



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

Prudential Committee Minutes

Chairman Norman Czech called a meeting of the Prudential Committee to order at 6:30 p.m.

IN ATTENDANCE:

Norman Czech; Prudential Committee Chairman
Andrea Sullivan; Prudential Committee Clerk

Sherrie Bellefleur; District Recording Secretary
Stephen Nodurf; Three Rivers Fire Captain
Nicole Dewberry; Three Rivers Water Superintendent

Not in attendance at this evening's meeting was Richard Pobieglo; Prudential Committee Vice Chairman, Lorinda Baker; District Treasurer, Scott Turner; Three Rivers Fire Chief and Guy Bellefleur; District Clerk.

The Pledge of Allegiance was recited.

Approval of Minutes

The Committee reviewed and approved the minutes from the July 13, 2022, Meeting.

MOTION (SULLIVAN; CZECH): To approve the July 13, 2022, minutes to the Meeting. 2-0-0

Public Comment

None

Committee Reports

Stephen Chiacchia: Water Tank Restoration Committee member spoke. This project is to improve the water storage tanks on Baptist Hill Road. The cost for this project is estimated to be approximately up to \$1.5 million dollars. This amount will be funded with a loan through the DEP from the State Revolving Fund. This State Revolving Fund is a low interest loan that is money raised by the state already and is used to fund water projects. Water Superintendent: Nicole Dewberry is in the process of completing an application to to qualify to get approved for this funding. The interest with this loan would be subsidized and would be a long-term loan, anywhere from 20 to 30-year term. The loan amount will cover the cost of the project excluding preliminary costs. Preliminary costs consist of engineering, legal, application fee and miscellaneous estimated at \$35,000. There were two (2) tasks that Mr. Chiacchia had to attend to and one was to sit down with the District Accountant; Stephen Marhelewicz to come up with a rate increase to handle the debt. A schedule was shared with the Board from Mr. Chiacchia to explain what is being proposed.

If we receive a \$1.5 million dollar loan for 20 years at 2% interest the annual outlay would be \$90,230. Mr. Chiacchia does recommend a 20-year loan not 30. This rate increase that is being recommended does not include general operating expenses that we have increased due to inflation. This is just to handle the debt service on the loan. A 20% increase is being recommended. Currently the rate is \$5.00/thousand gallons (\$50.00 per quarter with a \$5.00 charge for meters totaling \$55.00). The increase would make the rate going forward \$6.00/thousand gallons with a meter charge of \$6.00 being a total of \$ 66.00 per quarter. It is also requested to be an across the board increase including Thorndike water, the hydrant rate and commercial rates would all have to increase by that same 20% amount.

Mr. Chiacchia also handed out a schedule of the startup costs (preliminary) that includes engineering at \$25,000 (mostly McClure), Legal, with a recommendation of retaining the services of Locke Lord, Richard Manley who has come highly recommended by Unibank. This firms' fees are estimated to be approximately \$5,000. And lastly there is a permit filing fee of \$ 525.00. Miscellaneous unexpected costs are estimated at \$4,475 bringing that preliminary cost to \$35,000.

The water rate increase is being recommended to begin either in October 2022 or January 2023, preferably October 2022.

Committee member Andrea Sullivan questioned when we should expect to receive this funding. Ms. Dewberry states that the tricky thing with this loan is we must prove we can pay this back so raising the rates should happen at the earliest date in hopes to help

with that task.

John Sasur spoke to voice his concerns that the process of this tank restoration project was not to his liking. He feels decisions were made and committees were formed, including him as part of this committee, without his knowledge. He feels that the point the committee is at on this project is much further than he would be at without including the input from the public and the committee. Chairman Norman Czech assured John that the committee was appointed only at the last meeting (July 2022). Stephen Chiacchia volunteered to be on the committee for the financial side of things and Richard Pobiegló mentioned John Sasur's name and being on the committee for this project on the mechanical and logistic side of things.

After a lengthy discussion it was resolved that John Sasur would be the Chairman of the Tank Restoration Water Tank Project.

Another short discussion took place on the legal services of Locke and Lord and what they will require to get things started.

MOTION (SULLIVAN; CZECH): To retain Locke Lord legal services for the Tank Restoration Project. 2-0-0

Report of the Treasurer

Norman Czech read the report of the Treasurer.

WATER DEPARTMENT: Revenue is down \$ 20,533 due to the problem with the July billing.

FIRE DEPARTMENT: No concerns.

DISTRICT: No concerns.

The insurance accounts are \$1,400 over budget and still yet to come is the water department workers compensation. In January that was \$3,544.

MOTION (SULLIVAN; CZECH): To accept the Report of the Treasurer for July 2022. 2-0-0

MOTION (SULLIVAN; CZECH): To approve the Treasurers Warrant for July 2022. 2-0-0

Report of the Fire Chief

Fire Captain Operations: Stephen Nodurf read the report of the Fire Chief for July 2022.

MESSAGE FROM THE CAPTAIN:

The month of July continued to be a slow month in terms of emergency response. Active members utilize this "downtime" to develop the necessary knowledge, skills and abilities required to provide safe, effective, and efficient emergency services to our community.

