

BRANDON FIRE DISTRICT NO 1

Prudential Committee Meeting – September, 5 2024 – 6:30 PM

Present: Dennis Reisenweaver, Jon Wyman, Cathy Bilodeau, Natalie Steen

Also in Attendance: Kristy Pinkham

1) Call to Order

Jon Wyman called a meeting to order at 6:03 pm.

Agenda Adoption – Dennis Reisenweaver/Natalie Steen made motion to adopt agenda. **Motion passed 4-0.**

New Business – Fire Station Paving Bids - The Prudential committee received one qualifying bid in response to the most recent RFP advertisement, Waters Excavation \$54,000. The committee agreed to consider both bids from the first RFP. Springfield Paving \$59,500 and Wilk's Paving \$54,000. Dennis Reisenweaver made a motion to accept the low bid Wilk's Paving if they would honor the price from the 8/6/2024 bid and complete the work before 11/5/2024. Natalie second. **Motion passed 4-0.**

Water Delinquents – Ray Counter provided copies of The Vermont Statue Uniform Water and Sewer Disconnect. Discussion regarding a plan to collect

Budget - Dennis Reisenweaver mentioned the FD proposed budget was using incorrect numbers and provided the board with copies. The message will be passed along to Chief for his correction.

Warrant – Fire Department – Motion by Natalie Steen/Cathy Bilodeau to approve the general fund warrant for the fire department of \$11,478.59. **Motion passed 4-0.**

Warrant – Water Department – Motion by Natalie Steen/Cathy Bilodeau to approve the general fund warrant for the water department of \$21,026.83. **Motion passed 4-0.**

Warrant–Payroll – Motion by Natalie Steen/Cathy Bilodeau to approve the general fund warrant for payroll of \$7,573.34. **Motion passed 4-0.**

Approval of Minutes – Motion by Dennis Reisenweaver/Cathy Bilodeau to approve the minutes of August 8, 2024, with the motion correction to reflect 3-0. **Motion passed 4-0.**

Treasurer Report – Kristy Pinkham presented the final standings from FY23/24 along with updated fund balances. Unexpended monies is as follows: Water Department \$57,621.38 and Fire Department \$54,673.91. Dennis Reisenweaver made a motion to transfer 60% of each budget to its respective emergency reserve fund, and 40% to the district emergency reserve. Second by Natalie Steen. **Motion passed 4-0.** Dennis Reisenweaver/Cathy Bilodeau made a motion to accept the treasurer's report. **Motion passed 4-0.**

Water Department Report - Natalie Steen/Dennis Reisenweaver made a motion to accept the water department report as printed. **Motion passed 4-0.**

Fire Department Report - Natalie Steen/Cathy Bilodeau made a motion to accept the fire department report as printed. **Motion passed 4-0.**

Public Comment – None

Old Business -

a) **Draft Purchase & Sales – Tank Lot** – Natalie Steen suggested Ray Counter send the edited version to the seller for their review and approval.

b) **Policy review** –

Public Records: Policy was edited as a group. Natalie Steen/Dennis Reisenweaver made a motion to approve as noted. **Motion passed 4-0.**

Record Retention: Dennis Reisenweaver/Natalie Steen made the motion to table until Ray Counter is present. **Motion Passed 4-0.**

Executive Session – None

Adjournment - Motion by Dennis Reisenweaver/Cathy Bilodeau to adjourn at 7:10 pm. **Motion passed 4-0.**

The next scheduled meeting for the Prudential Committee will be held on Thursday, October 10th at 6:30 pm in the Fire Department conference room at 61 Franklin Street.

Raymond Counter

Clerk for the Board