



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

Prudential Committee Minutes

March 12, 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

William Jalbert, Clerk

John Chmura, District Treasurer

John Sasur, Water Superintendent

Al Nardi, Project Manager for Anderson St. and Tower

Diane Baldyga, District Secretary

Michael Hassett, District Attorney

Dennis Tully, Special Counsel to TRFD

Scott Turner, Fire Chief arrived at 8 p.m.

Patrick O'Connor, District Clerk arrived at 8:15 p.m.

Approval of Minutes

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

MOTION (DOMEY, JALBERT): To approve the minutes from the meeting of February 12, 2014. Approved 2-0.

The minutes of the December 11 meeting will need to be re-approved when Vice Chairman Reim is present.

Public Comment

None.

Three-District Collaborative. Attorney Michael Hassett provided the Committee with an update on the three-district collaborative for water departments. He had consulted with Attorney Christine Bodin, District Counsel for Bondsville, about preparing an intermunicipal agreement among the Town's villages. Three Rivers, Thorndike, and Bondsville will need to share duties and finances within this proposed Collaborative. Bodin said she has worked on intermunicipal agreements in the past. Hassett has provided her with samples of agreements from other local municipalities. W.S. Sasur noted that a meeting of the collaborative is scheduled for next week.

Easement for North Street Property. A discussion about the easement for the North Street property took place. Maps depicting the right of way were examined by Attorney Dennis Tully (Special Counsel to TRFD), Chairman Domey, Clerk Jalbert, and W.S. Sasur. Domey said that Town Manager, Charles Blanchard, had consulted with Gerry Skowronek, Superintendent of Palmer's Wastewater Treatment Facility. Blanchard said he wants a formal request as prepared from Attorney Dennis Tully before he brings it to the Town Council. Tully had drafted a basic easement for this property that is landlocked. W.S. Sasur also provided Tully with a standard easement model. Chairman Domey and the Water Superintendent will examine the final easement before submitting it to the Town Manager for his signature.

Anderson Street Reservoir Completion. Al Nardi, Project Manager on Anderson Street, informed the Committee that he had met with the estimator, a general contractor, and a plumber. They all agreed with the Water Superintendent's previous opinion to remove the rock and repair and clean the pipe at the same time as the remaining work at the Anderson Street Reservoir is completed. Nardi will expand the advertising for bids for this work in the Springfield newspaper as well as the Central Register and Palmer Journal. The estimate to finalize the project is set at \$48,000. With a balance of approximately \$25,000 left in the accounts from previous years, \$30,000 will need to be appropriated at the Annual District Meeting in May to conclude this final phase. Nardi advised completing the job this summer as costs rise about 12 percent a year. Clerk Jalbert questioned the possibility of problems with getting equipment to the site. No problems are anticipated if done in the summer. Nardi said that the ad will include the stipulation that the architect will have the right to determine when work will be done due to weather. He said that bids will be due in April and opened and reviewed at the Committee's next regular meeting.

Property Lease for Communication Tower. Al Nardi reported that AT&T was the sole bidder for the lease of property for the purpose of erecting a communication tower on District property. He verified that the bidding process was done on time and according to required guidelines. The lease package was reviewed by Attorney Hassett. Access for the work at the proposed tower will be through Anderson Street.

Executive Session. At 7:33 p.m. Chairman Domey called for a roll-call vote to enter into Executive Session with return to Open Session at its conclusion. Executive Session will include the Prudential Committee, District Secretary, District Treasurer, District Counsel, and Project Manager for the tower lease.

MOTION (DOMEY, JALBERT): To enter into Executive Session to review the bid and proposal received to lease District land for the purpose of erecting and operating a communication tower and discussing strategy for negotiations moving forward as allowed under the guidelines set forth in the Attorney General’s “Open Meeting Law Guide.”

Roll Call Vote: Jalbert, Yes; Domey, Yes

The Committee returned to Open Session at 7:56 p.m.

MOTION (DOMEY, JALBERT): To accept the bid from AT&T for lease of District land for the purpose of erecting and operating a communication tower. Approved 2-0.

Report of the Treasurer

Treasurer Chmura submitted February’s financial statements to the Committee. .

In additional business:

- Chairman Domey is requesting bids for District insurances. W.S. Sasur said that the representative for health insurance also provides other insurances. The problem of insuring the MAC truck as an antique has not been resolved.
- Discussion on the audit is delayed until next month.

MOTION (JALBERT, DOMEY): To postpone discussion on the annual audit until April. Approved 2-0.

- Chmura compared last year’s District Budget with this year’s. Except for an increase in legal expenses, the budgets were comparable. New budget figures for next year are based on current expenses and this year’s budget.

Acting in the capacities of Prudential Committee, Fire Commissioners, Water Commissioners, as well as Intermunicipal Liaisons, salary increases for these individuals were discussed. Extra responsibilities, time, and meetings have escalated over the past year for the Prudential Committee as well as the Treasurer, so additional compensation was recommended. Breaking down salaries by duty (i.e., Prudential Committee, Water Commissioners, Fire Commissioners) was also being considered. An increase of \$1,500 will be added to Salaries for the Prudential Committee in the District Budget. The District Treasurer’s salary will be increased by \$500, and the District Clerk by \$300. The line item for “Auditor” will be removed as it is no longer an elected position and is paid out of District Expenses. “Service Charge” also will be eliminated. Charges from the Assessor’s Office were discussed and adjusted. The remainder of the line items was discussed with minor adjustments.