OPERATIONS:

- 24-Emergency Incident response: 3 fire call, 1 hazardous condition call, 13 EMS incidents, 1 service call, 3 good intent calls and 3 false alarm.
- Members of the department provided non-emergency assistance to residents during the month of July. These activities vary from installing smoke and carbon monoxide alarms and providing fire safety code information.

TRAINING:

In July, nine members of the Department participated in a skills evaluation. This was conducted with a goal of identifying areas where training needed to be directed.

Department: Focused first engine due drills.

Duty Crew: Continued to take every opportunity to develop their knowledge, skills, and abilities by incorporating training into their daily activities. These trainings include:

- EMS primary and secondary evaluations
- Water Supply
- Hose Deployment
- Forcible Entry
- Emergency scene size up

EVENTS:

- 4-events with Pathfinder Summer Camp; Fire Safety and awareness as well as station tours. Sunshine Village Block Party and Safety standby at the Artisan Fair.

INSPECTION AND CODE ENFORCEMENT:

- 13 smoke and carbon monoxide alarm inspections.

FIRE DEPARTMENT NEWS:

- Private Hoy's work with our Fire Prevention Program has attracted the attention of the State Coordinator and has resulted in an association with both Holyoke and Boston Fire Departments.

MOTION (SULLIVAN; CZECH): To accept the report of the Fire Captain; Stephen Nodurf for July 2022. Approved 2-0-0

Report of the Water Superintendent

Nicole Newberry presented the Report of the Water Superintendent for July 2022.

STATUS OF WATER SYSTEMS:

- There was an error when Rob generated the first round of bills for this quarter, which accidentally applied the overage charge for the previous 2 years. Corrected bills were sent soon after to include 1 year of overage only.
- Repaired service lines on Calkins and Bridge Streets.
- It's being looked into to find more ways to move water down the parallel 8" and 12" lines on Calkins Street during these hot summer months.
- Tank level alarm and chlorine alarm have called out several times during the last several weeks. These alarms are faulty, suggesting that there is something wrong with the related systems. Glen Cardarelli came out and suggested a few improvements to the current design and methods.

DISCUSSION OF WATER RATES & UPDATE ON TANK PROJECT:

- Waiting on a SAM number to be able to apply for the USDA grant. Technically the window of time for this grant has passed, but the USDA is aware of the problem with the SAM numbers and so it may still be possible for us to obtain this grant if it does come through soon.
- Nicole Dewberry has completed all that she is capable of regarding the engineering aspect of the STATE Revolving Fund application, and she has handed it over to McClure Engineering.
- The term of the State Revolving Fund needs to be determined. It can be either 20 years or 30 years. Then, the rates will need to be raised accordingly to prove that this repayment schedule will be met.

SPECIAL MEETING WITH FINANCE COMMITTEE:

To ensure the budget for the current fiscal year will be able to provide for the following.

- Pay for preliminary fees for the tank restoration project.
 - \$18,000 is the proposed amount for McClure Engineering fees for the preliminary design, permits etc.
 - \$4,100 for review of project plans by Greg Eldridge at Haley Ward in Maynard, MA
 - DEP's permit application fee is \$525
 - Legal fees of \$7,500-\$9,000.
- Other expenses during this fiscal year
 - Repairs and upgrades to the tank level alarm.
 - Price of chlorine chemical deliveries.
 - DEP required lab testing's during 2022.
 - Health insurance for employees
 - Ventilation system installation at the pump stations.
 - Upgrades for computer hardware and software (that are past due).

COMING UP:

- DEP will be coming 8/31/22 to perform a sanitary survey. They do this once every 3 years. This will involve inspecting the pump station, tanks, etc. and review the water departments finances.
- Overdue notices will be mailed out to customer accounts. Any account with a past due amount of \$300 will receive a notice. Those customers who do not pay toward that amount will be shut off on September 29th. There usually is a fee to have it turned back on.

MOTION (SULLIVAN; CZECH): To accept the report of the Water Superintendent for July 2022. Approved. 2-0-0

Board Members Comments:

- None

New Business:

- Monthly District Meeting date change. Beginning in September of 2022 the meetings will now be the first Wednesday of each month as opposed to the second Wednesday. Recording Secretary; Sherrie Bellefleur has been instructed to purchase another recording device as backup in the event the meeting needs to be taped in her absence. A receipt will then be turned in to the accountant for reimbursement.

MOTION (SULLIVAN; CZECH): To change the Monthly District Meeting to the first Wednesday of each month beginning in September. Approved 2-0-0

- Cell Tower project: Richard Pobiegló is talking to the attorney that is looking over the contract and we should have that in the next few days. This will be part of the next monthly meeting.

Old Business:

- None

Discuss and/or take action on any business unknown/unavailable prior to the posting of this agenda:

MOTION (SULLIVAN; CZECH): To adjourn from the Open Meeting at 7:33 pm. Approved 2-0-0

Submitted by:

Approved as to Form and Content:

Sherrie Bellefleur, District Recording Secretary

Norman Czech, Chairman

Date: _____

Date: _____