

**North Branch Fire District #1
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Minutes of the Regular Meeting of the North Branch Fire District #1, Prudential Committee, September 9, 2015.

This Meeting, having been duly warned, was called to order at 1:02 p.m. by Chairman, Hobart Terhune.

Members Present: Thomas Ferrazza, Hobie Terhune, Edward Barber and Daniel Facilla.

Absent: Cyndee Frere.

Also Present: Bart Howes, Rebecca Snow and Linda Holland.

Public Comment: None.

Letters: Dated August 26, 2015 Holland mailed letters to Erika Bruno, Mrs. Florence Crafts, 15 Higley Hill LLC and Christiane C. Westlake explaining the Prudential Committee has been investigating the feasibility of utilizing solar energy to save electric costs at the wastewater treatment facility as well as perhaps developing a Community Solar system. The proposed site is the sixty acre parcel that abuts the above owner's property and the Fire District is asking these owners if they would consider granting the District a right-of-way.

Dated August 26, 2015 a response to the above letter from Robert J. Westlake, Trustee for Christiane C. Westlake stating "on consideration of the information provided in the letter dated August 18, 2015, we, as co-owners, find that we cannot grant your request. Should you have more detailed information to share on this matter you may respond to us in writing."

Dated September 2, 2015 a letter from Lincoln Financial Group stating a former employee may have two options available in order for their life insurance coverage to remain in force. One option is to continue to pay premiums on the former employees' behalf and the other option is to exercise the right to convert the life insurance policy. The former employee has been advised to contact the Fire District within 15 days from the date of this letter regarding eligibility for the conversion privilege. (Sept 17, 2015). Holland will call the Lincoln Financial Group for an explanation of the letter.

E-mail from Holland to Fisher & Fisher regarding the Notice of Lien for Peaks 5. To date the Attorney's office has not responded.

Minutes: Ferrazza moved to approve the Minutes of August 12, 2015 and August 28, 2015 as submitted. Seconded by Facilla. Passed unanimously.

Chief Operator's Report: Howes submitted the written monthly report stating the status of the treatment facility on a daily basis for the month of August.

Howes compiled information regarding the abutting land owners to the 60 acre wooded property in Wilmington, owned by the Fire District. Howes and Holland wrote a letter to each of them inquiring if any abutter's would grant us a right-of-way through their property for the construction of a solar array. Green Mountain Power was also contacted to see if they are interested in constructing a solar array on this property.

Twice this month the operational crew has had to dismantle the pipes in the basement to remove a clog. The crew has since fabricated a grate to fit over the suction pipe to alleviate the clogging problem. Due to the clogging problem we have purchased an engine crane to facilitate the removal of the pipes and pumps.

The Fire District had a manhole overflow of approximately 1,000 gallons on Route 100 due to a partially constricted line. The crew snaked the line to clear the obstruction, the matter was reported to the State and the area of the overflow was limed.

Southworth Electric has completed their jobs. The conduit to Ellis Brook pump station has been rehung, the pond transfer station has a functioning pump panel and both School pump stations have an electrical disconnect with a generator receptacle.

The polishing pond has been drained so it can be inspected. The polishing pond has not been cleaned since 1990, resulting in a thick layer of solids approximately one foot deep which equates roughly to 390,000 gallons. Howes has contacted a couple of companies to get budgetary figures to clean it. An alternative is that a new dewatering system can be used that does not require pond water to operate.

The Fire District has been notified by G&K, our uniform company, that they will no longer be servicing this area as of the end of September. They have stated that we can keep the uniforms free of charge. We currently pay \$675.00 per year on each of the four employees and \$650.00 per year for cleaning the rugs. Howes plan for 2016 is to create an annual clothing and boot allotment of \$500.00 per employee that will save the District \$700.00 per year. Howes stated that the District could purchase a washer or a dryer with the funds left over this year and budget for the additional appliance in the 2016 budget.

The initial starter package of 10 cell network heads has arrived. Bart, Linda and Becky took the first training session to learn the basics of operating with the new meters and software. The next training session will take place after some of the heads are installed. We have not received the additional heads that were ordered. Badger and Muni are

creating an interface between the two programs. The activation fee covered Badger's end of the work, but Muni needs to create a program on their end of the interface. We are waiting for an estimate on this work.

The spreadsheet, for the private collection systems, with all the current owner's names is nearly complete. We are currently searching for the current owner of Bartlett Lane. In addition there are two places, Mountaineer and Butterfield Commons, where we need to investigate who granted permission to one owner to hook to another owner's private system. Holland and Howes have worked on a letter to each of the current owners. The original letters were sent out in 2008 and the regulation has been added to contracts since that date. Howes informed the Committee that without any proof of the prior notification, the current letter should be amended to state the inspection needs to be completed by spring of 2018 allowing them the three years as stated in the regulations.

Facilla moved to include, on the agenda, a potential executive session for personnel, legal or contractual business pending approval by the Vermont League of Cities and Towns. Seconded by Ferrazza. Passed unanimously.

Treasurer's Report: Facilla moved to approve the monthly bills totaling \$45,370.36. Seconded by Ferrazza. Passed unanimously.

The last Operational check written is check #26963
The last Capital check written is check #1039
(NOTE: Petty Cash will also be added from now on)

Snow reported that the current prudent reserve is \$488,972.81.

The Committee reviewed the Income, Capital and Operational Budgets. Also presented to the Committee was the Capital Budget in a format developed by Vicki and Linda.

Facilla moved to transfer the interest from the TD Bank "A" Priority List funds and the Key Bank "A" Priority List funds to the Merchants Bank Capital savings account at year end, December 31, each year. Seconded by Ferrazza. Passed unanimously.

Possible Executive Session: None.

Greensprings/The Peaks #5: No new information from the attorney's office.

Other Business: None.

Old Business:

Solar Proposal
Sleeping Space/Bedroom Enforcement

Terhune adjourned the meeting 2:17 p.m.

Respectfully Submitted:

Linda L. Holland,
Administrative Manager

cc: H. Terhune, D. Facilla, E. Barber, E. Floyd, T. Ferrazza, Cyndee Frere, Bart Howes, Ed Floyd, Joe Mahon, Amiee Pritcher, Arlene Palmiter, Donald Albano, Linda Anelli, Adam Levine, Jeannie Flanagan, Deerfield Valley News and the Brattleboro Reformer.

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