

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, May 11, 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 (via Zoom), Peter Edwards, Jon Prial and Ken Westby.

Also Present: Helen Krzeminski and Bartholomew Howes. Public member, James Valente (via Zoom).

Public Comments: None

Minutes: Prial moved to approve the minutes of the April 13, 2022, Regular meeting. Seconded by Stone. Motion passed.

Letters: A letter was received by Tom Ferrazza regarding the open treasurer's position. Montello acknowledged the letter and stated that NB was going to contract Robert Half to fill the bookkeeper/treasurer's position. A second letter from Joann and Bob Frangione will be discussed in executive session.

Treasurer's Report: Westby stated that there was not much to report, that NB is within budget. He said that accounts receivables are down to \$14,000, prior to this billing which is approximately \$800,000. Montello added that he had contacted NB's accountant to get an update on the 2021 audit. He has yet to hear back from him and added that it will be posted as when received. Montello stated that NB has been approached by developers that either had existing contracts on hold or inquiring about new development that would require hooking into Nbfd. He stated that there is a lot of activity in the district. He noted that there was approximately \$250,000 income in the budget, next year, in hook up fees.

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

- A temporary manhole lid was purchased to allow AL041 -51 Blue Brook to set up a pump into their tank and pump into the manhole. I inspected their water meter to ensure all the information in Muni was correct.
 - I inspected AL039 – 41 Blue Brook. It does not have a water meter and the owner supplied us with a septic system inspection he had just performed of his septic tank.

- Out of the RFPs for the Rt100 pump repair and reinstalment of the CLR recirculation pump; only Champlin Associates has expressed interest. I would like to award them the attached bids for \$20,026.94 and \$1,807. By Champlin doing both, the job should come in cheaper as they stated we can save on travel and milage. ♦ Westby made a motion to award Champlin Associates these two jobs. Seconded by Edwards. Passed unanimously.
- Out of the RFPs for the digester air piping, domestic water tank, and the interior spray valves submitted to three local plumbers; only Lane Plumbing expressed interest and it was a bid for the domestic water tank. I'd like to award them the attached bid for \$3,100. ♦ Edwards made a motion to award the job to Lane Plumbing. Seconded by Prial. Passed unanimously.
 - I resent the remaining to Wind River Environmental and they have expressed interest in submitting bids.
- I have called numerous fence repair companies. Most are too busy this year, Springfield fence will try to come down in a couple months to look at it. ♦ Montello gave an additional possible vendor. He added that working front gates need to be a part of the bid.
- I hired Trinity Engineering to do our engineers annual inspection.
- I have hired James McManama as a seasonal temporary laborer at our base rate of \$18/hr. This position does not offer any of our normal employee benefits.

Montello added that NB had recommendations from the insurance company for loss control. He noted that NB was working to contract a company to inspect the crane hoist and make any necessary repairs.

Abatement Hearing: An abatement hearing was set for June 14, 2022, at 6:00 pm. It will be at NBFD's Administrations Building.

Solar Project Update: Prial stated that he and Westby had attended a meeting with the other parties involved in the project, this being the Town of Dover and Dover Elementary School. Information was shared and it seemed the Dover School was having the same concern of losing credits each year. Possible strategies were discussed. Westby added that there was a possibility of bringing in a new party to the system or changing the allocation amongst the existing parties. It was decided the group would meet again next month. Prial stated that certain strategies are in place at NB to reduce our energy bills generated by Green Mountain Power. He stated that a significant reduction in the energy costs should be reflected in the coming bills.

New and Old Business: Prial reported that a letter was created and being mailed out to the Fire District patrons, that explains recent changes at NB and frequently asked questions. Montello stated that Prial had met with one group of realtors to answer questions. Prial said that they were organizing another meeting with many realtors and lawyers soon, that NB will attend to answer any questions they have for NB.

Krzeminski reported to the board, that it was brought to her attention by an engineer, that the current way Letters of Intent are written, is creating an unnecessary and extra cost to the property owners, when applying for their wastewater permits. She asked to change the letters so that they only have a description of the dwellings to include bedrooms, but not include associated, state allocated gallonage. Prial made a motion to take the recommendation from the engineer and drop gallonage allocation in the letters. Seconded by Westby. Passed unanimously.

Executive Session: Prial moved to go into executive session, to discuss personnel and legal issues at 10:30. Seconded by Westby. Motion passed. The Prudential Committee came out of executive session at 11:05.

Decisions: Prial made a motion for NB to cover Eric Taylor's employee benefits, commencing June 1, 2022, for a period of ninety days. Seconded by Stone. Passed unanimously. Montello authorized Krzeminski to send Taylor a letter informing him of the coverage.

Montello adjourned the meeting at 11:10.

Respectfully submitted,

Helen Krzeminski

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Administration

The next, regular meeting of NBFD#1's Prudential Committee is on May 11, 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.