

BRANDON FIRE DISTRICT NO 1

Prudential Committee Meeting – May 5, 2022 – 6:30 PM

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

Also in Attendance: Raymond Counter, Tom Kilpeck, Kristy Pinkham, Jessie Bilodeau, Roland Euber, Jeff Cohen, Bob Wells

1) **Call to Order**

Bill Moore called meeting to order at 6:34 pm.

a) Agenda Adoption – Jon Wyman made motion to adopt agenda **Motion passed 5-0**

2) **Old Business**

a) **BFD1/BFD2** - Jeff Cohen and Bob Wells of BFD#2 had questions about the schedule for consolidation. Jeff Cohen asked if there was a date set for acquiring the assets. Raymond Counter explained that the notice to proceed has been sent to the contractor and he will need to provide a schedule for construction. Once this is done, a firmer timetable can be set. Bob Wells had questions about any remaining assets and liabilities and what would happen with them. Raymond Counter stated that the intention was for BFD2 to turn all assets and liabilities over to BFD1. Jeff Cohen stated BFD2 will be holding a public meeting for vote on the consolidation and would like to request representation from BFD1 to answer any potential questions. At the request of the board, Michael Markowski and Raymond Counter will attend the May 10 BFD2 meeting at Neshobe School scheduled for 7:00PM.

b) **FD Vehicle Replacement Plan** - Captain Jesse Bilodeau talked about the current status of the department and the future needs of the department. The vision of the committee was to be more effective and make sure they made full use of the taxpayers' money. He discussed the updated plan information which had three options and described the potential positives and negatives of each. The current Engine 1 would be sold as part of the plan and proceeds from the sale would be applied to any outstanding loans for the engine. Chief Kilpeck spoke about the downsizing of the fleet and the ability of the department to meet NFPA and ISO recommendations. Dennis Reisenweaver asked about maintenance costs of the vehicles and expected savings from downsizing of the fleet. Chief stated that the records were not accurate enough to obtain the information he is requesting. Raymond Counter asked how the loan portion would be paid. The Chief stated that the monies would come from budgeted vehicle replacement fund. He also stated that any loan from a financial institution would require voter approval at a special or annual meeting. Kristy Pinkham commented that she has met with the committee several times and have discussed finances which some information has been provided in the plan. She stated that we could make the financials work if the board allows use of the monies which were previously designated as emergency funds in the Fern Lake account. Mike Markowski thanked the committee for their work. Mike Markowski made motion to select "Option A" of the fire department which includes purchase of 2022 Rescue Pumper for \$700,000, \$350,000 to be finance over 5 years, \$150,000 to be used from the truck replacement fund and \$175,000 to be borrowed from the Fern Lake Fund to be paid back over a period of five years. **Motion passed 2-1-1 (D Reisenweaver-nay, J Wyman-abstained).**

c) **FD Rules & Regulations** Michael Markowski made motion to table discussion on fire department rules and regulations until the June meeting. **Motion passed 5-0**

d) **LOSAP** - Dennis Reisenweaver gave an update on the LOSAP program. He stated that the board needed to decide where they wanted the money from the program invested and gave some options. Mike Markowski made a motion to select the option "income with minimal growth". **Motion passed 5-0.** He also asked about allowing a provision that would allow members over 60 to participate in the program with a 3-year minimum commitment. This item was tabled for Dennis to obtain additional information. Additionally, the Chief spoke that we may want to look at the qualifications as some members feel they may be too difficult to achieve. This will be reviewed and discussed again in future meetings.

3) **Approval of Minutes**

Motion by Natalie Steen to accept the minutes of April 7, 2022. **Motion passed 5-0.**

4) **Fiscal**

a) **Fire** – Dennis Reisenweaver made motion to approve the fire department warrant. **Motion passed 5-0.**

b) **Water** – Mike Markowski made motion to approve water warrant. **Motion passed 5-0.**

c) **Payroll** - Natalie Steen made motion to approve payroll warrants. **Motion passed 5-0.** Mike Markowski made request to include dollar amount of warrants on the agenda.

5) **Treasurer Report**

– Kristy Pinkham discussed current account balances. She stated that she has been working with the chief and water superintendent on coding of invoices and also wants to receive invoices on at least a weekly basis. She also asked if we could possibly place time limits for meeting agenda to avoid potentially delaying other agenda items. Work is being done in the payroll module to ensure we have all proper documentation for members/employees. Motion by Mike Markowski to have a 10-minute limit on agenda items unless requested prior to the meeting. **Motion passed 5-0.**

6) **Water Department Report**

Work is continuing with adding data to the mapping software. Leak detection work was done investigating water issues in basements at homes from 65-69 Park Street. The problem seems to be occurring only when high rain events occur or from winter thaw. Seasonal connections are being activated as the temperatures rise. Additional leak detection work is being done in the Middle Road/Furnace Road area on Forest Dale Road. Flow testing will be conducted throughout the water system as part of our engineering evaluation by Otter Creek Engineering. This work is expected to be completed in May or early June. Building appraisals will be conducted by VLCT in May & June of this year. The mosquito district has made request to have the water main extended to serve their parcel. Mike Markowski stated that it would be time consuming acquiring permits from the state, time and cost to get the material would not make financial sense to extend the line. The board was in concurrence and the request was denied. Raymond Counter will speak the district and inform them of the Prudential Committee's decision on the matter.

7) **Fire Department Report**

Chief Kilpeck reported the department responded to 11 calls the past month. Building maintenance tasks have been completed and the sprinkler test was completed with no issues. Several members are attending fire school this and next month. The department reviewed access to roads in Leicester. Adjustments were made to the Comcast bill and equipment was upgraded. We have purchased new software for preplanning of fires. The tablet for the department is now functional. The department participated in the Loyalty Day parade. We will be attending a Safety Day at Neshobe School and Stone Motors. The compressor purchased has a high temperature sensor which meets the requirements. Chief Kilpeck wanted to thank the board for the time spent reviewing the truck replacement plan and working with the department to reach its goals.

8) **Public Comment** - None

9) **New Business-**

- a) Natalie Steen requested that department heads provide written reports to the board prior to the meeting for review.
- b) Motion by Natalie Steen to warn a special meeting on June 16th at 6:00pm for the purpose of voter approval of financing the purchase of 2022 rescue pumper. **Motion passed 5-0**
- c) All board members and department heads should be using their Fire district email for communication going forward.

10) **Executive Session** – Jon Wyman made motion to enter into executive session with Chief Kilpeck for the purpose of #2.

Motion passed 5-0. The board entered executive session at 8:42. The board exited executive session and reconvened meeting at 8:49. No action taken.

11) **Adjournment - Motion** by Mike Markowski to adjourn at 8:49 pm. **Motion passed 5-0.**

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

Raymond Counter
Clerk for the Board