



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

Prudential Committee Minutes

December 10, 2014

Chairman Domey called a meeting of the Prudential Committee to order at 7:00 p.m. The Pledge of Allegiance was recited.

IN ATTENDANCE:

Raymond Domey, Chairman	Scott Turner, Fire Chief
Donald Reim, Vice Chairman	Diane Baldyga, District Secretary
William Jalbert, Clerk	John Morrison, Morrison Construction
John Chmura, District Treasurer	Lt. Mike Matthieu, TRFD
John Sasur, Water Superintendent	Patti Matthieu
Scott Majka, Assistant Water Superintendent	Dan Daigle

District Clerk O'Connor was excused due to illness.

Approval of Minutes

The Committee reviewed the minutes from the meeting of November 12, 2014.

MOTION (JALBERT, REIM): To accept the minutes from the meeting of November 12, 2014. Approved 3-0.

Public Comment

John Morrison of Morrison Construction addressed the Board concerning the ongoing controversy over money that is owed to him for work performed on Chudy Street. He reminded Board members that Clerk Jalbert recommended arbitration as a means to resolve the issue of payment at last month's meeting and needed to know if they would abide by an arbitrator's decision if he would pay for one. Morrison also said that he has been unable to contact the Board, except by attending a monthly meeting, and asked how to reach a member without being "scrutinized" again. He made note of the fact that District Counsel, Michael Hassett, fails to return his phone calls. He vowed to be at every meeting until the issue is resolved.

Chairman Domey informed Morrison that Hassett has initiated contact with the Inspector General's Office, which is the State's procurement officer, seeking clarification about this conflict, but he does not know how long it will take that Office to review the circumstances or to get a response from it. He advised Morrison to leave a message on the Fire Department's answering machine (283-7161), and he would get back to him.

Anderson Street Project Update.

Project Manager, Al Nardi, has approved the final payment to A. J. Virgilio Construction for work concluded at the Anderson Street Reservoir. Nardi, Domey, and Assistant Water Superintendent, Scott Majka, had inspected the Reservoir area over the Thanksgiving weekend. When the amount of the final payment was obtained later during the meeting, a vote was taken to pay the balance. It was also noted that the construction company guaranteed its work at the site for a year.

MOTION (REIM, JALBERT): To authorize the final payment of \$3,497 to A. J. Virgilio for the completion of the work at the Anderson Street Reservoir. Approved 3-0.

Report of the Treasurer

- Procedure for Submitting Invoices. Domey asked the Water Superintendent to be more specific in noting information on some invoices that were returned to him. The invoices must indicate what items are being used and for what purpose. For example, invoices should list Truck #1 or Truck #2, Inventory, or specific job. Domey stated that this ties in with a letter from Stephen Chiacchia, which was read by Domey later in the meeting. W.S. Sasur said that individual invoices were specific as one was done for each truck that also included the driver and mileage on it. Domey explained the importance of keeping track of expenses especially if work is done in conjunction with the Palmer Water Department. Sasur mentioned the need to stock the truck with items like nuts and bolts not necessarily specific to a particular job and is put on an account as pump station supplies. Domey upheld the position that everything was accountable. The Water Superintendent said he will have to institute job numbers.
- Audit of Fiscal Year Ending June 30, 2014. Treasurer Chmura spoke with Stephen Chiacchia about last year's audit. Chiacchia said that the audit was almost complete and that the District should have it by the end of the year. An issue arose from the purchase of

the rescue truck. The amount of \$53,900 should have come from a stabilization account at UniBank set up for that purchase instead of the Three Rivers Fire District account at North Brookfield Savings Bank. Chmura will need to transfer this amount from UniBank to North Brookfield Savings Bank and provide the auditors with a receipt for this transaction.

