

**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, June 15, 2017.

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

Members Present: Cyndee Frere, Thomas Ferrazza, Karl Braunbach, Brendan Ryan and Edward Barber arrived at 1:00 p.m.

Also Present: Yuriy Strus, Robert Fisher, John Redd, Rebecca Snow, Bart Howes and Linda Holland.

Public Comment: Yuiry Strus came before the Committee requesting an extension of his small gallorage contract. Mr. Strus had applied for 420 gallons per day to construct a 3½ bedroom house at 43 Woodsman Road (TV030). The house was to be completed by April 20, 2017. Based on information Mr. Strus had received from the Zoning Office he did not understand that he had a deadline. The Committee will discuss this and give Mr. Yuiry an answer. (see page 3)

Attorney Robert Fisher/Richard Meduski Contract Renewal: Attorney Fisher came before the Committee requesting a one year extension at the \$25.00 per gallon rate. Fisher explained that Act 250 has approved lots 1, 2, 7 and 8 but the upper lots have not been approved by Act 250. Fisher sited Article 8 3(c) of the Sewer Ordinance that states, in part, "If however, said permit would place restriction on construction dates, than the twelve (12) month commencement date shall be extended such period of time as deemed reasonable by the Board". Ferrazza moved to extend Mr. Meduski's contract for one year. Seconded by Ryan. Passed unanimously. Holland will prepare a contract for the July 13, 2017 meeting.

Letters: Dated June 15, 2017 a quote from Arcomm Communications for three computers and one monitor. The cost includes materials and labor to configure, install and move any needed data from the old computers to the replacement computers. The quote totals \$3,569.96.

A letter dated June 5, 2017 from Holland to Robert Rubin a courtesy letter stating payment has been stopped on the check made out to Kingswood of Vermont in the amount of \$52,920.00.

Dated June 7, 2017 a copy of a letter from Thomas Ferrazza to Randall Terk, Chairman of the Dover Selectboard regarding the bills for the Dover School District, Town Offices, Police Department and Fire Department. The letter states, in part, “because the voters voted the way they did, it means that all Town buildings are subject to the rules, regulations and consequences with regards to the payment procedure”.

Minutes: Ferrazza moved to approve the Minutes of May 25, 2017 as submitted. Seconded by Braunbach. Passed unanimously.

Randy Capitani/Web Site: Mr. Capitani showed the Committee several website examples that he has built. Capitani informed the Committee that it must be friendly on the front end as well as the back end. A host would cost approximately \$200.00 to \$300.00 per year, depending on the host. Capitani charges \$50.00 per hour to setup the site. The Committee informed Capitani that they need to send out a “Request for Proposals” in hopes of getting three bids. Capitani will build the bid package and bring it back for the Committee to review on July 13, 2017.

Review Current Hook-up Fee Rates: Ryan handed out a spreadsheet that gave the rates per thousand gallons from May 2007 to November 2016 as well as the gallons consumed for each individual billing period. Based on the figures Ryan had available he estimates that a home using 100 gallons per day would cost \$633.28 annually. Braunbach feels the hookup fee should not be a random number. Ferrazza explained that a three bedroom house connecting to the Fire District will currently cost \$10,800.00 and a septic field will cost more than that. Braunbach feels the cost of the hookup should be based on the costs to the plant; the treatment, chemicals and repairs. Ryan wants Howes to work on the Capital plan; we need to be setting funds aside for plant up keep, repairs etc. Ryan will create a model for the July 13th. meeting. Ryan will need an estimated complete replacement costs for the collection system, plant, spray, subsurface, two buildings etc.

John Redd/Sundance Village Contract Renewal: Redd explained to the Committee that he is not building the houses and suggests paying as properties “close”. The committee explained that the Ordinance does not currently allow for payment in that manner. Holland will prepare a new contract for The Abbey Group for the July 13th. meeting. The Committee also was informed by the attorney that the Ordinance takes precedence over a contract.

Treasurer’s Report: Ferrazza moved to expend \$168,959.13 to pay the monthly bills. Seconded by Barber. Passed unanimously.

The last Operational check written is check #28019

The last Capital check written is check #1149

The last Petty Cash check written is check #868

Snow reported that the current prudent reserve is \$364,716.03.

Chief Operator's Report: Howes submitted the daily status report of the plant for the month of May 2017. On May 26th, the controls failed for pump #1 at the Ellis pump station. The way it is currently wired, it caused a failure in the alarm system. There was enough storage that when the problem was found on the 27th, there was time to fix it before it overflowed. A pumper truck was in route, but was turned around. Howes replaced everything as it was, but changes need to be made to protect it from happening again. An electrician needs to be hired to change some components. The main breakers are 50 amps, while the components are rated for 30 amps. There needs to be a separate breaker for the control power/alarms, so if pump one trips out or certain components fail the alarm will not fail. The same should be done for Negus pump station as it is identical.

Howes temporary installed a portable flow meter at the Route 100 pump station to compare to our influent flow meter. Preliminary data shows that the influent meter is considerably low. Ed Floyd will come to the plant on June 16th, to try and come up with alternatives for a new influent metering setup.

Executive Session for Legal Matters: At 2:09 p.m. Ferrazza moved to go into executive session to discuss legal matters. Seconded by Ryan. Passed unanimously. Ferrazza moved to come out of executive session at 2:34 p.m. Seconded by Ryan. Passed unanimously. **Decision:** Ferrazza moved to revoke the gallonage allocation for Kingswood of Vermont, Priority List #70, lots 63A, 63B Kingswood Road, 10A, 10B, 12A and 12B Foliage Lane and 2A, 2B, 3A, 3B, 4A, 4B, 5A & 5B Somerset Lane, based on 24 V.S.A. 2291(22) and 24 V.S.A. 3625(b)(2). Seconded by Braunbach. Passed unanimously.

TV030, 43 Woodsman Road, Yuriy Strus: Ferrazza moved to issue Mr. Strus a new contract, unless he installs a septic system, at the new gallonage rate for a current cost of \$7,560.00. Seconded by Ryan. Passed unanimously.

DM004, 348 Dover Hill Road, James Gooch: The house is constructed but the connection to the municipal sewer has not been made. The State is now requiring Mr. Gooch to have gallonage for a two bedroom house instead of a 1½ bedroom house. Ferrazza moved to allow Mr. Gooch to connect at the original price and hook up must be no later than September 15, 2017. Seconded by Ryan. Passed unanimously.

Discuss Bond/How and When to Move Forward: The Committee will hold a Hearing on October 11, 2017 at the Dover Town Hall. The Bond vote will be held on November 9, 2017 from 10:00 a.m. to 7:00 p.m. by Australian ballot. Voting will take place at the Dover Town Hall.

The Prudential Committee unanimously agrees to revote, by Australian ballot, the billing of Town and School properties.

Old Business: Holland will start a list of proposed Ordinance Changes.
Set a time for employee reviews.

Other Business: The next meeting will be held July 13, 2017 noon.

Frere adjourned the meeting at 3:17 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, 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.