Chairman Domey called a meeting of the Prudential Committee to order at 7:00 p.m. The Pledge of Allegiance was recited.

July 13, 2015

**IN ATTENDANCE:**

 Raymond Domey, Chairman

 Donald Reim, Vice Chairman

 William Jalbert, Clerk

 John Chmura, District Treasurer

Sarah Rossman, District Paralegal

Scott Majka, Water Superintendent

Scott Turner, Fire Chief

Sherrie Bellefleur, District Recording Secretary

**Approval of Minutes**

The Committee reviewed the minutes from the meeting of June 10, 2015.

**MOTION (REIM, JALBERT): To accept the minutes from the meeting of June 10, 2015. Approved 3-0.**

**Public Comment**

None

**Report of the Water Superintendent**

* **Water Meters**:

Water Superintendent Scott Majka introduced Dana Patient of TI Sales to speak about Neptune Water Meters. The water department is looking to upgrade and replace the meters in the district. The other districts in town use the same water meters and system. Due to the large expense this will need to go out to bid, the bid is going to be over $200,000.00. Dana had one of the new meters with him and went over it in detail to the Committee. Dana also showed how to replace the old meter with the new meter. He assesses it should take about 15 minutes to change out one meter. The meter body has a lifetime warranty, and it is made in the USA. The new meter is battery operated and has a 20 year warranty on the battery. The meters also have a tamper and leak protection and back flow detection. As of 2001, these meters meet the current ‘No Lead Law’. Dana also noted there is a loaner program if a piece of the hardware went down and needed repair TI Sales would overnight a meter to use until the repair is completed and returned. TI Sales does not do the installation of the new water meters, we would have to hire a contractor or Scott recommended hiring two (2) part time helpers to install them. Scott suggested training them himself on how to install them since he has done this himself before.

The purchase of new water meters will go out to bid.

* **Meter Rentals Cost Increase:**

Estimated meter rental is currently at $252,000, this includes every single meter the district has out there now. Chairman suggested increasing the meter rental cost to $4.00/quarter.

**MOTION (REIM, JALBERT): To increase the meter rental cost to $4.00 per quarter. Approved 3-0.**

* **Solar Panels**:

W.S., Scott is looking to install solar panels on a piece of property that the district currently has to help with electric bills. The property is across the street from the pump station. The electric bill for the pump station is just under $3,000/month right now. Scott will gather material on the solar panels to present to the Committee.

* **Water Meter Readings for Fiscal Year ending June 30, 2015**:

Meter readings are almost complete. There are 65 unread meters. Either the meter is not reading from outside, which means going inside however some homeowners are refusing to allow entry. With proper notice, such as putting an orange sticker on their door with a warning, can you then shut off the water. The 65 unread meters are the same houses as previous years.

The time it takes now to try to get into these houses to read the meter is the problem. Billing clerk, Toni MacKenzie, would like to send out the bills as soon as possible but does not want to do this until she gets all the meters read. It is not recommended to estimate the bills for the unread meters as was done in the past

* **Part-Time Employment for Water Department**:

Due to the extent of all that is going on with the water department from doing the inventory, flushing the lines, and a future coding project it was discussed that an advertisement be put in the paper to hire some part time employment.

**MOTION (REIM, JALBERT): To hire two (2) part time people for the Water Department to help catch up with all that needs to get done. Approved 3-0.**

* **Water Department Inventory**:

Water Department inventory needs to get done. It’s important also for the new BMSI program.

* **Water Department Move and Installation of Alarm System**:

The alarm system at 2146 Suite A, Rear Main Street, Three Rivers, the new water department location has been installed. Mark Bogarz will start charging rent September 1, 2015. The old water department location rent is owed for the month of July 2015 and has gone up to $700/mo.

* **Inter District Agreement**:

David Lavalle is on vacation until the end of July. This is tabled until David gets back from vacation.

**MOTION (REIM, JALBERT): To accept the report of the Water Superintendent. Approved 3-0.**

**Report of the Treasurer**

* **Contract with the Treasurer and Recording Secretary**.

Contracts were handed out to Treasurer John Chmura and Recording Secretary Sherrie Bellefleur. It was suggested to take the contracts home to read and bring back for approval at the next meeting to be held August 2015.

**MOTION (JALBERT, REIM): To postpone the signing of the contract with the Treasurer and the Recording Secretary until the August 2015 meeting. Approved 3-0.**

* **Pilot Agreement with Sun Edison Solar Farm** .

