

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

Website: www.northbranchfiredistrict.com

Phone: 802-464-7560 x 110

Fax: 802-464-3040

E mail: administration@nbfddwt.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, November 8, 2023.

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

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

Also Present: Deana Covieo-Clarke, Bart Howes and Helen Krzeminski. James Valente. attended via Zoom. Members of the public were Lynn Bucossi, in person, Allison Kimball and Anthony Bonazzo attended via Zoom.

Public Comments: None

Minutes: Prial made a motion to approve the minutes of the October 11, 2023, Regular meeting. Seconded by Montello. Motion passed.

Bonazzo: Bonazzo summarized his meter history and asked for North Branch to split the cost of the plumber of \$275.00. The PC said to have a VT licensed plumber determine the cause of the malfunctioning meter before any decision could be made. Bonazzo asked for a copy of any paid invoice from 2016 when the meter was installed.

Allison Pyper/Lynn Bucossi: Pyper introduced a plan to develop a tract of land, in Wilmington, that abuts North Branch Fire District. A discussion was started to expand the Fire District to include this tract of land so that any development could be hooked up to the Fire District for sewer. Initial stages or possibilities will be investigated and Pyper will forward any information they have. An update will be scheduled for the December meeting.

Review of Monthly Updates: Covieo-Clarke and Krzeminski updated the Prudential Committee on customer data, meters, AR/billing, and contracts. North Branch has 38 non-communicating meters. Approximately 10 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.

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

November Topics

- The crew has been doing manhole inspections and repairs. The camera was used by Mt. Snow to inspect a section of line due to the large amount of gravel in the manhole. No problem with the line and the gravel was from a displaced ring.

- Daniel's Construction is coming Wed 11/8 to complete the work on the valves in the RT 100 pump station.
- Lane Plumbing installed the new furnace in the admin building.
- Deana won an AOT road safety packet for use at the VLCT Town Fair she attended. It consisted of DOT "work area ahead" signs and cones. I will ensure the crew utilizes these when doing manholes. It also had traffic control signs that require us to be certified to direct traffic. I have found a virtual course for the crew to take over the winter for free.
- We replaced the drive nuts in both the scum trough actuators that we had AR controls come down and diagnose in my September report. The old nuts were bronze and the new ones from the manufacturer are steel. One of the nuts seized itself to the stainless-steel shaft. Two new shafts are on order, and I have requested the bronze one to be ordered. Westby asked Howes to check on the warranty.
- The new spray pump that was installed in July has faulted. It has been sent out for warranty replacement.
- It was decided to have a larger discussion on the pond relining project after a meeting with the engineer has been held. Montello suggested draining the pond in the summer before North Branch commits to the engineering agreement of \$57,150.00.

Treasurer's Report: Westby summarized the monthly P&L, budget, and audit. Covio-Clarke reported that she was halfway through 28-line items that the auditor had requested due by November 15.

Old Business: Montello made a motion to approve the Employee Handbook with revisions. Seconded by Prial. Motion passed. Montello suggested that North Branch self-insure for up to two weeks before there are any workman's compensation claims submitted. It was decided to change the bypass meter rate back to \$5.00 from \$25.00, since half of the bypass customers have less than \$25.00 worth of gallonage that was bypassed. Covio-Clark updated the Prudential Committee on citations that have been issued. One customer asked to have the violation dropped. The PC directed Covio-Clarke to drop the \$820.00 fine if the customer schedules the meter replacement and pays all delinquent balances by December 1, 2023.

New Business: Prial and Westby will discuss new allocations with other owners of the solar project, so that North Branch does not continue to have excess credit wasted. Prial summarized his analysis of Master meter charges. It was determined more information is needed for Grand Summit and Snow Mountain Village. Prial suggested sending a letter to those customers who will be affected by new charges or changes in master meter status, a notice going out before next Fall's meter readings of October 5. Montello asked for a count, from Howes, of how many Seasons and Kingswood customers have their own

meters(inactive). These would be customers going from a master meter to having their individual meter.

Montello gave an update on the property owned by North Branch in Wilmington. Montello stated that North Branch is trying to recoup some of the investment into the property that has an easement issue. It has been investigated to possibly log the property or develop it as work force housing project. There has been interest in both logging and investors, in developing a work force housing project. The parcel abuts Adam's Farm property. A member of Adam's family reached out to Montello showing an interest in buying the property. Montello is waiting for an email from Adam's family to make an offer on the property.

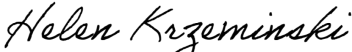
Covieo-Clarke suggested that when North Branch purchases another vehicle, that the current vehicle is not traded in, but kept for use by North Branch employees, as staff are using their own vehicles daily. Montello said they would take it into consideration. Westby asked Howes if there was a need for more spray fields or expansion. Howes explained they North Branch cannot exceed the current disposal capacity due to Ellis Brook being compromised. He asked Howes if buying a parcel of land that is currently owned by the Sitzmark would be beneficial for future expansion. Howes suggested having hydrological study done on the parcel to see if it is feasible to put a spray field in there.

Executive Session: Prial made a motion to go into executive session, at 11:25, to discuss legal and personnel matters. Seconded by Montello. Motion passed. The board came out of Executive session at 11:56.

Decisions: None.

Westby adjourned the meeting at 11:58.

Respectfully submitted,


Helen Krzeminski
Assistant Clerk

The next, regular meeting of NBF#1's Prudential Committee is on December 13, 2023, 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