

**North Branch Fire District #1
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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, April 5, 2017.

This Meeting, having been duly warned, was called to order at 1:00 p.m. by Administrative Manager, Linda Holland.

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

Also Present: Ashley Havreluk, David Moulton, Adam Levine, Mike Eldred, Rebecca Snow, Bart Howes and Linda Holland.

Public Comment: Approve/Review the Minutes of the March 28, 2017 Annual Meeting under Minutes.

Reorganization of the Prudential Committee: Holland opened the floor to nominations for the Chairperson. Ferrazza moved to appoint Cynthia Frere as Chairperson. Seconded by Barber. No other nominations were made. Holland closed nominations and turned the meeting over to Frere at 1:07 p.m.

Frere moved to appoint Thomas Ferrazza as Vice Chairman. Seconded by Barber. Passed unanimously.

Frere welcomed Brendan Ryan and Karl Braunbach to the Committee.

Selection of Official Publication(s): Ferrazza moved to use the Deerfield Valley News as our official publication and the Brattleboro Reformer, as deemed necessary, as our secondary publication. Seconded by Barber. Passed unanimously.

Official Meeting Dates & Time: Ferrazza move to hold our regular meetings on the second Thursday of the month at 12:00 noon. Seconded by Braunbach. Passed unanimously. Bring lunch if you would like.

Review the Current Hook-up Fee Rates: Ferrazza moved to keep the current rates of \$30.00 per gallon for small gallonage, under 2,500 gpd, and the "A" Priority List and to

charge \$50.00 per gallon for the “B” Priority List. Seconded by Frere. After some discussion and various ideas Ferrazza withdrew his motion. Frere withdrew her second. This matter will be tabled until the June 8, 2017 meeting, when Ryan can present the figures he has been working on. Ryan will also meet with Howes to discuss Capital figures and plant flows.

Mount Snow/Carinthia Base Lodge Contract: Holland informed the Committee that the contract before them was the Fire District’s original contract. Based on Howes suggestion the Committee eliminated section 8 of the contract that refers to the installation of an in line grinder pump station. Payment in the amount of \$25,375.00 was also received. Ferrazza moved to approve the Mount Snow contract, for 9,886 gallons per day, as amended. Seconded by Braunbach. Ryan abstained. Motion carries. The verbiage Mount Snow requested was not added to the contract. However, if someone wants the following added to the end of section 10(k) **“with regard to matters arising from or growing out of this Agreement”** we will seek legal advice and ask what the ramifications are for having this verbiage in the contract. (This contract expires on September 5, 2018).

Toll Gate Village Contract/Scott Meade: Ferrazza moved to accept the contract for Toll Gate Village for 1,665 gallons per day. This contract is to convert a commercial entity to a residential entity, containing a total of six bedrooms. (This contract expires on September 5, 2018). Seconded by Braunbach.

Letters: An e-mail from the Clean Water State Revolving Fund stating the letter serves as notification that North Branch Fire District #1’s Design project in the amount of \$280,097.63 has been full processed internally at the Agency of Natural Resources and is currently being forwarded to the Vermont Municipal Bond Bank for underwriting.

Dated March 9, 2017 a letter from Michael Kirkland that was read at the last Bond Hearing. This letter is in regards to the proposed plant upgrade.

Dated March 10, 2017 from Bear Creek Environmental, LLC a copy of the 2016 Annual Water Quality Evaluation. This report presents water quality trends as required by the Fire District’s Indirect Discharge Permit.

Minutes: Ferrazza moved to approve the Minutes of March 8, 2017 as submitted. Seconded by Barber. Passed unanimously.

Ferrazza moved to approve the Minutes of March 16, 2017 as written. Seconded by Braunbach. Passed unanimously.

Ferrazza moved to approve the March 28, 2017 Annual Meeting as submitted. Seconded by Barber. Passed unanimously.

Treasurer’s Report: Ferrazza moved to spend \$116,481.90 to pay the monthly bills. Seconded by Ryan. Passed unanimously.

The last Operational check written is check #27908
The last Capital check written is check #1131
The last Petty Cash check written is check #866

Snow reported that the current prudent reserve is \$438,909.55.

The Committee agreed that the third name on the bank accounts should be Cynthia Frere. Snow will get updated bank cards for everyone to sign. Hobart Terhune's name will be removed from all North Branch accounts.

Ferrazza moved to borrow no more than \$50,000.00 from Hook up for Operations, until the bills start coming in. Seconded by Ryan. Passed unanimously.

Snow also informed the Committee that she and Holland are meeting with representatives from Key Bank to discuss the availability of a one million dollar loan, as well as the terms for a loan.

Review Draft Priority List Letter: Ferrazza moved to accept the Priority List letter as submitted, but add a due back date to each letter prior to mailing. Seconded by Barber. Passed unanimously.

Chief Operator's Report: Howes reported a steady influx of meter installations in the past month. We have 486 cellular meters to date. Some associations have decided to master meter. This significantly lowers the total amount of meters that need to be swapped and the cost per homeowner, but it negates the benefits of having access to the water usage of individual units and the ability to identify leaks in a timely manner.

Howes has been contacted by VHB in regards to the new inline grinder that we require at the new Carinthia Base Lodge. Howes feels that mandating hookups, which can flow gravity, to install a grinder or a grinder pump station seems unnecessary. This should be reserved for hookups that cannot flow gravity to the sewer.

Howes spoke to Terisa Thomas at the State in regards to the upgrade project. Having the positive bond vote now still would not have locked in our subsidy or the loan rate. We need to have final design done and approved by the State, along with a positive bond vote in order to be locked in. Final design is not scheduled to be completed until this fall or early winter.

Discuss Bond Vote & How to Move Forward: Ryan feels that the Committee needs a solid plan to move forward. Make it easy for the voter; prepare everything in black and white. Braunbach feels that people did not care for the payment plan; it was not that they were against the bond. Ryan stated that perhaps it would work by charging by gallonage. We would be able to tell the customer that it will cost them an extra two or three cents per gallon.

Ferrazza moved that from this billing cycle forward any equipment repairs and/or any fines should be paid by the “users”. Seconded by Barber. Ferrazza withdrew the motion. Barber withdrew the Second.

Ferrazza reiterated that if the Bond fails again, the Fire District will have to take out a loan to pay for repairs and that could cost as much as 5% in interest instead of the 2% interest offered through the bond.

The Committee asked Holland to contact our attorney to see if the Committee can borrow without voter approval. Holland will have the answer for the Committee at the next meeting.

Also ask the attorney about gallonage held by a property that is not utilizing all the gallons allocated to that property.

Old Business: How to charge the Town of Dover for “usage”. Perhaps, charge the Town the minimum of \$30.00 per building. We have no history for the Town buildings. Prudential Committee may consider re-voting this matter.

Other Business: The Committee briefly discussed having a Web Site set up for the Fire District.

The next meeting will be held May 25, 2017 at 12:00 noon.

Frere adjourned the meeting at 3:54 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.