

BRANDON FIRE DISTRICT NO 1

Prudential Committee Meeting – June 5, 2025, 6:30 PM

Present: Natalie Steen, Dennis Reisenweaver, Cathy Bilodeau, Amber Lee

Also in Attendance: Tom Kilpeck, Kristy Pinkham, Ray Counter, Bradley Danforth, Jan Coolidge. Jordan Martin (via ZOOM)

1. **Call to Order** – Natalie Steen called a meeting to order at 6:30 pm.
 - a) **Agenda Adoption** – Natalie Steen/Cathy Bilodeau made a motion to adopt the agenda. **The motion passed 4-0.**
2. **Old Business**
 - a) **Storage Tank Project** – Ray Counter reported that the surveyor has completed the preliminary work on Birch Hill, and we will have a PDF of the lot to share with the landowners in a couple of weeks. We are still waiting for approval of our Step 1 engineering to move forward with design and financing.
 - b) **MERP Grant** – Dennis Reisenweaver reported that we only had 1 company attend the project meeting and recommended that we reach out again for additional contractors. Ray Counter will reach out to the state and email contractors about the availability to bid on the project. Any requests for information regarding the project will be received until July 3rd, bids will be due on July 8th, and bid opening is July 10th. **The motion passed 4-0.**
 - c) **Delinquent Payments** - Ray Counter reported that a letter has been sent to delinquent water customers and has updated the disconnect form to include the new language required.
 - d) **BFD1/BFD2** – Ray Counter mentioned that no work has been done with an administrative amendment for the Act 250 permit for the development. He stated that it should be something that we can accomplish in-house. Jan Coolidge commented that she spoke with the state about this and received the same information.
3. **Fiscal**
 - a) **Warrant** – Fire Department – Motion by Cathy Bilodeau/Amber Lee to approve the general fund warrant for the fire department for \$18,318.79. Dennis Reisenweaver has questions about a bill for \$7400 listed as PPE and thinks it should be coded as communications. An additional question was asked regarding the coding of pre-plan software and the ceramic coating of Engine 3. Motion by Amber Lee/Cathy Bilodeau to approve the fire department warrant of \$18,318.79 with the correction noted, including paying the ceramic coating from the vehicle replacement fund. **The motion passed 3-1-0(Reisenweaver nay).**
 - b) **Warrant** – Water Department – Motion by Cathy Bilodeau/Amber Lee to approve the general fund warrant for the water department of \$18,005.54. The motion **passed 4-0.**
 - c) **Warrant** – Payroll – Motion by Cathy Bilodeau/Amber Lee to approve the general fund warrant for payroll of \$8,284.74. **The motion passed 4-0.**
4. **Approval of Minutes** – Motion by Amber Lee/Cathy Bilodeau to approve the minutes of May 4th, 2025. **The motion passed 4-0.**
5. **Treasurer Report** – Kristy Pinkham presented the current fund balances. She discussed current rates for CDs and made a recommendation to invest in 6-month CDs. Dennis Reisenweaver/Natalie Steen made a motion to invest \$50,000 in a 6-month CD from each of the fire and water emergency funds. **The motion passed 4-0.**
6. **Water Department Report** – as printed.
7. **Fire Department Report** – as printed
8. **New Business** - None
9. **Public Comment** – None
10. **Executive Session** – Dennis Reisenweaver/Natalie Steen made a motion to go into executive session for #3 – the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting at 7:23 pm. Dennis Reisenweaver/Amber Lee made a motion to exit executive session and reconvene the meeting at 8:09. **The motion passed 4-0.** Natalie Steen reported that the following have been selected as officers for the Fire Department: Chief – Thomas Kilpeck, Asst Chief – Ron Euber, Captain – Jordan Martin, Captain – Jesse Bilodeau, Lieutenant – Brian Kilpeck, Lieutenant – Bradley Danforth. Motion by
11. **Adjournment** - Motion by Dennis Reisenweaver/Amber Lee to adjourn at 8:11 pm. **The motion passed 4-0.**

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

Raymond Counter
Clerk for the Board