

**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, July 20, 2017.

This Meeting, having been duly warned, was called to order at 12:05 p.m. by Chairperson, Cyndee Frere.

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

**Absent:** Edward Barber.

**Also Present:** Randy Capitani, John Redd, Rebecca Snow, Bart Howes and Linda Holland.

**Public Comment:** Ferrazza informed the Committee that Natoya Morgan wanted to construct a two bedroom home at 298 Dover Hill Road. There is some confusion about whether or not she needs an Act 250 Permit to connect to the municipal treatment facility. Ferrazza will call the State for clarification.

**Letters:** Dated July 7, 2017 a memo from Ed Floyd to Cathy Szal asking for advice on how best to manage the Ellis Brook watershed to hopefully eliminate the SAAB. (Significant Alteration of Aquatic Biota).

Dated June 7, 2017 an inspection report from Thomas Rayl stating there was an electrical problem and the pumps had no power; they were tested by Swan Electric and it was determined there were bad fuses. Fuses were replaced, pumps tested manually, all floats were tested and everything was working properly.

Dated July 7, 2017 an inspection report from Thomas Rayl stating the floats, alarms and pumps are all functioning properly.

Dated June 1, 2017 a pre-buy contract with Synergy Gas for \$1.85. Suburban Propane would not quote until August and Cota & Cota proposed \$1.88.

Dated July 10, 2017 a notice from New England Waste Service stating effective August 1, 2017 the sludge disposal rates will go from \$95.99 per ton to \$97.63 per ton.

A letter of resignation from Zachary Richter stating the position he is simply not a good fit for him. Richter's last day will be the 21<sup>st</sup>. of July.

Notification from Vermont League of Cities and Towns stating they will advertise for a full-time wastewater operator.

A letter from Thomas Zipp, requesting a new contract on approximately 3½ acres, to construct ten (10) bedrooms.

Dated June 30, 2017 a letter from Ed Floyd, Technicon PC, regarding the annual inspection of the wastewater facility. Floyd states that overall the plant was in a well maintained condition. The crew works well together to keep the facility organized and producing high quality effluent. It is apparent the plant and associated equipment is well maintained. There are no additional recommendations for improvements of maintenance or operations at the plant.

Dated June 30, 2017 from Bartholomew Howes to Bryan Harrington, Environmental Analyst, DEC – ANR in response to the inspection report from Ed Floyd. Howes states that he is aware of the inefficiency of pump #2 at the Route 100 pump station and will continue to monitor. A portable Doppler flow meter has since been purchased and installed at the pump station and it concluded that pump #1 averaged 970 gpm, pump #2 averaged 816 gpm and pump #3 averaged 976 gpm.

Dated June 26, 2017 from Jacqueline Carr, Permit Specialist, DEC a project review sheet stating the previously approved permit included a large greenhouse. It is not being proposed anymore. There will be equipment added inside the building without exterior modifications required. Two large tanks are being replaced and spray piping which is laid on the ground is being rearranged to drain better.

Dated June 19, 2017 a letter from Attorney J. Paul Giuliani to Kingswood of Vermont, Inc. stating, in part, that effective June 15, 2017, allocated sewage disposal capacity to each of the undeveloped lots, listed in the letter, has reverted to the North Branch Fire District due to non-use, as provided in 24 VSA 3625(b)(2).

Dated June 23, 2017 a letter from Holland to Lianna Vivolo in regards to check number 113 sent by Ms. Vivolo. Holland explained that we do not have anything under her name and we do not have her account number. Therefore, we cannot process the check she has sent.

Dated June 21, 2017 a letter from Holland to James Gooch stating the Prudential Committee is allowing him to connect, at the original price, as long as the connection is completed no later than September 15, 2017.

Received from the Town of Dover a tax bill for SH006, purchased at tax sale, in the amount of \$4,791.74. Holland is working with Michael McGillion on this matter.

Dated July 19, 2017 a copy of the Land Use Permit to replace an existing ski lodge at Carinthia with a new 38,510 square-foot ski lodge; replace an existing snowmaking pump house with a new pump house totaling 3,960 square-feet; replace a double chairlift with a surface lift; reconfigure and pave an existing parking lot; and add a one-story parking deck (upper deck unlighted) and other associated infrastructure.

**Minutes:** Ferrazza moved to approve the Minutes of June 15, 2017 as submitted. Seconded by Braunbach. Passed unanimously.

**Set Date for Employee Reviews:** Two hours will be set aside for employee reviews on August 24<sup>th</sup>, 2017 at noon. Howes first followed by the Operations crew and Administration.

**Treasurer's Report:** Ferrazza moved to expend \$153,057.25 to pay the monthly bills. Seconded by Braunbach. Passed unanimously.

The last Operational check written is check #28065  
The last Capital check written is check #1159  
The last Petty Cash check written is check #868

Snow reported that the current prudent reserve is \$338,699.54.

**Chief Operator's Report:** Howes submitted the daily status report of the plant for the month of June 2017.

Howes informed the Committee that Ed Floyd has contacted a water quality specialist to try to identify the different options for us to eliminate the SAAB in the Ellis Brook. Floyd has estimated the cost of the study will not exceed \$3,000.00.

On July 2<sup>nd</sup> and the morning of July 3<sup>rd</sup> an estimated 8,000 gallons of sewage overflowed from one of Mount Snows private manholes into Snow Lake. Mount Snow informed the Fire District the next morning after they had cleared the clog. The State was informed of the situation.

