

**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, November 13, 2019.

This Meeting, having been duly warned, was called to order at 12:02 p.m. by Chairperson, Cyndee Frere.

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

Absent: Brendan Ryan.

Also Present: Richard Caplan, Ed Floyd, Rebecca Snow, Bart Howes and Linda Holland

Public Comment: Mr. Caplan received his most recent water bill and he understands how the gallonage is calculated, but what surprised him the most was the bond amount. Caplan stated that his bond payment doubled and he cannot understand why. Ferrazza explained that this is the new bond payment, for the second construction bond. Caplan stated that he was at the meeting when the construction bond was explained and he did not take from that meeting that it would be a \$2,000.00 bond payment. How long will we be paying on this bond? The new bond is for twenty (20) years. Howes explained that the bond payment is due one year from the substantial completion date and in order to make the bond payment when it is due we have to start raising the funds now. Caplan explained that he was not aware that the bond amount was “tied” to the usage. Caplan feels the Prudential Committee must get the message out to the public, perhaps in the newspaper. Ferrazza will contact Randy Capitani at the Deerfield Valley News and map out how the billing is calculated, as well as the outstanding bond amounts.

Minutes: Ferrazza moved to approve the Minutes of October 10, 2019 and October 17, 2019 as submitted. Seconded by Barber. Passed unanimously.

Letters: Dated November 12, 2019 a letter from Ed Floyd regarding the basement piping quantities.

Dated October 29, 2019 a letter from Community Bank N.A., regarding an expense note to cover project cost overruns for the North Branch Fire District. The note is in the amount of \$500,000.00 at an interest rate of 2.69% and matures on July 1, 2020.

Dated November 18, 2019 copy of a letter from J. Paul Giuliani to Community Bank, N.A. deeming the current expense note necessary for the project cost overruns.

31 CCR, LLC/Contract/Richard Caplan/SH001: Mr. Caplan questioned the Committee about having an engineer inspect his system every three years. Ferrazza moved to add “If applicable”, to Terms and Conditions, paragraphs three (3) through six (6) and accept the contract with the above revisions. Seconded by Facilla. Passed unanimously. Holland will add “If applicable” to these paragraphs and the Committee and Mr. Caplan will sign the revised contract. A check was also attached in the amount of \$19,525.00, payment in full. This will be a change in the contracts moving forward.

Edward Floyd/Technicon P.C.: Floyd stated that we are getting to the end of the contract and we have a bill from Kingsbury for \$175,000.00 and after we pay the \$175,000.00 leaving approximately \$300,000.00 left on the original contract. Kingsbury wants to get paid for all the sludge pipe. However, the cost has not been added up until Kingsbury agrees. The contract states that six inches of top soil will be seeded and to date only to screened dirt has been used for the landscaping. Lakeside will be in next spring to check both clarifiers. Most items on the “punch list” are in the bid documents as well. Floyd stated that the Fire District should hold back twice as much as the cost for the punch list items.

Ratify Vote for Short Term Loan from Community Bank: Ferrazza moved to ratify the signing of the paperwork for a short term loan from Community Bank. Seconded by Facilla. Passed unanimously.

CC & CG, LLC/James E. Murphy/Contract Extension: Ferrazza moved to accept the contract, as amended. (Amended paragraphs 3 through 6 under Terms and Conditions). Seconded by Facilla. Passed unanimously.

Blue Cross Blue Shield Plan Selection: Ferrazza asked if everyone was happy with the current plan. Howes and Holland stated that there have been no complaints. Ferrazza moved to keep the Blue Rewards Health and Wellness Gold Plan for the employees. Seconded by Facilla. Passed unanimously.

Finalize Off Site Data Backup: Due to the slow speed neither Acronis nor SolarWinds could guarantee working from the Cloud, while being restored. Ferrazza moved to use the SolarWinds Backup offered by Arcomm Communications. Seconded by Barber. Passed unanimously.

Treasurer’s Report: Facilla moved to approve the expenditure of \$322,933.10 to pay the monthly bills. Seconded by Ferrazza. Passed unanimously.

Last Operational check written #29459
Last Capital check written #1322
Last Petty Cash check written #883
Last Construction check written #118

The Fire District's current Prudent Reserve is \$ (142,620.45)

The Committee took a few minutes to review the Profit and Loss Sheets.

Chief Operator's Report: Operations:

Federal Project:

The interior piping is nearly completed.

The headworks building has been constructed, but we are awaiting the doors, windows and gas detection system installations.

Finish grading has been completed and hydro seed has been applied to the disturbed areas.

The west clarifier has been put into service so the east clarifier can be inspected by Kingsbury to determine why so many shear pins have broken.

The project has the potential to be completed by mid-December.

Executive Session: At 12:53 p.m. Ferrazza moved to go into executive session for legal matters. Seconded by Facilla. Passed unanimously. Ferrazza moved to come out of executive session at 1:42 p.m. Seconded by Facilla. Passed unanimously. **DECISION:** To review old contracts, a couple each meeting.

Old Business: None.

Other Business: Board of Abatement will meet on Monday December 2, 2019 at 6:00 p.m.

Frere moved to adjourn the meeting at 1:47 p.m.

FYI:

Board of Abatement Meeting December 2, 2019 at 6:00 p.m.

December 12, 2019 at noon the Regular Meeting of the Prudential Committee.

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, 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.