- GPS System. Chairman Domey said that the GPS system was installed in the three trucks last Tuesday (December 2).
- AT&T Checks. Although an account had been opened at Country Bank to deposit checks received from AT&T, Chairman Domey said money set aside for a stabilization account must be done at the District meeting in the form of a warrant. Until a warrant is approved to put this money aside, payments from AT&T must be deposited into the North Brookfield Bank. Domey said that the money might be designated for the purchase of the next vehicle. According to Michael Elsier, an AT&T representative, the check for \$1,300 that the District received was a partial payment for 20 days. No construction has been started on the AT&T towers. Domey commented that the expense for the creation of the lease with AT&T was between \$15,000 and \$20,000. Chmura advised leaving the account at Country Bank open for now. Domey mentioned that he had given Chmura a program from the Inspector General's Office on Banking Options. The program advised reviewing banking options to get the most return out of the District's funds. Domey is considering making the last truck payment on the Federal loan with UniBank in order to move assets held by them to a more productive account. Chmura informed the Committee of two accounts with UniBank with balances of \$63,000 and \$218,000. Domey wants to investigate alternatives after the first of the year.
- Letter from Stephen Chiacchia. A letter from Stephen Chiacchia regarding the Water Department's Inventory Control and Procedure was read by Domey. Scott Majka will be responsible for the Department's inventory. W.S. Sasur had a listing of the Department's inventory that is normally stocked. There is no job order program yet.
- Financial Statements. Treasurer Chmura submitted November's Profit & Loss Statement to the Committee. It did not include the firemen's salary payments on December 1. He told the Committee that a few accounts were running over budget; namely, District Expenses, Legal Expenses, and Fire Department Insurance Expenses, but that the other District accounts were in good shape. Some of the Fire Department accounts that were over budget included Books and Stationery, Fire Prevention, and Dues and Meetings. The only Water Department account over budget was Pump Station Maintenance, but he noted that the Miscellaneous Account was at 66% of budget. Domey commented that he would like to see things broken down a little better. Chmura gave each Department a list of year-to-date expenses in detail. He informed the Committee that Billing Clerk, Toni MacKenzie, had reduced the overdue water account balances to \$43,791, a \$7,000 decrease from last month. However, eight accounts are still over \$1,000. W.S. Sasur said that MacKenzie was aggressively settling overdue accounts by working out a schedule with a customer who cannot pay the entire bill. In spite of this, two water services had been shut-off for nonpayment. Water shut-offs are generally performed twice a year—in the spring and in the fall. However, that may increase to three times a year. Chmura asked about the possibility of charging interest on overdue accounts. Domey said that the Attorney General's office would have to approve it. Vice Chairman Reim said that he cannot understand how customers are given a year to pay a bill in this District when the Town gives only 60-90 days. Although he does not take care of accounts, Sasur thought that very few if any of those accounts were over a year old because they would have been shut off.

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

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

Report of the Fire Chief

Fire Chief Turner presented a written report to the Committee itemizing the activities of his Department:

- Call Report. The month of November 2014 received a total of six (6) calls.
- Firemen's Checks. All the checks were distributed except two.
- Assistance to Firefighters Grants (AFG). Since last year's funding was not awarded to the Department, this year's grant was submitted again for 17 air packs and a Rapid Intervention Pack (RIP) in the amount of \$118,000. Turner also closed out the grant for turn-out gear from 2009.
- Fire Department Security System. Domey told Turner to go to Pathfinder and talk with someone from the Electrical Department to make sure it will install the equipment. Otherwise, the District would have to go out to bid. Domey was able to get a superior system from his security distributor, ADI which is a division of Honeywell, at a considerable cost-savings. The District will buy the system directly from ADI. Domey explained that buying from a wholesale distributor will free the District from putting this out to bid. With Pathfinder installing it, the security system will be very inexpensive for the District.
- Update on Restoration of 1933 MAC Fire Truck. Dan Daigle reported that forms were faxed to the paint company. Copies of the originals were kept for District records. Daigle will take photos and double check the work periodically. Domey said his travel expenses could be reimbursed, but Daigle graciously declined the offer.

- Disposal of Fire Rescue Truck and blue Pick-Up Truck. Turner will try to have someone appraise the value of the trucks by the end of the week.
- Ambulance Service Update. The Department's proposed Ambulance Service is on hold until a solution is found for housing the ambulance. Turner is still looking into possibilities.
- Request for Fire Truck. Amvets Post 74 has verbally requested to use a fire truck on December 21 for its annual Christmas Party.

MOTION (JALBERT, REIM): To provide the Amvets with a truck for its annual Christmas Party on December 21. Approved 3-0.

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

Records Retention/Open Meeting Updates.

Chairman Domey informed the meeting that he had downloaded updates on records retention and open meetings from the Secretary of State Office for the District Clerk to keep on file.

Report of the Water Superintendent

W.S. Sasur discussed the following items:

- Process and Qualifications Used for Hiring Private Contractors. The Water Superintendent said he had provided the Committee with copies of what was done originally by the Water Department in requesting contracting services. Domey said that Al Nardi informed him that changes in state law were coming out this month. Nardi will not offer any suggestions until after he reviews the changes. Domey said Sasur will have to continue as he had done for now. Sasur said that the initial RFP (Request for Proposals) was done because no other system existed, and it was based on knowledge at that time. He was very receptive to making changes to improve it. Since few other utilities use an RFP, he thinks the District's RFP will be used as a model for others in the future.

