

# BRANDON FIRE DISTRICT NO 1

## Prudential Committee Meeting – May 4, 2023 – 6:30 PM

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

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

- 1) **Call to Order**  
Jon Wyman called meeting to order at 6:34 pm.
  - a) **Agenda Adoption** – Michael Markowski made motion to adopt agenda. Dennis Reisenweaver made motion to add Fire Department officers as item (e) under old business. **Motion passed 4-0**
- 2) **New Business**
  - a) **Water Billing/Rate Adjustments** - Raymond Counter asked about a billing adjustment for the property at 28 Pearl Street which has been overcharged due to the incorrect number of units billed since 2020. The board recognized that review of the adjustment policy should be done. Michael Markowski made motion to issue credit to correct the error. **Motion passed 5-0.**
  - b) **Rate Structure** - Dennis Reisenweaver asked about the last rate increase for the water department. Raymond Counter responded that the last rate increase was in 2019 and suggest that we look at any potential increases when working on the budget. He stated that we might want to look at incremental increases every 3 years and it should coincide with any increase in expenditures for capital improvements. Michael Markowski made motion to review rate structure of the Fire District and development of a plan for an increase. **Motion passed 5-0.**
  - c) **Site Visit** – The board would like to schedule a site visit of all water system facilities for informational purposes. Michael Markowski made motion to schedule a special meeting for Sunday, June 4<sup>th</sup> at 10:00am to discuss potential system improvements and to visit the water system facilities. **The motion passed 5-0.**
  - d) **ISO** - Dennis Reisenweaver inquired when the last ISO survey was done for the water and fire department. He believes we should schedule a survey. Raymond Counter stated that the last survey was done 9 years ago and he will inquire about the scheduling of a survey.
- 3) **Fiscal**
  - a) **Warrant – Fire Department** – Motion by Natalie Steen to approve the general fund warrant for the fire department in the amount of \$6,524.17. **The motion passed 5-0.**
  - b) **Warrant – Water Department** – Motion by Natalie Steen to approve the general fund warrant for the water department in the amount of \$12,039.65. **The motion passed 5-0.**
  - c) **Warrant – Water Department Fund** – Motion by Dennis Reisenweaver to approve the water department reserve fund in the amount of \$94,614.80. **The motion passed 4-0. (M Markowski recused)**
  - d) **Warrant – Payroll** – Motion by Natalie Steen to approve the payroll warrant of \$6,787.29. **The motion passed 5-0.**
- 4) **Minutes**  
Natalie Steen made motion to accept the minutes of the Prudential Committee meeting held on April 6, 2023. **Motion passed 5-0.**
- 5) **Treasurer Report** – Kristy Pinkham reported that the current revenue and expenditure has been provided and we are on target with the budget. Dennis Reisenweaver made motion to accept the treasurers report. **Motion passed 5-0.**
- 6) **Water Department Report**  
Dennis Reisenweaver made motion to accept the water department report as printed. **Motion passed 5-0.**
- 7) **Fire Department Report**  
Natalie Steen made motion to accept the fire department report as printed. **Motion passed 5-0.**
- 8) **Public Comment** – Jon Wyman asked Chief Kilpeck about using blue lights on fire trucks. He explained that they are allowed on rear of fire trucks. Natalie Steen stated that the Planning Commission is doing an update of the Town plan and would like any new information from the water and fire departments. There will be a kickoff meeting for public input on Sunday, May 21<sup>st</sup> at 6pm.
- 9) **Old Business-**
  - a) **Water System Planning** – Motion by Michael Markowski to have a special meeting on Sunday, June 4<sup>th</sup> at 10 am to discuss water system planning and for site visits to water system facilities. **Motion passed 5-0.**
  - b) **Rules & Regulations (WD)** - Dennis Reisenweaver made motion to approve water department rules and regulations with minor corrections. **Motion passed 5-0.**
  - c) **Disconnection Policy** – Natalie Steen made motion to approve water disconnection policy with minor corrections **Motion passed 5-0.**
  - d) **Basin Road** – Raymond Counter mentioned that all wells have been drilled and water quality analysis has been completed. Tests show elevated levels of iron and manganese in some of the wells which will require treatment. He stated concerns that the homeowners may expect the same quality water that they current receive. Dave Snow made motion to install water treatment to all homes that had wells drilled. **Motion passed 5-0.**
  - e) **Fire Department Officers** - The board has received nominations for Fire Department officers. There was only 1 applicant for the vacant officer position.
- 10) **Executive Session** – Motion by Dennis Reisenweaver to enter into executive session for #3 -13(a) – Personnel at 8:16 pm. **Motion passed 5-0.** Board exited executive session at 8:20 pm. Michael Markowski made motion to reconvene meeting. Michael Markowski made motion to approve payment to LPL Financial on behalf of Raymond Counter for Roth account to address retirement program error. **Motion passed 5-0.**
- 11) **Adjournment** - Motion by Michael Markowski to adjourn at 8:21 pm. **The motion passed 5-0.**

The next regularly scheduled meeting for the Prudential Committee will be held on Thursday, June 1<sup>st</sup> at 6:30 pm in the Fire Department conference room at 61 Franklin Street.

Raymond Counter  
Clerk for the Board