

**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, November 10, 2021.

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

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

Also Present: Bart Howes, Rebecca Snow, Helen Krzeminski. Public members: Tom Ferrazza and Barbara Hyde.

Public Comments: Tom Ferrazza commented that he hoped the Prudential Committee would uphold the people's vote to continue to exempt entities that had been exempted in the past.

Barbara Hyde asked if there had been any further discussion or activity, as to the vote. Montello stated that there would be further discussion under executive session.

Minutes: Stone moved to approve the minutes of October 13, 2021. Seconded by Westby. Pete Edwards thought he may have been listed as attending when he did not. Passed with correction, if needed. All in favor.

Letters: A letter from the State of Vermont was received to confirm information regarding the Clean Water Loan of \$4,700,000, for their annual audit.

A letter was sent to the Town of Dover, on October 20, 2021, asking for a list of services and an estimate of charges for them. No response was received as of the meeting.

Treasurer's Report: Westby moved to approve to pay bills in the amount of \$63,939.85. Seconded by Prial. Passed unanimously.

- Montello asked to contact our service provider, for Muni Smart, to add functions, for some accounting features we currently do not have. He stated he would like to see aging reports broken down to 30,60 and 90+ days.
- Westby also wanted to ask if we can add an email update report to Muni Smart.

- Montello asked to have ready, every Monday, the following: balance sheets from banks, receivables, payroll reports, cash transactions and bank reconciliations.
- Montello wanted update for 2020 and 2021 six-month audits. Snow said she will reach out to the accountant and Edwards said he will review and sign the representation letter they need.
- Montello asked to make corrections to the Profit and Loss/ Budget vs. Actual report. Some line items were not specified.
- Montello asked if there was any know capital expenditures coming before the end of the year. Howes stated there was around seven thousand for operations. Montello stated that washing and waterproofing administrations building would be postponed until Spring.
- Montello expressed a need to consolidate accounts on the P&L Reports. Westby said he would work on that with Snow.

Chief Operator’s Report: Howes reported the following:

Operations

- Howes hired Berard’s Electric to come swap out our influent meter. The old one had faulted.
 - After installing the new one, it was found the engineer had used an incorrect formula for calculating our influent flow. Our influent flows were reading approximately 14% low on the low end of flows and approximately 25% low on the higher end of flows. Howes contacted Bryan Harrington, at the State, to inform him.
- North Branch had to replace the alternator and battery in the work truck at a cost of \$1,145.01.
- Howes contacted our sales rep, Ian Kasowitz, at Stiles and Ken Dahlinger at Badger about our meters multiple times since the last meeting. Neither Ian nor Howes can get an update from Badger.
- Montello asked what our influent flow was compared to our effluent flow. Howes reported that effluents are considerably higher. Montello said he may recommend to the Board, next year, to do a sanitary survey, to isolate and limit infiltration.
- Prial suggested that we have a monthly report of status of meters to include, non-working, non-communicating and ones that need to be replaced.
- Montello asked for a report of the number of meters not working.

Reserve Study Review: Westby reported on the Reserve Study that was done. He stated that the Reserve Fund was only 17% Funded, and explained changes made to get North Branch out of a high-risk category and to gradually bring North Branch to closer to the “Fully Funded” (100%) level.

- Montello thanked Westby and Howes for the work on the study with the Reserve Study company (Association Reserves) who came from California. He stated that

it gives confirmation of the previous reserve study done and the Board can move forward, with confidence, on future budgeting. He suggested the results of the study be posted on the website.

Future Financial Planning:

- Prial discussed current policies for obtaining capital. Prial stated the policy of doing inspections for sleeping spaces may not be beneficial to North Branch. He stated his concern for egregious use of our system by some and suggested other ways to monitor usage, possibly an annual audit that would flag someone who may be consistently 10 to 20% over usage allocated for that property. He noted that he will be working with Westby and staff to come up with plan to present to the Board. Edwards suggested to gather data on usage, in the coming months, since it will be a peak usage time, historically.
- Stone asked if North Branch has ever gone over capacity limits. Howes stated that there was only one occasion during the X Games.

Ordinance Review: Montello stated that the Board is drafting a revised Ordinance. It will be brought before the full Board, for approval, then get final approval from North Branch's attorney. Since the revised Ordinance will not be completed before the end of the year, Stone moved to extend the Amnesty Program, which reduces the sleeping space rate from \$40.00 per gallon to \$12.00 per gallon, until March 31, 2022. Seconded by Prial. Passed unanimously.

Tax Sale: Will be discussed under executive session since the party involved has not been notified as of the meeting.

New/Other Business: Prial said fiber internet should be installed within two weeks.

Executive Session: Stone moved to go into executive session at 11:05. Seconded by Prial. Passed unanimously. The Prudential Committee came out of executive session at 11:43.

DECISIONS:

Prial made a motion to draft a letter to the currently exempt entities, as per §8.08 of the Ordinance, that meters need to be installed. Seconded by Stone. Passed unanimously.

Prial made a motion to move forward with the tax sale for account number RT059. Seconded by Edwards. Passed unanimously.

Prial made a motion to send out corrected bills, for sewer usage, that were sent out with errors on them. Seconded by Stone. Passed unanimously.

- The next Regular Prudential Committee meeting will be on December 8, 2021, at 10:00 a.m.
- The Abatement Hearing is scheduled for December 15, 2021, at 6:00 p.m.

Montello adjourned the meeting at 11:45.

Respectfully submitted,

Helen Krzeminski

Helen Krzeminski
Administration

Posted: North Branch Fire District# 1, Wastewater Treatment Facility building and Administration's building. Dover Town Office and www.northbranchfiredistrict.com