



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

Prudential Committee Minutes

January 22, 2014

Chairman Domey called a meeting of the Prudential Committee to order at 7:05 p.m. The Pledge of Allegiance was recited.

IN ATTENDANCE:

Raymond Domey, Chairman	John Chmura, District Treasurer
Donald Reim, Vice Chairman	Patrick O'Connor, District Clerk
William Jalbert, Clerk	Scott Turner, Fire Chief
John Sasur, Water Superintendent	Diane Baldyga, District Secretary

Fire Chief Turner informed the Committee that the insurance policy received from Crimmins/Graveline did not have the Mack fire truck registered as an antique. Chairman Domey asked him to return it and request a change in its status.

Approval of Minutes

The Committee reviewed the minutes from the meeting of December 11, 2013.

MOTION (JALBERT, REIM): To approve the minutes from the meeting of December 11, 2013. Approved 3-0.

Public Comment

None.

Report of the Treasurer

Treasurer Chmura submitted December's Profit and Loss Statement, checks, and reports to the Committee. He included an analysis of the District's status at the midpoint of each year for the past three years. It indicated that:

1. District expenses were consistent with the exception of the Fire Department. It has used 57% of its budget due to the purchase of rescue equipment.
2. Articles 5 and 9 were under budget.

In additional business:

- Chairman Domey asked the Fire Chief how the Department was doing on fuel. Turner said it was on target.
- Domey said he spoke with Stephen Chiacchia regarding the audit. It is close to being completed, but Chiacchia first needs to speak with W.S. Sasur and Billing Clerk MacKenzie.
- Domey mentioned the need to start working on the budget for next month. Chmura had met with Fire Chief Turner recently. They revised and organized accounts to better reflect what is being done. Turner showed the Committee what had been developed to date. District Clerk O'Connor said that the Finance Committee Meeting is the last Monday in March, so budgets must be handed in before then.
- The Chairman has the deed for the recent land procurement at L23 North Street and will give it to Chmura.
- Chapter 30B states that policy is set by the District to dispose of surplus, scrap, and outdated items valued under \$5,000, but is set by the State if over \$5,000.
- Due to numerous changes in the lease agreement of property to AT&T, the Central Registry would not allow bids to open until after February. The District's attorney had to create a lease agreement for AT&T and monetary amounts have been modified several times. The monthly charge in the lease is \$1,850. Bids are scheduled to be open at the Fire Station on March 3 at 2 p.m. by Al Nardi, Michael Hassett, and Ray Domey.
- Chairman Domey is booked to appear on February 10 at the next Town Council's Meeting to discuss the disposal of the District's call boxes and other items in the next Town auction.
- Chmura discussed acquiring a safe deposit box to secure keys, codes, and other important District items. Clerk Jalbert asked how many people would have access to the box. O'Connor suggested using the safe at the Fire Station. Vice Chairman Reim felt a safe deposit box was a good idea. Chmura will set it up at Country Bank. He and Jalbert will be authorized to have access to it. W.S. Sasur gave Water Department keys and codes to the Treasurer.

MOTION (JALBERT, REIM): To allow the Treasurer to set up a safety deposit box for the District at Country Bank. Approved 3-0.

- The work week for all full-time employees will be from Sunday to Saturday, the same as the Town of Palmer's work week. Pay checks will be issued on Fridays. This change will become effective as of the first week in February.

MOTION (JALBERT, REIM): To change the work week to coincide with the Town of Palmer's work week. Approved 3-0.

- Arrangements for a credit card for the Fire Chief will take place on January 23.
- The Water Superintendent gave the Treasurer a bond that had matured for land from 20 years ago to keep in his records.

MOTION (REIM, JALBERT): To accept and approve the Treasurer's Warrant. Approved 3-0.

MOTION (REIM, JALBERT): To accept and approve the Treasurer's Report. Approved 3-0.

Report of the Fire Chief

Fire Chief Turner presented his report:

- The call report for the month of December 2013: A total of thirteen (13) calls were received—eight (8) all calls and five (5) duty-officer calls.
- The Chief's Administrative Operations Plan was submitted and the basics explained. The first Deputy Chief is the primary officer in the chain of command. He noted that inspections must be done by certified individuals.
- The proposal of a new budget arrangement had already been addressed.
- The current draft of a new fire department patch was shown to the Committee. Its final design is still in progress.

