



Three Rivers Fire District
50 Springfield Street
Three Rivers, MA 01080

Prudential Committee Minutes

Chairman Richard Pobieglo called a meeting of the Prudential Committee to order at 6:34 p.m.

IN ATTENDANCE:

Richard Pobieglo; Prudential Committee Chairman
Stephen Chiacchia; Prudential Committee Vice Chairman
Norman Czech; Prudential Committee Clerk
Scott Turner; Fire Chief

Chris Connolly; Water Superintendent
Lorinda Baker; District Treasurer
David Basler; District Clerk
Sherrie Bellefleur; District Recording Secretary

The Pledge of Allegiance was recited.

Approval of Minutes

The Committee reviewed and approved the minutes from the December 12, 2018 Open Meeting.

MOTION (CZECH; CHIACCHIA): To approve the December 12, 2018 minutes to the Open Meeting. 3-0-0

Public Comment:

Heating System Public Bid Results

Robert Haveles of Architectural Insights Inc. in Palmer presented to the board his results on the public bid which is through the state procurement laws. Bill Towsley, the engineer that has been hired is an independent out of East Longmeadow and does a lot of boiler replacements. Towsley prepared the technical drawings. Architectural Insights assisted by going through the actual procurement laws and having this put out to public bid. Advertisement was done in the Springfield Republican and the Central Register (a state publication). A pre-bid walkthrough took place in December. The bids were due today, 1/9/2019 at 2:00 pm. Chief Turner assisted in opening the three (3) bids that were received. Part of the requirement that was put on the bid was the estimated cost of this project: \$50,000. The three (3) bids were from T.J. Conway Co., MJC Mechanical Inc. and E F Corcoran Plumbing. Ranging from a high of \$64,793 to the low of \$52,950. The low bidder was MJC Mechanical Inc. It is Architectural Insights recommendation that the Three Rivers Fire Department accepts and awards the contract to the lowest bidder. References can be obtained and reference checks performed to be sure all necessary funding is in place. A meeting with the lowest bidder; MJC Mechanical Inc, the engineer; Bill Towsley and Bob Haveles should take place to discuss certain issues such as lead time for boiler, projected duration, logistics and other items that may appear at the time. Meanwhile there is an outstanding item of testing for asbestos and possible abatement of the insulation as the elbows of the existing piping that would need to be replaced as part of this work.

The straight runs of pipe appear to be fiberglass insulation. The elbows are tightly packed, it is hard to tell. A contractor cannot come in and start removing the material and then find out it is asbestos. So, testing to find out if it is asbestos must be done prior. The test to check for asbestos will cost approximately \$400 to \$500.

Under public bid we normally give 3 names or brands. It must meet a specific requirement. The contractor will submit what boiler they want to use then it will go through a review process with Haveles and the engineer. If it does not meet a specific requirement then we have the right to kick it back. Weil McLain, HB Smith or Burnham are the possible 3 brands.

Action items....

1. Award the contract to the lowest bidder
2. Authorize the spending and the testing of the insulation.

A short discussion took place about why propane for the hot water. The response to this was that gas is more efficient.

The boiler is oil.

Chief Turner has understood that he was able to make the decision on testing of the insulation, so he's already done this, and the samples have already been taken.

Vice Chairman Chiacchia did want to make a comment that Towsley Associates and himself have a professional relationship. Chiacchia provides professional financial advice. A disclosure has been filed with the clerk.

Funding: \$50,000 has already been appropriated for this project. If it goes over a little there is enough in the budget to do a transfer. Representative for the meeting will be decided once the meeting date is established.

MOTION (CZECH; CHIACCHIA): To accept the low bidder of \$52,950, MJC Mechanical Inc. for the new boiler. 3-0-0

Committee Reports:

Finance Committee plans to meet and is tentatively scheduling a meeting on the 26th of January at 11:00 am. Marge Cavanaugh needs to step down, a new member can be appointed to fill her spot.

Report of the Treasurer

Review of December 2018 Financial Statements:

Treasurer Lorinda Baker presented the December 2018 Financial Statements.

Fire Department:

- All accounts are within budget, there is nothing unusual to report.

