

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, April 9, 2025.

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

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

**Also present:** Helen Krzeminski, Bart Howes and Scott Stein.

**Public comments:** None

**February Minutes:** Prial made a motion to approve the minutes of February 12, 2025, Prudential Committee meeting. Seconded Westby. Montello abstained. Motion passed.

**Review of Monthly Updates:** Krzeminski updated the Prudential Committee on customer data, meters and AR/billing. Very little change from last month, although paperless customers have increased from 999 to 1021. Commitments list was the same as February. Montello asked Krzeminski to send him a list of properties still on the commitment list. Krzeminski reported that Health Equity will be refunding \$32, 485.11 for the plan year of 2024 of unused funds, by June 1, 2025. It was suggested by the PC, for Krzeminski, that we investigate going into a rollover program and only funding the difference of what was used from the prior year, going into the next year for employees individual funding.

A letter to customers and an email to paperless customers will be going out to encourage customers to sign up for paperless billing and Eye on Water. An additional letter will be sent to those customers who may be affected by, upcoming, right of way clearing.

**Chief Operator's Report:**

April Topics

- Our ATV needed the primary clutch replaced at a cost of \$1244.99.
- The hydraulic motor on the centrifuge has started to intermittently make a knocking noise. I have ordered spare parts at a cost of \$2730.
- Our centrifuge is approximately 5 years old. Do we want to have a field technician come out and do an inspection of it this summer at a cost of \$7850?
- Every 5 years we do a study on the surrounding streams. In 2024 we did the Ellis Brook and for the first time it has shown a No significant alteration of the aquatic (NSAAB).
- I believe we should raise the amount budgeted for expenditure code 5600 (lab) to \$55,700 for FY26. The biomonitoring for the Deerfield River has an additional sampling point compared to the FY25 work and there is additional reporting for our ID permit renewal due March 2026.

Montello said to take the additional money needed for the lab budget from another line item.

Montello asked Howes to have cell communicators installed at the two pump stations that are not connected to our alert system and to get prices for generators for those two stations.

**Treasurer's Report:** Payables were approved by a new 3-person check system suggested by the independent auditors. Covio-Clarke will present the bills to be paid to a PC member, they will sign off that they approved them, then a second PC member will review and sign the checks. A total of \$24,176.16 was approved to be paid.

**Old/New Business:** The Administration Building will be closed June 19 and 20 for Juneteenth and installation of the attic insulation. Montello asked Howes to have a dumpster dropped to clean out the attic beforehand.

The Reorganization meeting was scheduled for June 18, 2025 at 10:00.

**Executive session:** Prial made a motion to go into executive session at 10:40 to discuss personnel matters. Seconded by Montello. Motion passed.

Out of executive session at 10:55 am.

**Decisions: None**

Westby adjourned the meeting at 11:00 am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Helen Krzeminski".

Helen Krzeminski, Assistant Clerk

The next meeting of NBFD# will be on May 14, 2025, at 10:00 am.

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