



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

# Prudential Committee Minutes

September 18, 2024

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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 Vice Chairman  
Mark Bogacz; Prudential Committee Clerk

Steve Nodurf; Fire Chief  
Nicole Dewberry; Water Superintendent  
Lorinda Baker; District Treasurer

## **Roll Call**

Guy Bellefleur; District Clerk and Sherrie Bellefleur; District Recording Secretary were not present at this evening's meeting.

## **The Pledge of Allegiance was recited**

## **Approval of Minutes**

The Prudential Committee reviewed and approved the minutes from the August 21, 2024, meeting.

**MOTION (SULLIVAN; BOGACZ): To approve the August 21, 2024, minutes to the meeting. 3-0-0**

## **Public Comment**

None

## **Committee Reports**

None

## **Report of the Fire Chief**

Fire Chief Steve Nodurf read his Report of the Fire Chief for August 2024.

### **August 2024**

#### **Administration:**

- Building out Emergency Networking Software
- Following up with The Compliance Engine
- Developing a Capital Improvement Plan
- Restructuring the Payroll
  - Chairman Norman Czech asked to see a copy of the Restructuring Payroll.

#### **Fire Prevention/Education:**

- 4 26F Presale Inspections
- 3 Photovoltaic Inspections
- Walk-through at Palmer High School (Annual Inspection)
- Walk-through at Old Mill Pond School (Annual Inspection)
- Inspection of 2098 Main Street for Smoke Detector Concerns
- 1 Annual Day Care Inspection

- Annual Inspection Pathfinder
- School Fire Drill Pathfinder
- 3 Smoke Detector Installations
- 1 Carbon Monoxide Detector Installation

**Operations:**

- None listed

**Training:**

- Air Bags (lifting)
- Water Extinguishers
- Regional Vehicle Extrication
- Rural Water Supply – Joint training with Bondsville Fire
- Knots and Hauling
- Bi-weekly Cadet Training

**Events:**

- None listed

Everything is all set to go forward with the purchase of the brush truck. The Chief has the contract, and it just needs to be signed. Chief will have Steve look at it to be sure nothing is out of the ordinary. From when the contract is signed it should only be 30 days from that. The reimbursement for the grant can then be submitted. At this point only the district portion that they would be responsible for would be due.

The rescue truck had to go into the shop on this day. It can be easily fixed but can be as much as \$2,500.

**MOTION (SULLIVAN; BOGACZ): To accept the report of the Fire Chief left by Steve Nodurf for August 2024. Approved 3-0-0**

**Report of the Treasurer**

Lorinda Baker had Reports of the Treasurer for June, July & August 2024

Enclosed with the reports is a scanned copy of the CD from North Brookfield Savings.

**June 2024**

**Water Department:**

- Income for June 2024 was \$34,492.34 (an increase of \$30,711.73 from June 2023)
- Expenses for June 2024 were \$70,996.04 (an increase of \$28,842.22 from June 2023) mostly due to repairs (\$5,878.51) and equipment (\$13,833.57).
- June 2024 net income was \$37,485.80 (an increase of \$16,973.55 over June 2023)

**Fire Department:**

- No issues

**District:**

- No issues

**July 2024**

**Water Department:**

- Income for July 2024 was \$31,500.20 (a decrease of \$42,747.28 from July 2023) due to timing of billings (June 2024 was higher than June 2023 by \$30,711.73)
- Expenses for July 2024 were \$69,045.94 (an decrease of \$5,561.80 from July 2023)
- Net income for July 2024 was \$37,545.74 (an increase of \$450.26 from July 2023)

**Fire Department:**

- No issues

**District:**

No issues

**August 2024**

**Water Department:**

- Income for August 2024 was \$69,796.29 (an increase of \$2,774.45 from August 2023)

- Expenses for August 2024 were \$33,587.15 (an increase of \$3,056.17 from August 2023)
- August 2024 Net Income was \$33,209.14 (an decrease of \$281.72 over August 2023)

**Fire Department:**

- No issues

**District:**

No issues

**MOTION (SULLIVAN; BOGACZ): To accept the Treasurers Report for June, July & August 2024. Approved. 3-0-0**

**MOTION (SULLIVAN; BOGACZ): To accept the Treasurers Warrant for June, July & August 2024. Approved. 3-0-0**

**Report of the Water Superintendent**

A couple of district residents were present at this meeting to discuss their recent water shut off. The first discussion was about a residence that has had their water shut off. They were currently on a payment plan but not able to pay enough to keep their water on. After a short conversation with the Board and Water Department the result of this was if the residents could pay at least \$25/month everyone would be in agreement.

The next resident was in the situation of purchasing this new home back in 2022. The water bills were still coming to the residence but in the previous owner’s name. The current owner was returning that mail to the mail man. Now the water has been shut off due to non-payment. A discussion took place, and the current owner agrees to pay \$122 that is owed right away. The water will be turned back on tonight after this meeting. The amount of \$330 will be investigated to be sure that the current owner owes that whole amount or maybe some was owed by the previous owner. The current owner left all his updated contact information so going forward this will not happen.

After this meeting there is only 1 left that pay in the 50 days.

Nicole Dewberry read her Report of the Water Superintendent for August 2024.