Water Department:

- Water revenue was \$7,700 for the month.
- Loss for the month was \$ 53,000
- December expenses include
 - Semi-annual pay for Committee, Treasurer and Clerk.
 - Semi-annual Hampden County payment; water department share was \$15,858.
 - Repairs of \$11,2017
 - Due to timing, two bills for health insurance (no bill in November)
- YTD water department loss was \$1,800. YTD revenue is \$26,600 less than last year.

District:

- Two MIAA Insurance bills in December.
On budget for the year.

MOTION (CZECH; CHIACCHIA): To accept the Report of the Treasurer. 3-0-0

MOTION (CHIACCHIA; CZECH): To accept the Treasurers Warrant. 3-0-0

Report of the Fire Chief

Calls and Activity for the month of December 2018:

Fire Chief; Scott Turner distributed the "Report of the Fire Chief" for the month of December 2018.

Operations Calls/Incidents:

- 13 incidents: 4 Service Calls, 2 Good Intent Calls, 6 False Alarms and 1 Special Incident Type.

Administration:

- Chief attended an EMS Meeting, between the Fire Department the Police Department and the Palmer Ambulance.
- Officers: Training schedule meeting

Fire Prevention:

- 1 Pre-sale home inspection.
- Completed annual bar inspections.
- 1 propane tank inspection.

Training:

- **Department-** Off month.
- **Duty Crew** – Emergency Response, Operational Readiness.

Events:

- First Responder Appreciation Day at Palmer High School.
- Christmas on the Common.

New Locks:

- Electronic key system is complete. Next up is changing the actual locks.

New Command Vehicle:

- The command vehicle has been ordered. A company out of Southern New Hampshire does the upfitting (recommended by the dealership). The total time was 8 weeks with 6 weeks remaining. The vehicle will be the color red.

Budgets:

Chief has his budget complete and has handed to the Committee at this evenings meeting.

Old Vehicle:

The 1994 red pickup had an interested person that has mailed a bid in already.
The blue truck will be used for training and cut up as a district wide training.

MOTION (CZECH; CHIACCHIA): To accept the report of the Fire Chief. 3-0-0

Report of the Water Superintendent

Water Superintendent Chris Connolly was present at this evenings meeting to give the Report of the Water Superintendent.

Status of water systems:

- There are no distribution or treatment problems to report.
- Monthly and Quarterly water samples and chemical addition forms required by Mass DEP are all up to date and complete for 2018.

Capital Improvement:

- Distributed by W.S. Connolly was an overview of the estimated project costs. Basically, any possible thing that could be found has been added including upgrades to pump station. Being added to the final report will be the higher priority items to then complete this report for submission by the due date of February.
- There has been talks of additional fee on rates for the Capital Improvement Plan. These fees are necessary to build a reserve so there are backup funds in case of an emergency.
- Chris suggests a possible increase \$4.50 to \$5.00 per 1,000 gallons pumped. Chiacchia agrees the rates do need to increase but the discussion will be tabled to discuss at the next monthly meeting.

Budgets:

The water department budget will be submitted on time according to Connolly.

Water Department Employees Rate Increase:

Chris recommends a wage increase for Maryann and Rich. He feels they do a great job and deserve a long overdue increase. The Committee agrees. Per the next pay period both Maryann and Rich will receive a \$1.00/hour wage increase.

MOTION (CHIACCHIA; CZECH) To approve a \$1.00 wage increase with the next pay period for Maryann and Rich. 3-0-0

Czech questioned Connolly on a repair bill. Connolly states he felt pressure to select a specific contractor to perform the work. In the defense of the contractor Connolly did say it was quite an extensive project.

MOTION (CZECH; CHIACCHIA): To accept the report of the Water Superintendent as read by Chris Connolly. Approved 3-0-0

New / Old:

None

Public Comment:

A resident present at the meeting questioned when the fire hydrant on Belchertown Road will be replaced. The hydrant has been leaking since June. The water department shut the hydrant off and has bagged it, it will be replaced in the spring of 2019. This location is well supplied with water so there is no risk as far as fire protection.

MOTION (CZECH; CHIACCHIA): To adjourn from the Open Meeting at 7:54 p.m. Approved 3-0-0

Submitted by:

Approved as to Form and Content:

Sherrie Bellefleur, District Recording Secretary

Richard Pobieglo, Chairman

Date: _____

Date: _____