

**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, December 14, 2022.

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

Members Present: Steve Montello, Ken Westby and Bob Stone Jon Prial attended via Zoom.

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

Public Comments: Westby wanted to address a public comment that was made at the last meeting about identifying the bond amount being paid. He said to address that concern there has been information added to the website, as to the budget and what percentage of that is the bond.

Minutes: Stone made a motion to approve the minutes of November 9, 2022, regular meeting. Seconded by Westby. Motion passed.

Review of monthly updates: Krzeminski and Covio-Clarke updated the board tracking of customer data, meters, accounts receivable and contracts.

- Staff will work Saturdays, if needed, to replace the remaining 500 cell head upgrades. These appointments will need to be scheduled in advance and enough for a full day, so that Howes can adjust the regular work schedule.
- Valente will draft a letter to send to those non-responsive to attempt to get meters updated. He will also draft a letter to send to customers who have delinquent bills over 180 days.
- A review and clarification of the completed contracts was discussed. Krzeminski stated that there was approximately \$100,000 left in the Priority account that still needed to be tracked and verified. Westby made a motion to move \$397,425 from the Priority account to the Operations account. Seconded by Stone. Passed unanimously.

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

Operations

- Champlin Associates has finished replacing pump#1 and its check valve at the RT 100 pumpstation.
- The mechanical seal failed on one of our process water pumps. I rebuilt it to keep it operational. If it breaks again, we should replace it. They are due for replacement next year.

- We are experiencing some erratic readings in our PLC control panel when we turn on the recirculation pump. I have contacted EII Controls to come diagnose the problem.
- Two of our VFD displays on our PLC control panel are broke. I ordered two replacements at a total cost of \$462
- Montello stated that he had a conversation with Howes and that Howes would finish his staff reviews and that he would make recommendations, at the January meeting, for 2023.

Treasurer's Report:

- Covieo-Clarke stated that it was discovered during at recent closing, that a tax lien from 2020 had never been released. She had asked if she should spend time to track all the tax sales and outcomes. It was decided to discuss in executive session.
- Covieo-Clarke said that she had been cleaning up Quick Books and found several invoices that seems to have never been paid (to North Branch), for meters and gallonage. She stated she was working on verifying those accounts and mailed out 10 of those overdue invoices.
- Covieo-Clarke stated that she revised the P&L report and the P&L Budget Performance report.

Old Business: None

New Business: Fixed charges discussion.

- Prial said that he had been working on an analysis of minimum charges, since a member of the public, at the last meeting, had brought up the fairness of all customers being charged a minimum. He stated that more work needed to be done to make sure that North Branch is being fair and equitable to all our customers.

Executive Session: Prial made a motion to go into executive session, to discuss personnel and legal issues at 10:30. Seconded by Stone. Motion passed. The Prudential Committee came out of executive session at 10:56.

Decisions: Prial made a motion to appoint two enforcement officers for civil fines, being Steve Montello and Deana Covieo-Clarke. Seconded by Stone. Passed unanimously. Montello adjourned the meeting at 10:58.

Respectfully submitted,

Helen Krzeminski

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Assistant Clerk

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