 2016 an E-mail from Vicki Dejnozka, with her estimated hours per month to support the Fire Districts bookkeeping on a monthly basis.

Dated December 31, 2015, a letter of engagement from Love, Cody & Company, CPAs for the year ending December 31, 2015. The engagement letter was signed by Chairman, Terhune. Auditing services will not exceed \$7,800.00.

Dated February 4, 2016 a letter from Holland to Finkeldey's BMJ, Inc. informing them that the current amount due for the Dover Silo Corporation is \$7,801.07, and the check they mailed does not represent a "half payment".

Dated January 21, 2016 a letter to John J. Akielaszek, Chief, Indirect Discharge Permit Section, from Ed Floyd. Briefly, Floyd's letter is asking for an increase of the current permit limit of 106,050 gpd to 136,172 gpd as an interim step until the effluent field can be balanced and tested with seasonal variations.

Dated January 27, 2016 a letter from John J. Akielaszek to Bart Howes stating he has reviewed the results of the testing that was performed to determine an acceptable application rate for the subsurface disposal field that also maintained the required unsaturated zone of 12" beneath the chambers while they are in use. The results of the testing indicate that the disposal rate could be increased to approximately 12.5 gallons per square foot per day. Across all subsurface disposal fields, this would result in an increase from the previously authorized 106,050 gallons daily maximum to 136,172 gallons daily maximum.

Dated January 26, 2016 a letter from Hobart C. Terhune to Bryan Redmond, DWSRF Program Supervisor, stating "In order to demonstrate intent under Item 6, of the Application for the Vermont Clean Water State Revolving Fund, Municipality Leader Show of Support Date, Hobart Terhune, Chairman of the Prudential Committee of the North Branch Fire District #1, hereby declares that on January 19, 2016 it was voted to apply for funds for planning of specific projects with a total estimated cost of approximately \$4.3 million dollars. It is understood that the users will have the eventual say when the bond vote is conducted, hopefully later this year."

Dated February 2, 2016 to Bryan Redmond, DWSRF Program Supervisor, from Ed Floyd, an application and cost estimate as well as the letter of support for the proposed Capital Improvements at the North Branch Fire District #1.

**Minutes:** Ferrazza moved to approve the Minutes of January 13, 2016 and January 19, 2016 as submitted. Seconded by Frere. Passed unanimously.

**Review Budgets & Annual Report Material:** Under Income remove the "B" Priority list projections. Keep the Capital raised by Users at \$150,000.00. Operating Expenses increase the Certified Public Accountants to \$7,800.00 and remove the proposed budget item for Capital Bond Principal in the amount of \$90,000.00. Under the Capital Budget increase the Engineering to \$131,000.00.

Frere left the meeting at 3:30 p.m.

**Treasurer's Report:** Ferrazza moved to approve the monthly bills totaling \$138,626.86. Seconded by Facilla. Passed unanimously.

The last Operational check written is check #27216  
The last Capital check written is check #1063  
The last Petty Cash check written is check #852

Snow reported that the current prudent reserve is \$399,183.10.

**Chief Operator's Report:** Most of what Howes was going to discuss was done while Ed Floyd was here. However, Howes informed the Committee that he and Ed Floyd have discussed the paving of the roads and walkways and there are many small items that should also be included in the project. At one time the facility had yard hydrants but they were removed later when they malfunctioned. Also the sub surface strainer and flow meter should be moved into the control building. They are currently located in a manhole. The damp and cold environment has been very problematic. The strainer freezes so a heat tape was installed. The flow meter needs constant maintenance and has accuracy problems.

Westfalia, a centrifuge manufacturer, has offered us a free one week test pilot program this spring. The Fire District will need to rent a generator for this project as we do not have the proper setup for it. Milton Cat will rent a generator for one week at a cost of \$2,000.00.

**Old Business:** Delinquent Tax Sale is scheduled for March 25, 2016.

**Other Business:** The Committee will meet Friday, February 12<sup>th</sup>. at 2:00 p.m. to finalize the 2016 Budgets, and to finalize the Warning.

Terhune moved to adjourn at 3:38 p.m.

Respectfully Submitted:

Linda L. Holland,  
Administrative Manager

**cc:** H. Terhune, D. Facilla, E. Barber, E. Floyd, T. Ferrazza, Cyndee Frere, Bart Howes, Ed Floyd, Joe Mahon, Amiee Pritcher, Arlene Palmiter, Donald Albano, Linda Anelli, Adam Levine, Jeannie Flanagan, John Angeleri, Deerfield Valley News and the Brattleboro Reformer.

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