

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 14, 2022.

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

Also Present: Deana Coveio-Clarke, Bartholomew Howes, Helen Krzeminski, Scott Stein, and James Valente. Public attendee was O 'Sinn Kennedy via Zoom.

Public Comments: None.

Minutes: Stone made a motion to approve the minutes of August 10, 2022, regular meeting. Seconded by Westby. Motion passed.

Monthly Updates: Coveio-Clark and Krzeminski updated the board on customer data, meter installation/replacement, billing, and contracts. It was decided to discuss, at the next meeting, about enforcement of people who are non-compliant about getting meters updated. It was decided to set rates for the November billing at the next meeting.

Invoice Cloud Update: Coveio-Clark, Prial and Krzeminski are still working with Invoice Cloud on the implementation process and training. The "Go-Live" date is set for November 1, 2022.

Non-Compliance/Enforcement Discussion: Coveio-Clark set up a draft letter to send to establishments requesting counts on seats, outdoor seating, bedrooms, employees, and date of opening. The letter states that if there are discrepancies with North Branch's records, there will be a fee to do a physical inspection. It was discussed how to open communication between the Town of Dover and North Branch to help both parties track new construction or changing establishments.

Solar Project Findings: Prial updated the Committee on the findings of the analysis done by himself, Westby, and Kennedy. He stated that he gave a solar allocation amount to the Town of Dover. The Town and school are looking into where to allocate those credits. He thanked Kennedy for his presentation of the data.

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

- Operations crew has spent the past month replacing endpoints. We must change gears and prepare the spray field for winter and do meter readings. The plan is to resume endpoint replacements in October.
- The alum line has been rerouted inside the operations building and is maintaining treatment. There will be no need to dig up the yard at this time.

- I have some updates and changes to propose to our Capital Budget. I will work with the itemized figures with Ken in the next few weeks then send the updated sheet to the PC.
 - The biggest item not there is filling in the large boulders on the dam with dirt to facilitate safe mowing. We can combine this with replacing the polishing pond liner to potentially save money on mobilization and permitting.
 - The other is a sewer camera. I had budgeted \$20K for purchase this year but due to inflation and shortages these units are now \$40K with a 6-month lead time.

Howes also reported that Monadnock Fence will start the work North Branche's fence repairs/ replacement in 2 to 3 weeks.

Treasurer's Report: Coveio-Clark had presented the board with a Profit and Loss statement. Westby reviewed and stated that North Branch was on track with the budget.

Old Business: Howes stated that it was discussed at the last meeting about notifying customers who had demolished properties to have the sewer pipe dug up and capped. He noted that there had been a large amount of flow coming through the plant with the heavy rains. He could not state definitively if this was the cause, but he recommended a letter be sent to these property owners to have the lines capped. Montello stated that the camera system should help with the determination of the cause of the infiltration.

New Business: None

Executive Session: Westby made a motion to go into executive session, to discuss personnel and legal issues at 10:55. Seconded by Prial. Motion passed. The Prudential Committee came out of executive session at 11:23.

Decisions: Prial made a motion to have CVG/James Valente to commence a lawsuit to obtain an easement on the property in Wilmington, owned by North Branch. Seconded by Westby. Motion passed.

Montello adjourned the meeting at 11:25.

Respectfully submitted,

Helen Krzeminski

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Assistant Clerk

The next, regular meeting of NBF#1's Prudential Committee is on October 12, 2022, 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.