



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  
Richard Pobieglo; Prudential Committee Vice Chairman  
Andrea Sullivan; Prudential Committee Clerk  
Scott Turner; Three Rivers Fire Chief

Nicole Dewberry; Three Rivers Water Superintendent  
Lorinda Baker; District Treasurer  
Guy Bellefleur; 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 August 10, 2022, Meeting.

**MOTION (POBIEGLO; SULLIVAN): To approve the August 10, 2022, minutes to the Meeting. 3-0-0**

## Public Comment

None

## Committee Reports

None

## Report of the Treasurer

Lorinda Baker: District Treasurer presented the Report of the Treasurer for July and August 2022.

### July 2022

**Water Department:** Revenue for July was down \$20,533 due to the problem with the July billing.

**Fire Department:** No concerns.

**District:** No concerns.

### Insurance:

- With the payment of the Firemen's Accident Policy (\$13,635) and the Auto/Building/Liability Policy (\$41,629) in August the combined insurance accounts are \$1,400 over budget.
- Water Department's Workers Compensation should come in January. Last year that bill was \$ 3,544.

### August 2022

#### Water Department:

- YTD Revenue is down \$22,992 from last year due to the July 1 billing issue.
- Income is down \$30,947 YTD due to the decline in revenue and increases for chemicals (\$3,162), Pump Station Maintenance (\$1,504) and Professional Engineer (\$1,596).

**Fire Department:** No concerns.

**District:** No concerns.

#### Insurance:

- General insurance came in \$ 3,609 over budget. Deficit can be made up from a number of other accounts.

**MOTION (SULLIVAN; POBIEGLO): To accept the Report of the Treasurer for July and August 2022. 3-0-0**

**MOTION (SULLIVAN; POBIEGLO): To approve the Treasurers Warrant for July and August 2022. 3-0-0**

**Report of the Fire Chief**

Fire Chief Scott Turner read the report of the Fire Chief for August 2022.

**Message from the Chief:**

Two new members were added to the roster in August. One member has previous experience on a local fire department, and many years' experience in the EMS field.

**Operations:**

- **Emergency Incident response:** The department was dispatched to 23 emergency incidents for the month. These incidents include 1 fire call, 15 Rescue & EMS incidents, 2 service calls, 2 good intent calls, and 3 false alarms.
- **Service Calls:** 6 smoke and carbon monoxide detector installation, wheelchair ramp information, campfire regulation inquiry, email inspection results, program pager for PAS, install Knox Box for resident.

**Apparatus and Equipment:**

- Car 2 went out of service on 8/27, another break line was lost on this one.

**Inspection and Code Enforcement:**

- 1 pre-sale home inspection.
- 1 underground storage tank removal inspection.

**Training:**

- **Department:** Engine company operations.
- **Duty Crew:** Engine company operations.

**Events:**

- National Night Out and the Artisan Fair.

**MOTION (SULLIVAN; POBIEGLO): To accept the report of the Fire Chief; Scott Turner for August 2022. Approved 3-0-0**

**Report of the Water Superintendent**

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

**STATUS OF WATER SYSTEMS:**

- Mac will begin his classes next week to prepare him for his licensing exams and will continue until the end of December.
- Brush was cleared at the hills around the tanks per the request of the DEP (this will also help with the tank restoration). Mac found a good deal on a chipper that was rented for a day and he and Rich got rid of a lot of brush and small trees.
- DEP's sanitary survey last week went well. It is typical for them to request several improvements, some of which are small. A report from the DEP will follow within a few months. Two requests are as follows:
  - Unaccountable water improvement requested. It is recommended that we are under 10%, currently we are at 20%. Nicole would like to purchase a device that would allow us to count the number of gallons used during basic functions like hydrant flushing as one example. A short discussion took place about other possible reasons for the higher percentage.
  - Create a rate study and update our capital improvement plan. With previous drafts of the capital improvement plans in the past most of the "five-year" projects were not completed during the past several years. DEP would like for us to reassess those projects, to update the plan and then to complete some of those "five-year" projects by the time of their next sanitary survey which will occur three years from now. Chairman Norman Czech asked Nicole about a Capital Improvement Plan that was done previously by Chris Connolly, but Nicole says that was more so a rough draft that was never really completed.
- Nicole has requested to take a vacation and has already asked Chris Connolly for pump station coverage and emergencies while away. Possible time away is November but nothing is confirmed yet.
- Nicole touched on an email that talked about increasing the budget and it being easier to do it in November per the District Accountant for tax purposes. Also discussed was a list she presented with various expenses that would require the budget to increase.

