

BRANDON FIRE DISTRICT NO 1

Prudential Committee Meeting – September 7, 2023 – 6:30 PM

Present: Natalie Steen, Dennis Reisenweaver, Jon Wyman, Michael Markowski, 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 6:30 pm.

- a) **Agenda Adoption** – Dave Snow made motion to adopt agenda. Natalie Steen second and asked to have items #3 & 4 as a consent agenda. Dennis Reisenweaver asked to add delinquent water rates and 74 Steinberg Road as items (e) & (f) under old business **Motion passed 5-0**

2) **Old Business**

- a) **Water System Planning** – Robert Clark of Otter Creek Engineering discussed the status of planning for water storage tanks. The final report approval from the water system study should be received in September. Initial contacts have been made and he and Raymond Counter have met with 2 landowners. Additional meetings are scheduled for this month. Robert Clark spoke about the pros and cons of an efficiently operated system and funding. The Fire District, because of its record of being proactive, does not qualify for grants or gain priority points as other systems that have done little or nothing. He recommends reaching out to all funding opportunities. Raymond Counter stated that the next important step is securing a location for the tank and that directly affect the future in the town. Robert Clark mentioned that the system deficiencies left to address, and the potential Union Street project could be looked as one part of a larger project and that this work could be permitted and “shovel ready” rather quickly.
- b) **Basin Road** – Raymond Counter reported that the Basin Road project has been completed. The project finished under the bid and final costs will be about \$200,000.00.
- c) **Goshen Contract** – Chief Kilpeck stated that the Town of Goshen is scheduling a meeting to discuss the fire contract.
- d) **Fire Department Rules & Regulations** - Chief Kilpeck presented his draft of the rules and regulations. Dennis Reisenweaver questioned including Sudbury as place of residence for volunteer firefighters and didn't think we need to expand outside the current boundaries. Natalie Steen made a motion to approve the fire department rules and regulations as written. **Motion failed 3-1.** Michael Markowski made a motion to approve the fire department rules and regulations excluding Sudbury as a place of residency. **Motion passed 3-1.**
- e) **Delinquent Water Rents** – Dennis Reisenweaver mentioned that the Town has sent out late notices and water is included in a portion of the notice. He mentioned that we have a policy in place and wants to be sure we are following it. Raymond Counter stated that the Fire District and Town are working on a MOU for billing and collections. He will provide the board with an updated list for discussion at the next meeting.
- f) **74 Steinberg Road** - Courtney DeBisschop has asked for reconsideration of payment of the bill for services rendered when the service line broke and was plugged in with debris. She is asking for payment of 4 hours' labor and material cost. Raymond Counter stated that the materials should not be the responsibility of the district. Motion by Jon Wyman to pay for 4 hours labor. **Motion passed 4-1.** Notice will be provided in the next bill reminding customers of clearance and accessibility requirements for meters.

3) **Fiscal**

Motion by Natalie Steen to address item 3# #4 as a consent agenda. Dennis Reisenweaver requested to pull out the Fire Department warrant for August and has a correction for the minutes. **Motion passed 5-0.** Dennis Reisenweaver questioned the gas bill for the fire department as the check does not match the invoice. Kristy Pinkham stated that it may have been coded incorrectly but she will research further.

- 4) **Approval of Minutes – August 3, 2023** – Dennis Reisenweaver questioned who made motion to discontinue LOSAP program. Confirmation that the motion was by Michael Markowski was done by other board members.

- 5) **Treasurer Report** – Kristy Pinkham reported that she has closed the FY and the budget status reports and balance sheets will be emailed. Dennis Reisenweaver made a motion to apply unused monies from the general funds of the water and fire departments as follows: 40% to be deposited into Fire District Emergency Fund and the remainder to the Water & Fire Departments Reserve Fund. **Motion passed 5-0.**

6) **Water Department Report**

Michael Markowski made a motion to accept the water department report as printed. **Motion passed 5-0.**

Raymond Counter wanted to point out the situation with water leaking on Forest Dale Road and the difficulty in locating the line and source of problem. Work will require a state permit and the possible closure of Route 73. Additionally, he reported that he has filed a workers compensation claim as a result of injury from work performed on Steinberg Road in late July.

7) **Fire Department Report**

Natalie Steen made a motion to accept the fire department report as printed. **Motion passed 5-0.**

- 8) **Public Comment** – None.

9) **Old Business-**

- a) **Set budget meeting date(s)** – A special meeting will be held on Thursday, September 21 @ 6:30 for the following agenda items: (1) stipends, (2) proposed 2024-25 budgets of the water and fire departments.
 - b) **Grants** – Dennis Reisenweaver stated he received fiscal year grant information from the water department and inquired if the fire department received any. Chief Kilpeck commented that the department did not receive any grants this year.
 - c) **Review of Contracts & Agreements** – There was discussion of different contracts and agreements for the Fire District and reviewing to ensure good pricing. Kristy Pinkham stated that she thinks it a good idea and will investigate comparative pricing.
- 10) **Executive Session** – Motion by Dennis Reisenweaver to enter executive session with fire chief for the purpose of #3-Personnel at 8:50 pm. The board came out of executive session at 9:05 pm. No action was taken.
- 11) **Adjournment** - Motion by Michael Markowski to adjourn at 9:05 pm. **The motion passed 5-0.**

The next regularly scheduled meeting for the Prudential Committee will be held on Thursday, October 5th at 6:30 pm in the Fire Department conference room at 61 Franklin Street.

Raymond Counter
Clerk for the Board