Sarah Rossman, District Paralegal has not received any response back to her calls. The Sun Edison Solar Farm at Baptist Hill has to contact the District to negotiate a PILOT (Payment In Lieu Of Taxes) agreement. It was assumed after a short discussion that they may not know they owe Town of Palmer Property taxes and District Taxes. A plan is suggested by Sarah to send a letter with an agreement, adding in the escalator percentage, and explaining there are District taxes due along with the Town of Palmer taxes. At this time there are hopes of some sort of response from Sun Edison . A check with the Assessor’s office is suggested to look into what is going on with the project.

**Financial Statements**.

District Treasurer, Chmura states at this time he does not have any financial statements for the year ending June 30, 2015.

There is an updated listing from Toni as far as outstanding balances with the Water Department. It has gone down considerably; it is now at $33,000 in overdue bills. This is the lowest level in several few years.

* **UniBank and Online Water Bill Payments**.

The July 1st meeting with Susan Kelley at UniBank consisted of John Chmura, Ray Domey, Toni McKenzie and Sarah Rossman. Planning to set up online water bill payments was discussed. Postponement of the actual process until the BMSI was installed seemed good idea. Sarah is working with Susan on this setup, first thing is the software compatibility. It will still take about 6 to 8 weeks to get everything up and running.

* **Duties of the Chief Procurement Officer**. Forms have not been sent in yet. John Chmura will get to this right away. Any purchase that is made, including all Fire Department purchases need to go through John Chmura the Chief Procurement Officer. A form for Scott Majka will be submitted also to enable him to make purchases for water department situations without locating John Chmura first.
* **Clarification of the Delivery of the Weekly Invoices to the District Accountant**

Water Superintendent Scott Majka delivers the weekly invoices now to the District Accountant. Chairman would like Scott to continue doing this to enable the Fire Chief to stay on location at the Station House.

* **District Mail and Fire Department Invoices.**

The AT&T check is delivered to 50 Springfield Street. Sarah has tried to correct this two times now but it keeps coming to the same address. Chairman Domey also tried to contact someone and got nowhere. Another attempt will be made.

**MOTION (JALBERT, REIM): To accept and approve the Treasurers Warrant. Approved 3-0**

**MOTION (JALBERT, REIM): To accept and approve the Treasurers Report. Approved 3-0**

**Report of the Fire Chief**

* **Call Report**:

The month of June 2015 the Fire Department received a total of twelve (12) calls.

* **Firefighters Association and Auxiliary:**

Mike Matthieu the Chairman of the Firefighters Association has shared that he is still working on the Non-profit 501C forms and setting up time to sit with Steve Chiacchia.

* **Discussion and Clarification of Fire Dept. Credit Card:**

Questions were asked about the use of the credit card. The Chairman states it was intended for emergency use only. Chief Turner states it was used for gas during the transition when CITGO account changed over to Wex. It was used also to purchase training manuals that an account was not set up with to order.

**MOTION (REIM, JALBERT): To accept the report of the Fire Chief. Approved 3-0.**

**Old Business**

No Old Business

**New Business**

* Discussion and vote to repudiate any and all actions taken during the Executive Session held on June 10, 2015 as it was not properly noticed. This meeting was in violation of the Open Meeting Law. After contacting the Office of the Attorney General the District’s Paralegal was given instructions to remedy the violation. The District must first repudiate any and all actions of the June 10, 2015 meeting and redo the process allowing the fire chief to participate with options for either Open Session or Executive Session

**MOTION (JALBERT, REIM): To repudiate any and all actions taken during the Executive Session held on June 10, 2015. Approved 3-0.**

* Vote to schedule an Executive Session pursuant to M.G.L. Chapter 30A §21(a) for the purpose of discussing discipline of the Fire Chief, Scott Turner. At that time, the Fire Chief shall be provided with the opportunity to review the issues brought forward and provided time to respond to all such issues. There are some things the Prudential Committee would like to talk to Chief Turner about. Chief Turner will be given ten (10) days to get back to the Committee with responses. Chief Turner spoke of his understanding of the meeting. The Chairman confirmed this is the way the law states it must be done. It is at the Chief’s discretion as to whether this meeting will be opened or closed. The meeting is scheduled for Monday, July 20, 2015 at 10:00 am.

**MOTION (REIM, JALBERT): To hold a meeting, Monday, July 20, 2015 at 10 AM at Fire Headquarters pursuant to M.G.L. Chapter 30A §21(a) for the purpose of discussing discipline of Fire Chief, Scott Turner. At that time the Fire Chief will be provided with the opportunity to review the issues brought forth and provided time to respond.**

**MOTION (REIM, JALBERT): To adjourn from the Open Meeting at 8:15 p.m. Approved 3-0.**

Submitted by:

Sherrie Bellefleur, District Recording Secretary

Date:

Approved as to Form and Content:

Raymond Domey, Chairman

Date: