

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

**Phone: 802-464-7560 x 110**

**Fax: 802-464-3040**

**E-mail: [nbfd1@myfairpoint.net](mailto:nbfd1@myfairpoint.net)**

**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, November 9, 2016.

This Meeting, having been duly warned, was called to order at 1:00 p.m. by Chairman, Hobart Terhune.

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

**Also Present:** Ed Floyd, Rebecca Snow, Zachary Richter, Bart Howes and Linda Holland.

**Public Comment:** Facilla stated that he would like clarification regarding the cellular heads for the radio read meters. Facilla stated that he had installed a new meter in the theater three years ago and does he need a new meter set-up or just the cellular head. The Committee unanimously agrees that anyone with a radio-read meter will contact the Fire District and the Fire District will replace the radio-read meter with a new cellular head at no charge. Ferrazza asked if those receiving letters to have their meters done by September 19, 2016 have all complied. Howes responded "no." Ferrazza asked if those cell heads were now available to others. Howes stated that it was up to the Committee.

**Letters:** Copies of Technicon PC insurance paperwork and W-9 for proposed upgrade.

Dated November 8, 2016 a letter from Judith Edberg writing to protest the cost of the new meters. Ms. Edberg feels the costs are unreasonable for features which are totally unnecessary. Ferrazza stated the reason we are requesting the new meters is not for the bells and whistles, but because she has the old "generation one" meter that may not be accurate. Facilla suggested sending a letter off to Deerfield Valley Cares to see if they would assist with hardship cases.

Dated November 8, 2016 from Jim McDevitt: A letter stating that he could not find any information on the water meters that must be installed by January 2018. In Mr. McDevitt's opinion he thinks that before having to undertake such a major expense one should have the opportunity to review the required meter and see if there are any know

issues with the product or if there is a less costly alternative. An owner can review the meters on the Badger Meter website. ([www.badgermeter.com/](http://www.badgermeter.com/))

Dated November 6, 2016 a letter from Mr. and Mrs. Vincent Leahy stating they purchased their unit in November of 2012. In June of 2013 the meter was replaced at a cost of \$438.00. The Leahy's cannot understand why it is necessary to force this additional expenditure especially when they shut off their water when the unit is unoccupied. Holland will let the Leahy's know that arrangements are being made with Timber Creek to have the cellular heads installed, at no charge.

Dated November 2, 2016 a letter from Dan O'Neill responding to the notice he received regarding the meter upgrades. Mr. O'Neill is not willing to do this upgrade at the projected cost. "The fact that this cost is being imposed on us is completely unacceptable when the current meter is adequate for billing purposes." (Note: PA013 has the old "generation one" meter). Terhune will contact Mr. O'Neill to explain why the Fire District feels it is necessary to change the meters. Life expectancy of the meter as well as the meters accuracy is a large concern of the Committee.

Facilla brought up the question regarding the "life expectancy" of a meter. What is the life expectancy, what is the normal replacement time frame and how long are they accurate? Howes will research this issue and let the Committee know.

Dated November 2, 2016 a letter from Tom Canfield stating the decision to mandate the meter change across the board with no regard for the burden of cost on the homeowner is unfair. Mr. Canfield had installed a new meter in his Summit Meadow home less than two years ago at a cost of materials and labor of approximately \$1,000.00. Terhune will contact Mr. Canfield and let him know that the Fire District will install the "cellular" head at no charge.

Dated November 4, 2016 a copy of the Vermont Diesel Fuel Exemption Certificate Application. This form must be submitted every two years to retain our exempt status.

Dated November 7, 2016 twenty letters mailed to owners that received an estimated bill asking them to contact a Vermont Licensed plumber and have their meter replaced by December 7, 2016.

**Minutes:** Frere moved to approve the Minutes of October 5, 2016 and October 19, 2016 as submitted. Seconded by Barber. Passed unanimously.

**Executive Session:** Ferrazza moved to go into executive session at 1:25 p.m. to discuss legal and personnel. Seconded by Barber. Passed unanimously. Ferrazza moved to come out of executive session at 2:20 p.m. Seconded by Barber. No Decisions. The Committee was please to meet Zachary Richter the Fire Districts new employee.

**Ratify the New Rate for the Assistant Chief Operator:** Ferrazza moved to increase Carl Bartlett's wages by \$1.50 per hour. Seconded by Terhune. Passed unanimously.

**Review Employee Insurance Plans:** Ferrazza moved, for 2017, the North Branch Fire District #1 will pay \$582.30 for a single plan, \$1,164.60 for a two person plan, \$1,123.84 for the adult and child/children plan and \$1,636.26 for a family plan per month and place no more than \$29,750.00 in a Health Reimbursement Arrangement (HRA). Seconded by Facilla. Passed unanimously. The purpose of this motion is to fund the Blue Rewards Gold Plan and to provide funds in the HRA for out of pocket expenses. (Note: For singles the HRA funding is \$4,250.00 and for two person, adult and child/children and family the amount is \$8,500.00).

**Edward Floyd/Engineering Contract:** Floyd stated that the State reimburses 50% of the design phase. The State will reimburse 50% of the charges billed by Technicon PC for the last month. Eventually, when the contract is in, Floyd will place a line item on his list for the proposed budget, entitled “pre-contract work” so the Fire District can receive the 50% reimbursement from the State. Floyd stated “what needs to happen is to get all this into the State, have them approve this contract and once they approve the contract have Holland sign the contract, on behalf of the Committee, and submit it to the State for approval of the final design. That might take a few weeks”. In the meantime Floyd plans to have Ben Joyce survey the sprayfield before snow and allow the “wetlands” people to look at the property and Floyd will front the cost until funds are available to the Fire District. Floyd assured the Prudential Committee that the application was “boiler plate” he made very few changes. Floyd left a copy of the application for the Committee to review. Floyd stated it is a bit scary with the grant money. The State had a meeting yesterday to figure out how they were going to frame this grant. Who would be eligible for it and they figured they would have approximately half a million dollars for the Fire District, based on the size of the project. What happens now is the Secretary goes over the basic strategy for the project. That will take a couple of weeks then it will go out as a public notice followed by a public hearing in Montpelier. After the public hearing changes may be made, after that it is adopted. Once it is adopted it is a race, first come first serve. We have to have all the forms ready to go right back to the State. That would secure our place for half a million dollar grant. The Committee will need to send a “Letter of Intent” to the Secretary stating they intend to hold a vote perhaps at the Annual Meeting in March. Floyd feels it will be a real race for the funding.

**Discuss a Second Public Hearing Regarding the Plant Upgrade:** The Committee has set the next Public Hearing date for Monday, January 9, 2017 at 7:00 p.m. at the Dover Town Hall located at 190 Taft Brook Road. Holland will mail out notices to all property owners.

**Discuss Rate Structure for Bond/Loan:** Tabled until December 14, 2016 meeting.

**Treasurer’s Report:** Ferrazza moved to approve an expenditure of \$32,300.33 to pay the monthly bills. Seconded by Barber. Passed unanimously.

The last Operational check written is check #27651

The last Capital check written is check #1108

The last Petty Cash check written is check #860

Snow reported that the current prudent reserve is \$492,535.28.

**Chief Operator's Report:** Howes submitted a written report regarding the status of the treatment plant, ie, flows, temperature, pH etc. Howes reminded the Committee that we still have a SAAB in the Deerfield River. Howes reported that the main bearing on the north clarifier is broken. He has contacted Lakeside about assessing further damage, lead time and quotes on parts. Installation is to be done by a contractor of our choosing as Lakeside does not install. Penta and Kingsbury have been recommended. Terhune suggested checking with Brian Tyler. Ferrazza asked if Howes could deal with one clarifier for this winter. Howes stated that one clarifier is not a good option. It would be at least a year and a half before the new construction would be done giving him two new clarifiers to work with. Worse case, solids could make their way to the ponds.

We are replacing the weir actuator on CLR with our spare unit so that the faulty one can be sent out for repair.

Zachary Richter was hired to fill the operator's position at the rate of \$14.50 per hour. He will start work on November 15<sup>th</sup>. Richter also asked the Committee to consider that he has elected not to take the health insurance offered by the Fire District and would they be willing to increase his wage accordingly. The Committee has considered this request and has decided that it would affect all future rates. Five years from now if he elects to take the insurance, you would have to go back and recalculate each percentage rate. Ferrazza moved to hire Zachary Richter at an hourly rate of \$14.50 per hour. Seconded by Facilla. Passed unanimously.

The Fire District will make calls to owners that did not respond to the original letter in September, for the cellular head, and ask if they are not ready for their meters are they willing, at this time, to give them to someone else on a waiting list.

**Old Business:** Send a letter to all owners that have a radio read meter stating the cellular head will be installed free of charge.

**Other Business:**

December 12, 2016 at 7:00 p.m. Board of Abatement

December 14 the regular meeting of the Prudential Committee at 1:00 p.m.

January 4, 2017 the regular meeting of the Prudential Committee 1:00 p.m.

January 9, 2017 at 7:00 p.m. Public Hearing at the Dover Town Hall at 190 Taft Brook Road.

Terhune adjourned the meeting at 4:20 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, Leslie Fraser, Ashleigh Perkins, Laurie Newton, Robert Rubin, Ray Reed, John Densmore, Cliff Turpin, Rolf Parker-Houghton, G. Golet, S. Mac Dougall, L. Harkawik, R. William, Deerfield Valley News and the Brattleboro Reformer.

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