

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, September 11, 2024

This Meeting, having been duly Warned, was called to order at 10:00 a.m. by Chair, Ken
Westby.

Members Present: Ken Westby and Jon Prial via Zoom.

Also Present: Deana Covieo-Clarke, Helen Krzeminski, Mrs. Kalecinski attended in
person and Geoff Kupferschmid attended via Zoom.

Public Comments: None

Dover Manor/Geoff Kupferschmid/Private lines: Kupferschmid represented the Dover
Manor Road Association and was assisting the Hobert Terhune Estate and Fisher and Fisher
Law Offices. At a recent annual meeting it was proposed that North Branch Fire District #1
take over the private sewer lines and two pump stations that Terhune had built and maintained
under the Dover Manor Wastewater Association. Westby asked Kupferschmid to submit any
maps, engineer's reports, maintenance records, account of who is currently on septic and who
is currently hooked up to the sewer line. It was decided to continue the discussion until next
meeting when more information was presented.

SG002D/Kalecinski/Non-metered years of service invoice: Ms. Kalecinski wanted a
clearer explanation as to why she was receiving an invoice for years of non-metered service.
Westby explained how the amount was estimated and now that the meter had been installed,
the estimate is in line with the current usage. It was explained that if a partial payment of the
invoice is made based on current usage, for the past 4 years, North Branch would not pursue
collections. Westby stated that two years of usage history needs to be established before she
could come to the Board of Abatement to have any balance on the invoice abated. She
disputed the invoice based on 6 years. Westby asked to present an occupancy permit that
shows they have only been in the home for 4 years within the next 90 days. Kalecinski agreed
to pay \$3,808 based on four years of estimated use and to come before the BOA after June of
2026 for an abatement on any balance of invoice.

Minutes: Prial made a motion to approve the minutes of the August 14, 2024, Regular
meeting. Seconded by Westby. Motion passed.

Review of Monthly Updates: Covieo-Clarke and Krzeminski updated the Prudential
Committee on customer data, meters and AR/billing. Prial made a motion to accept and
acknowledge August expenses and that they have been reviewed by the Prudential
Committee. Seconded by Westby. Motion passed.

Chief Operator's Report: Covieo-Clarke presented the following report for Howes:
Sept Topics

Operations

- Sprague Painting has quoted \$12,500 to power wash & seal the operations building and
paint the doors.

- Osterman has completed the propane hookup for the admin generator. I contacted Southworth Electric and asked for them to complete the job at their earliest convenience.
- The crew has been working on the sprayfield to prepare it for winter.
- I have contacted Mountain View Sign Design in regard to having a truck decal magnet made up.
- Deana ordered some clothing for everyone with the Nbfd logo on it. Now that everyone's sizes have been confirmed I plan to order enough so that everyone has a week's supply of clothing. Prial made a motion to approve the purchase of an additional weeks' worth of clothing for staff members. Seconded by Westby. Motion passed.

Treasurer's Report: Westby stated that everything was inline with the P&L except two items. On the income side there was an additional \$78,000 that was collected in hook-up fees that were owed, for years, from properties on Stugger Road. Income for the month was off by \$-21,000. This was due to a pending abatement that was estimated at around \$30,000, therefore not counted as income last year and ended up being \$51,000.

Covieo-Clarke asked if the list she sent of account allocations had been reviewed that was suggested by the auditor. Westby said he had not reviewed it yet but will and get back to her so that she could make those changes in QuickBooks.

Master Meter charges: Prial and Krzeminski presented a proposal for the new master meter charges and new minimum for all customers. Data was collected over the past year to do an analysis on what would be a fair and equitable charge to those customers who have master meters. The premise behind the charge is to recoup the income lost on minimum charges from those behind the master meter, therefore lowering the minimum charge for all North Branch customers. Prial made a motion to set the minimum charge for all customers at \$91.00 and at \$63.00/per unit for those that have master meters to be effective November 1, 2024. Seconded by Westby. Motion passed.

Old business/new business: Westby stated that he will represent North Branch in the public water commission that is being set up in Dover. Prial made a motion that Westby be paid for attending those meetings, as all board members are paid when attending monthly North Branch Fire District meetings. Seconded by Westby. Motion passed.

Westby adjourned the meeting at 11:15 am.

Respectfully submitted,

Helen Krzeminski



Assistant Clerk

The next meeting of Nbfd#1's Prudential Committee is October 9, 2024, at 10:00 a.m.

Posted: North Branch Fire District# 1, Wastewater Treatment Facility building and Administration Building and Dover Free Library.