

**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, October 11, 2023.

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

Members Present: Jon Prial, Robert Stone, and Ken Westby. Pete Edwards attended via Zoom.

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

Public Comments: None

Minutes: Prial made a motion to approve the minutes of the September 13, 2023, Regular meeting. Seconded by Stone. 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 56 non-communicating meters. Approximately 27 of those must have the endpoint replaced. The remaining have different issues, either needing to be activated or an error that needs to be addressed.

Prial asked that the Prudential Committee be updated monthly on how many tickets have been issued and the responses.

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

Oct Topics

- The crew spent some time on rainy days working on the housekeeping jobs Steve mentioned.
- The crew has finished the work in the spray field and are doing manhole inspections and repairs again.
- The ATV needed the front differential replaced at a cost of \$2313.59.
- Daniel's Construction has completed the work in the bypass manhole on our Rt 100 pumpstation and replaced one of the gate valves. The new valves are longer than the old ones so they need more parts and will come back to complete the job.
 - I'd like to order a check valve and some fittings to install on this bypass to set it up better for future use. Estimated cost is \$2500.

- Lane plumbing has a new furnace with A/C scheduled for installation October 16th-20th. I have an electrician scheduled to wire it during this timeframe.
- I have reached out to the school regarding a visit.

Prial made a motion to approve \$2,500 for a check valve and fittings for the Route 100 pumpstation. Seconded by Stone. Motion passed.

Treasurer's Report: Westby reported that everything was running within budget. Westby reported that the investment of 2.7 million with Fidelity bank is at 5.35% interest. He reported that 1.8 million of that will mature in December. Those funds will be put back into the operations account.

New Business: Prial wanted to note that around February, the PC will start to discuss options for getting more people to hook up to North Branch and on lowering rates. Howes stated that North Branch would need to have a project plan in place before the state would issue any approvals.

Stone asked if a non- resident customer could be on the Prudential Committee. It was discussed to possibly have a sub-committee of non-resident customers, who could be a voice for suggestions or concerns they may have.

Old Business: Prial summarized the analysis that has been done on master metered customers. He stated that North Branch was trying to be equitable to all customers by comparing charges to master meter customers and those individuals who pay a minimum bill. It was decided to continue to gather data, but not institute any changes for at least a year.

Executive Session: Prial made a motion to go into executive session, at 10:37, to discuss legal and personnel matters. Seconded by Edwards. Motion passed. The board came out of Executive session at 11:25.

Decisions: Prial made a motion to approve the 2024 renewal of Health Equity Reimbursement accounts based on Blue Cross/Blue Shield's out of pocket maximums as follows and to update the employee handbook with the information:

\$5,150.00 for single employees and \$10,300 for employees with two person and family plans. Seconded by Stone. Motion passed.

No other action was taken.

Westby adjourned the meeting at 11:40.

Respectfully submitted,

Helen Krzeminski
Assistant Clerk

The next, regular meeting of NBF#1's Prudential Committee is on November 8, 2023, at 10:00 a.m.

Helen Krzeminski

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