

**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, December 13, 2023.

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

**Members Present:** Pete Edwards, Steve Montello, Bob Stone and Ken Westby. Jon Prial attended via Zoom.

**Also Present:** Deana Covieo-Clarke, Bart Howes and Helen Krzeminski. James Valente attended via Zoom.

**Public Comments:** None

**Minutes:** Stone made a motion to approve the minutes of the November 8, 2023, Regular meeting. Seconded by Edwards. Motion passed.

**Review of Monthly Updates:** Covieo-Clarke and Krzeminski updated the Prudential Committee on customer data, meters, AR/billing, and contracts. North Branch has 33 non-communicating meters. Six of those must have the endpoint replaced. Nine hand read meters need to be replaced, but all radio read meters have been replaced. The remaining have different issues, either needing to be activated or an error that needs to be addressed.

Montello stated that he spoke to the engineer who is directing the Snow Vidda project, and they had to amend a permit but will be ready to go to contract, possibly in 30 days. He noted that it is approximately \$ 800,000 in revenues for North Branch. Montello wanted Valente to get an update on Boulder Ridge from the project's attorney as it seems that they are near completion of the current construction phase and ready to proceed to the next phase which would require a new contract.

Montello updated the board on last month's meeting with Allison Pyper and Lynn Bucossi about developing a tract on Wilmington land that borders North Branch Fire District. North Branch is waiting for more information about their project before investigating expanding the Fire District to include this tract of land so that potential housing could be hooked up to sewer.

Master meters: Montello stated that Kingswood units would be installing individual meters units this summer. Montello stated Seasons will work with Guardian Water to send North Branch reads, in a report, to be downloaded into our billing software, so that those 233 units can be individually billed. Montello stated that Guardian Water bills

quarterly and that there may be some overlap in billing and adjustments for that would have to be considered.

**Chief Operator's Report:** Howes presented the following report:

December Topics

- Daniel's Construction has replaced one of the gate valves at the RT100 pumpstation, so all three pumps are back in operation. The remaining two valves will be replaced when they have more time and our flows are low enough for bypass pumping.
- Neponset Controls came and installed the new gas meter on the headworks building.
- The DO controller in our North reactor has faulted. A new one has been ordered.
- The spray pump that was faulted has been covered under warranty. It has a 10-12 week wait on replacement. I expressed they need to expedite as it is a warranty issue.
- The crew found a manhole between the Inn at Mt Snow and Lodge that got displaced and broken a while ago. They will be repairing it this week but I will have a jetter truck come and clean the lines near it due to the amount of dirt and debris that was in there.
- Montello asked Howes to have a report of monthly average flows for the January meeting.

**Treasurer's Report:** Montello stated that there was three million in cash, and he suggested that North Branch go out as far as they can on the treasury bills, to take advantage of the better return rates.

Covieo-Clarke had a report for any delinquent bills 180 days or more.

Montello made a motion to have James Valente send a certified letter to those accounts that are more than 90 days and \$1,000.00 past due. To also include attorney's fees.

Seconded by Stone. Motion passed.

Westby reported that North Branch was currently within budget for the fiscal year.

**Old Business:** It was decided to table the discussion and approval of a billing template change with MuniSmart. The estimate was \$4,680 dollars. An analysis of the number of customers who would benefit from the new template will be investigated.

**New Business:** Board of abatement hearing was set for January 24, 2023, at 6:00 pm.

**Executive Session:** Prial made a motion to go into executive session, at 11:05, to discuss legal and personnel matters. Seconded by Montello. Motion passed. The board came out of Executive session at 11:50.

**Decisions:** None.

Westby adjourned the meeting at 11:52.

Respectfully submitted,

*Helen Krzeminski*  
Helen Krzeminski

Assistant Clerk

The next, regular meeting of NBFD#1's Prudential Committee is January 10, 2023, at 10:00 a.m.

**Posted:** North Branch Fire District# 1, Wastewater Treatment Facility building and Administration's building, Dover Town Office and [www.northbranchfiredistrict.com](http://www.northbranchfiredistrict.com)