

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, July 13, 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 and Ken Westby.

Also Present: Deana Coveio-Clarke, Bartholomew Howes, O'Sinn Kennedy, Helen Krzeminski and James Valente via Zoom. Public attendees were Tom Ferrazza, Geraldine Golet and Barbara Hyde.

Reorganization of the Prudential Committee: Bob Stone made a motion to nominate Steve Montello as Chairman. Seconded by Ken Westby. Motion passed. Montello made a motion to nominate Bob Stone as Vice-Chairman. Seconded by Westby. Motion passed. Montello stated that North Branch Fire District will not have an elected Moderator, as allowed by State Statute. The Prudential Committee welcomed Scott Stein as the newly elected Clerk, for the upcoming year.

Official Publication will continue to be Deerfield Valley News.

Monthly meetings will continue to be held on the second Wednesday of each month at 10:00 am.

Public Comments: Barbara Hyde, representing the West Dover Congregational Church asked why she did not receive a bill after having a meter installed. It was explained that there was a technical issue that was not resolved until Friday, July 8th. She was told to expect a bill for the minimum charge of \$115.00. Geraldine Golet asked why her bill was \$100.00. Westby explained the calculations of a "minimum, bill. (*Note: upon checking, Geraldine Golet was billed the minimum charge of \$115.00, which she paid.)

Ferrazza stated that the Prudential Committee changed terms for seats on the board from one year to three years, without a PC vote or public voter approval. He questioned why it wasn't done that way.

Minutes: Montello stated that the Prudential Committee would not be approving the minutes of the Annual Meeting. He stated that the voters would approve the minutes at the next annual meeting.

Letters: A letter from Marie Galloway was received asking for a donation for Leland & Gray High School. It was explained that the request would be denied as it is not the policy of North Branch to donate money to organizations.

A letter from Ed Apostle seeking a refund of \$2,880 for payment of sleeping spaces. The Committee declined the request as it is not North Branch Policy to refund for sleeping spaces bought under previous Ordinances.

A letter from Mike Behringer asking for a reversal of late charges for a payment that was received after the 15th of June. Westby recommended that North Branch reverse the charge for Behringer and any other customer who was charged late fees from payments received by the 21st and request to do so, for this one billing period. Westby stated that delinquent statements went out on the 16th, as they should have, but in the past, they were not sent out until later, giving customers more of a grace period. It was noted that future bills will state that they are due immediately and must be received by the 15th of the following month (45 days).

A letter from Kevin O'Hare was received stating he preferred his bills not be sent on a postcard and will look for the notice explaining the new paperless billing.

A letter from Jon Pinn was received asking for a reversal of late fees from a payment that was sent by his bank, but not received in North Branch's office until after the due date. It was recommended to reverse his late fees.

Treasurer's Report: Westby reported total working capital for Operations was \$1,205,000 and the Capital Reserve was \$1,257,000 as of 6/30/2022.

Montello added that Deana Coveio-Clarke will be appointed Treasurer at the next meeting. Stating that he and Westby are putting together a financial package that will be reported every month by Coveio-Clarke.

Montello also noted that NB is waiting for the June 30, 2021, audit from Love/Cody. Then they will proceed with the June 30, 2022, audit.

Montello thanked O'Sinn Kennedy for all his hard work this summer.

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

- One of our pumps at Negus pumpstation had to get the volute replaced. Due to age, a hole had worn through the side. We took a volute off our spare pump and ordered a replacement. I also ordered another spare pump as we have 4 of those pumps in service and should have two spares. The expected arrival date is late July.
- The East clarifier had faulted out. We drained it to find worn rubber squeegees and a few rocks had gotten into it from snow blowing. Both clarifiers had their squeegees replaced in 2020. Replacement squeegees have been ordered and from this point forward we will be replacing them annually.
- I have contacted numerous Dam Engineers regarding our pond dams and the requirement to have engineer as our Technical Representative and do an annual inspection. I contacted Dubois & King, Fitzgerald Environmental Associates, Dufresne Group, Weston & Sampson, GeoDesign, & Fuss & O'Neill.
 - Dufresne Group declined.

