BRANDON FIRE DISTRICT NO 1

Prudential Committee Meeting – August 13, 2026 – 6:30 PM

Present: Jon Wyman, Amber Lovely-Lee, Cathy Bilodeau
Also in Attendance: Raymond Counter, Tom Kilpeck, Bradley Danforth, Mike Miller (Zoom), and Jordan Martin (Zoom)

1) **Call to Order**
Jon Wyman called the meeting to order at 6:35 pm.
   a) Agenda Adoption – Amber/Cathy made a motion to adopt the agenda with the rescheduling of the executive session to a time when all board members are present. **Motion passed 3-0**

2) **Old Business**
   a) **MERP -** Ray reported that all work at the office has been completed, and a site visit from the Rutland Regional Planning Commission and BGS is scheduled for next week. Chief Kilpeck mentioned receiving approval from Green Mountain Power for the solar project and that contractors are now working on the engineering process. The next steps include having engineering done on the roof and scheduling a site visit for the filtration ventilation system. He also noted that contracts for the two projects need to be signed by September 30th to meet BGS approval requirements.
   b) **Brandon South Tank Project -** Ray indicated that due to limited funding availability, they will likely pursue other financing opportunities and consider implementing the project in phases using smaller loans rather than pursuing it as a complete project. He suggested reviewing the rate structure when the budget comes up to finance portions of necessary projects and also mentioned that he is working on the subdivision permit and plans for clearing at Birch Hill Road, using funds already allocated for these activities.

3) **Fiscal**
   a) **Warrant – Fire Department** – Motion by Amber/Cathy to approve the general fund warrant for the fire department of $19,884.18. **Motion passed 3-0.**
   b) **Warrant – Water Department –** Motion by Amber/Cathy to approve the general fund warrant for the water department of $13,765.73. **Motion passed 3-0.**
   c) **Warrant – Payroll –** Motion by Amber/Cathy to approve the payroll warrant of $7,023.62. **Motion passed 3-0.**
   d) **Warrant – Water Department Reserve (MERP) –** Motion by Amber/Cathy to approve the fire payroll warrant of $35,713.11. **Motion passed 3-0.**

4) **Approval of Minutes** – Motion by Amber/Cathy to approve the minutes of July 9, 2026, and the Special Meeting on July 23, 2026. **Motion passed 3-0**

5) **Water Department Report –** Ray added items to his written report. He discussed upcoming meetings regarding the SCADA system and mentioned a sanitary survey, which is a health checkup of the water system, with information expected by the next meeting.

6) **Fire Department Report –** Chief Kilpeck stated that the last month was busier than normal. He also reported sending three people to the National Fire Academy.

7) **New Business –**
   a) **Billing Adjustments(Statutes) –** Ray discussed the situations involving Mr. Leavitt and Mr. Jones, noting that the Board of Civil Authority would need to make decisions on these matters. Ray expressed concern about the substantial amount requested by Mr. Jones, which involves both the town and water/sewer funds, and suggested consulting the attorney for guidance on how to proceed. Ray agreed to provide information about both situations to the board for their direction and confirmed he has been maintaining communication with both individuals.
   b) **Payroll -** Ray presented two vendor options for outsourcing payroll services, with one from Bar Harbor being significantly cheaper than NEMRC. The Bar Harbor option can be implemented as of

September 1st and would require electronic authorization through the treasurer, with automatic deposits and monthly reporting to the committee. The board agreed to move forward with the Bar Harbor vendor, which would handle all payroll processing, including new employee information and quarterly requirements like retirement contributions.

8) **Public Comment –** Jon discussed a sewer issue that occurred two weeks ago at 32 Church Street related to a water project from 10 years ago, where coupler connections failed and plugged a sewer line. The resident is seeking reimbursement for damages. Ray expressed uncertainty about the specific request and questioned whether there should be a time limit for such claims. The group decided to wait for a formal letter before proceeding with any action.

9) **Adjournment -** Motion by Amber/Cathy to adjourn at 7:03 pm. **Motion passed 3-0.**

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

Raymond Counter
Clerk for the Board