

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

**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, December 7, 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, Edward Barber and Daniel Facilla.

**Absent:** Cyndee Frere.

**Also Present:** Carl Bartlett, Rebecca Snow, Scott Dupuis, Bart Howes and Linda Holland.

**Public Comment:** None.

**Letters:** Copies of the State application from Technicon P.C. Facilla pointed out that the Fire District's long term debt is not 18 million dollars, it is 1.8 million dollars. Holland also corrected the Annual Meeting date to March 28, 2017 not April.

Dated December 5, 2017 a doctor's note stating an employee may not return to work until seen again by the doctor on December 8, 2016.

Dated December 2, 2016 a letter from Richard Tabors, representing T-Quad Associates Limited Partnership asking the Committee to consider his letter as a formal complaint concerning the required replacement of all water meters with the new cellular meter. Facilla suggested contacting SVECA, Valley Cares or perhaps Mary Jane at Twice Blessed to see if any of these organizations can assist people having difficulty replacing their meter. Facilla suggested holding a public meeting on a Monday or Tuesday during January to inform the public regarding the cellular meters. Holland will check the availability of the Town Hall.

Barber pointed out that the cost of sludge disposal has increased greatly over the years. We currently ship our sludge at a cost over \$2,000.00 per load. We use to be able to

spread the sludge on the field, once it was stabilized with lime; a truck spread the sludge at a cost of five cents a gallon.

**Minutes:** Ferrazza moved to approve the Minutes of November 9, 2016 as submitted. Seconded by Facilla. Passed unanimously. Howes brought up the question regarding mailing letters regarding cellular meters. Committee agreed that this matter was covered in the “Public Comment” section of the last meeting.

**Vicki Dejnozka/Bookkeeping Update:** Tabled until January 2017.

The Committee has asked Holland to contact Mrs. Dejnozka to see if she can come in right after the end of the year. Perhaps she could be available by phone or draft a letter. Holland reminded the Committee that Mrs. Dejnozka was not available on Wednesdays. If Mrs. Dejnozka sends a letter it will be read in executive session under personnel.

Facilla discussed setting up the general ledger with a 9999 account to transfer funds from one account to another. This will be discussed with Mrs. Dejnozka when she comes down to the office.

**Treasurer’s Report:** Ferrazza moved to approve an expenditure of \$116,833.60 to pay the monthly bills. Seconded by Barber. Passed unanimously.

The last Operational check written is check #27694

The last Capital check written is check #1112

The last Petty Cash check written is check #862

Snow reported that the current prudent reserve is \$533,266.61.

Terhune will call Ed Floyd for a breakout of the bills and explain that everything must be itemized from January 1, 2016. The Committee would also like Mr. Floyd to attend the January 4<sup>th</sup> and the January 9<sup>th</sup>. meetings.

Facilla questioned the Office Supply line item being over budget. Holland explained that this year the Committee has sent out numerous mailings using additional reams of paper as well as envelopes and toner for the printers. Also included are the postcards for the billings.

The Committee questioned whether or not Love, Cody C.P.A.’s has been communicating with Snow and Holland. Both Holland and Snow replied that Love, Cody has received the accounts and minutes to date.

**Chief Operator’s Report:** Howes explained that Zach Richter fell at work on November 29, 2016 fracturing his hand. He will be on light duty for the next couple months.

Carl Bartlett has handed in his notice and his last day of work was November 25, 2017.

Howes has contracted with David DiCantio to be our backup Assistant Chief Operator in Howe's absence. DiCantio is a grade 5 operator who has worked here in the past and is currently a Chief Operator at a nearby facility. Holland has placed an ad for an Assistant Chief Operator in the newspaper and various publications. Howes will check into In Deed Jobs website.

A technician installed the spare actuator on the CLR2 weir to replace the broken one. The cost for the repair totaled \$2,123.00.

