

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

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Minutes of the Regular Meeting of the North Branch Fire District #1, Prudential Committee, May 13, 2015.

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

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

Also Present: Stephen Love, Ian Kasowitz, Bart Howes, Rebecca Snow and Linda Holland.

Public Comment: None.

Minutes: Ferrazza moved to approve the Minutes of April 8, 2015 as submitted. Seconded by Frere. Passed unanimously.

Ferrazza moved to approve the Minutes of April 13th. as written. Seconded by Frere. Passed unanimously.

Letters: Dated April 14, 2015 a letter from Frederick Ryder seeking clarification regarding the number of bedrooms/sleeping spaces associated with his Greensprings unit.

Dated April 23, 2015 a letter from Holland responding to Mr. Ryder explaining that the lower level of his unit has a bedroom with two double beds, creating a total of four sleeping spaces and that the lower level den has a pull-out sofa, adding one extra sleeping space for the lower level den. Adding the one extra sleeping space for the lower level den and two extra sleeping spaces for the lower level bedroom, Mr. Ryder has three extra sleeping spaces.

Dated April 20, 2015 a letter from Patrick Erbe appealing the additional charges for two extra beds in the loft area of his Seasons unit. Holland will respond to Mr. Erbe's letter.

Dated April 10, 2015 notification from the Lincoln Financial Group that Kenneth Bartlett will receive monthly benefits for his disability. Holland will contact Lincoln Financial to see if there is a cap on these benefits. This matter will be placed on the June 3, 2015 agenda.

Dated May 12, 2015 a letter from Holland to Michael Galaty mandating he install a new radio frequency meter by June 16, 2015.

Dated May 8, 2015 a notice from the Town of Dover Zoning and Health Office stating a Hearing before the Development Review Board will be held on May 28, 2015 at 7:00 p.m. This is in reference to the storage shed to be constructed near the operational building at the treatment facility.

Dated May 12, 2015 from Holland, seventeen notices to abutting property owners notifying them of the Development Review Board Hearing on May 28, 2015 at 7:00 p.m.

Stephen C. Love, CPA/Love, Cody and Company: The Prudential Committee invited Mr. Love to this meeting to discuss the Fire Districts financials. Facilla asked Love how to best handle the Bond funds. Should they be a separate account? Love suggested placing a footnote under the financials explaining the “war chest” for the bond. Another suggestion is to set-up a separate debt service account and highlight that figure on the balance sheet. Under a new presentation, separate the funds needed to raise for the bond. Facilla asked if there was a need to reissue the previous years figures. Love stated there is no need to reissue the financials for prior years. The adjustments can be made in the 2014 financials.

Love informed the Committee that he must have the financials by early January and February to have the report ready for the March Annual Meeting.

Badger Meters/Ian Kasowitz: Mr. Kasowitz handed out booklets explaining various meters and the capabilities of each set-up. The Committee will take a while to absorb all the information and make a decision at a later date. Meters for the system the Committee is most interested in are currently back ordered by four to six weeks. Ferrazza moved not to allow any meter installations until after the next meeting. Seconded by Facilla. Passed unanimously.

The Committee decided to discuss the meters immediately following the June 3rd, Special Fire District meeting.

Treasurer’s Report: Ferrazza moved to expend \$102,717.77 to pay the monthly bills. Seconded by Barber. Passed unanimously.

Snow reported that the current prudent Capital Reserve is \$315,401.68. Snow will check the formula on the spreadsheet to verify this figure.

The Committee was also handed the Budgets, to review, and make comments/changes.

Ferrazza moved that at the end of each year, interest from the “A” and “B” Priority accounts be placed into a separate Priority Account. Seconded by Facilla. Passed unanimously.

Greensprings Peaks 5/Meter: Holland inspected this property early this spring and discovered this house did not have the mandated meter. After calling the Dover Lister's Office, Holland has determined, with the assistance of Lister Linda Sherman, that the house was completed during 2007. Terhune will contact Robert Rubin to see what he may know and Holland will contact the Dover Zoning office. This too will be placed on the June 3rd. agenda.

Chief Operator's Report: Howes submitted a monthly written report indicating the hours of spray, rain/snow fall, pond levels and pump station hours.

Howes received two quotes from electricians for electrical work at the plant. One from Southworth Electrical Inc. and the other from J.C. Electric, Inc. Ferrazza moved to hire Southworth Electrical, Inc. for \$3,900.00. Seconded by Facilla. Passed unanimously.

Howes received two proposals for meter installations. Mountain Plumbing has an hourly rate of \$80.00 per hour and averages \$150.00 - \$200.00 per installation. Lane Plumbing will install each meter at a flat rate of \$235.00. Ferrazza moved to hire Lane Plumbing at a flat rate of \$235.00 per installation. Seconded by Frere. Passed unanimously.

Howes also reported that in June he has scheduled VT Sewer and Drain to come and seal the lines to the subsurface manholes.

Water levels have subsided allowing the use of both the spray field and subsurface disposal system.

Other Business: Review/Approve the RFP for the Administrations Building roof. The Committee has asked that the portion of the document referring to being bonded be removed. Ferrazza moved to send out the Request for Proposals as revised. Seconded by Facilla. Passed unanimously.

Old Business: None.

Ferrazza adjourned the meeting 4:20 p.m. Seconded by Barber. Passed unanimously.

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, W. Buswell, Amiee Pritcher, Arlene Palmiter, Donald Albano, Linda Anelli, Adam Levine, Jeannie Flanagan, Deerfield Valley News and the Brattleboro Reformer.

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