

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, July 10, 2024

This Meeting, having been duly Warned, was called to order at 10:25 a.m. by Chairman,
Ken Westby.

Members Present: Ken Westby, Steve Montello and Jon Prial.

Also Present: Deana Covieo-Clarke, Bartholomew Howes, Helen Krzeminski and Scott
Stein.

Public Comments: None

Minutes: Montello made a motion to approve the minutes of the May 8, 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 2 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
reported out of 609 endpoints, there are now only 4 left that need to be replaced.

Montello asked where we were on the independent audits. Covieo-Clarke reported that
the 2022 Draft Audit was done. The 2023 audit will start once the final draft of the 2022
audit is approved. Montello asked for updates on the letter of intents that still have not
gone to contract. Krzeminski reported that most are waiting for Act 250 or wastewater
permit amendments.

Westby asked Covieo-Clarke to issue \$800.00/month citation to the owners of HW003
who have not complied with getting a new meter.

Prial wanted to acknowledge the work that had been done to bring Kingswood and Seasons
on Mt. Snow on board. This will add over 300 customers to North Branch's accounts
receivable and should help lower the minimum rate for all North Branch's customers.

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

July 2024 Topics

Operations

- In recent bills, Badgers has stated that the endpoints we purchase have 10 years of service
paid for. I inquired and this means 10 years after we purchase the endpoint, we will have to
pay \$0.95/month for its cellular service to Badger. That's the current cost and may go up in
the future. Basically a \$6 surcharge to customers for each endpoint they have, every billing.
- I am ordering some more parts for manhole repairs at a cost of \$3417.
- The gas detector on the headworks has faulted. I have contacted the technician to come
repair it. In the meantime, we have the roll-up door open to allow fresh air in and any
potential gases to escape. Estimate from the technician to repair is \$2077

- Daniels Construction is planning on coming and finishing the RT100 pumpstation valve work from last year in late-July, early Aug.
- The control board on one of our boilers has faulted. Lane Plumbing has repaired at a cost of \$936.09.
- I sent most of our old meter equipment back to Stiles for reimbursement. I did keep what endpoints we had so that we can replace ones on the existing setups that stop communicating until we run out. They gave us 6- 5/8 e series meters with endpoints which equals just over \$2500.
- I spoke with our regulatory agency the Indirect Discharge program regarding accepting septage. They stated that it violates the rules, and we cannot take it.
- Pump 1 at Negus pumpstation has faulted. We replaced it with one of our spares.
- The pump control panel for our basement pump has faulted. A replacement has been ordered at a cost of \$1640.
- We took the polishing pond offline for three weeks to try and clean the sludge out of it. While the operations crew spent many days working on it, only about 8' around the edges were removed. Due to rains events, the slope of the pond, and the quantity of sludge it would not dry up enough to remove it all. A hauler will need to be contracted to remove it the next time it is taken offline. We will put the pond back into service around July 4th.

Admin Generator

- Southworth Electric will dig and install the admin generator conduit when he does the facility generator conduit work. He stated he would get the balling on this soon. Osterman will install the propane, but they do not have a hard date yet.

Montello asked Howes to get a quote for painting the operations building. Montello also asked how the pickup truck was running. Howes reported that North Branch probably has another year before we need to replace it.

Treasurer's Report: Westby reviewed the work he and Covio-Clarke had done on the 2022 draft audit. He noted that the third-party auditors have stated that there are a few small deficiencies with internal controls, but the auditors have stated that overall improvements have been significant over the last few years.

Westby reported that North Branch is under budget, currently.

Montello reminded staff that the real estate closings will be pushed through in the next two weeks since the transfer tax will be on the buyer and going from 1.5% to 3.5%.

Westby and Krzeminski updated the PC and staff on the accounts that were invoiced for years of service with no meter and the excess use charges that were billed this spring.

MERP Energy Assessment Report: Tabled until next meeting.

Westby adjourned the meeting at 11:20a.m.

Respectfully submitted,

Helen Krzeminski

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Assistant Clerk

The next meeting of NBFD#1's Prudential Committee is August 14, 2024, at 10:00 a.m.

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