



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

# Prudential Committee Minutes

December 11, 2013

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	Patrick O'Connor, District Clerk
Donald Reim, Vice Chairman	Scott Turner, Fire Chief
John Sasur, Water Superintendent	Diane Baldyga, District Secretary
John Chmura, District Treasurer	Jason Rogers, TRFD Private

District Clerk O'Connor provided everyone with a list of Prudential Committee Meeting dates for 2014.

## Approval of Minutes

The Committee reviewed the minutes from the meeting of November 13, 2013.

**MOTION (REIM, DOMEY): To approve the minutes from the meeting of November 13, 2013. Approved 2-0.**

## Report of the Treasurer

Treasurer Chmura needed to sign a letter of engagement for Stephen Chiacchia to begin the annual audit on December 2. The audit will be completed by January 15.

Chmura submitted the Profit and Loss Statement for November to the Committee. He said that everything was in order. He also produced a comparison of year-to-date expenditures to last year's expenditures for the District, Water Department, and Fire Department. It indicated that:

1. District expenses were up from \$280,000 last year to \$305,000 due to legal services and retirement.
2. Water Department expenses were higher this year due to the salary of a new employee.

The Committee expressed its appreciation for a good analysis of the District's financial status.

Chairman Domey reported that:

- All conditions for the land procurement at L23 North Street have been completed for the closing.
- The discrepancies regarding the timeline on the lease of property on Baptist Hill by AT&T have been corrected. The lease would be for 5 years with 5 five-year extensions for a total of 30 years. Bidding on the lease will close on January 20 at 2 p.m. Everyone agreed to change the regularly scheduled meeting on January 8 to January 20 to open bids and expedite the process for the lease.

**MOTION (DOMEY, REIM): To change the January meeting from January 8 to January 20. Approved 2-0.**

- W.S. Sasur said that the vehicle for the Water Department was ordered from the State's Bid List so it did not have to go out to bid. Delivery will be in about four months and will cost about \$40,000. Domey asked the Water Superintendent to keep the Treasurer informed.
- No action has been taken on the disposal of excess vehicles from the Fire Department. Fire Chief Turner and Treasurer Chmura are unsure of the process. Domey will provide them with the disposal policy approved by the Committee.
- Turner said that the keys for the Fire Department will be given to Chmura before he leaves tonight's meeting. W.S. Sasur still needs to provide Chmura with keys for the pump stations.
- Domey firmly declared that the work week for all full-time employees should be the same as the Town of Palmer's, as is insurance and benefits. Chairman Domey and Vice Chairman Reim both agreed that a week's pay should also be withheld from full-time employees. W.S. Sasur asked if that means that Firemen would then get paid in January after work is completed instead of December. Domey said this would apply only to full-time employees.

**MOTION (DOMEY, REIM): To establish a work week in Three Rivers that is the same as the Town of Palmer's work week. Approved 2-0.**

- Chairman Domey gave Chmura the tax classification from the Assessor's Office to keep on file.
- Arrangements for a credit card for the Fire Chief have not been completed yet. The Water Superintendent will act on it on December 13.

**MOTION (REIM, DOMEY): To accept and approve the Treasurer's Warrant. Approved 2-0.**

**MOTION (REIM, DOMEY): To accept and approve the Treasurer's Report. Approved 2-0.**

### **Report of the Fire Chief**

Fire Chief Turner submitted the call report for the month of November 2013. A total of nine (9) calls were received: three (3) all calls and six (6) duty-officer calls.

Although no formal letter has been received from the Amvets Post requesting the use of a fire truck for its annual Christmas party, the Committee will allow the use of a truck as it has in the past.

**MOTION (DOMEY, REIM): To allow use of the fire truck for the annual Christmas party. Approved 2-0.**

Turner reported that the grant for 16 air packs has been completed and submitted. He is hoping to know some time in January if the Department was awarded the grant.

Lettering on the Department's new rescue truck will be done by next week. The cost of the truck was \$53,900.

December's payroll went well except for two complaints that were taken care of.

**MOTION (DOMEY, REIM): To accept the report of the Fire Chief. Approved 2-0.**

### **Report of the Water Superintendent**

W.S. Sasur discussed the following items:

- Water Department/District Office building. No meeting took place on November 21 as it lacked a quorum. Sasur and Pat O'Connor were the only two at the meeting. O'Connor, as secretary of that committee, will prepare a long-term schedule of meetings and send it to all members on the Committee.
- Proposal for a District Forestry Cutting Plan. W.S. Sasur asked the Committee's approval to have a state certified forester inspect properties owned by the District to see if there are mature trees ready to harvest. A cutting plan would then be developed and approved by the State Forester and the Palmer Conservation Committee. These areas include: Well #3 off Rte 181, Baptist Hill around tanks and reservoir, and the Royce land currently being purchased. He may need to negotiate and partner with the District Court for the area on the east side of Rte. 181. No costs should be incurred for the Forester or the cutting of the trees. This would come from the revenue on the sale of the trees. The Treasurer should find out if this needs to go out to bid or just be posted in the paper. Sasur assured the Committee that everything will be done by the Procurement Rules.

**MOTION (DOMEY, REIM): To allow the Water Superintendent to proceed with his proposal for a District Forestry Cutting Plan. Approved 2-0.**

- Non-Compliance Notice. No action has been taken regarding the notice of non-compliance by the state for failure to test for the contaminant, perchlorate. Sasur will ensure that all state requirements are met.
- Coordinated Water Study. At its last meeting, the Coordinated Water Study discussed management, operational costs, labor, and capital improvements. It is trying to determine each District's share of operational costs, and what each District would save if it did things cooperatively. Domey said that he, Michael Hassett, and Dave Lavallie, Chairman of the Bondsville Prudential Committee, met. Lavallie wants to proceed with developing a plan to work collaboratively. Bondsville's and Three Rivers' attorneys will develop a plan which will be presented to Thorndike before the District meetings in May. This plan needs to come with a way for the three Districts to operate as one District.
- Water Shut-Offs. Water shut-offs are done for the year. Consideration is being given to charging interest after 90 days. Charging interest has already been approved in the Rules and Regulations, under Rates, Fees, and Charges. The Billing Clerk determines the time frame and how long in arrears a customer must be before implementing the policy.

- Pet Restrictions. Pets have now been banned from areas of public water supply. Only a few problems occurred that were resolved internally.
- Sodium Hydroxide Purchasing. The cost of delivery is expensive. Switching to State FAC80 bidding and buying in bulk will cut costs in half. Storage accommodations are being arranged.
- Meter Installation Funding. Discussion postponed until next meeting.
- Health Plan. The Water Superintendent recommends continuing with MIIA (Massachusetts Interlocal Insurance Association) that has been used for many years. He said that the Town of Palmer uses it; that it is very competitive; and that it is used by only four employees. However, this is the first time that it requires a contractual agreement. The email requested the contract be signed ASAP. Chairman Domey would like to read it before signing it.

**MOTION (DOMEY, REIM): To postpone signing the health contract until next month. Approved 2-0.**

**MOTION (DOMEY, REIM): To accept the report of the Water Superintendent. Approved 2-0.**

**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 January 20, 2014.

**MOTION (REIM, DOMEY): To adjourn from the Open Meeting at 8:25 p.m. Approved 2-0.**

Submitted by:

Approved as to Form and Content:

\_\_\_\_\_  
Diane Baldyga, Recording Secretary

\_\_\_\_\_  
Raymond Domey, Chairman

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

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