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

Report of the Water Superintendent

W.S. Sasur discussed the following items:

- Update on Water Department/District Office building. The last meeting took place on January 16. Co-Chair Pat O'Connor said that they need to know if Bondsville and Thorndike would like to utilize space in the new building even if not planning to merge water districts. A preliminary design engineer will need to be hired. Co-Chair John Sasur stated that a plot plan and survey have been done. He said the next step is an RFQ (Request for Qualifications) for a design engineer to work with an architect. Costs need to be determined to request funding at the Annual District Meeting in May. Chairman Domey asked Sasur to contact Dave Lavallie and Russ Brown about their interests. W.S. Sasur noted that any Capital Improvement done among the villages should be looked at by all the Districts because of the Capital Efficiency Study. O'Connor prepared and sent committee members an agenda for the year.
- District Forestry Cutting Plan Proposal. W.S. Sasur and Scott Gerrish, a state certified forester, will inspect and evaluate four properties on Friday, January 24. These areas include: Well #3 off Oak Street, Baptist Hill around tanks and reservoir, the new District Office Building site, and the recently purchased Royce land.
- Electricity Supply Source/Contract. Four years ago, W.S. Sasur contracted with Hampshire Council of Governments to supply electricity, receiving a discount to buy electricity in bulk. The first two years saved money, but the last two years cost more than what National Grid would have cost because of the variable rates being charged. With Hampshire Council's new proposal, anticipated savings in the second year of the contract would offset the first year deficit because of fixed rates in the new proposal. Sasur thinks the Prudential Committee acting as Water Commissioners should sign the new contract or authorize him to sign it. He recommends signing the contract with Hampshire Council of Governments again.

MOTION (JALBERT, REIM): To approve the proposal of the Water Superintendent with the recommendation of the Treasurer to sign a new contract with the Hampshire Council of Governments. Approved 3-0.

- "Conflict of Law" Training/Education. W.S. Sasur submitted a copy of this mandatory training and his certificate of completion for the course.
- Pump Station Modification for Treatment. Storing bulk amounts of sodium hydroxide has become a bigger project than anticipated. It is still ongoing with every effort made to ensure safety.
- Request for Meter Stabilization Account/Funding. A prepared presentation was made by the Water Superintendent showing the need for new meters as current ones are 22 years old. The costs of meters and the labor to replace them were estimated. He

said that the price of installation should be put out to bid. Replacement of all meters will take about nine months. Meters are rented by the District at varying rates depending on their size. The figures submitted were miscalculated and will be revised. Sasur wants the money from the rentals to be earmarked in a special stabilization fund. Spending money from this account would require a special article at the annual District meeting. However, he would like the flexibility to use the money in this fund in emergency situations, but also wants to guarantee that, if borrowed, it would be replaced. Sasur wants to re-evaluate meter rental and water rates.

- MIAA Health Plan. The Water Superintendent recommends continuing with MIAA (Massachusetts Interlocal Insurance Association). It has been used satisfactorily for at least 20 years. An administrator needs to sign the contract.

MOTION (JALBERT, REIM): To sign the MIAA Health contract. Approved 3-0.

- Coordinated Water Study. The next meeting is on Thursday, February 6, at 1 p.m. at the Bondsville Fire Headquarters.
- Assistant’s T2 License. Scott Majka has his D2 and T1 licenses, which are required in the District. He would like to upgrade to a T2 license, which will cost \$1,000 for training and books. The District normally pays for these courses. W.S. Sasur has money budgeted for this and is asking for the Committee’s approval. He is also requesting reimbursement for Majka’s D2 and T1 licenses. The Committee was in favor of paying for the T2 training and for reimbursing Majka for the D2 and T1 licenses.
- Discussion on the Budget. Has been previously addressed.

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

Old Business

No Old Business.

New Business

No New Business.

Having no further business to conduct in open session, Chairman Domey requested a motion to adjourn. The next regular meeting is scheduled for 7 p.m. on February 12, 2014.

MOTION (REIM, JALBERT): To adjourn from the Open Meeting at 9:05 p.m. Approved 3-0.

Submitted by:

Approved as to Form and Content:

Diane Baldyga, Recording Secretary

Raymond Domey, Chairman

Date: _____

Date: _____