**Status of the Water System**

- At the pump station, there are parts in the chemical addition pumps that wear out and need to be rebuilt each year. Also, the chemical transfer pumps haven’t received any attention since they were installed several years ago, and the flow from those is now down to a trickle. In general, we’re able to stock up on supplies and have parts handy on the shelf in case we need them, but some of the things that we’ve had a good stock of for years are now running low, such as gallon containers of food grade grease. All of this is to say that you should expect to see a decrease in the line item for pump station maintenance of several thousand dollars.
- Hydrant flushing was finished last week. Next week will be the collection of lead and copper samples.
- The service line inventory project that Mac and Rich have been working on is due to DEP in October. We previously sent polite letters, and last week we sent over 100 more assertive letters. There are about 63 properties remaining. Mac and Rich have physically visited each of the remaining addresses at least once to a few times, and they leave notes each time. They typically visit during mornings and weekends, but we specified in the letters that we are available at any time by appointment. We plan to shut off anyone who still remain on this list at the end of this month.
- Last year Sam arranged payment plans with customers who had ongoing balances. Customers who did not adhere to those payment plans were added to a shutoff list and received letters. Many have paid their balances in full, but those with remaining balances were shut off today. We asked those customers to attend this meeting tonight to discuss payment with all of you.

**Nonessential Outdoor Water Use Restrictions During Times of Drought**

- Duration of time of this discussion: May meeting, to present.
- Due date: All of the requirements as outlined by DEP in their Order to Complete letter must be in place by September 24, 2024.

We must hold a vote today to decide whether to incorporate drought restrictions into our rules.

Would you like to vote in favor of incorporating the attorney’s additional comments into our rules?

Prudential member Mark Bogacz questioned the fines and if they go to the Town of Palmer or do, they go to the Water Department? Then some discussion took place, who informs us of the state of water supply conservation? Is it announced by the state or by ourselves? Ms. Dewberry says a board declares a drought, then it's voted on then the state house declares it a drought.

Ms. Dewberry says currently it is by a gauge by the USDA, is how we judge it. The location of the gauges will be shown to Ms. Sullivan at some point as she inquired.

Mr. Bogacz asked about the time of the law, May – September. Does this include the month of September or through August 31<sup>st</sup>? Ms. Dewberry assumes it is through September. We have the option of going by the gauge or by going May – September.

Ms. Sullivan summarizes that this is due by September 24<sup>th</sup>. Changes will be made to the fines and removing police and building inspectors out. The Prudential Committee would like to declare the emergency and not the designee.

**MOTION (SULLIVAN; BOGACZ): To incorporate drought restrictions into our rules. Approved. 3-0-0**

**Water Storage Tanks Restoration Project**

- Duration of time of this discussion: Ongoing.
- Due date: Ongoing.

The engineer is on bereavement. We are waiting until he returns to receive the final version of the contract.

At this time everything looks fine to move forward with the USDA grant, although we do not officially have it in hand yet. I asked the SRF program if we may be given an extension on their grant application, assuming that we will drop out of the program when the USDA grant comes through. They said that they will look into this for us.

In order to stay in the SRF we need to come up with the funds to hire an engineer to complete the lengthy application by the due date. This application will also need approval like the preliminary application did. If the USDA grant keeps coming through for us there would be no reason to go with the SRF. Final word after discussions is to say no to the SRF and keep moving forward with the USDA grant. Ms. Dewberry will ask the SRF for an extension just to keep us in and if they say no we will be out.

**Forester**

- Duration of time of this discussion: August 21, 2024
- Due date: Ongoing.

John Edwards, a forester, attended the meeting last month. He is interested in harvesting trees on any of the water department's properties. May I return his call with your decision?

The Board has told Ms. Dewberry to say no to everything on this subject at this time.

**Office Hours**

- May we reduce the office hours that are displayed on the door? Sam technically works during those hours, but during the last part of her day she goes to the bank. If all of us are out of the office and Sam is at the bank, customers are disappointed to see the office closed. If we happen to be at the office then we will keep the office open during that time, but if the hours that are listed are shorter then customers will not be disappointed if all of us are away.

The hours can be announced as 7:30 am – 11:45 am. When Ms. Hoy leaves for the bank she can lock the office door and add to the bill the new office hours.

**MOTION (SULLIVAN; BOGACZ): To accept the report of the Water Superintendent for August 2024. Approved 3-0-0**

**Board Members Comments:**

Ms. Sullivan asked a question about a resident from 114 Springfield Street and his water bill. The meter has been changed and a reading will be done this week.

**New Business:**

**Possible Renovations to the Station**

- Fire Chief Nodurf has announced that the new brush truck will not fit in our fire station. Pathfinder would be ideal to do this work, but they are booked out far in advance. The brush truck will arrive in 30 / 45 days. Chief will talk to the sellers to see if they can delay delivery until we can work out where it will be housed.  
The rescue could be parked on the side of the building and then put the brush truck where the rescue truck goes.  
Mr. Czech says he recommends putting the Rescue in the front of the building not on the side of the building if this is what will be done to start.

**Old Business:**

None

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

**MOTION (SULLIVAN; BOGACZ): To adjourn from the Open Meeting at 8:03 pm. Approved 3-0-0**

Submitted by:

Approved as to Form and Content:

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

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

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

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