

**North Branch Fire District #1  
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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, September 27, 2018.

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

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

**Absent:** Karl Braunbach.

**Also Present:** Michael Garber, Edward Floyd, Rebecca Snow, Bart Howes and Linda Holland.

**Public Comment:** None.

**Minutes:** Ferrazza moved to approve the Minutes of August 23, 2018 as submitted. Seconded by Barber. Passed unanimously.

**Letters:** Dated September 12, 2018 a letter from Michael Garber asking for a refund of his check #1005 in the amount of nine thousand four hundred and ten dollars. The check was dated May 24, 2005. Garber states the reason for this request is the project for which these funds were allocated was denied. This gallonage was associated to Account #RT123 a.k.a. 397 Route 100. Ferrazza moved to reimburse Mr. Garber \$9,410.00 based on the information before the Committee. Seconded by Barber. Passed unanimously.

Dated September 11, 2018 a letter from Benton Lane, Lead Financial Associate for Government Banking and Finance at People's United Bank, stating the District's Tax Anticipation Line of Credit has been set up, and to date no draw has been taken. The current balance available to the Fire District is \$1,500,000.00.

Dated September 25, 2018 a letter to Fisher and Fisher Law Office with and enclosed check in the amount of \$137.68 to cover the legal fees for two properties that paid there delinquencies prior to tax sale.

Dated September 19, 2018 a reimbursement check from the Vermont, EPA – CW - Program in the amount of \$364,334.24.

Dated September 5, 2018 from Holland to Mr. Peter Wachtel a letter explaining that his account is paid in full and why she is returning his check in the amount of \$923.73.

**Project Update/Ed Floyd:** Floyd informed the Committee that the construction was going well. The concrete around the clarifiers looks good and they will be filing the two clarifiers with water tomorrow for a five day leak test. Any rock pockets will be filled with grout. Barber asked “who did the concrete work?” Floyd responded “VR Concrete out of New Hampshire,” Floyd informed the Committee that they are finding ledge here and there in the Holding Pond and the pipes are not as shown on the “as built” plans. On site material has been used to help reduce what needs to be brought in. The berms are wider and the slopes flattened to meet State requirements. On October 8, the liner people will arrive to line the Holding Pond; this should take approximately two weeks. Liner for the Polishing Pond, proposed for next year, is also on site. The Committee expressed concerns regarding freezing of the pond pipes. Ferrazza suggested getting 2” blue board and perhaps hay bales, if a cold snap is in the forecast. Floyd explained that with cold temperatures the liner will shrink and in warmer weather the liner will expand. Floyd informed the Committee that the adjusted piping in the basement may need a change order. Ryan requested a construction schedule for the next meeting on October 11, 2018.

**Treasurer’s Report:** Ryan moved to approve the monthly bills totaling \$1,007,204.49. Seconded by Ferrazza. Passed unanimously.

Last Operational check written #28783

Last Capital check written #1242

Last Petty Cash check written #875

The Fire District’s current Prudent Reserve is \$322,817.28.

Ferrazza moved to close the People’s Bank account totaling \$159,292.07 and place it in the hookup account. Seconded by Barber. Passed unanimously.

**Chief Operator’s Report: Operations**

- Anaerobic mixer one broke and was sent out for repair. Our spare mixer was installed. Cost to repair was \$8,199.05.
- A motor starter broke for our pond transfer pump station. Total cost for parts and installation totaled \$1,548.77.
- On September 26<sup>th</sup>. we experienced a power outage/surge at the facility. Currently spray pump one will not turn on. I will further trouble shoot before calling an electrician. Currently it seems to be the only thing affected.

**Construction: Pond Project Year to Date.**

- We are currently \$7,714.00 over bid on the 12” spray suction line. An additional 133 feet was installed due to a discrepancy between actual conditions and the plans when the pond was originally expanded and lined.
- We are currently \$12,381.00 over bid on ledge removal for the pond project.
- The liner and fabric for the polishing pond was purchased by Kingsbury to ensure they could meet the bid price.
- The West berm of the holding pond is now set back more to give approximately 500,000 gallons more capacity and generate fill. More fill than originally bid was needed due to a discrepancy between actual conditions and the plans when the pond was originally expanded and lined. Currently we are negotiating with Kingsbury the amount it will cost over the bid price.

**Federal Project:**

- All the clarifier walls have been poured. The first fill and leak test is scheduled to start later today.

**Review Draft Letters/Final Notice Regarding Meter Installation: Generation #1 Meters:**

- Remove the clause regarding penalties.
- Add “if no good faith effort has been made to have the meter installed by January 1, 2019, the Fire District will hire a plumber to have the meter installed and bill the homeowner for the plumber, meter, cell head, filter and other associated parts.

**Radio Read Meters:**

- Add “all meters must have a filter prior to the meter.

**Executive Session:** Ferrazza moved to go into Executive Session at 12:58 p.m. to discuss personnel and legal. Seconded by Ryan. Passed unanimously. Ferrazza moved to come out of Executive Session at 1:31 p.m. Seconded by Ryan. Passed unanimously. DECISION: Howes will proceed with the hiring process.

**Old Business:** Tax Sale sheets were given to the Committee for review.

**Other Business:** None.

Frere moved to adjourn the meeting at 1:33 p.m.

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

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.