

North Branch Fire District #1
78 Dorr Fitch Road
West Dover, VT 05356

Website: www.northbranchfiredistrict.com
Phone: 802-464-7560 x 110
E mail: administration@nbfddwwt.com

**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, August 14, 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 Steve Montello.

Also Present: Deana Covieo-Clarke, Bartholomew Howes, Helen Krzeminski, Scott Stein,
Geri Golet attended in person and James Valente attended via Zoom.

Public Comments: Geri Golet stated that the Prudential Committee is doing a good job.

Minutes: Montello made a motion to approve the minutes of the July 10, 2024, Regular
meeting. Seconded by Westby. Motion passed.

Review of Monthly Updates: Covieo-Clarke and Krzeminski updated the Prudential
Committee on customer data, meters, AR/billing, and contracts. Covieo-Clarke reported
that there are still only 2 hand read meters that need to be replaced. Covieo-Clarke
reported out of 609 endpoints, there are now only 4 left that need to be replaced.
Montello asked Covieo-Clarke to send CVG law office updates on those customers who
are not responding to invoices sent for years of non-metered service. Westby asked
Covieo-Clarke for an update on the Ridgway properties. She reported that she has been
in touch with the attorney representing Margit Ridgeway in the sale of the properties
and that the attorney is aware of an inspection needed and outstanding invoices for
additional bedrooms.

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

Operations

- The crew installed new yard hydrant to replace a broken one by our anaerobic selector.
- Osterman Propane came and installed the gas service to admin generator pad. They need to make the final connection to the generator.
- Southworth Electric came and installed the admin generator along with the conduit and concrete pad for the operations generator. They will do a load test on the admin generator once the propane line is completed.
- One of the rotors has faulted in our north reactor. A new electric motor has been ordered at a cost of \$3293.
- I have Sprague painting giving an estimate on washing/staining the operations building and painting the doors. He feels some of the lumber is tender enough that it may need replacement after washing. My plan if we do the work this year is to

contact SMR after Sprague Painting is complete so that anything that needs repairing will be known.

- I have asked numerous different companies about fixing the Ellis Pumpstation force main and electric. Daniels Construction was recommended by many that couldn't do the work, and they are the only ones who stated they could do it. They are working up an estimate and hope to complete the work in October.
 - The heat trace will require a new circuit. This brings up the question of whether we hook the entire pumpstation to the operations building. The entire pumpstation needs a 60A 240V circuit = 14.4KW. It actually only uses 40amps at 240V = 9.6KW if both pumps are running, the higher circuit is to allow for pump inefficiencies/clogging. Connecting to the ops building will require digging across the tar and possibly additional electrical equipment in the building but allows that pumpstation to be hooked to the facility generator. A good plan would be to hook up the heat trace to the admin building this year and get a complete scope of the work needed to hook it all to the ops building to decide for next year.
- Daniels Construction has completed the valve work at the RT 100 pumpstation.
- The last old VFD at Rt100 has faulted. A new one was purchased at a cost of \$6,420.64 with installation. They are scheduled to come install it 8/14.
 - When Champlin is here doing the work, I would like to get a quote on installing a bypass control for the VFD's so that the pumps can still operate without the VFD's. They already have dual motor starters installed, but it will take some time to rewire the controls.
- I have received quotes for replacing our truck and plow. Purchase prices after trade in were:
 - Brattleboro Automall (Chevy 2500) - \$51,950
 - Oliver Ford (F250) - \$52,000
 - Bennington Automall (Chevy 2500) - \$62,115

Montello made a motion to approve the purchase of the Chevy Truck from Brattleboro Automall in the amount of \$51,950.00. Seconded by Westby. Motion passed.

Treasurer's Report: Westby stated that the checking account has a freeze on it until he can meet with the bank concerning the recent hack into the account. Purchases will be authorized, one at a time, until a new account can be set up.

Westby reported that there are \$3,166,000 total assets on the balance sheet. Covieo-Clarke presented a detailed report of the monthly financials. Montello made a motion to approve the financials for July. Seconded by Westby. Motion passed.

Covieo-Clark reported that Farnum would be coming next week to do an estimate for the insulation in the attic. She stated that she is waiting for an estimate from Southworth Electric for replacement of the lights in the administration building. Howes will be getting prices on renting a pod to put the attic contents in so that they can be sorted and disposed of

if necessary.

Covio-Clarke requested approval to purchase t-shirts and hoodies for North Branch staff. Montello made a motion to approve the purchase of the t-shirts and hoodies. Seconded by Westby. Motion passed.

Private lines and requirements for hook-up: A letter was presented to the Prudential Committee from John Dupras, Trinity Engineering, outlining his concerns about mandating and enforcing. Geri Golet, who is on the Dover Manor Road Association asked the PC what the reasoning was behind requiring people to hook up to North Branch Fire District #1 if they were within 250 feet of the public sewer line. Westby explained that the more customers North Branch has, the lower the rates for all customers. He explained that is less expensive than putting in a private septic system. And that it would be getting more difficult to get permitting for a private system in Vermont. The Prudential Committee clarified that North Branch will not be mandating that people hook into the private lines that North Branch does not maintain or own, but it remains an option if they choose to. They discussed changing the ordinance to say any “lot” within 250 feet of a North Branch sewer line is required to hook into the public system. Currently the ordinance states that any “dwelling” within 250 feet of the line must hook into the system. The way the ordinance is currently worded leaves the owner the opportunity to build the dwelling further away from the line. There will be further discussion on amending the ordinance later.

Montello made a motion to go into executive session at 10:40 am to address a legal issue. Seconded by Westby. Motion passed.

Executive session ended at 10:50 am.

Decisions: Montello made a motion to approve CVG Law offices to pursue a tax sale against two properties in Boulder Ridge. Seconded by Westby. Motion passed.

Montello made a motion that North Branch Fire District #1 be able to bid on properties at any tax sale. Seconded by Westby. Motion passed.

Westby adjourned the meeting at 10:55 a.m.

Respectfully submitted,



Helen Krzeminski

Assistant Clerk

The next meeting of Nbfd#1's Prudential Committee is September 11, 2024, at 10:00 a.m.

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