

**North Branch Fire District #1  
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Minutes of the Regular Meeting of the North Branch Fire District #1, Prudential Committee, October 14, 2015.

This Meeting, having been duly warned, was called to order at 1:02 p.m. by Chairman, Hobart Terhune.

**Members Present:** Thomas Ferrazza, Hobie Terhune, Cyndee Frere, Edward Barber and Daniel Facilla. Ferrazza left the meeting at 2:38 p.m.

**Also Present:** Vicki Dejnozka, Richard Werner, Bart Howes, Rebecca Snow and Linda Holland.

**Public Comment:** Holland informed the Committee that Principal William Anton had invited the Prudential Committee to a meeting on October 19<sup>th</sup>. that has since been cancelled.

**Letters:** A memo from Bart Howes stating that during meter reading, the bypass meter for the Red Oak Inn used more gallons than the main meter. On October 8, 2015 Carl Bartlett and Bart Howes inspected both the main meter and the bypass meter. The main meter has a leak and the manager confirmed it has been that way for an extended period. The meters were checked and the information was extracted. Upon closer inspection it was noted that the main meter seal was missing. A new seal (#6378) was immediately installed. The Prudential Committee unanimously agrees to have Holland send a ticket to Windsor Gold Star in the amount of \$500.00.

Dated September 24, 2015 a letter from Holland on behalf of David Webber requesting a reimbursement of \$57.48 for Webber's out-of-pocket costs.

Dated September 21, 2015 a notice from Fisher and Fisher Law Office, representing the Town of Dover, stating that parcel number RT059 owned by Sanpete, LLC is going up for tax sale on October 30, 2015. This property is also listed on the current tax sale list for the Fire District.

Dated September 21, 2015 a letter from Holland to Lincoln National Life Insurance Company. The letter states that on September 2, 2015 a letter was received by the Fire District from Mr. Jeremiah Knutson, Claims Examiner II, stating that Lincoln National Life Insurance has requested information from Mr. Bartlett, but as of September 2, 2015

Lincoln has not received the information needed to complete a review. Therefore, effective the date of the letter, September 2, 2015 Lincoln has closed the file due to insufficient information. The same letter states that Mr. Bartlett is to contact the Fire District within 15 days from the date of the letter regarding eligibility for a conversion privilege. As of the date of these minutes, we still have not heard from Mr. Bartlett. The Committee has asked Holland to discuss this matter with Attorney Robert Fisher.

Dated September 9, 2015 notification from the United States Bankruptcy Court, stating parcel number SU019 owned by Richard A. Zalinski and Jennifer S. (Moran) Zalinski has filed a Chapter 13 bankruptcy case on September 8, 2015.

Dated October 2, 2015 notification from the Natural Resources Board, District #2 Environmental Commission stating that on July 23, 2015 Mount Snow Ltd. And Carinthia Ski Lodge LLC, filed an Act 250 application for a project described as construction of Phase 1 (Carinthia) of the Mount Snow Master Plan, including seven residential Buildings (146 units); a new base lodge; and relocation of the existing snowmaking pump house to a new building.

Copy of a letter from Michael Burrill, INCE, Forensic Acoustical Physicist regarding the noise level of the Mount Snow, Carinthia project during construction and the noise created by snowmaking after the project is completed.

Dated September 22, 2015 certified letters were mailed to Brady Sullivan, Boulder Ridge, Butterfield Commons, Kingswood and Ned Ski Associates regarding the mandated inspection reports from a Vermont licensed engineer. The letter gives each of the above until June 1, 2016 to submit the report as stated in their contracts.

**Minutes:** Ferrazza moved to approve the Minutes of September 9, 2015 as submitted. Seconded by Frere. Passed unanimously.

**Executive Session for Personnel under 1 V.S.A. 313(a)(3):** Ferrazza moved to go into executive session at 1:28 p.m. to discuss personnel. Seconded by Barber. Passed unanimously. Ferrazza moved to come out of executive session at 2:35 p.m. Seconded by Facilla. Passed unanimously. **DECISION:** Status quo, for the time being.

**Richard Werner/School Solar Update:** Dover Elementary School has signed a twenty-five year lease with the Solar Company. They are in the process of scheduling a phone conference where all the Green Mountain Power account numbers must be provided for proper billing. Werner suggests that the largest account should be the first account listed. The Fire District is expected to save approximately 10% in electrical savings. Werner stated that this project is zero risk to the Fire District. Facilla moved to reaffirm that the Fire District will go with the School and Town on the solar project developed by the school. Seconded by Frere. Passed unanimously. Snow will attend the conference call meeting on behalf of the Fire District.

**Joseph & John Angeleri/Contract Extension Request:** The Angeleri's have requested an extension of their current contract due to expire on April 14, 2016. At the May 20, 2014 meeting the Minutes state "Ferrazza moved to extend Mr. Angeleri's contract for two years, at which time Angeleri will have the option to purchase the remaining gallonage or go to the bottom of the Priority List. Seconded by Facilla. Passed unanimously". The current contract is for a total of 4,320 gallons per day. The 4,320 gallons has been paid in full. Facilla moved to have the Angeleri's pay for the remaining 30,240 gallons in full or to reimburse the Angeleri's what they have paid to date. Seconded by Frere. Passed unanimously. (NOTE: If the Fire District reimburses the Angeleri's it is a total of \$62,208.00. If the Angeleri's want the total gallonage the remaining 90% of 30,240 gpd at the current rate of \$25.00 per gallon totals \$684,400.00).

**Treasurer's Report:** Facilla moved to approve the monthly bills totaling \$99,231.67. Seconded by Barber. Passed unanimously.

