

BRANDON FIRE DISTRICT NO 1

Prudential Committee Meeting – March 2, 2023 – 6:30 PM

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

Also in Attendance: Raymond Counter, Tom Kilpeck, Kristy Pinkham, Erin Kilpeck, Amber Lee, Bradley Danforth, Cody Taylor, Ken Backus

1) Call to Order

Jon Wyman called meeting to order at 6:35 pm.

- a) Agenda Adoption – Natalie Steen made motion to adopt agenda with the addition of FD Officers as item #8. **Motion passed 4-0**

2) Old Business

- a) **T-Mobile** – The board asked for change in contract under #5, allowing the tenant or owner to end contract with cause.
- b) **Basin Road**-Ray Counter reported that we have not determined financing options to pay for the project and the contractor had a site visit and is looking to provide a schedule later this week to begin. Natalie Steen asked Raymond Counter to provide alternatives for funding the Basin Road project.
- c) **Policy Review/Update** – Dennis Reisenweaver made motion to adopt Policy No 10.4 – Cash Receipts, Petty Cash & Returned Checks. **Motion passed 4-0.** Dennis Reisenweaver provided a draft of the reserve fund policy that added specific language that was passed at the annual meeting. Natalie Steen made motion to adopt Policy No 10.7 – Reserve Fund with changes presented. **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 \$21,295.37. **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 \$15,250.80. **The motion passed 4-0.**
- c) **Warrant – Payroll** – Motion by Natalie Steen to approve the payroll warrant of \$6,860.34. **The motion passed 4-0.**

4) Minutes

Natalie Steen made motion to accept the minutes of the Prudential Committee meeting held on February 2, 2023 **Motion passed 4-0.**

- 5) **Treasurer Report** – Kristy Pinkham reported that the reserve fund accounts have been set up and transfers have been made to each account. Current expenses and expenditure reports have been previously sent to the board. A balance sheet for all the accounts will be provided at the next meeting. Natalie Steen made motion to accept the treasurers report. **Motion passed 4-0.**

6) Water Department Report

Dennis Reisenweaver asked about scheduling a site visit to the water department facilities. It was suggested that we schedule this for spring, possibly in early May. Dennis Reisenweaver made motion to accept the water department report as printed. **Motion passed 4-0.**

7) Fire Department Report

Chief Kilpeck reported that upcoming there is a pancake breakfast at the station this Sunday and a St Patrick's Day dance at the Legion on March 17th. Jon Wyman thanked the chief and department for the invitation to the banquet and the great food. Natalie Steen made motion to accept the fire department report as printed. **Motion passed 4-0.**

- 8) **Officer Selection** – Dennis Reisenweaver reminded the board that officer election/ selection process for the FD begins again in April.

9) Public Comment – None

10) New Business-

- a) **Attorney** – Natalie Steen spoke with Rob Facey, an attorney recommended by VLCT who is going to provide an engagement letter for review.
- b) **Service Contracts** – Dennis Reisenweaver stated that we should review service contracts for transparency purpose. He asked Ray Counter & Kristy Pinkham to provide a list for the board.
- c) **Records** – Item tabled for legal review
- d) **Security** – Dennis Reisenweaver stated that we have areas of concern for security at the wells and would like Raymond Counter to provide the board with the report for suggestions on improvements for future discussion.

11) Executive Session - None

- 12) **Adjournment - Motion** by Dennis Reisenweaver to adjourn at 7:23 pm. **The motion passed 4-0.**

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

Raymond Counter
Clerk for the Board