Howes received a quote from Southworth Electric to replace the breakers in the Ellis Brook and Negus Brook pump stations. The quote was in the amount of \$200.00.

Howes has taken the runtimes for both the Route 100 and Ellis Brook pump stations and calculated it into influent flow based upon the portable flow meter. It appears that the Fire District has exceeded our treatment volume on numerous occasions, yet our average daily flow is still half of our discharge limit. Howes spoke with Bryan Harrington, at the State, and we have the ability to apply for an amendment to our permit to increase treatment capacity. Once the clarifiers have been installed the entire treatment facility will have a maximum daily treatment capacity of 820,000 gpd. At that time we can request an amendment to our permit.

Ed Floyd and Howes met with the State for the 30% design review. Howes asked Floyd if we were still going to have the final design completed by October 31, 2017 and Floyd stated that there is no reason to believe that the date will not be met at this point.

Howes also reported that Zachary Richter has turned in his resignation and his last day of work will be July 21, 2017. An ad has been placed in the newspapers, with VLCT, Green Mountain Water and the Town's website.

Braunbach asked Howes if he needs three Operators to run the plant. Howes responded "yes". Braunbach asked Howes how much overtime does the crew receive. Howes responded by saying they get two hours per day on the weekend. A small discussion took place regarding overtime or compensation time.

Howes prepared a history of the three pumps in the Route 100 pump station and prepared two spreadsheets for the Committee to review. The total flow is based on the run times of the pumps. Howes informed the Committee that based on the information gathered the pumps are running approximately 90% efficient.

Howes also prepared a twenty year Capital Budget for the Committee to review.

**Hook-up Fee Rates:** The Committee used the Capital Budget prepared by Howes to aid in the discussion regarding hookup fees. Ryan suggested that the Capital Budget be generated off usage fees and prepared a model at 100% capital generated by usage, 75% generated by usage and a 50% model generated by usage. The models indicate in 2016 the annual 100 gpd home would cost \$633.28 for usage only, it does not include the Bond. Ferrazza and Howes agree with Ryan, that the 100% is better for the Capital Account for the long term.

Ferrazza suggested starting a Capital Reserve Account. On November 9, 2017 the voter's will be voting on the Bond. There will also be a ballot to exempt the Town properties, why not add the Capital Reserve question to the ballot.

Ferrazza moved to create a Capital Reserve Account which would incorporate Capital Funding, Sleeping Spaces and Hookup Fees with the purpose of saving the money and restricting the use of this account specifically for planned maintenance and upgrade over a twenty year period. Seconded by Braunbach. Motion Rescinded.

Braunbach feels the Capital Reserve should be a fixed number. Example: \$365,000.00 per year.

Braunbach moved to set up a protected Capital Reserve account with the purpose and intent of funding future Capital Expenditures. Seconded by Ryan. Passed unanimously.

Braunbach moved to fund the Capital Reserve with #1 hookup fees, #2 sleeping spaces and #3 user fees. Motion Rescinded.

Ryan moved to fund the protected Capital Reserve account with #1 usage, #2 hookup fees and #3 sleeping spaces where the annual amount needed to Capital projects for the plant is subtracted from that number and the balance is left in that account. Seconded by Ferrazza. Passed unanimously.

Ferrazza moved to vote the Capital Reserve question at the same meeting as the Bond vote. Seconded by Braunbach. Passed unanimously.

Ferrazza moved to also place the proposed Capital Reserve Account on the same ballot as the Town of Dover where we ask the voter's to exempt the Dover Elementary School, Dover Town Office, Dover Police Department and the West Dover Fire Department. Seconded by Braunbach. Passed unanimously.

**Randy Capitani/Web Site:** Capitani asked the Committee if they all had received a copy of his proposal. The proposal includes newsletters and website. Some of the work may be done by vendors or third party subcontractors. Example: photographers. Capitani strongly suggests that the Committee ask the contractor to include any subcontractors he/she may use. Capitani had also spoken with Marco Tallini at the Town Office regarding the credit card payments. The Town currently used Munci Pay out of Maine and Tallini is very happy with their service. Munci Pay specializes in the needs for municipalities. Capitani suggests that the Fire District ask for a five year schedule in the RFP. Basic site set up should not take more than a month.

**Contracts:** Ferrazza moved to execute the contracts of Richard Meduski, Sundance Village, Hermitage Inn Real Estate Holding Co. LLC, Yuriy Strus and MMTD Associates. Seconded by Ryan. Passed unanimously.

**Executive Session:** Ferrazza moved to go into executive session at 2:00 p.m. to discuss legal matters. Seconded by Ryan. Passed unanimously.  
Ferrazza moved to come out of executive session at 2:12 p.m. Seconded by Braunbach. Passed unanimously.

**Old Business:**

**Other Business:** The next meeting will be held August 10, 2017 noon.

**FYI**

**November 2, 2017 at 7:00 p.m. Hearing Regarding the Proposed Bond/Dover Town Hall.**

**November 9, 2017 Bond Vote from 10:00 a.m. – 7:00 p.m. Dover Town Hall.**

Frere adjourned the meeting at 2:13 p.m.

Respectfully Submitted:

Linda L. Holland,  
Administrative Manager

**cc:** C. Frere, E. Barber, K. Braunbach, T. Ferrazza, B. Ryan, 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.