The last Operational check written is check #27021  
The last Capital check written is check #1048  
The last Petty Cash check written is check #851

Snow reported that the current prudent reserve is \$474,794.85.

Facilla moved that should TD Bank or Key Bank charge for wiring funds into the Merchants Savings hookup accounts than the Prudential Committee hereby authorizes the account representatives to request a mailed check. Seconded by Barber. Passed unanimously. Snow stated that she has to remind them not to charge the wiring fee.

The Committee briefly looked over the fund balances and budgets.

**Chief Operator's Report:** Howes submitted the written monthly report stating the status of the treatment facility on a daily basis for the month of September.

Ed Floyd and Howes met with John Akielaszek on September 23 to present the proposal for making changes to the sub surface discharge. Akielaszek wants to do weekly testing on two beds at a time with a higher flow rate. The goal is to examine whether the beds can handle higher flows. Results indicate that the daily dosage will be less than 200,000 gallons a day, but more testing is scheduled in the coming weeks.

Howes also priced a new washer and dryer from Central Appliance. The appliances come with a three year parts and repair warranty. Prices were also quoted from Cocoplum and these appliances also have a three year warranty. The Fire District currently has \$2,241.00 remaining in the uniform budget that could be used for the appliances and the needed electrical work. Frere suggests that Howes go on line to check out the product performance, repair records etc. The Prudential Committee authorized Howes to move forward with the washer, dryer and the electrician.

A spare replacement pump for the School pump stations is \$2,900.00 with a two week lead time. It will be ordered next week as we have ample funds in the account.

Howes has been corresponding with Harris in regards to charging us for our billing interface for the new meters. Harris has now decided not to charge us for the work as others will also be able to use the programming. Harris is scheduled to have the work completed by March 2016.

The new cell heads have arrived and are available to the plumbers. We have been shipped covers to install heads outside the house to receive better reception for some houses.

Howes informed the Committee that we still need to mandate a time line for all meters to be changed and cell heads installed. Being as all commercial meters had to be done in a two year period, Howes recommendation if effective January 1, 2018 all meters need to be replaced and new cell heads installed. The Committee tabled this matter until the next meeting.

Howes recommended the Committee increase our minimum usage charge. Stating other towns utilizes a minimum of \$20.00 charge, but they bill monthly. Howes recommends next year an increase to \$50.00 as a minimum charge as it cost us more than \$20.00 to verify a house meter if it has zero usage. The Prudential Committee unanimously agrees to raise the minimum charge to \$30.00 per billing and make this known in a statement in the Annual Report.

Howes is preparing a total cost for the clarifiers/RAS construction, pond cleaning, pond liner replacement and a centrifuge. The clarifier project and centrifuge are estimated to total over one million dollars. Howes stated "we cannot afford any single one of these projects and will need a loan." Howes is still waiting for an estimate for the pond cleaning and the pond liner replacement. Based on comparison of various specifications on different systems, a centrifuge is the best option. Any other type of unit will only produce 15% solids with an equal purchasing price. Howes has attached a cost to benefit ratio for a centrifuge that produces an estimated 20% solid cake, that will yield an annual savings of \$15,000. Communication with two different companies who both have estimated the cost to be approximately \$309,000.00 for a centrifuge with all the necessary equipment and installation included. That expenditure over a 10 year loan period at 3.93% interest has an annual payment of \$36,529.00.

Howes contacted four different contractors for quotes on the structures covering the effluent tank and the headworks tank. Three replied they would submit a quote. Only one was submitted. He also contacted six different contractors for quotes on the Negus pump station. Five replied they would submit a quote and again only one quote was submitted.

Howes submitted the following as a Policy for Estimating Usages On Accounts:

1. After all the meter readings are entered a report of accounts with zero usage is printed.
2. From this report, each individual accounts history is reviewed to assess if the account should be estimated.
3. Accounts are only estimated on the second consecutive billing cycle there is a usage of zero. This helps to minimize false estimates on accounts as on occasions there may be zero usage due to our seasonal community. The exception to this is for accounts with verified usage from the homeowner.
4. If an estimate is warranted, the usages for the prior two corresponding seasons are averaged. For the fall billing, the previous two fall usages are averaged. For the spring, the previous two spring usages. These averages are not rounded.
5. A certified letter is then sent to the home owner stating their meter needs to be replaced. If the home owner disagrees, they must allow North Branch access to the house to inspect the meter. In this letter they are given an exact date to comply by or they will be fined as stated in our ordinance. Deadlines are to be July 1<sup>st</sup>. for spring billings and January 1<sup>st</sup>. for fall billings. This allows them 60 days to comply.

Facilla moved to adopt the Policy For Estimating Usages On Accounts, all 5 points as stated above. Seconded by Frere. Passed unanimously.

**Old Business:** Holland submitted a report of delinquent balances totaling \$72,448.27 and a report of delinquent taxes that are listed for tax sale this fall totaling \$65,549.30.

Holland has also tried to get Robert Fisher to commit a date for the tax sale.

Holland also submitted the Raise and Appropriate figures to be reviewed by the Committee, due to the change in the R&A figures at the Special Annual Meeting held on June 3, 2015. The Committee reviewed the report and agreed unanimously that the total to raise for the November billing is \$294,479.93.

Holland gave the Committee a list of private sewer lines and pump stations with all the known information available. This was for their review.

Greensprings/The Peaks #5: No new information from the attorney's office.

The Committee has decided to remove the Sleeping Space/Bedroom Enforcement off the agenda at this time.

**Other Business:** None.

Terhune adjourned the meeting 4:45 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, Deerfield Valley News and the Brattleboro Reformer.

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