

**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, May 8, 2024

This Meeting, having been duly Warned, was called to order at 10:05 a.m. by Chairman,
Ken Westby.

Members Present: Ken Westby, Steve Montello and Bob Stone. Jon Prial attended via
Zoom.

Also Present: Deana Covieo-Clarke, Bartholomew Howes and Helen Krzeminski. James
Valente attended via Zoom.

Public Comments: None

Minutes: Montello made a motion to approve the minutes of the April 17,2024 Regular
meeting. Seconded by Stone. Motion passed.

Review of Monthly Updates: Covieo-Clarke and Krzeminski updated the Prudential
Committee on customer data, meters, AR/billing and contracts. Covieo-Clarke reported
that there are only 6 hand read meters that need to be replaced from 37. Montello asked
Covieo-Clarke for a list of the people who still had the hand read meters. Covieo-Clarke
said that those customers had been cited for non-compliance and will start to cite them
every month until they come into compliance. Covieo-Clarke reported out of 609
endpoints, there are now only 5 left that need to be replaced.

Montello asked where we were on the independent audits. Covieo-Clarke reported that
the 2022 Audit will be done by the end of the month then they will start on 2023
sometime after that.

Chief Operator's Report: Howes submitted the following report:

May Topics

Operations

- The Kohler generator with a 944 gal fuel tank was purchased through Southworth
Electric for an installed price of \$130,500.
- All of the Kingswood meters have been installed and sealed. Our current
inventory is 44 of the 5/8" e series meters and 12 of the 1".
- John Dupras from Trinity Engineering came and did our Annual Engineers
inspection.
- I spoke to Rich Helle who is a board member of the HOA that oversees Dover
Manor. Hobart Terhune had dealt with everything for the sewer on his own. The

HOA did everything else. The HOA is in the process of getting all the paperwork from his girlfriend to try and take it over. I also gave Geraldine Golet some pump truck/pump station maintenance contacts to have in an emergency.

- Southworth Electric submitted a quote for \$9500 for the Admin building generator. It does not include propane or excavation costs. None of the other electricians I spoke to expressed interest in the job.

Treasurer's Report: Covieo-Clarke reported that she is finishing up the 2022 audit with the accountants. It was noted by Westby that North Branch is over expected budget for public accounts as they are working on 2 ½ years of audits instead of one, also with a change in the firm handling the audits.

Westby reported that on the Budget, line item "Committee" is legal fees. He expects legal fees to drop in 2025, so he dropped the budget to \$12,000 from \$20,000.

Approval of Annual Budget: Stone made a motion to approve the fiscal 2025 budget. Seconded by Montello. Motion passed.

Stone suggested that the Board clarify, at the Annual Meeting, that the line item in the budget labeled "committee" is not what the board is paid, but North Branch's legal fees.

Approval of Draft of Warning for Annual Meeting: Stone made a motion to approve the draft of the warning for the Annual Meeting with a change in the first paragraph, correcting the date. Seconded by Montello. Motion passed.

New Business: Krzeminski updated the board on responses from the customers who had been sent invoices for non-metered years of service. Krzeminski will continue to work with Westby on those accounts. Westby reported that in his conversations with these customers, he is asking for a reasonable payment of what the customer thinks they owe, to keep from going to collections. He further stated that they are expected to appeal to the Board of abatement on the total invoice and create a two-year history for that board. Montello made a motion to go into executive session at 10:34. Seconded by Stone. Motion passed.

Decisions: None

Westby adjourned the meeting at 10:45.

Respectfully submitted,

Helen Krzeminski

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Assistant Clerk

The next meeting of NBF#1's Prudential Committee is June 12, 2024, at 10:00 a.m., for the Annual Meeting.

Posted: North Branch Fire District# 1, Wastewater Treatment Facility building and Administration's building, Dover Town Office and www.northbranchfiredistrict.com