

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 13, 2024

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

**Members Present:** Steve Montello, Jon Prial and Ken Westby.

**Also Present:** Deana Covieo-Clarke, Helen Krzeminski, Bart Howes, Ken Kozikowski,  
Carol Miller and Donald Massoni

**Public Comments:** None

**SR014 11 Stugger Road, Kozikowski/Non-meter-years of service invoice/history.**

Kozikowski was present to explain new information regarding invoice #2538 for years of  
service in the amount of \$8,937.95.

Westby asked the Prudential Committee if North Branch could use the data from the  
customer's water filtration system which the customer does have two years of history,  
rather than wait the two years to abate any balance on the invoice. Prial made a motion to  
accept the data from water filtration company, which shows minimal usage and to accept  
payment of approximately \$2,100 which includes penalty and interest for years of non-  
metered service. The balance on the invoice is to be brought before the Board of  
Abatement to the next meeting. Seconded by Montello. Motion passed.

**SH024 and SH025 Maple Hill Loop, Massoni/Right of way clearing.** Carol Miller and  
Donald Massoni were present to state disapproval of the clearing of North Branch's right  
of way on two of their properties on Maple Hill Loop. They stated they were not notified,  
in advance and although some clean-up of the brush was done, they expected a better job  
of cleaning up. Chief Operator, Howes, stated his crew would go back to the property to  
remove any other debris. The Prudential Committee stated that they would develop a  
policy to notify customers, in advance, of any clearing of right of ways. Montello also  
noted that this Prudential Committee has only been in office for three years, but has taken  
pride in the improvements, drop of rates and efforts to keep the Fire District's public  
informed.

**September Minutes:** Montello made a motion to approve the minutes of September 11,  
2024, Prudential Committee meeting. Seconded by Prial. Motion passed.

**Review of Monthly Updates:** Covieo-Clarke and Krzeminski updated the Prudential  
Committee on customer data, meters and AR/billing.

**Chief Operator's Report:**

Nov 2024

Operations

- Sprague Painting has quoted \$12,500 to power wash & seal the operations building and  
paint the doors. It was too late for him to complete the job this year, but I reached out and

he said he would do it in the spring, pending the PC approving the work. Montello made a motion to approve \$12,500 to Sprague Painting, to power wash, seal the operations building and paint the doors. Seconded by Prial. Motion passed

- Daniels Construction has completed repairing the force main and electrical conduit for the Ellis PS at a cost of \$28,100.
- Southworth Electric came and installed the automatic transfer switch and set the facility generator. He is waiting on Kohler to give him a date they can perform the startup.
- Casella has sent the details for an updated 3-year contract for sludge disposal. Using the new rates and our hauling data from this year, it represents roughly a 16% increase. There may be two other companies that can handle our disposal needs and I have reached out to them. If I can't find a better long-term option, I will sign the Casella contract.

**Treasurer's Report:** Covieo-Clarke reported that since the last meeting on September 11, bills in the amount of \$140,820.95 have been reviewed by the Prudential Committee. Montello made a motion to acknowledge these transactions. Seconded by Prial. Motion passed. Westby summarized the P&L. He reported that North branch is working within the parameters of the budget. Covieo-Clarke reported that she and Westby are working on the 2023 Audit with the independent auditors. Westby reported that there is 2.5 million in investments at a 5% rate. He reported that November's billing was \$464,583.46. Montello asked to rename 5500 categories from "Employee" to "Training and supplies", because how it stands now it looks like employee wages. Montello questioned why the auditors wanted to depreciate painting of a building. Westby said he would talk to them to get clarification.

**History of gallons billed over 4 years:** Montello stated he asked for this report because he had found and fixed a leak at Seasons that was approximately 10,000 gallons/day. His concern was that it was going to affect North Branch's receivables. He noted that it should also affect capacity, favorably.

**Dover Manor/Geoff Kupferschmid/Private lines:** Westby had requested documents from Dover Manor at the September meeting, to include maps, engineer's reports, maintenance records and an account of who is currently on septic and is currently hooked up to the North Branch's sewer line. Documentation had been presented to Krzeminski by Kupferschmid earlier in the month. Information was in the agenda package to review by the Prudential Committee and staff. Prial made a motion to reject the request that North Branch Fire District take over and maintain Dover Manor's private sewer lines. Seconded by Montello. Motion passed.

**Old business/new business:** Krzeminski asked that the Prudential Committee accept the grant award of \$63,280.80 for the work to be done on the Administration Building, from the Municipal Energy Resilience Program / VT Department of Buildings and General Services and to make her the signer as "Grantee" for North Branch on the agreement. Montello made the motion to accept the grant and designate Krzeminski as "Grantee" to sign the agreement. Seconded by Prial. Motion passed.

Westby adjourned the meeting at 11:00am.

Respectfully submitted,

Helen Krzeminski



Assistant Clerk

The next meeting of Nbfd#1's Prudential Committee is January 8, 2025 at 10:00 a.m.

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