Domey informed him that he has been booked to be at the Palmer Water Department's meeting in January. At that meeting, he wants to start getting Assistant Water Superintendent, Scott Majka, licensed to operate Palmer's backhoe and sharing in its expenses. This would probably be for emergency situations only. However, an outside contractor will still be needed. Considering the email received from Jim Amman, doors were opening, so this is a good time to start sharing more. Sasur offered to attend the meeting also.

- Update on Asset Management Program by BMSI. The Department is in the middle of developing its inventory. It is also trying to figure out how to organize jobs, write their description, and come up with numbers before instituting a computer program. The Water Superintendent asked if he needed to get three quotes before purchasing a desktop unit. He said that he has a printout of all the specifications needed. Domey advised him to get three quotes and present them to Chmura who is the District's procurement officer. Chmura will sign off on it if he is satisfied. Chmura questioned if any parameters existed for where it should be bought. Although Sasur looked on the state's bid list, shopping around and buying directly from a vendor or online was more cost effective. He thinks getting three quotes will be more favorable than the bid list.
- Update on Building Committee. Clerk Jalbert said that the next meeting is on December 18, 2014.
- Appointing of Alternate Member for Building Committee. Domey proposed appointing Scott Majka as the alternate member of the Building Committee. Any time five members are not in attendance, Majka would get to vote.

MOTION (REIM, JALBERT): To appoint Scott Majka as the alternate member of the Building Committee.. Approved 3-0.

Sasur said he had a draft of an RFQ (Request for Qualifications) that would use a consultant instead of an architect to take care of the whole process from beginning to end. When Domey objected because the warrant specified an architect, Sasur revised his statement clarifying that the RFQ draft advertised for an "*architect/consultant.*" Domey reaffirmed that the RFQ draft should advertise for only an "*architect.*"

- Review of Superintendent's Contract. Domey told the Water Superintendent that he was to inform the Treasurer when he went on vacation as required by an insurance policy, the rules, and his contract. Sasur said he took a Personal Day. He said he had five weeks of vacation time every calendar year that he has never entirely used. Vice Chairman Reim chided him for taking a personal day to go hunting. Domey reminded him that starting in January the Employees' Handbook requires that employees provide their vacation schedule for the year. He added that some exemptions exist for emergencies and other contingencies. Reim felt that scheduling five weeks' vacation in advance of a year was impractical and suggested scheduling it a month in advance. Domey said that is not how it is done. The Assistant Water Superintendent cannot take the same weeks off as the Water Superintendent. Sasur noted again that he never uses his five weeks vacation and gives it back to the town. In response to Jalbert's question about

accruing vacation time, Sasur said it did not accrue from year to year. Chmura told W.S. Sasur that notifying him by email would be acceptable notification when taking time off.

- Assistant Water Superintendent’s Contract. Domey said that an Assistant Water Superintendent’s contract will have to be developed next year for Scott Majka.
- Electrical Expenses. Since the District is no longer under Mutual Hampshire County Purchasing for electrical power, National Grid is the supplier. The Water Superintendent said that the District should consider looking at other options as National Grid rates are expensive. He feels the District should “piggyback” with the Town or Pathfinder for cost-effective savings. In the past the Water Department took care of finding the best supplier as it had the biggest accounts. With the new restructuring, it now becomes a District purchase and the District should look into what is available. Domey asked if Sasur wanted to look into it. Sasur said he could, but that the literature is now going to the Treasurer. He asked Chmura to forward electrical contracts to him. Sasur will also check into solar and contact the Town Manager’s Office. He asked for a list of all the District’s electrical accounts to determine usage to get quotes.
- ASR Training. The Water Superintendent said that he wants Majka to attend the Annual Statistical Reporting (ASR) Training in Springfield on January 6

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

Old Business

No Old Business.

New Business

No New Business.

Executive Session. At 8:20 p.m. Chairman Domey said the Committee would enter into Executive Session to discuss the deployment of security, personnel, or devices, or strategies with respect thereto. He said that Open Session will be reconvened at its conclusion followed by adjournment of the meeting. Executive Session will include the Prudential Committee and District Secretary.

The Committee returned to Open Session at 8:39 p.m.

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 January 14, 2015.

MOTION (JALBERT, REIM): To adjourn from the Open Meeting at 8:41 p.m. Approved 3-0.

Submitted by:

Approved as to Form and Content:

Diane Baldyga, Recording Secretary

Raymond Domey, Chairman

Date: _____

Date: _____