MOTION (JALBERT, DOMEY): To accept the District’s expenses with modifications from the Treasurer. Approved 2-0.

- Tammie Perry was suggested to replace Roger Trudell, Jr., on the Finance Committee.

MOTION (JALBERT, DOMEY): To appoint Tammie Perry to serve as a member of the Finance Committee. Approved 2-0.

- The next Finance Committee meeting will be held on Monday, March 31. Budgets should be submitted by March 24.
- The Annual District meeting will be on Tuesday, May 20. Warrants should be submitted by March 24. Notice of the meeting will be submitted to the Palmer Journal on Friday, March 14, for publication on Thursday, March 20.
- Quotes on District insurance plans will be solicited.
- Fire Chief Turner said that he had a new phone number to call for a credit card. He attempted to reach the credit card company, but disconnected after a lengthy hold time.

MOTION (JALBERT, DOMEY): To accept and approve the Treasurer’s Warrant. Approved 2-0.

MOTION (DOMEY, JALBERT): To accept and approve the Treasurer’s Report. Approved 2-0.

Report of the Fire Chief

Fire Chief Turner presented his report:

- The call report for the month of February 2014: A total of nine (9) calls were received—five (5) all calls and four (4) duty-officer calls.

- A copy of the Fire Department's proposed Salary Budget for 2015 as well as last year's was given to the Committee. Some titles were modified to better reflect certification changes

MOTION (JALBERT, DOMEY): To accept "Article #4—Salaries" as proposed by Fire Chief Turner. Approved 2-0.

- Copies of Articles #5 and #9 were submitted to the Committee. Turner explained changes made to the format, year-to-date expenses, yearly estimates, anticipated expenses, and new requirements for firefighters' gear. The Massachusetts Fire Academy has regulated that safety equipment and gear must be less than 10 years old in order to train at its facility. The Chief cited ages and conditions of various types of gear and equipment and said that this will be a grant option on the next round. Otherwise, this would cost the Department about \$60,000.
- At the last fire chiefs' meeting, Turner was nominated for the Western Mass. Call/Volunteer Chiefs to represent the Training Council.

MOTION (JALBERT, DOMEY): To accept the budget as proposed by Fire Chief Turner. Approved 2-0.

- A Warrant Article will also be needed for an Access and Security Control System at the Fire Station. Rather than the \$8,000 proposed by Turner, Chairman Domey feels that a system can be installed for between \$3,500 and \$5,000. Turner was asked to get some bids. Domey will provide him with camera specifications. District Clerk O'Connor will draw up the article.

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

Report of the Water Superintendent

W.S. Sasur discussed the following items:

- 2015 Budget. The proposed Water Department Budget for next year was submitted. W.S. Sasur will adjust previously discussed amounts for his Department's share of expenses. The Committee acting as Water Commissioners wanted an increase of \$1,000 added to their current salaries. Domey commented that work for the Water Department is overwhelming. The correspondence, the Collaborative, the new building, the additional meetings, and many other issues over the past year have dramatically escalated. The Water Commissioners' Salaries in the Water Department's budget will be increased by \$3,000. The Water Superintendent reviewed the other expenses in the Water Budget. Treasurer Chmura recommended increasing the Collector's salary by \$500 making it \$10,500. He cited a lot of pressure and work involved in collecting \$61,000 in past-due accounts. Domey said that assessing late fees and penalties for delinquent accounts must be approved by the state. Domey asked if Scott Majka had a Water Department cell phone. Sasur said he uses his personal phone and was considering reimbursing him for what an additional line would cost the Department.

MOTION (DOMEY, JALBERT): To accept the budget from the Water Superintendent. Approved 2-0.

- Update on Water Department/District Office building. No meeting took place on February 20. Only Billy Jalbert and John Sasur were present. W.S. Sasur will supply this committee with a template to help with preparing a request for qualifications (RFQ) for architectural services. Quotes will need to be gotten for an Article. March 20 is the next scheduled meeting.
- District Forest Management Plan. The Forest Management Plan and request for a state stewardship grant has been submitted.
- Coordinated Water Study for Phase 2. The final meeting is scheduled for Wednesday, March 19. Bondsville, Thorndike, and Three Rivers will meet with the consultants in Thorndike at 6:30 p.m. A vote will be taken for acceptance by the Districts at that time.
- Customer Bills with Due Date. W.S. Sasur said that "**Due Upon Receipt**" had been added in bold letters to the water bills.
- DEP Copper Levels. The Federal Government mandates that copper levels be checked every three (3) years. Since the District's levels slightly exceeded the guidelines, sampling must be done every three (3) months. PH levels have been adjusted, but it is a time-consuming procedure.

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

W.S. Sasur requested and received a copy of the Management Opinions/Summary from the Auditor's Report.

The Water Superintendent asked the Committee for the contract with Blue Wave LLC for wholesale electricity that he gave to them at the last meeting so he could move forward with it. Domey said the contract had only 2 pages out of 18, and that the rest of the contract is needed. Sasur will try to get the whole document.

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 April 9, 2014.

MOTION (JALBERT, DOMEY): To adjourn from the Open Meeting at 9:50 p.m. Approved 2-0.

Submitted by:

Approved as to Form and Content:

Diane Baldyga, Recording Secretary

Raymond Domey, Chairman

Date: _____

Date: _____