- Fuss & O'Neill stated be glad to be our technical representative. There's no fee associated with that until we need work from them, at which time they'd provide a fee proposal.
- Fitzgerald Environmental Associates said they would perform an annual inspection for our dam at a cost of \$3,000.
- One of the VFD's at the Rt100 pumpstation has faulted and needs replacement. It is budgeted for \$6000 in our FY23 capital budget, but I had to order it now at a cost of \$6901.62.
- Monadnock Fence has sent a quote for \$23,775.79 to repair our fence. They feel from the front gates around back to the shed needs replacing. I asked to have them revise the quote to split it up into two projects so we can do one project this year and next year. Project 1 is to do the gates and out front, project 2 is to do the side to out back. I have hired them to do project 1 this year at a cost of \$12,224.47.
- All Lifts came 6/21 and inspected our hoists as recommended by Am Trust in their loss control inspection.
- Lane Plumbing replaced the domestic water tank on 6/17.
- We need a new lawn mower. It is continually breaking. The capital budget has \$4,635 allotted for it this year. My plan is to go purchase a commercial grade zero turn as the current is a residential lawn tractor and been nothing but breakdowns.

Montello asked when Spencer Plum would be taking his operator certification test.

Howes responded that he had completed the course and will register to take the State exam.

Montello asked if anything was found during the annual manhole inspection. Howes replied that so far only a few lids and rings needed to be replaced but that they were not done yet.

Montello expressed concern that there may be homes hooked up to North Branch and not having meters installed. There is a large discrepancy between what is coming to the plant and what North Branch bills. Howes stated that some will be I&I. A discussion about how this has been tracked, in the past and what needs to be put in place. It was suggested that O'Sinn Kennedy start a tracking project to identify any possible locations not in compliance with North Branch's Ordinance.

Updating Meters: It was determined that that there needs to be a monthly update on the progress of corrections needed be made for Beacon, entering meters, billing for new meters and who needs replacements still. Montello delegated the task to Coveio-Clarke.

Master meter and private line discussion: Deferred until a later date by Westby.

Land discussion: It was determined that the discussion about the Wilmington property owned by North Branch will be discussed with James Valente, in executive session.

Contracts: It was determined that, under the knew Ordinance, the policy for North Branch and old contracts would be that any funds holding for expired contracts, would need to come up to the \$40.00/gallon rate if the contract was not paid in full. This would

apply to deposits made on gallonage. It would not apply to contracts that were paid in full, regardless of the rate at the time of the contract.

Invoice Cloud Update: All the documentation requested by Invoice Cloud, has been submitted. There will be an onboarding meeting scheduled with staff and Invoice Cloud. There will be an update at the August PC meeting.

Old Business: None.

New Business: Westby made a motion to have Scott Stein, Nbfd's elected clerk, appoint Helen Krzeminski as Assistant Clerk. Seconded by Stone. Motion passed.

Executive Session: Westby made a motion to go into executive session, to discuss personnel and legal issues at 10:45. Seconded by Stone. Motion passed. The Prudential Committee came out of executive session at 11:15.

Decisions: Westby made a motion to authorize Stone to negotiate with the abutters of the Wilmington property. Seconded by Stone. Motion passed.

Westby made a motion to authorize Howes to post a job opening for a full-time operator. Seconded by Stone. Motion passed.

Westby made a motion to authorize the Howes to create a second, seasonal position, for the winter, that will not include benefits. Seconded by Stone. Motion passed.

Montello adjourned the meeting at 11:15.

Respectfully submitted,

Helen Krzeminski
Helen Krzeminski
Assistant Clerk

The next, regular meeting of Nbfd#1's Prudential Committee is on August 10, 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.