- Another subject was the ventilation at the pump station. The chlorine that is being stored there definitely needs to be ventilated. Nicole had a quote from an engineer, but it did not include installation. She has been having trouble getting quotes on this project. A lengthy discussion took place on ideas or thoughts on the best way to ventilate the chlorine without it costing too much money. One thought from Chris McClure of McClure Engineering was to attach a prefabricated room that the chemicals can be stored in then the electronics would be in the other room. The Committee feels this project should be put on hold for now only because of other major expenses that the district is undergoing at this time.
- Andrea Sullivan asked if the water was tested yet at the end of the line (primarily as far as Stephen Chiacchia residence). Mainly looking to see if there was chlorine in it. Nicole says she did check it and it does show that there is chlorine. Also discussed was a circulator in the tank to move the chlorine around more but Nicole says that she's found that they tend to break quickly.
- Nicole discussed a vision plan and presented the Committee with a Plan and Rate Sheet to review and consider.

**Update on Tank Project:**

- The tank project grant application is due October 14<sup>th</sup>. Nicole has not heard back from the lawyer or the engineer but will send them a reminder.

**Discussion of Water Rates:**

- Water rates must be raised, and a decision should be made tonight. We must prove to the state the loan can be paid back through our water rates. The term of the loan will be 20-years. The proposed rate increase will be \$60.00 per quarter on the water rates and \$6.00 per quarter on the meter rate. This will go in effect with the October 2022 billing. Richard Pobiegló would like to put an article in the paper to alert the residents of this increase, this information can also be put on the town website.

**MOTION (SULLIVAN; POBIEGLO): To accept the water rate increase to be effective October 2022 billing. Approved. 3-0-0**

**Cell Tower Project:**

- A discussion took place on what to send to the gentleman interested in the Cell Tower Project and if can be submitted. Mr. Czech agrees that what our attorney has can be sent over on this project. Everyone will coordinate a time to meet and have a Zoom meeting on this. Andrea Sullivan was concerned about the entrance being at the end of Anderson Avenue but that is not where the entrance is supposed to be. It will be off Baptist Hill Road. Chief Turner asked if anything on this cell phone project was added about the repeater and radio system? Chief states that generally the top 10' of the tower is left for public safety. A paragraph will be added in the contract to be sure this happens.

**MOTION (SULLIVAN; POBIEGLO): To accept the report of the Water Superintendent for August 2022. Approved. 3-0-0**

**Board Members Comments:**

- None

**New Business:**

- **Cell Tower Project**
  - Moving forward with this and providing information that the District has come up with. We may not get everything, but we can see what we can get by changing. The maintenance and upkeep of the road should not be our responsibility.
- **Discuss Administrative Assistant for Water Department**
  - There will be a job opening at the Water Department at the beginning of 2023. A job posting and description has been written up by Nicole and will be reviewed with Mary Ann Duguay before posting. The posting should be soon so that training for a billing cycle can be performed with the new candidate. A posting of this job should be put on the Town of Palmer website and in the Register. The Committee will take care of the interviews with the current Administrative Assistant Ms. Duguay. Nicole has been instructed to post the job for a week.
- **Safety Deposit Box**
  - Stephen Chiacchia had a set of keys to this box and last time it was looked at it contained only a set of keys for one of the trucks. The question is why pay for this box when there is nothing of importance in there.

- **PFAS Cost Recovery Program**
  - This is for testing that the State of Federal Government is requiring us to test for that could cost \$4,000. Nicole Dewberry explains that the idea is you sign up and you may or may not get anything for it, but it seems like now is the time to put your name in. No cost, \$0.00 up front costs is how it reads. Nicole will look into this.

**Old Business:**

- Former member returning equipment to Chief Scott Turner. Mr. Pobieгло says the uniform was returned. A polo shirt was lost. Any other issues Chief Turner can reach out to him directly per Mr. Pobieгло.

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

**MOTION (SULLIVAN; POBIEGLO): To adjourn from the Open Meeting at 7:47 pm. Approved 3-0-0**

Submitted by:

Approved as to Form and Content:

\_\_\_\_\_  
Sherrie Bellefleur, District Recording Secretary

\_\_\_\_\_  
Norman Czech, Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_