

December 7, 2016



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

## Prudential Committee Minutes

Chairman Stephen Chiacchia called a meeting of the Prudential Committee to order at 9:00 a.m., December 7, 2016.

### IN ATTENDANCE:

Stephen Chiacchia; Prudential Committee Chair  
Richard Pobieglo; Prudential Committee Clerk  
Scott Majka; Water Superintendent  
Absent: Raymond Domey, Committee Member

David Basler; District Clerk (acting recorder)

The Pledge of Allegiance was recited.

### Minutes:

- **MOTION (POBLIEGO, CHIACCHIA): To accept the minutes of the December 1, 2016 Prudential Committee meeting. Approved Unanimously.**

### Public Comment

There were no public comments from the public.

### Water Department Business:

1. In reply to the recent advertisement for a part-time Billing Clerk for the Water Department, two candidates that met the requirements for the position were contacted to determine their continued interest; one applicant removed themselves, and the remaining applicant was present for an interview.
2. An interview with Mary Ann Duguay was conducted by the Prudential Committee and the Water Superintendent. The position requires experience with Microsoft Excel and Quickbooks, as well as a bookkeeping background. The responsibilities of the position include answering the phone and replying to messages left on the answering machine as well as facilitating the Water Department billing process throughout the year. The position is scheduled for twenty hours per week. Ms. Duguay was confident in her ability to meet the requirements and responsibilities of this position, and brings long bookkeeping and office management skills from her previous employment.
  - **MOTION (POBLEIGO, CHIACCHIA): To hire Mary Ann Duguay in the position of Part-Time Billing Clerk for the Three Rivers Water District. Approved Unanimously.**
  - **MOTION (POBLIEGO, CHIACCHIA): To permit Chairman Chiacchia to negotiate compensation for this position with Mary Ann Duguay. Approved Unanimously.**
3. A discussion was held on the benefits of the RapidRate billing software, in contrast to the BMSI program. RapidRate allows meter readings to be entered into an Excel spreadsheet, which is then transferred into QuickBooks for billing, receipt of payment, and accounting.
4. A discussion was held on the volunteers who had been helping out with the billing issues since the departure of the previous Billing Clerk. Marge Cavanaugh, Joanne Chiacchia and Mike Kane were invaluable for the recent billing cycle's release. Prior Committee action authorized payment to Marge Cavanaugh for her participation, and part of the discussion was to compensate both Joanne Chiacchia and Mike Kane as well.

- **MOTION (POBLIEGO, CHIACCHIA): To permit Chairman Chiacchia to investigate the Committee's ability to compensate Joanne Chiacchia and Mike Kane at a similar level as Marge Cavanaugh, and to authorize payment to them once that ability has been determined. Passed Unanimously.**
5. Superintendent Majka reported that a price to replace the chemical tank has been received, and once the current tank is emptied through use (which should take approximately one month), the new tank will be installed. Some work will be needed to allow the installation, and a discussion was held on contracting the building modifications and repairs to facilitate the tank replacement.
  6. Chairman Chiacchia reported that he has initial approval for a two payment plan to DEP for the ACOP fines agreed upon. A \$2,500.00 payment will be made when the agreement is signed, and the remaining \$2,500.00 balance will be paid in August of 2017.

### Executive Session:

Chairman Chiacchia determined that no Executive Session was necessary.

### New/ Old Business

1. A discussion was conducted in regards to clarifying the account discrepancies which resulted from the previous Water Department billing software. There were issues with both multi-family homes and accounts for lots which did not have homes or require service.
  - **MOTION (POBLIEGO, CHIACCHIA): To retain the services of John Sasur as a consultant to assist with clarifying the billing errors identified during the last billing cycle. Approved Unanimously.**
  - **MOTION (POBLIEGO, CHIACCHIA): To authorize Chairman Chiacchia to negotiate with Mr. Sasur for his services (not to exceed \$30.00/hour). Approved Unanimously**
2. The Warrant for the January 17, 2017 Special Meeting was discussed. The bylaws call for the Warrant to be closed on December 17, 2016 which is thirty days prior to the meeting. Clerk Basler will draft the Warrant for Committee review and arrange for the proper publication as per the Bylaws.
  - **MOTION (POBLIEGO, CHIACCHIA): To close the Warrant for the January 17, 2017 Special Meeting on December 17, 2016. Approved Unanimously.**

There being no further business at this time, the Chairman entertained a motion to adjourn.


- **MOTION (POBLIEGO, CHIACCHIA): To adjourn from the Open Meeting at 10:05 a.m. Approved Unanimously.**

Submitted by:

  
 \_\_\_\_\_  
 Dave Basler, Acting Recording Secretary

Date: 12/21/2016

Approved as to Form and Content:

  
 \_\_\_\_\_  
 Stephen Chiacchia, Chairman

Date: 12/21/16