Vermont Sewer and Drain has been hired to repair the clarifier. They have a source for the main bearing with an expected arrival date of December 16<sup>th</sup>. Lakeside had a 12 – 14 week lead time. If the project goes well we can have the clarifier back in operation before the holidays.

Currently we have installed 321 cellular meters. We have 567 remaining radio heads to swap out and 945 remaining manual read meters.

The Committee briefly reviewed material entitled "Economic analysis for replacing residential meters". The study showed that like all mechanical devices the meters degrade in accuracy over time, resulting in an increasing amount of lost revenue. Some meters at 15 year of age were only 95.12% accurate. The Committee will hold a public forum on January 23<sup>rd</sup>, 2017 at 7:00 p.m. at the Dover Town Hall at 190 Taft Brook Road to discuss the meters and mandated upgrade.

**Executive Session/Personnel:** Ferrazza moved to go into executive session at 2:17 p.m. for an exit interview. Seconded by Facilla. Passed unanimously. Ferrazza moved to come out of executive session at 2:40 p.m. Seconded by Barber. Passed unanimously. No decisions. The Committee would like to thank Carl Bartlett for his service and they wish him well.

**Frank Barucci Contract/HI067 aka 13 Catamount Lane:** Facilla moved to sign the contract for Frank Barucci to construct a four bedroom (8 sleeping space) home on 13 Catamount Lane. Seconded by Ferrazza. Passed unanimously. Facilla moved to have Mr. Barucci sign the sleeping space certification document. Seconded by Ferrazza. Passed unanimously. Holland will bill Mr. Barucci an additional \$240.00 for the 8 gallon inflow/infiltration calculated by the engineer.

**Approval to place an Article for a Bond vote at the March 28, 2017 Annual Meeting:** Ferrazza moved to have an article in the Warning of the Annual Meeting to hold a Bond vote for the plant upgrade. Seconded by Barber. Passed unanimously.

**Boulder Ridge Unfinished Units/Scott Dupuis:** The Committee reviewed the contract for Boulder Ridge, LLC dated March 11, 2009 for 9,880 gallons per day to construct an amenities building, five units with 5.5 bedrooms each, two units with 4.5 bedrooms, two units with 6 bedrooms and two units with 3 bedrooms. Holland provided copies of checks in the amount of \$106,704.00 and \$37,200.00. The \$37,200 represents 31,000

gallons x the rate of \$12.00 x 10% and the \$106,704.00 represents 9,880 gallons x \$12.00 x 90%. To determine how much is left to build out the Committee used 47.5 bedrooms x 120 gallons = 5,700 gallons x \$12.00 = \$68,400.00 . This is the amount for what has been constructed. On the contract of 9,880 gallons the total fee paid was \$118,560.00 less the build out of \$68,400.00 leaves a balance of \$50,160.00 to finish this phase of the project. Mr. Dupuis stated that he intends to construct four bedrooms in each unit. However, he will e-mail Greg Hayes to finalize any building plans.

**Request to Take Cellular Meters Back:** The Committee agrees that they cannot simply take the meters back and sell them again. The body would need to be sent out and tested for accuracy, the batteries replaced, if they could be, or recycled. The endpoint has been activated and cannot be reused. The Fire District would have to pay a plumber to uninstall the meter, another cost to the District. The costs involved would mitigate a straight return of purchase price to the owner. Several individual owners have been served already, stopping leaks from toilets or a hose left running. Many of the inns and home owners are monitoring their water use from their out-of-state homes and have express how much they like the cellular system.

**Old Business:** None.

**Other Business:** None.

January 4, 2017 the regular meeting of the Prudential Committee 1:00 p.m.

January 9, 2017 at 7:00 p.m. Public Hearing at the Dover Town Hall at 190 Taft Brook Road. To discuss the proposed plant upgrade.

January 23, 2017 at 7:00 p.m. Public Hearing at the Dover Town Hall at 190 Taft Brook Road. To discuss the Cellular Meters.

Terhune adjourned the meeting at 4:00 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, 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.

