BRANDON FIRE DISTRICT NO 1

Prudential Committee Meeting – July 9, 2026 – 6:30 PM

Present: Natalie Steen, Amber Lovely-Lee, Cathy Bilodeau and Doug Bailey
Also in Attendance: Raymond Counter, Tom Kilpeck, Bradley Danforth

1) **Call to Order**
Natalie Steen called the meeting to order at 6:30 pm.
   a) Agenda Adoption – Amber/Cathy made a motion to adopt the agenda. **Motion passed 4-0**

2) **Old Business**
   a) **MERP**
      i. **Bid Opening – solar -** The board reviewed four solar bids ranging from $76,790 to $122,018, with Tom noting the need for detailed comparison analysis before deciding. The conversation ended with plans to schedule a special meeting on July 23rd at 6:30 PM to further discuss the solar bids.
      ii. **Bid Opening – ventilation -** The board then discussed the ventilation proposal from Air Vacuum Corporation of New Hampshire for $59,634, which includes an electrical panel upgrade, with the work expected to take 8-12 weeks after scheduling. Motion by Amber/Cathy to accept the ventilation system proposal from Air Vacuum Corporation with the additional panel upgrade for the amount of $59,634.00. **Motion passed 4-0**
   b) **Brandon South Tank Project -** Ray reported that he has received engineering design information and mentioned that there are delays in the funding priority list, which should be available by the end of the month.

3) **Fiscal**
   a) **Warrant – Fire Department** – Motion by Amber/Cathy to approve the general fund warrant for the fire department of $16,004.78. **Motion passed 4-0.**
   b) **Warrant – Water Department –** Motion by Amber/Cathy to approve the general fund warrant for the water department of $27,981.98. **Motion passed 4-0.**
   c) **Warrant – Payroll –** Motion by Amber/Doug to approve the payroll warrant of $7,043.42. **Motion passed 4-0.**
   d) **Warrant – Fire Payroll –** Motion by Amber/Doug to approve the fire payroll warrant of $65,016.32. **Motion passed 4-0.**
   e) **Warrant – Board Payroll –** Motion by Amber/Cathy to approve the board payroll warrant of $4,228.45. **Motion passed 4-0.**

4) **Approval of Minutes** – Motion by Amber/Cathy to approve the minutes of June 11, 2026 and the Special Meeting on June 18, 2026. **Motion passed 3-0 (D. Bailey abstained)**

5) **Water Department Report –** Ray added items to his written report. He proposed organizing a board field trip in the fall to visit water infrastructure facilities, to help new board members better understand these systems when working on budgets and projects. Ray also discussed changes to lead and copper testing requirements, explaining that they will transition from a 3-year cycle testing 20 homes to standard testing of 20 samples every 6 months due to new regulations focusing on lead and lead goosenecks. He also addressed a water leak situation on Pearl Street affecting three connected homes, where the utility doesn't own the portion of the line containing the single shutoff valve. The discussion centered on whether the utility should help resolve the issue, with mixed opinions about whether it's their responsibility since the problem lies on private property. Ray will meet with the owners to try to resolve it.

6) **Fire Department Report –** Chief Kilpeck reported that the fire department handled 182 calls in the past year, up from previous years, and successfully executed the fireworks display for Independence Day. He praised Brent Young's leadership and extra efforts in coordinating the fireworks display. Doug Bailey noted positive feedback from the community about both the fireworks and the fire department's assistance during the parade.

7) **New Business -** Ray updated the board on the water situation and abatement request from Mr. Leavitt on Conant Square, explaining that they discussed excavating near the sidewalk with Derric Miner to determine depth and potential issues, though work has not been officially scheduled. Ray reviewed Mr. Leavitt's water bill, noting he is charged for two units because he has an apartment on his property, and explained the current billing structure, including a $140 quarterly charge when water is off. The discussion concluded with Ray questioning whether bill adjustments should follow the legal process through the Board of Civil Authority rather than a board decision. He will research the appropriate channels for water abatement requests and provide information at the next meeting. Ray also mentioned that the information also applies to Bryan Jones's situation, which will be discussed at the next meeting.

8) **Public Comment –** None

9) **Adjournment -** Motion by Amber/Cathy to adjourn at 7:07 pm. **Motion passed 4-0.**

The next regularly scheduled meeting for the Prudential Committee will be held on Thursday, August 13th, at 6:30 pm in the Fire Department conference room at 61 Franklin Street.

Raymond Counter
Clerk for the Board