

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

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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, February 13, 2020.

This Meeting, having been duly Warned, was called to order at 12:02 by Chairperson Cyndee Frere.

Members Present: Cyndee Frere, Thomas Ferrazza, Daniel Facilla and Edward Barber.

Absent: Brendan Ryan.

Also Present: Rebecca Snow and Linda Holland.

Public Comment: None.

Minutes: Ferrazza moved to approve the Minutes of January 9, 2020 as submitted. Seconded by Barber. Passed unanimously.

Letters: Dated January 28, 2020 an E-mail from Sarah Shippee stating she will be out of town on the day of the North Branch Fire District Annual meeting, so perhaps someone else should run for moderator.

Dated January 28, 2020 an E-mail from Bart Howes stating he went out and inspected Ms. Nobile's house and he could not find anything wrong. It has the correct model head for the meter model and it has the same endpoint number as muni. The house was physically checked to ensure it was not using any water and the water meter confirmed that zero gallons were being use at that moment. The total was 68,459 gallons which is a usage of 3,631 since 10/21/2019. High for her pre 2017 history, but lower than her post 2017 history.

Dated January 28, 2020 a quote from Arcomm Communication's to replace the out of support router and failing wireless access points. Quote totals \$1,040.82. The installation will take place tomorrow, February 14, 2020.

Dated January 28, 2020 an E-mail from Don Haddox to Bart Howes summarizing the financial end of the project. WID should be able to release \$88,928.60 for reimbursement to the Fire District as soon as possible.

Dated January 14, 2020 a Notice of Hearings in regards to Hermitage Inn Real Estate Holding Company, LLC.

Executive Session: Legal/Personnel: Ferrazza moved to go into Executive Session at 12:52 p.m. to discuss personnel and legal matters. Seconded by Barber. Passed unanimously. Ferrazza moved to come out of Executive Session at 1:39 p.m. Seconded by Barber. Passed unanimously. **DECISION:** Accept Howe's recommendation for raises for Joshua Reitze, Shane Zimmerman and Kevin Joyce. Ferrazza would also like it noted that Holland, Howes and Snow have suspended their raises until the North Branch Fire District is in a better financial position.

Warning: Ferrazza moved to accept the Warning for the March 31, 2020 Annual Meeting, as presented. Seconded by Facilla. Passed unanimously.

Proposed Budgets for the Annual Meeting: The Committee diligently reviewed the proposed budgets for Operational Expenses, Capital Expenses and reviewed the Proposed Income as well as the Fund Balances and the Raise and Appropriate figures. Holland will make the changes to payroll and e-mail the Committee.

Discuss Minimum Billing: Ferrazza moved to raise the minimum billing from \$60.00 to \$100.00 dollars. Seconded by Barber. Motion and Second withdrawn. Ferrazza moved to charge \$80.00 for the minimum instead of the \$60.00. Seconded by Facilla. Motion and Second withdrawn. Ferrazza moved to go from the \$60.00 minimum to a \$75.00 minimum. Seconded by Facilla. Passed unanimously.

Review Proposed Tax Sale List/Contact an Attorney: After reviewing the Tax Sale list totaling \$57,159.79 Ferrazza moved to contact Fisher and Fisher Law offices to conduct the tax sale. Seconded by Facilla. Passed unanimously.

Treasurer's Report: Facilla moved to approve the bills totaling \$328,600.50 Seconded by Ferrazza. Passed unanimously.

Prudent Reserve: The current Prudent Reserve is **(\$277,060.07)**

Last Operational check written #29590
Last Capital check written #1329
Last Petty Cash check written #884

Snow stated that she was using \$150,000.00 from the Construction Account and \$77,730.96 from the Hookup Savings Account to pay Kingsbury their bill totaling \$227,730.96.

Ferrazza moved to take \$8,000.00 from the Tax Sale Account and move it to the Operational Savings Account and to move \$5,182.77 from the "As-Built" Escrow Account to the Hookup Savings Account. Seconded by Barber. Passed unanimously.

(Note: This will close the “As Built” Escrow)

Facilla moved to accept the Treasurer’s report. Seconded by Ferrazza. Passed unanimously.

Chief Operator’s Report: Howes submitted a written report stating he has incorporated the comments from the last meeting into our capital plan. He also rounded all figures up to whole dollars. There are two capital plans for the Committee to choose from. One that incorporates paying for a third CLR and one that does not. After the Martin Luther King weekend we approached 70% full in our holding pond. We have begun to spray extended days to lower the level to mitigate storage problems.

Federal Project: As requested Howes sent a letter to the FED in regards to our reimbursement hold. Roger Bergeron called to explain that he has had a meeting and expressed our concerns and got the reimbursement hold lifted. Later conversations found that the lift was only partially lifted. They also found the interior sludge piping and other items to be ineligible as the overages were so high. They can only fund up to a certain point for unforeseen and hidden items. The FED did decide that we can still utilize the full extent of our bond capacity by submitting items from the pond project. While great news, Howes foresees this to be a long process before it is completed.

Chairman, Cyndee Frere adjourned the meeting at 2:28 p.m.

Old Business: None.

Other Business: None.

Respectfully Submitted:

Linda L. Holland,
Administrative Manager

Next Regular Prudential Committee Meeting – March 12, 2020 at noon.

Annual Meeting – March 31, 2020 - Polls Open from 10:00 a.m. until 7:00 p.m.

cc: C. Frere, K. Braunbach, T. Ferrazza, E. Barber, B. Ryan, E. Floyd, B. Howes, H. Terhune, D. Facilla, J. Mahon, A. Pritcher, A. Palmiter, M. Himelson, L. Anelli, A. Levine, J. Flanagan, C. Helmstetter, Gray Ghost Inn, J. Desrochers, J. Gooch, Town of Dover, J. Densmore,, J. Redd, M. Garber, P. Fisher, R. Reed, S. Dupries, S. Meade, V. Czechorowski, Y. Strus, L. Fraser, A. Perkins, L. Newton, R. Rubin, C. Turpin, R. Parker-Houghton, G. Golet, S. MacDougall, L Harkawik, R. William, P. Fitzpatrick S. Joyce-Albano, R. Caplan, G. Henry, Deerfield Valley News and the Brattleboro Reformer.

Posted: North Branch Fire District #1, Wastewater Treatment Facility & Administrations Building. Dover Town Office.

