

BRANDON FIRE DISTRICT NO 1
Prudential Committee Meeting – February 2, 2023 – 6:30 PM

Present: Natalie Steen, Michael Markowski, Jon Wyman, Dave Snow

Also in Attendance: Raymond Counter, Tom Kilpeck, Kristy Pinkham, Erin Kilpeck, Steve Bilodeau, Cathy Bilodeau, Bradley Danforth, Cody Taylor, Brent Young, Ken Backus, Tracy Wyman, Eric Mallory

1) Call to Order

Natalie Steen called meeting to order at 6:34 pm.

- a) **Agenda Adoption** – Jon Wyman made motion to adopt agenda switching item #2 & item #8.

Motion passed 4-0

2) Old Business

- a) **T-Mobile** – Questions were raised about the cellular contracts and terms. Ray Counter will provide the board with original contracts for review and discussion at the next meeting.
- b) **To-Do-List**- For clarification purposes, the board requests a list of tasks assigned after a meeting. Ray Counter and/or Kristy Pinkham will be responsible to provide the list.
- c) **Payroll** – Chief Kilpeck mentioned that the minimum wage increased in January and the fire department volunteers are currently under that wage amount. He stated that the department would like to review how pay is structured. Natalie Steen commented that we should look at any proposal closer to budget time and assigned that task for the Chief to do. Michael Markowski made motion to increase the fire department rate to match the minimum wage.

Motion passed 4-0.

- d) **Basin Road**-Ray Counter reported that the contractor is preparing to begin work on the Basin Road project and we need to discuss liability agreement with customers. Natalie Steen provided a draft for further discussion or approval. Dave Snow did not like the wording of drilling deeper because that would actually require staring over in a different location. Further discussion ensued but no changes were made other than adding other options in the wording of the agreement. Natalie Steen made motion to accept customer liability agreement for Basin Road project. **Motion passed 4-0.**
- e) **Policies, Rules & Regulations** – Ray Counter will provide the board with list of policies yet to be approved. A draft of the reserve fund policy will also be provided.

3) Election of Prudential Committee Officers

- a) **Chair** – Motion by Michael Markowski to nominate Jon Wyman as chairman. **Motion passed 3-0.**
- b) **Vice-Chair** -Motion made by Jon Wyman to nominate Natalie Steen as vice chairman. **Motion passed 3-0.**
- c) **Secretary** – Motion by Michael Markowski to nominate Dave Snow as secretary. **Motion passed 3-0**

4) Establish Meeting Schedule, Time and Location

Motion by Michael Markowski to designate the first Thursday of the month at 6:30 pm for meeting schedule and time at 61 Franklin Street. **Motion passed 4-0.**

5) Adopt Meeting Rules and Procedures

Motion by Michael Markowski to adopt Brandon Fire District No 1 Rules of Procedure. **Motion passed 4-0.**

6) Designate Official and Alternate Newspaper

Motion by Michael Markowski to designate The Reporter as official newspaper and the Rutland Herald as alternate newspaper. **Motion passed 4-0.**

7) Fiscal

- a) **Warrant – Fire Department** – Motion by Natalie Steen to approve the general fund warrant for the fire department in the amount of \$9,924.01. **The motion passed 4-0.**
- b) **Warrant – Water Department** – Motion by Michael Markowski to approve the general fund warrant for the water department in the amount of \$8,999.64. **The motion passed 4-0.**
- c) **Warrant – Payroll** – Motion by Natalie Steen to approve the payroll warrant of \$7,376.15. **The motion passed 4-0.**

8) Minutes

Michael Markowski made motion to accept the minutes of the Prudential Committee meeting held on January 5, 2023 **Motion passed 4-0.**

- 9) Treasurer Report** – Kristy Pinkham shared a presentation outlining the current status of accounts and what they will look like with her understanding of the recent votes for reserve funds. She mentioned

that this has been discussed in previous meetings and we were waiting for official creation of reserve funds by voters before any actual transfers were made. Michael Markowski made motion for the treasurer to reallocate the existing funds in the Fern Lake Fund and transfer the water department assets to the Tank fund. Reserves will be accounted for separately in these funds with Fern Lake fund being changed to fire department and Tank fund being changed to water department. **Motion passed 4-0.**

10) Water Department Report

Michael Markowski made motion to accept the water department report as printed. **Motion passed 4-0.**

11) Fire Department Report

Natalie Steen made motion to accept the fire department report as printed. **Motion passed 4-0.**

12) Public Comment – Tracy Wyman asked the board if they have or would consider Australian ballot voting. He feels a lot of people don't know the difference between the Fire District and Town and how it operates. He mentioned that it can be a positive for the voters are they are feeling more informed. He also acknowledged that it comes with an added cost. Eric Mallory stated that he thought it is a great idea also and should be looked into further. Michael Markowski mentioned that it would take time for that to be put in place and the voters would need to initially petition the board to put on a ballot for vote and discussion.

13) New Business-

- a) **Attorney** - Ray Counter mentioned that this has been previously discussed as the Fire District has not had an official attorney in almost 20 years. We currently use the same as the Town but isn't appropriate when we need to have cooperative agreements between the municipalities. Natalie Steen mentioned she previously contacted VLCT and has some recommendations. She will follow up and report back to the board
- b) **Service Contracts** – Item tabled until March 2nd meeting.
- c) **Records** – Item tabled until March 2nd meeting.
- d) **Australian Ballot voting** – Previously discussed in public comment
- e) **Water Dept**
 - i. **Special Meeting** - Ray Counter asked the board to consider holding a special meeting for a history presentation and to discuss the engineering work currently being done by Otter Creek Engineering which list projects and some alternatives with potential funding sources and opportunities. Motion by Michael Markowski to hold special meeting on Thursday, March 16 at 6:30pm. **Motion passed 4-0**
 - ii. **Grants, Loans** – Item tabled until March special meeting.
 - iii. **Security** – Item tabled until March 2nd meeting.
 - iv. **Metering, Billing, Delinquencies** – Ray Counter talked about struggles with getting warranty coverage from meter company. Natalie Steen suggested writing a letter to the company detailing issues. We need an agreement with the Town to address joint billing and legally address delinquencies.

14) Executive Session - None

15) Adjournment - Motion by Jon Wyman to adjourn at 7:40 pm. **The motion passed 4-0.**

The next regularly scheduled meeting for the Prudential Committee will be held on Thursday, March 2nd at 6:30 pm in the Fire Department conference room at 61 Franklin Street.

Raymond Counter
Clerk for the Board