

BRANDON FIRE DISTRICT NO 1
Prudential Committee Meeting – April 7, 2022 – 6:30 PM

Present: Bill Moore, Dennis Reisenweaver, Jon Wyman, Natalie Steen

Also in Attendance: Raymond Counter, Tom Kilpeck, Kristy Pinkham, Jessie Bilodeau, Sue Gage

- 1) **Call to Order**
Bill Moore called meeting to order at 6:30 pm.
 - a) Agenda Adoption – Jon Wyman made motion to adopt agenda moving #5 – Executive Session to #10. **Motion passed 4-0**
- 2) **BFD1-BFD2 Connection**
 - a) Robert Clark made a presentation to the board on the bid process and provided a breakdown of the bids from contractors. The recommendation from the engineers is to award the project to the lowest bidder. (Jack Bowen Construction)
 - b) Natalie Steen made motion to award the contract for the BFD1-BFD2 connection to low bidder Jack Bowen. **Motion passed 4-0.** Motion by Natalie Steen to name the chairman as authorized person to sign all documents associated with the BFD1-BFD2 project. **Motion passed 3-0.** (B Moore abstained)
- 3) **Approval of Minutes**
Motion by Natalie Steen to accept the minutes of March 3, 2022. **Motion passed 4-0.**
- 4) **Fiscal**
 - a) **Warrants** - Motion to approve water and fire warrants by Natalie Steen.. **Motion passed 4-0.**
 - b) **Payroll** - Natalie Steen made motion to approve payroll warrants. **Motion passed 4-0.**
- 5) **Treasurer Report** – Kristy Pinkham discussed current account balances. She stated that there are unspent non-designated funds in the Fern Lake account which she recommends creating an emergency fund from these monies. Natalie Steen made motion to create an emergency fund for water and fire departments using non-designated funds from the Fern Lake Fund. **Motion passed 3-0.** (D Reisenweaver abstained) An updated budget status report will be sent to the board for review with warrants in the future. Motion by Jon Wyman to accept the treasurers report. **Motion passed 4-0.**
- 6) **Water Department Report**
Work is continuing with the lead service line inventory. Meter readings were completed. The new reading device is expected this month. NIMS training was completed this past month. Cybersecurity training will be required annually for the Fire District. Dennis Reisenweaver made motion to accept the water department report. **Motion passed 4-0.**
- 7) **Fire Department Report**
Chief Kilpeck reported the department responded to 14 calls the past month. Nine members of the department will be attending fire school. The department has been invited to participate in the Loyalty Day parade in Rutland. Dedication for former chief Roman Wdowiak was held at the station on Saturday, March 19th at 1:00 PM. The fill station has been installed at the station. Dennis Reisenweaver asked why there wasn't a CO detector installed in the unit as approved by the board. Chief Kilpeck stated that the unit purchased was not designed for that feature. Natalie Steen asked for the chief to look into an alternative way of providing protection. Jon Wyman made motion to accept the fire department report. **Motion passed 4-0.**
- 8) **Old Business**
 - a) **LOSAP** - Dennis Reisenweaver reported that he recommends using Glens Falls Bank. He will then finalize the information for the program specs and agreement. Natalie Steen made motion to accept Glens Falls Bank for the LOSAP program. **Motion passed 4-0.**
 - b) **Basin Road** – Jon Wyman reported that he met with Jason LaRocque of OCE and is coordinating with the property owners to have test pits and exploratory work done. This work is expected to be done in early May.
 - c) **Website** – Kristy Pinkham stated that we still need to receive information for the fire department and short bios from the board members. The plan remains to have the website live by the beginning of May.
- 9) **Public Comment** - None
- 10) **New Business-**
 - a) Chief Kilpeck and Captain Jessie Bilodeau presented a vehicle replacement plan to the board for discussion. They spoke about justification for their plan citing being more efficient and adjusting to today's days and times. Natalie Steen requested that we table the discussion and they provide more information to the board to review before the next meeting in May. Kristy Pinkham will meet with the department on financing options that may be available.
 - b) Dennis Reisenweaver made motion table the review of the draft rules and regulations until the next meeting. **Motion passed 4-0.**
- 11) **Executive Session** – Dennis Reisenweaver made motion to enter into executive session with Kristy Pinkham for the purpose of #7 – Contracts. **Motion passed 4-0.** The board entered executive session at 8:13. The board exited executive session and reconvened meeting at 9:38. No action taken.
- 12) **Adjournment** - Motion by Jon Wyman to adjourn at 9:38 pm. **The motion passed 4-0.**

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

Raymond Counter
Clerk for the Board