

# BRANDON FIRE DISTRICT NO 1

## Prudential Committee Meeting – July 6, 2023 – 6:30 PM

**Present:** Natalie Steen, Dennis Reisenweaver, Jon Wyman, Dave Snow

**Also in Attendance:** Raymond Counter, Tom Kilpeck, Kristy Pinkham, Bradley Danforth

1) **Call to Order**

Jon Wyman called a meeting to order at 6:34 pm.

- a) **Agenda Adoption** – Natalie Steen made motion to adopt agenda. Raymond Counter asked to add Lead Service Line Inventory Loan/Grant under new business. Dennis Reisenweaver made motion to add LSL Inventory Loan/Grant as item (d) under new business. **Motion passed 4-0**

2) **New Business**

- a) **Union Street** – Raymond Counter updated the board on the Union Street sidewalk project proposed for the Town. The section of water main was designed as part of the original 2016 project but was removed due to lack of funding. The Town would like to meet to discuss replacement of all the infrastructure in that area in 2025. The initial estimated cost for this project is \$350,000.00. Financing options will be reviewed. A future meeting will be scheduled to discuss this further.
- b) **Water Billing/Rate Structure/Delinquents** – Kristy Pinkham reported that Raymond Counter and herself met with Town Office personnel to discuss billing, rates and delinquents. She asked the board to consider waiving because of meter reading issues the late fees for the Jan-Apr 2023 billing due at the end of the month. Recommendations for rate increases will be presented for review at the next meeting. A draft MOU will be created for the Town and Fire District billing/metering/collections and distributed for feedback. A follow-up meeting is scheduled for July 14<sup>th</sup>. Natalie Steen made a motion to approve abatement of the late fees for the water payments due on July 24, 2023. **The motion passed 4-0.**
- c) **Budget Schedule** – Raymond Counter made a proposal to develop a firm budget schedule to enable us to get annual reports to voters in early December. He suggested draft budgets are presented to the board at the September meeting with a budget work session scheduled in the middle of the month with the goal of approving the budget and submitting department and board reports at the October meeting. The warning and District report could then be approved at the November regular meeting.
- d) **Lead Service Line Inventory Loan/Grant** – Raymond Counter reported that monies in the form of a loan/grant are now available for the SLI and asked if this is something that the board is interested in applying for. Dennis Reisenweaver made motion to apply for lead service line grant money. **The motion passed 4-0.**

3) **Fiscal**

- a) **Warrant – Fire Department** – Motion by Natalie Steen to approve the general fund warrant for the fire department in the amount of \$19,321.34 **The motion passed 4-0.**
- b) **Warrant – Water Department** – Motion by Natalie Steen to approve the general fund warrant for the water department in the amount of \$17,573.88. **The motion passed 4-0.**
- c) **Warrant – Payroll** – Motion by Natalie Steen to approve the payroll warrant of \$7,166.23. **The motion passed 4-0.**

- 4) **Minutes** - Natalie Steen made motion to accept the minutes of the Prudential Committee meeting held on June 1, 2023, and special meeting held on June 4, 2023. **Motion passed 4-0.**

- 5) **Treasurer Report** – Kristy Pinkham reported that she is working on closing for the year. The fire department has submitted payroll and it is ready for processing. The budget status reports and balance sheets will be emailed. Natalie Steen made a motion to accept the treasurer's report. **Motion passed 4-0.**

6) **Water Department Report**

Dennis Reisenweaver made a motion to accept the water department report as printed. **Motion passed 4-0.**

7) **Fire Department Report**

Natalie Steen made a motion to accept the fire department report as printed. Dennis Reisenweaver asked about a letter from the state regarding vehicle weight limits and emergency vehicles. Dave Snow stated that it is a recommendation for emergency vehicles, and they ask you to use your best judgement in an emergency. Chief Kilpeck mentioned that he will have all trucks weighed for record. He also mentioned that has asked for paving prices to address the rear of the station using monies from the building reserve fund. The chief asked for discussion of FD rules and regulations at the next regular meeting. **Motion passed 4-0.**

8) **Public Comment** – None

9) **Old Business-**

- a) **Water System Planning (Next Steps)** – Raymond Counter made recommendation to review southern options in Town for future tank replacement. He will work on a comparison for future discussion. He also recommended looking to USDA-RD for financing options.
- b) **Basin Road** – Raymond Counter reported that there has not been any activity on Basin Road.
- c) **T-Mobile contract** - Dennis Reisenweaver inquired if there were any changes made to the document. Raymond Counter stated that the only change submitted was the name of the contact person. Natalie Steen clarified that the Fire District wants to have the ability to amend the contract in five-year increments. Raymond Counter will respond back with the specific request.
- d) **Goshen Contract** - Dennis Reisenweaver inquired about the contract with Goshen. Tom Kilpeck stated the contract presented is a draft for review and possible approval at the meeting. Natalie Steen made a

motion to offer a draft contract for fire protection to the Town of Goshen in the amount of \$5,000.00 for the first year. **The motion passed 4-0.**

e) **LOSAP** – Dennis Reisenweaver mentioned he has all the paperwork for the service program and will need information from the chief to fill out the forms.

f) **Truck update** - Chief Kilpeck reported that the new fire truck should arrive in the next 12-18 months.

- 10) **Executive Session** – Motion by Dennis Reisenweaver to enter executive session with Kristy Pinkham, Raymond Counter and Chief Kilpeck at 8:02 for 1 V.S.A. 331(A) – Contracts and with Chief Kilpeck for 1 V.S.A. 313(a)(3). The appointment, employment or evaluation of a public officer or employee, provided that a public body must make the final hiring or employment decision, and explain its reason for the decision, in an open meeting. **Motion passed 4-0.** Board exited executive session at 8:34 pm. Natalie Steen made motion to reconvene meeting at 8:34. Natalie Steen made motion to approve Alan Knapp as firefighter contingent on positive background investigation and physical **Motion passed 4-0.**

- 11) **Adjournment** - Motion by Dennis Reisenweaver to adjourn at 8:36 pm. **The motion passed 4-0.**

The next regularly scheduled meeting for the Prudential Committee will be held on Thursday, August 3<sup>rd</sup> at 6:30 pm in the Fire Department conference room at 61 Franklin Street.

Raymond Counter  
Clerk for the Board